

## 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.

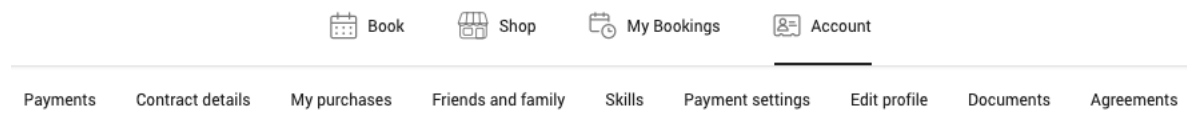


2. On this page you'll be able to see bookings your child's future bookings and past bookings.

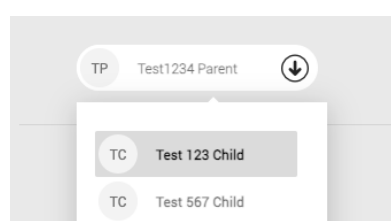
Next 7 days				Add to my calendar
05:45 PM - 06:15 PM	THURSDAY 08/12/2022	Adv Breather AUT Millennium / NAC 25m Lane 4 North	TC	Manage bookings
Future bookings				
05:45 PM - 06:15 PM	THURSDAY 15/12/2022	Adv Breather AUT Millennium / NAC 25m Lane 4 North	TC	Manage bookings
05:45 PM - 06:15 PM	THURSDAY 02/02/2023	Adv Breather AUT Millennium / NAC 25m Lane 4 North	TC	Manage bookings

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

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



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.

**Pre School**  
Category activity

Completed in **25.0%** Completed levels **1/4** Acquired skills **0/26**

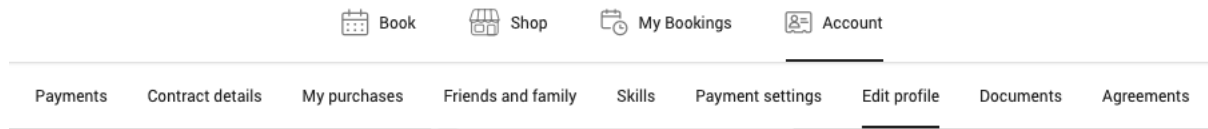
Levels timeline: Click on a level to see more information

COMPLETED	CURRENT	FUTURE	FUTURE
●	●	●	●
Seahorses Acquired skills 0/6	Snappers Acquired skills 0/6	Piranhas Acquired skills 0/5	Barracudas Acquired skills 0/9

## Update your details:

### Update your contact details:

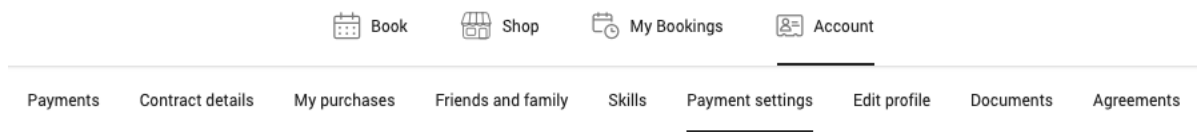
1. To update your contact details, go to Edit profile under the Account tab.



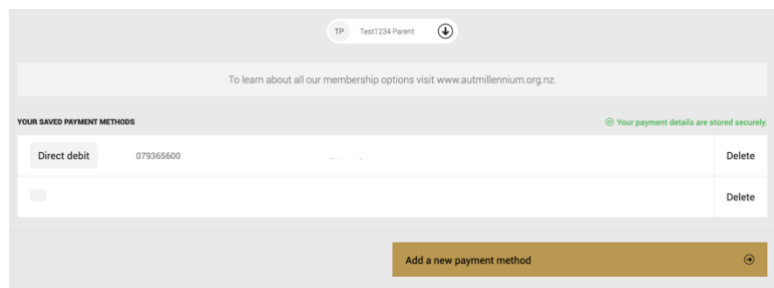
2. Once you're on this page, you can update your contact details.

### Update your payment details (direct debit):

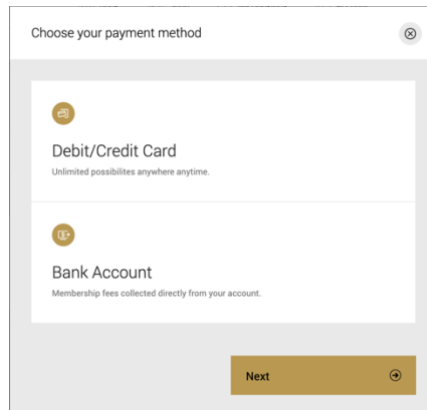
1. To update your payment details, go to Payment settings under the Account tab. From here you can update card or bank account details.



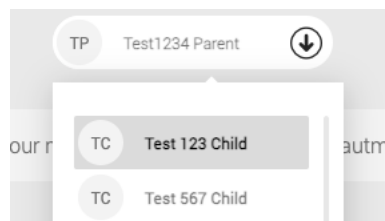
2. Click on Add a new payment method.



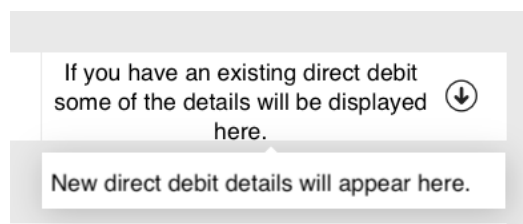
3. Choose either Debit / Credit Card or Bank Account and then follow the prompts.



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.

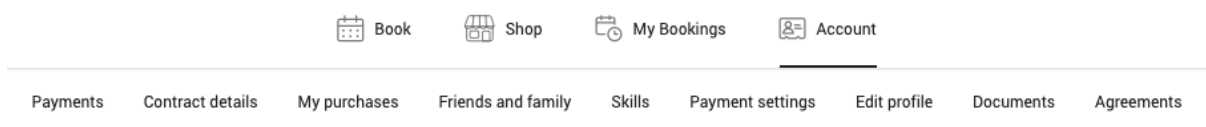


5. Click the dropdown arrow on the right hand side, click on the new direct debit. If you already have a direct debit in place, the new one will be the one that isn't already selected. Select the new direct debit. This will save automatically. You will need to complete step 4 and 5 for every child you 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
 <input type="checkbox"/> Payment breakdown ( 2 payments )		08/12/2022	<b>\$39.00</b>
 <input type="checkbox"/> Payment breakdown ( 2 payments )		02/02/2023	<b>\$39.00</b>
 <input type="checkbox"/> Payment breakdown ( 2 payments )		16/02/2023	<b>\$39.00</b>
 <input type="checkbox"/> Payment breakdown ( 2 payments )		02/03/2023	<b>\$39.00</b>
 <input type="checkbox"/> Payment breakdown ( 2 payments )		16/03/2023	<b>\$39.00</b>
 <input type="checkbox"/> Payment breakdown ( 2 payments )		30/03/2023	<b>\$39.00</b>
 <input type="checkbox"/> Payment breakdown ( 2 payments )		13/04/2023	<b>\$39.00</b>
 <input type="checkbox"/> Payment breakdown ( 2 payments )		27/04/2023	<b>\$39.00</b>

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

 <input type="checkbox"/> Payment breakdown ( 2 payments )		08/12/2022	<b>\$39.00</b>
<input type="checkbox"/> THURSDAY 5.45PM (NAC 25M LANE 4 NORTH) - ADVANCED BREATHER Adv Breather Thursday, 8 December 2022		08/12/2022	<b>\$19.50</b>