

## **Member Portal Guide for Swim School Members**

### **Contents:**

- Your child's Swim School lessons: Class information and swimming progression – Pages 2 and 3
- Update your details: Contact details and payment details – Pages 3 and 4
- View upcoming payments – Page 5
- Make a payment – Pages 5 and 6

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.

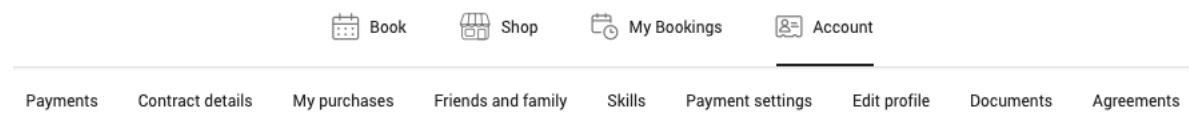


2. On this page you'll be able to see bookings your child's future bookings and past bookings.

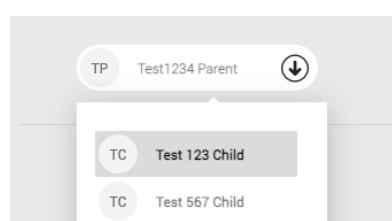
Next 7 days				<a href="#">Add to my calendar</a>	
05:45 PM - 06:15 PM	THURSDAY 08/12/2022	<b>Adv Breather</b>  AUT Millennium / NAC 25m Lane 4 North		Manage bookings	
Future bookings					
05:45 PM - 06:15 PM	THURSDAY 15/12/2022	<b>Adv Breather</b>  AUT Millennium / NAC 25m Lane 4 North		Manage bookings	
05:45 PM - 06:15 PM	THURSDAY 02/02/2023	<b>Adv Breather</b>  AUT Millennium / NAC 25m Lane 4 North		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**

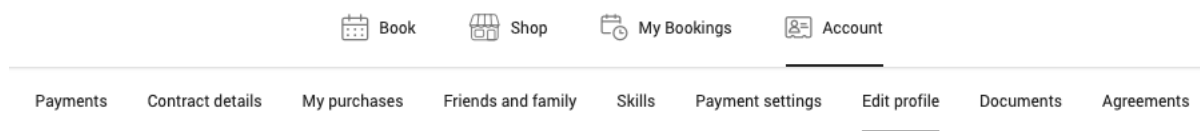
Levels timeline: Click on a level to see more information

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:

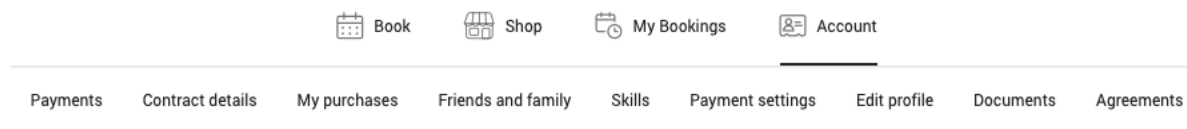
1. To update your contact details, go to Edit profile under the Account tab.



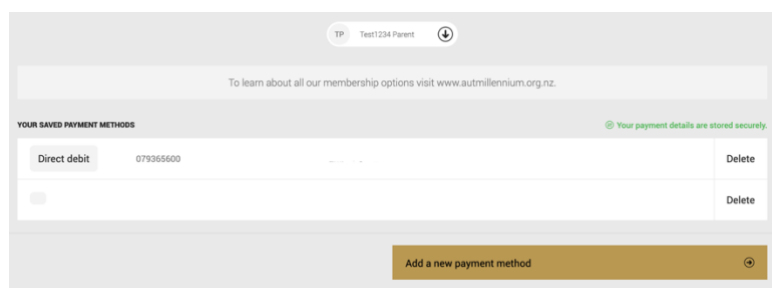
2. Once you're on this page, you can update your contact details.

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

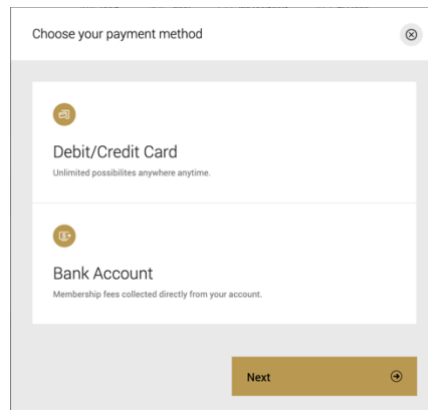
1. To update your payment details, go to Payment settings under the Account tab.  
From here you can update card or bank account details.



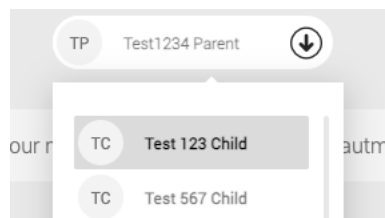
2. Click on Add a new payment method.



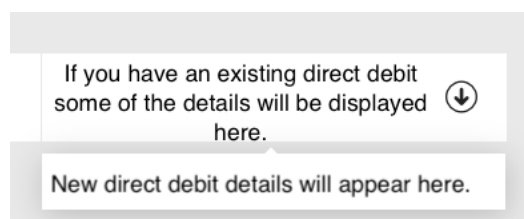
- Choose either Debit / Credit Card or Bank Account and then follow the prompts.



- 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.

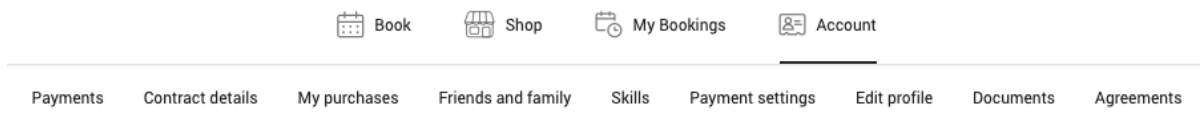


- Click the dropdown arrow on the right hand side, click on the new direct debit. If you already have a direct debit in place, the new one will be the one that isn't already selected. Select the new direct debit. This will save automatically. You will need to complete step 4 and 5 for every child you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

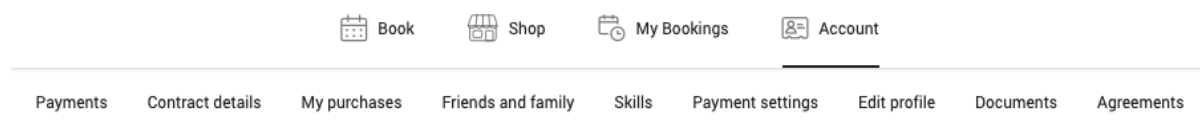
3. To look at the details of each payment breakdown, click on the arrows on the left.

 <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>









## Make a payment:

NB: Your payments are deducted on a fortnightly Direct Debit. The following steps are for if you want to keep ahead of the Direct Debit or if you have an overdue amount to pay.

1. Click on payments.



- Click on the dates you want to pay for. These are organised into fortnightly payments, if you want to see the breakdown or select payments by week, click the gold arrow next to the check box.

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>


- Click the pay button.  
NB: If you're logged in on your mobile, you'll have to scroll to the bottom of the page to find the pay button.

Total amount:

Pay


- Choose your payment method and then follow the prompts.

Choose your payment method



Debit/Credit Card

Unlimited possibilities anywhere anytime.

 Payrix

Online

Pay for your membership easy and online.

Previous

Next