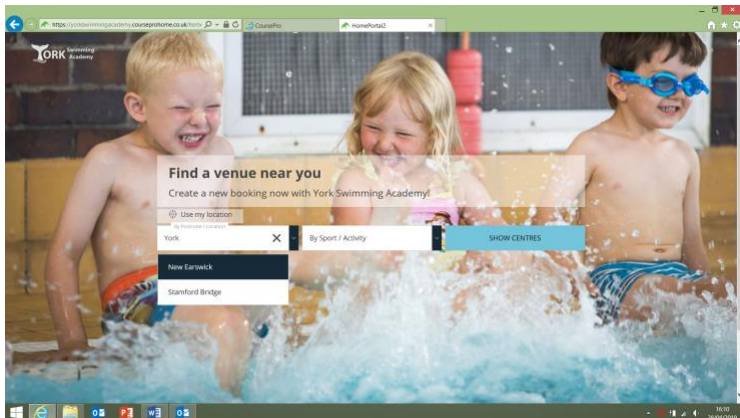


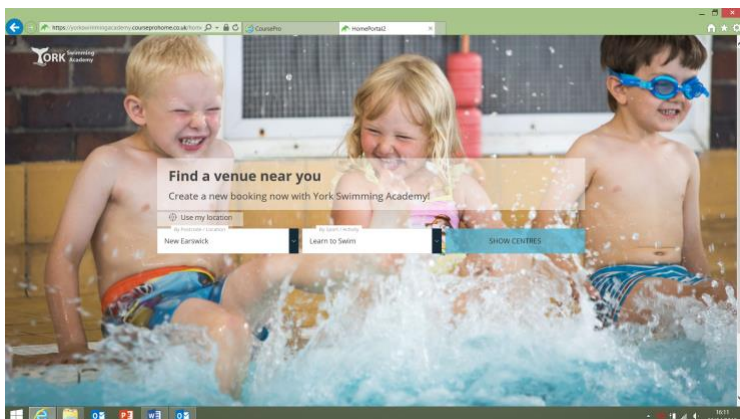
1. Log on to:

<https://yorkswimmingacademy.courseprogress.co.uk/onlinejoining/home>

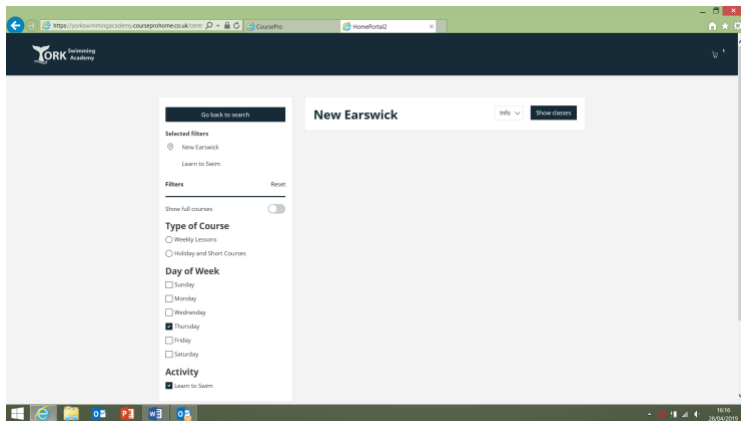
2. Type in your city or post code and select the appropriate venue.



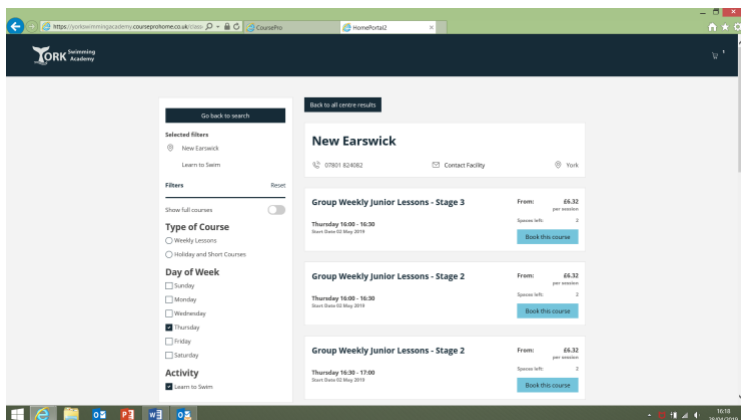
3. Select the activity you wish to book (Learn to Swim) and click 'Show Centres'.



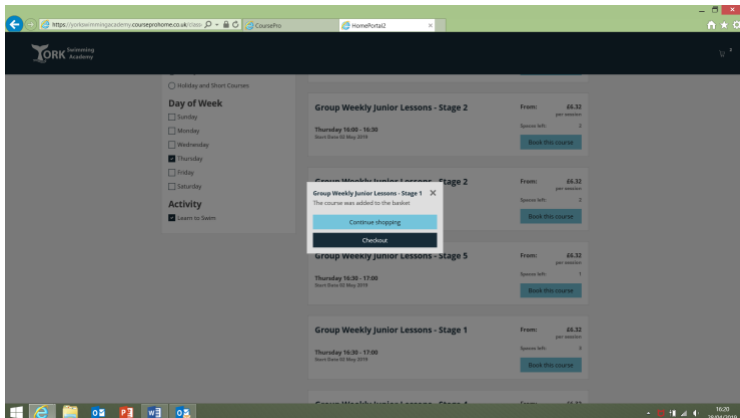
4. Select your preferred day(s) and click 'Show Classes.'



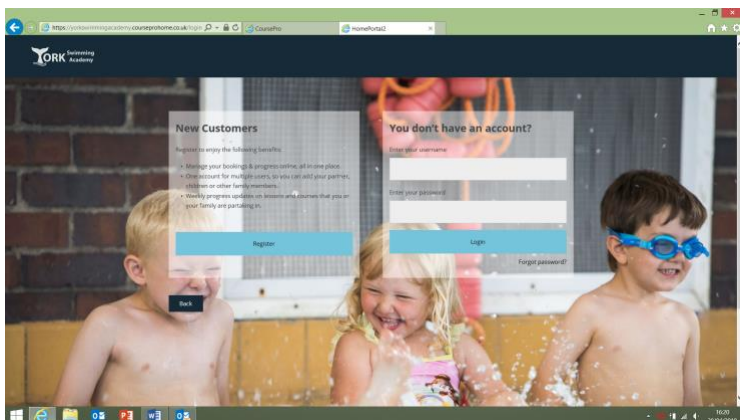
5. Select your preferred class from the list of available options. Click 'Book this course'.



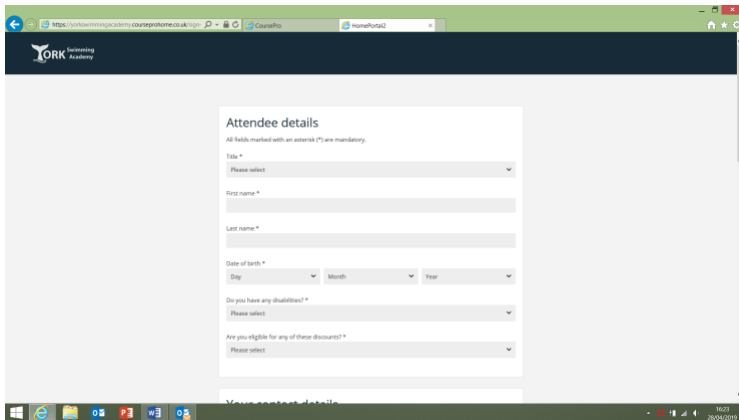
- If you wish to select an additional class (i.e. you wish for your child to swim more than once per week), you will have the option of clicking 'Continue Shopping'. If you are happy with the class you have selected, click 'Check Out Now'.



- Select the 'Register' option to proceed to set up your account.



8. Complete the details on the screen and click 'Continue'.



The screenshot shows a web browser window displaying the 'Attendee details' form. The form is titled 'Attendee details' and includes a note: 'All fields marked with an asterisk (\*) are mandatory'. The form contains the following fields:

- Title \* (dropdown menu with 'Please select' text)
- First name \* (text input field)
- Last name \* (text input field)
- Date of birth \* (dropdown menus for Day, Month, and Year)
- Do you have any disabilities? \* (dropdown menu with 'Please select' text)
- Are you eligible for any of these discounts? \* (dropdown menu with 'Please select' text)

At the bottom of the form, there is a 'Continue' button. The browser's address bar shows the URL: <https://orkswimmingacademy.com/onlinebookings/course/homecourse2>.

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

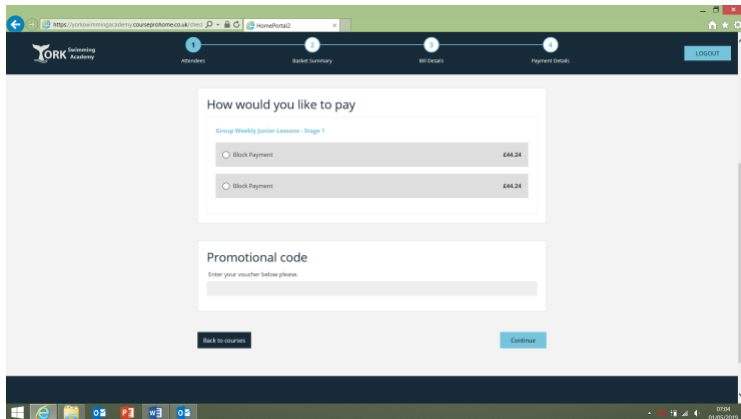


The screenshot shows a web browser window displaying the 'Who will attend' selection screen. The screen has a dark blue header with the ORK Swimming Academy logo and a progress bar with four steps: 1. Attendees, 2. Rabbit Summary, 3. All Details, and 4. Payment Details. A 'LOGOUT' button is visible in the top right corner. The main content area shows a message: 'You have 1 course(s) in your basket. Please choose who will attend course 1 of 1'. Below this is a button labeled '+ Add new member'. The main heading is 'Who will attend Group Weekly Junior Lessons - Stage 1?'. A list of members is shown, with one member selected:

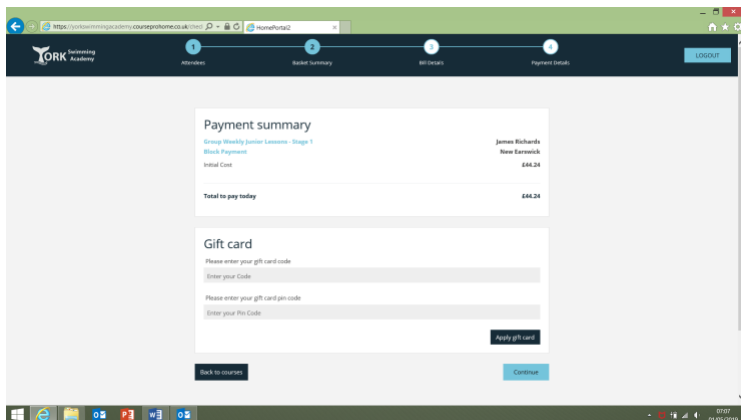
- James Richards  
Date of birth 30 June 2014

At the bottom of the list, there is a 'Back to courses' button. The browser's address bar shows the URL: <https://orkswimmingacademy.com/onlinebookings/course/homecourse2>.

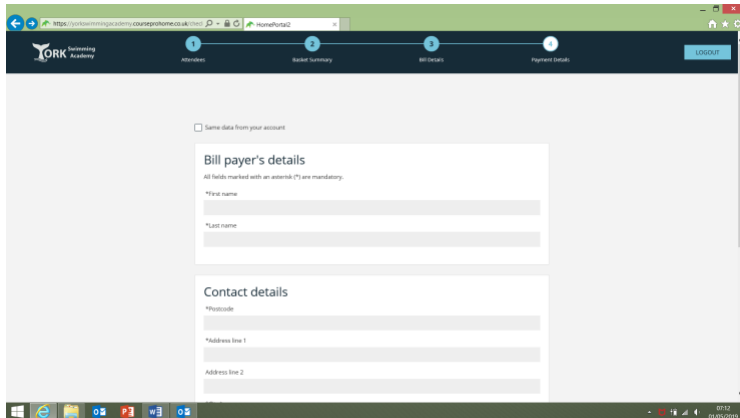
10. Select the number of lessons you would like to book. If you have been given a promotional code, enter this also and click 'Continue'.



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').



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.



The screenshot shows a web browser window displaying the 'Bill Payer's Details' form. At the top, there are four numbered steps: 1. Account, 2. Basket Summary, 3. Bill Details, and 4. Payment Details. A 'LOGOUT' button is visible in the top right corner. The form includes a checkbox labeled 'Same data from your account'. Below this, the 'Bill payer's details' section contains fields for '\*First name' and '\*Last name'. The 'Contact details' section contains fields for 'Postcode', 'Address line 1', and 'Address line 2'. The browser's taskbar at the bottom shows various application icons and the system clock indicating 09:57 on 01/06/2019.

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



The screenshot shows a web browser window displaying the 'Process Card Payment' form. The background image shows a woman in a white shirt interacting with a young child wearing blue swimming goggles in a pool. The form is overlaid on the right side of the page. It includes fields for 'CARD TYPE', 'CARD NUMBER', 'CARD EXPIRY', 'CARD NAME', 'POST CODE', 'CARD SECURITY', and 'YOUR PAY ADDRESS (VISA, MASTERCARD, AMEX)'. A 'Pay Now' button is located at the bottom of the form. Below the button, logos for VISA, Mastercard, American Express, and WorldPay are displayed. The browser's taskbar at the bottom shows various application icons and the system clock indicating 10:07 on 01/06/2019.

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

