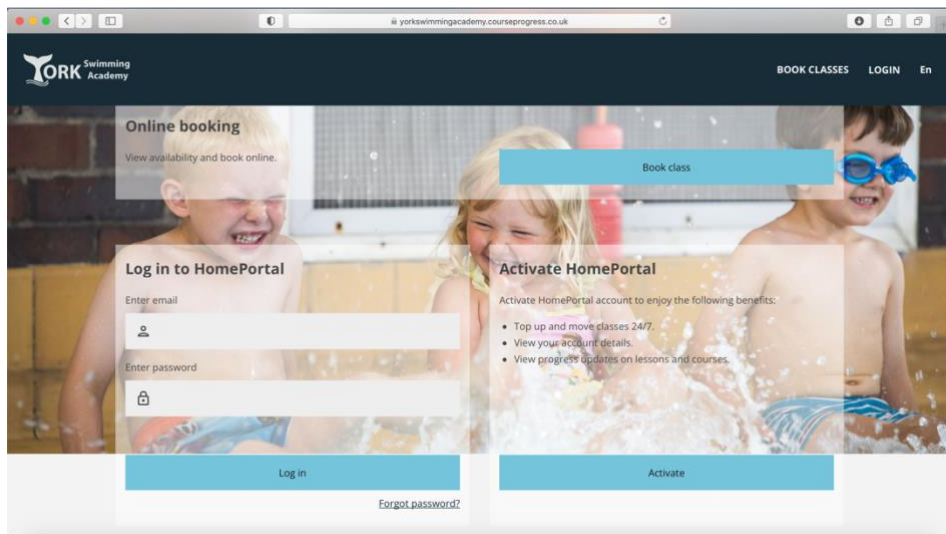


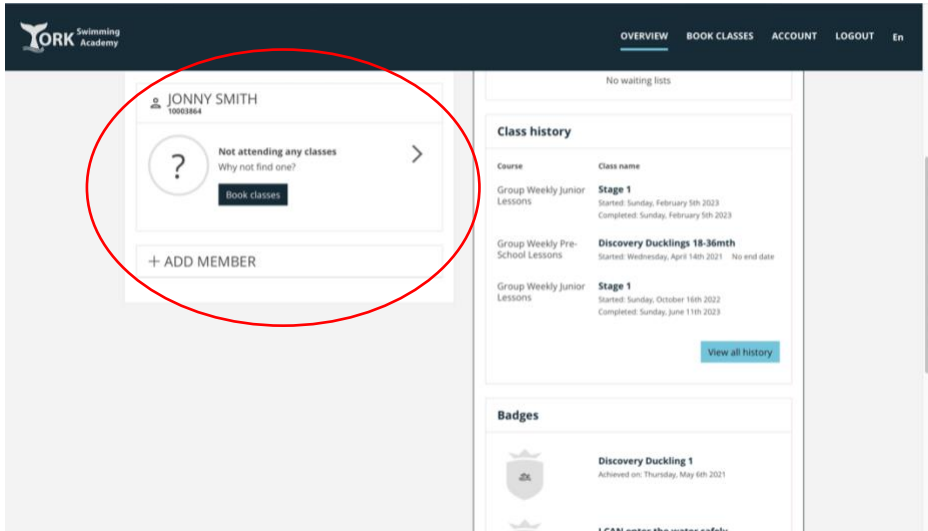
1. Log on to:

<http://yorkswimmingacademy.com/homeportal/>

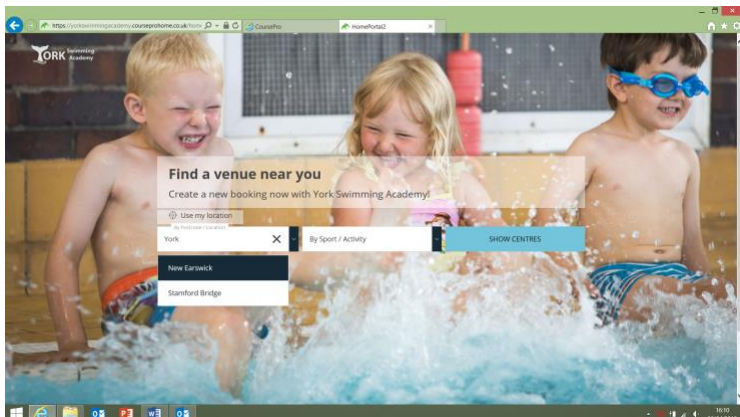
2. Enter your login details and press 'Log in'



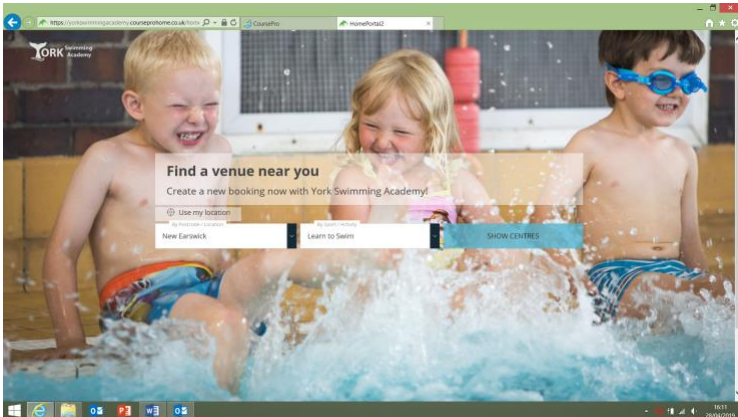
- Once you have logged in, you will see a message saying 'Not attending any classes'. Click on the 'Book Classes' button:



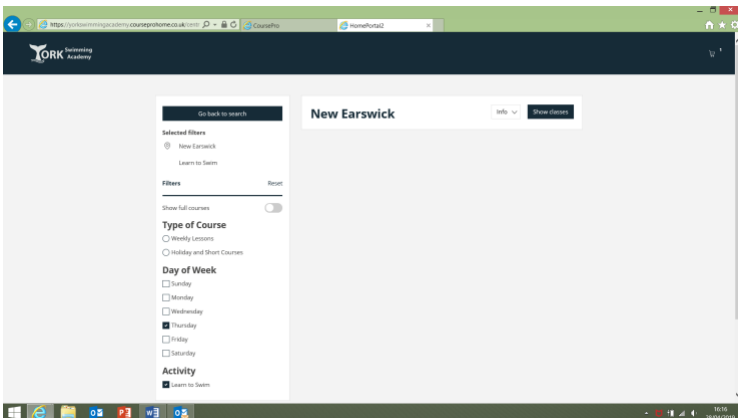
- You will now be taken to the Online Joining Page. Type in your city or post code and select the appropriate venue.



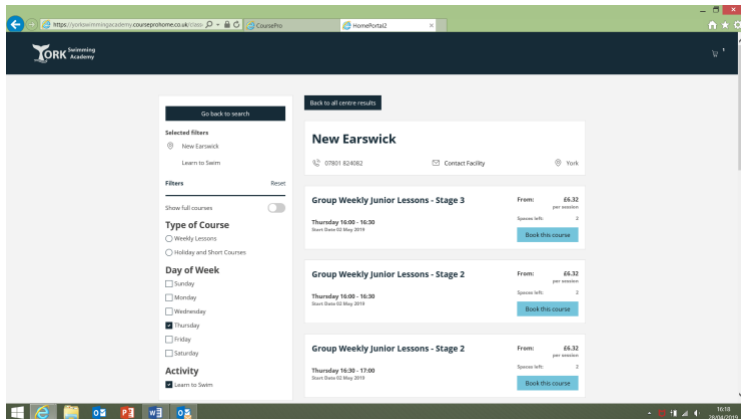
5. Select the activity you wish to book (Learn to Swim) and click 'Show Centres'.



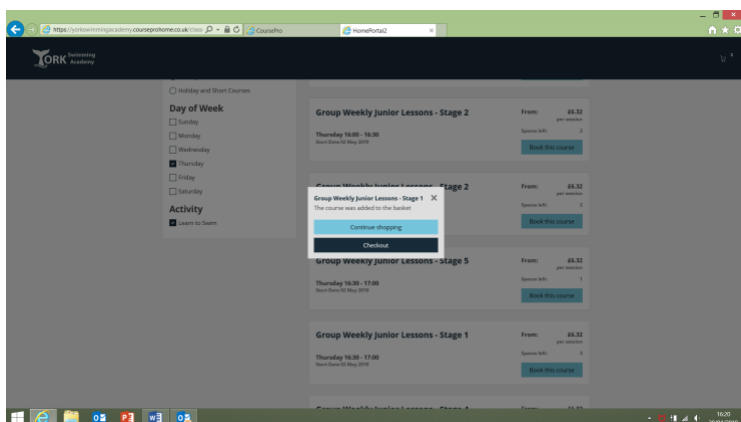
6. Select your preferred day(s) and click 'Show Classes'.



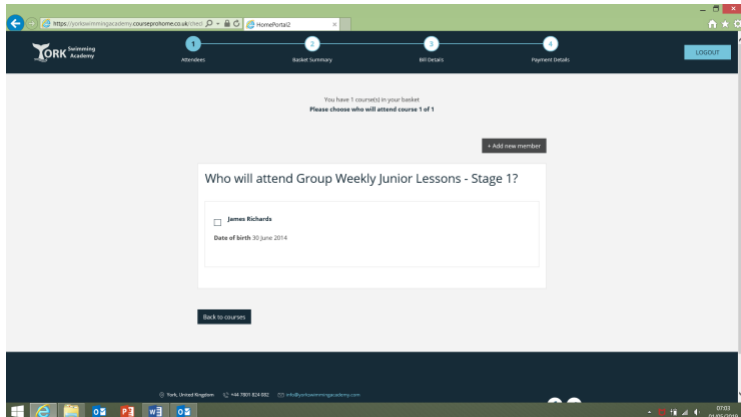
7. Select your preferred class from the list of available options. Click 'Book this course'.



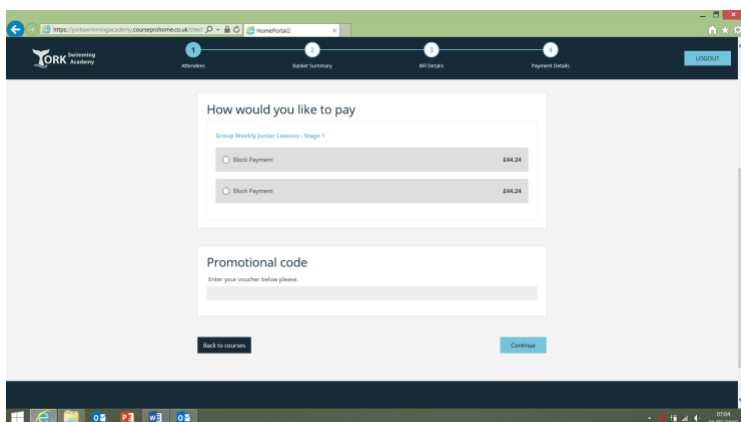
8. If you wish to select an additional class (i.e. you wish for your child to swim more than once per week), you will have the option of clicking 'Continue Shopping'. If you are happy with the class you have selected, click 'Check Out Now'.



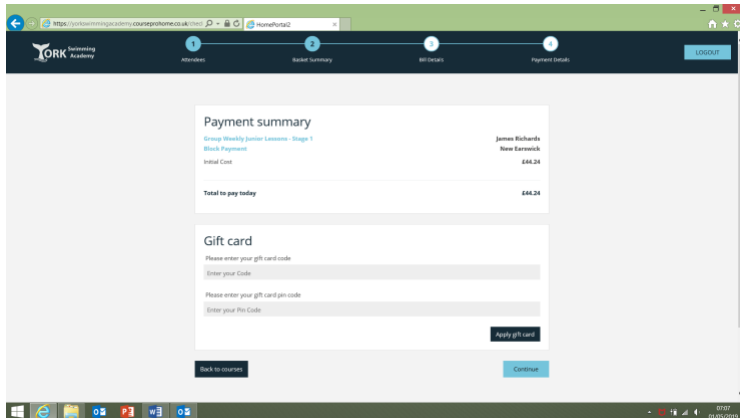
9. Select who will be attending the class you have selected.



10. Select the number of lessons you would like to book. If you have been given a promotional code, enter this also and click 'Continue'.



11. Check the details and enter gift card code, if you are paying by gift card. If the details are correct, click 'Continue' (otherwise, select 'Back to Courses' to amend the details').



Payment summary

Group Weekly Junior Lessons - Stage 1
Block Payment

Initial Cost £64.24

Total to pay today £64.24

James Richards
New Barnside

Gift card

Please enter your gift card code

Enter your Code

Please enter your gift card pin code

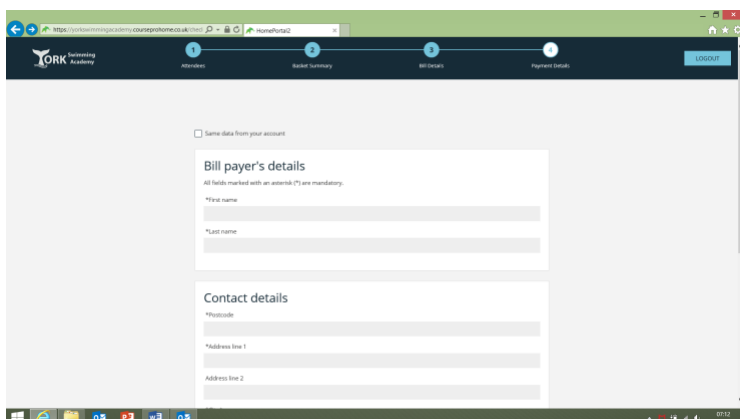
Enter your Pin Code

Apply gift card

Back to Courses

Continue

12. Enter 'Bill Payer's Details'. If the address and contact details are the same as the child, you can select the tick box at the top of the page to save time.



Same data from your account

Bill payer's details

All fields marked with an asterisk (*) are mandatory.

*First name

*Last name

Contact details

*Phone

*Address line 1

Address line 2

13. Complete the 'Card Payment' form and click 'Pay Now'



14. If payment was successful, you should see confirmation of your booking. Please check your e-mail for confirmation of your booking.

