

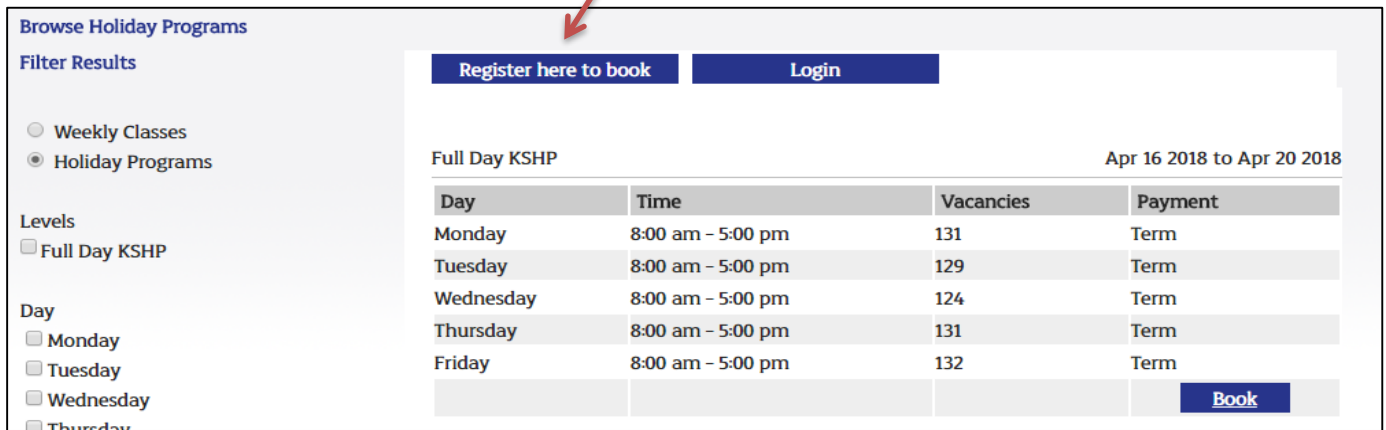
## STEP BY STEP GUIDE

### How to enrol you children into our UWA's Holiday Programs

#### STEP 1: SIGN IN or REGISTER on UWA my sport portal

If you have registered yourself into a weekly class or enrolled your child/ren into a UWA Sport holiday program before you should be able to sign in with your existing email address and password.

If this is your first time enrolling into a UWA Sport class or program, you will need to register yourself on our My Sport Portal.



**Browse Holiday Programs**

**Filter Results**

- Weekly Classes
- Holiday Programs

**Levels**

- Full Day KSHP

**Day**

- Monday
- Tuesday
- Wednesday
- Thursday

**Register here to book**   **Login**

Full Day KSHP Apr 16 2018 to Apr 20 2018

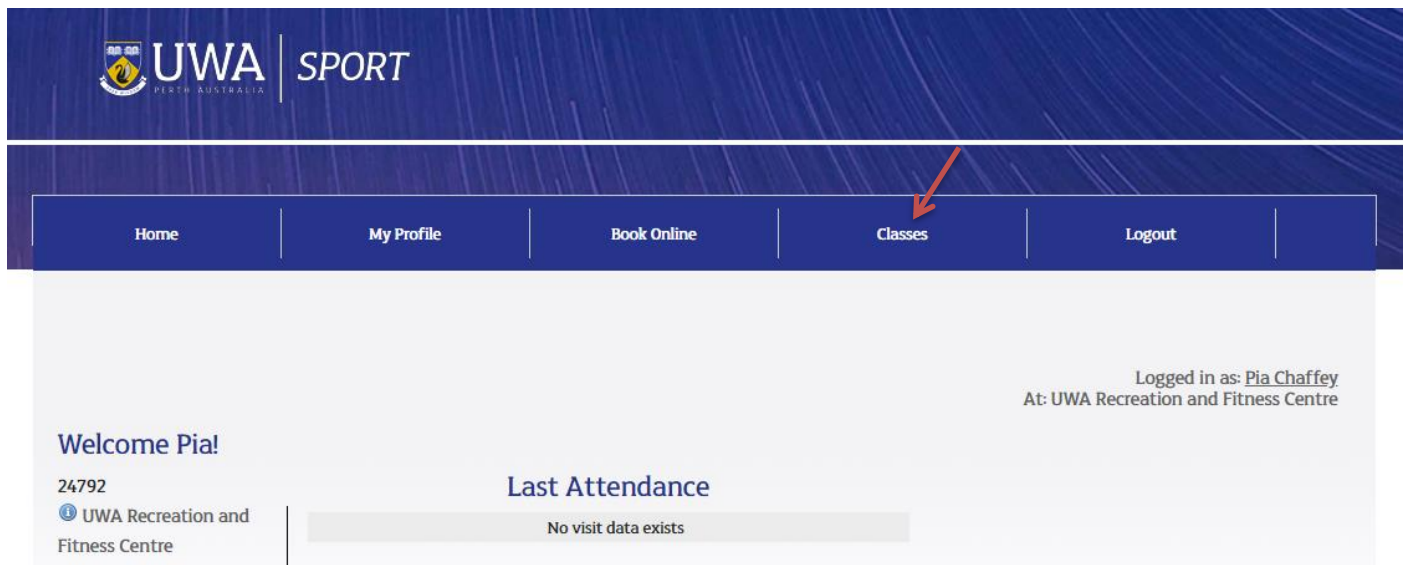
Day	Time	Vacancies	Payment
Monday	8:00 am - 5:00 pm	131	Term
Tuesday	8:00 am - 5:00 pm	129	Term
Wednesday	8:00 am - 5:00 pm	124	Term
Thursday	8:00 am - 5:00 pm	131	Term
Friday	8:00 am - 5:00 pm	132	Term

**Book**

#### STEP 2: Browsing classes

If you are a new family registering your child/ren, please skip STEP 2. If you are a returning family, please keep reading.

Once you have signed in the online portal will take you to the home page. To navigate through to the holiday program, click **CLASSES** at the top of the page. A drop down menu will appear. Click **BROWSE CLASSES**.



**UWA** | **SPORT**  
PERTH · AUSTRALIA

Home   My Profile   Book Online   **Classes**   Logout

Logged in as: Pia Chaffey  
At: UWA Recreation and Fitness Centre

Welcome Pia!

24792

UWA Recreation and Fitness Centre

**Last Attendance**

No visit data exists

### STEP 3: Selecting a Holiday Program to enrol your child/ren in

Once you have successfully signed in/registered you will need to navigate through our classes and programs to book the session you are after.

- a. For **holiday programs** click the filter button on the left hand side:

**Browse Classes**

**Filter Results**

- Weekly Classes
- Holiday Programs

**Categories**

- DANCE
- FITNESS
- SPORT CLINICS
- SPORTS AND MARTIAL ARTS
- STAFF EXCLUSIVE

Next Class	Time	Vacancies	Payment	
Monday 5:00 pm - Fitness - Boxing for Fitness ⓘ				
Dec 11 2017	5:00 pm - 6:00 pm	10	Term	<a href="#">Book</a>
Monday 5:00 pm - Watersports - Stand Up Paddling ⓘ				
Dec 11 2017	5:00 pm - 6:00 pm	4	Term	<a href="#">Book</a>
Monday 5:00 pm - Watersports - Paddling Come and Try ⓘ				
Next Class	Time	Vacancies	Payment	

- b. Then press the 'book' button for the week you want to choose:

Full Day KSHP Apr 16 2018 to Apr 20 2018

Day	Time	Vacancies	Payment	
Monday	8:00 am - 5:00 pm	131	Term	<a href="#">Book</a>
Tuesday	8:00 am - 5:00 pm	129	Term	
Wednesday	8:00 am - 5:00 pm	124	Term	
Thursday	8:00 am - 5:00 pm	131	Term	
Friday	8:00 am - 5:00 pm	132	Term	

### STEP 4: Add child/ren for enrolment

To enrol your child or children into the program, you will need to first add a 'New Student' to your profile.

Please note: when enrolling your child/ren into the program the below screen will appear. Please ignore the day shown on the screen. Once you have entered your child/ren's details, click add to cart. This will take you to a new screen where you can choose your days.

**Add Student Booking** ✕

All form fields are required.

**Day** Monday

**Times** 8:00 am - 5:00 pm

**Level** Full Day KSHP

**Type** KIDS SPORT HOLIDAY PROGRAM

**Payment** Term

**Book Myself**

**New Student**

**Cancel**

**Add to Cart**

**Student Profile** ✕

**First Name \***

**Last Name \***

**Date of Birth \***

**Gender \***  Male  Female

**Email \*** tara.schwarze@sport.uw.edu

**Health Issues**  
 -- No Health Issues--  
 Anaphylactic  
 Heart Condition  
 Blood Pressure Low/High

**Health Comments**

**Save Student**

**Cancel**

Please note: If you are looking to enrol more than one child into the same day/s of the program, please ensure you select all children at once in the following screen:

**Add Student Booking** ✕

All form fields are required.

**Day** Monday

**Times** 8:00 am - 5:00 pm

**Level** Full Day KSHP

**Type** KIDS SPORT HOLIDAY PROGRAM

**Payment** Term

**Book Myself**

**JOHN SMITH**

**LUCY SMITH**

**New Student**

**Cancel**

**Add to Cart**

### STEP 5: Select the days you want your child/ren enrolled in.

Once you have added your child/ren you will then need to select the days you want to enrol them in.

**Add to cart** » [Add Student](#) » [No items in Cart](#)

This program allows you to select which days you want to attend

Day	Times	Level	Payment	Add To Cart
Monday	8:00 am - 5:00 pm	Full Day KSHP	Term	<input type="checkbox"/>
Tuesday	8:00 am - 5:00 pm	Full Day KSHP	Term	<input type="checkbox"/>
Wednesday	8:00 am - 5:00 pm	Full Day KSHP	Term	<input type="checkbox"/>
Thursday	8:00 am - 5:00 pm	Full Day KSHP	Term	<input type="checkbox"/>
Friday	8:00 am - 5:00 pm	Full Day KSHP	Term	<input type="checkbox"/>

**Student Details**

JAMES CHAFFEY

<< Back to classes Add to cart >>

If you are enrolling more than one child you should have their names at the bottom of the page, as per the below:

**Add to cart** » [Add Student](#) » [No items in Cart](#)

This program allows you to select which days you want to attend

Day	Times	Level	Payment	Add To Cart
Monday	8:00 am - 5:00 pm	Full Day KSHP	Term	<input type="checkbox"/>
Tuesday	8:00 am - 5:00 pm	Full Day KSHP	Term	<input type="checkbox"/>
Wednesday	8:00 am - 5:00 pm	Full Day KSHP	Term	<input type="checkbox"/>
Thursday	8:00 am - 5:00 pm	Full Day KSHP	Term	<input type="checkbox"/>
Friday	8:00 am - 5:00 pm	Full Day KSHP	Term	<input type="checkbox"/>

**Student Details**

PRUE CHAFFEY  
JAMES CHAFFEY

Alternatively, if you need to select different days for different children, please click the 'Add Student' button.

**Add to cart** » [Add Student](#) » [No items in Cart](#)

This program allows you to select which days you want to attend

Day	Times	Level	Payment	Add To Cart
Monday	8:00 am - 5:00 pm	Full Day KSHP	Term	<input type="checkbox"/>
Tuesday	8:00 am - 5:00 pm	Full Day KSHP	Term	<input type="checkbox"/>
Wednesday	8:00 am - 5:00 pm	Full Day KSHP	Term	<input type="checkbox"/>
Thursday	8:00 am - 5:00 pm	Full Day KSHP	Term	<input type="checkbox"/>
Friday	8:00 am - 5:00 pm	Full Day KSHP	Term	<input type="checkbox"/>

**Student Details**

JAMES CHAFFEY

## STEP 6: Confirmation and payment

An overview of your selected days for your child/ren will be available on screen before payment. Please check the details listed before proceeding.

Class Fees							
Day	Times	Level	Start Date	Cease Date	Price	Fee/Pro Rata	Payment
<b>JAMES CHAFFEY</b>							
Monday	8:00 am - 5:00 pm	Full Day KSHP	Apr 16 2018	Apr 16 2018	\$65.00 per class	\$65.00	Term 
Wednesday	8:00 am - 5:00 pm	Full Day KSHP	Apr 18 2018	Apr 18 2018	\$65.00 per class	\$65.00	Term 
Friday	8:00 am - 5:00 pm	Full Day KSHP	Apr 20 2018	Apr 20 2018	\$65.00 per class	\$65.00	Term 
<b>PRUE CHAFFEY</b>							
Monday	8:00 am - 5:00 pm	Full Day KSHP	Apr 23 2018	Apr 23 2018	\$65.00 per class	\$65.00	Term 
Tuesday	8:00 am - 5:00 pm	Full Day KSHP	Apr 24 2018	Apr 24 2018	\$65.00 per class	\$65.00	Term 
Class Fees							
Registration Fees :							\$0.00
Class Fees/Pro Rata :							\$325.00
Total Billed Today :							\$325.00

If all details are correct, please agree to the terms and conditions and input your credit card details.