

## Member Portal Guide for Swim School Members

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Login to the Member Portal through this link https://autmillennium.perfectgym.com.au/clientportal2/#/Login

# Your child's Swim School lessons:

## View your child's swimming lesson details:

1. To view your child's bookings, click on My Bookings.

Book	🔠 Shop	🛱 My Bookings	Account

2. On this page you'll be able to see bookings your child's future bookings and past bookings.

Next 7 days		Add to my calendar
05:45 PM - 06:15 PM TRURSDAY Adv Breather	тс	Manage bookings
Future bookings		
05:45 PM - 06:15 PM THURSDAY Adv Breather 15/12/2022 ☆ JUT Milleenium / NAC 25m Lane 4 North	TC	Manage bookings
O5:45 PM - 06:15 PM TUURIDAY Adv Breather	тс	Manage bookings

#### View your child's progression in their swimming lessons:

1. To view your child's skills, click on Account and then Skills.

		Book	Shop	🛱 Му Во	ookings 😤 Ad	count		
Payments	Contract details	My purchases	Friends and family	Skills	Payment settings	Edit profile	Documents	Agreements

2. Use the dropdown to change to your child's profile.





3. From here you will be able to see information about how your child is progressing.

F	Pre School Sategory activity		Completed in	25.0%	Completed levels	1/4	Acquired skills	0/26
L	evels timeline: Click on a level to see more in	ofrmation						
	COMPLETED	CURRENT	FUTURE		FUTURE			
		•						
	Seahorses Acquired skills <b>0/6</b>	Snappers Acquired skills <b>0/6</b>	Piranhas Acquired skills 0/5		Barracudas Acquired skills <b>0/9</b>			

## Update your details:

#### Update your contact details:

1. To update your contact details, go to Edit profile under the Account tab.

		Book	Shop	Ё⊙ Му Во	ookings 🖉 A	ccount		
Payments	Contract details	My purchases	Friends and family	Skills	Payment settings	Edit profile	Documents	Agreements

2. Once you're on this page, you can update your contact details.

## Update your payment details (direct debit):

1. To update your payment details, go to Payment settings under the Account tab. From here you can update card or bank account details.

		Est Book	Shop	🗄 Му Во	ookings 📃 Ad	count		
Payments	Contract details	My purchases	Friends and family	Skills	Payment settings	Edit profile	Documents	Agreements

2. Click on Add a new payment method.

		TP Test1234 Parent	
		To learn about all our membership options visit www.autmillennium.org.nz.	
YOUR SAVED PAYMENT METH	HODS		Your payment details are stored securely.
Direct debit	079365600		Delete
			Delete
		Add a new payment method	•



3. Choose either Debit / Credit Card or Bank Account and then follow the prompts.

Choose your payment method	$\otimes$
Debit/Credit Card Unlimited possibilites anywhere anytime.	
Bank Account Membership frees collected directly from your account.	
Next	Θ

4. At the top of the payment settings page, click the dropdown menu and then click on your child's name to change to their profile.



5. Click the dropdown arrow on the right hand side, click on the new direct debit. If you already have a direct debit in place, the new one will be the one that isn't already selected. Select the new direct debit. This will save automatically. You will need to complete step 4 and 5 for every child you have enrolled.



## Viewing upcoming payments:

1. To view upcoming payments, go to Payments under the Account tab.





2. From here you will be able to see 5 - 6 months of upcoming payments.

	PAYMENT	MEMBER	PAYMENT DATE	AMOUNT
€	Payment breakdown (2 payments)		08/12/2022	\$39.00
€	Payment breakdown ( 2 payments )		02/02/2023	\$39.00
€	Payment breakdown ( 2 payments )		16/02/2023	\$39.00
€	Payment breakdown (2 payments)		02/03/2023	\$39.00
€	Payment breakdown (2 payments)		16/03/2023	\$39.00
€	Payment breakdown (2 payments)		30/03/2023	\$39.00
	Payment breakdown ( 2 payments )		13/04/2023	\$39.00
€	Payment breakdown ( 2 payments )		27/04/2023	\$39.00

# 3. To look at the details of each payment breakdown, click on the arrows on the left.

ĵ	Payment breakdown ( 2 payments )	08/12/2022	\$39.00
	THURSDAY 5.45PM (NAC 25M LANE 4 NORTH) - ADVANCED BREATHER Adv Breather Thursday, 8 December 2022	08/12/2022	\$19.50