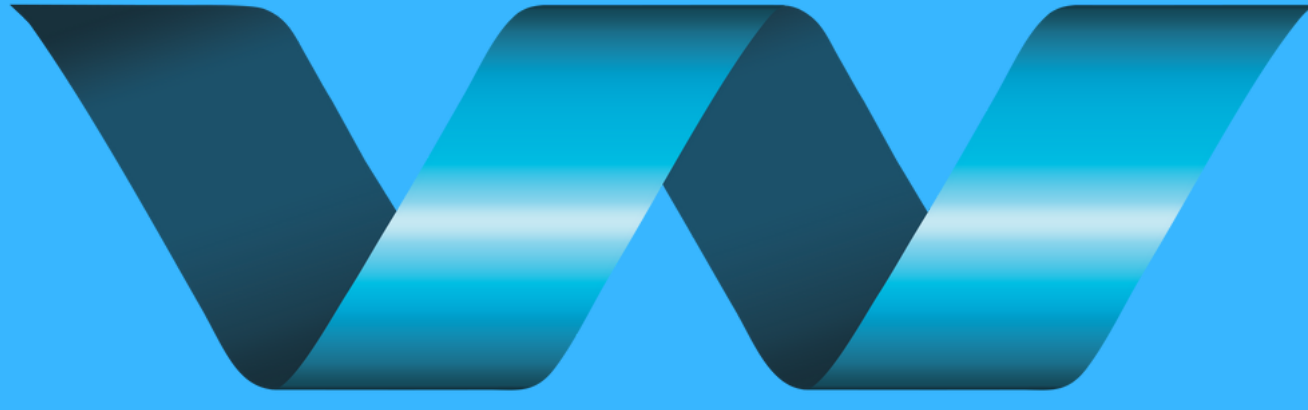


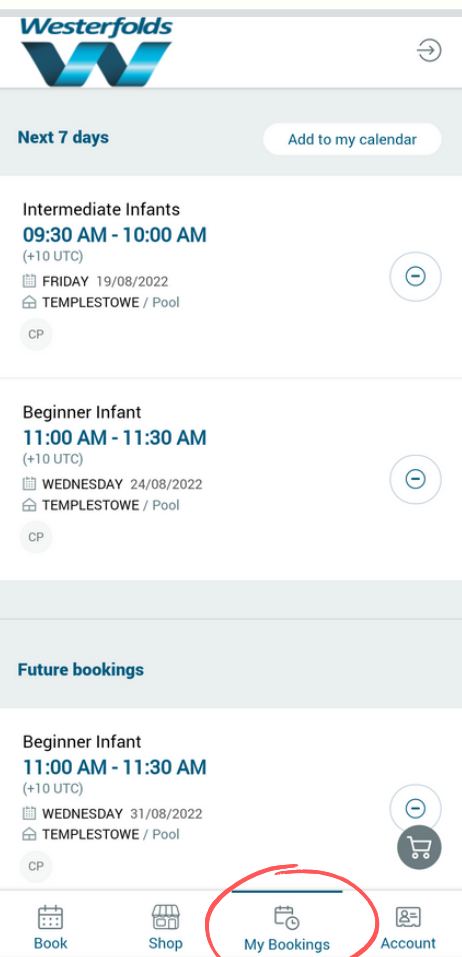
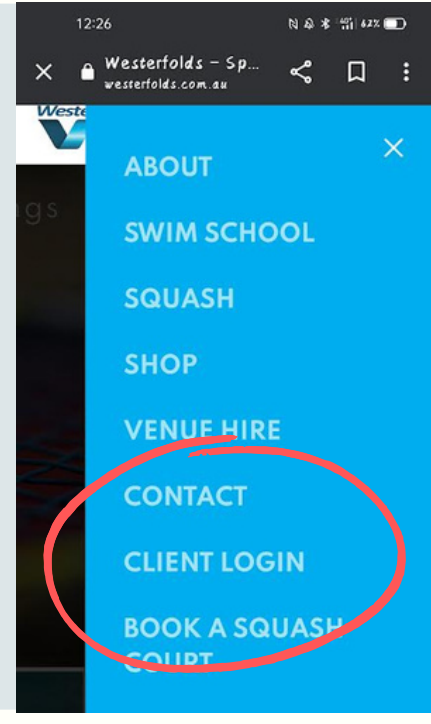
Westerfolds



HOW TO MARK YOUR CHILD'S ABSENCE ON THE CLIENT PORTAL

LOG ONTO CLIENT PORTAL

Go to www.westerfolds.com.au
Click 'client log in' on top right hand corner.
Log in with details or click 'forgot password'

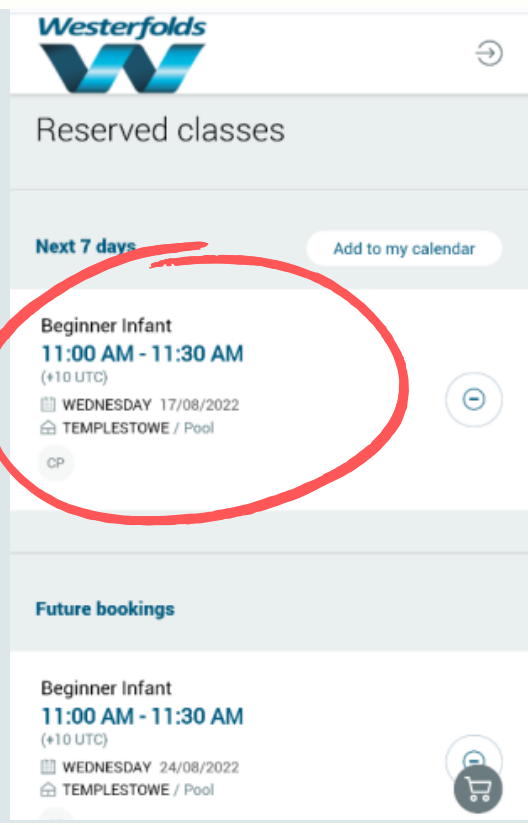


CLICK 'MY BOOKINGS'

This allows you to see all future class bookings.

SELECT CLASS YOU WISH TO CANCEL

Select the date of the class you wish to cancel.



Beginner Infant

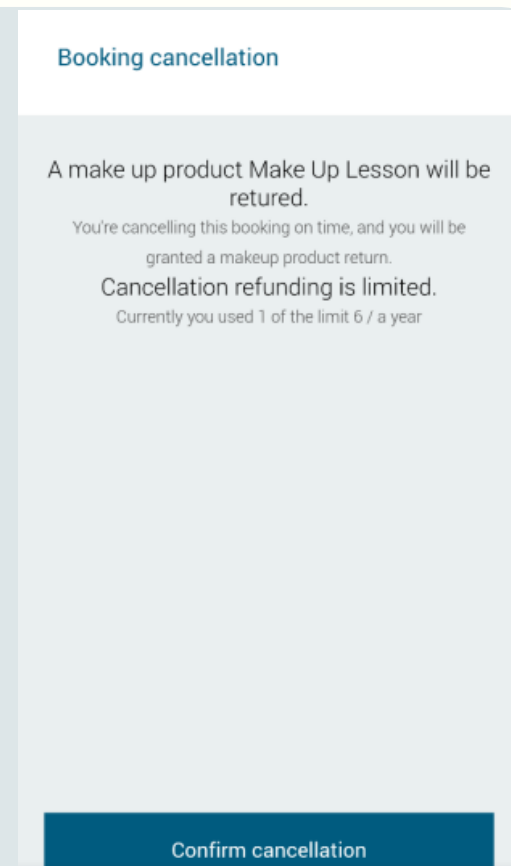


CLICK 'CANCEL BOOKING'

Click blue 'cancel booking' button next to the appropriate child.
This will cancel the lesson on the selected date.

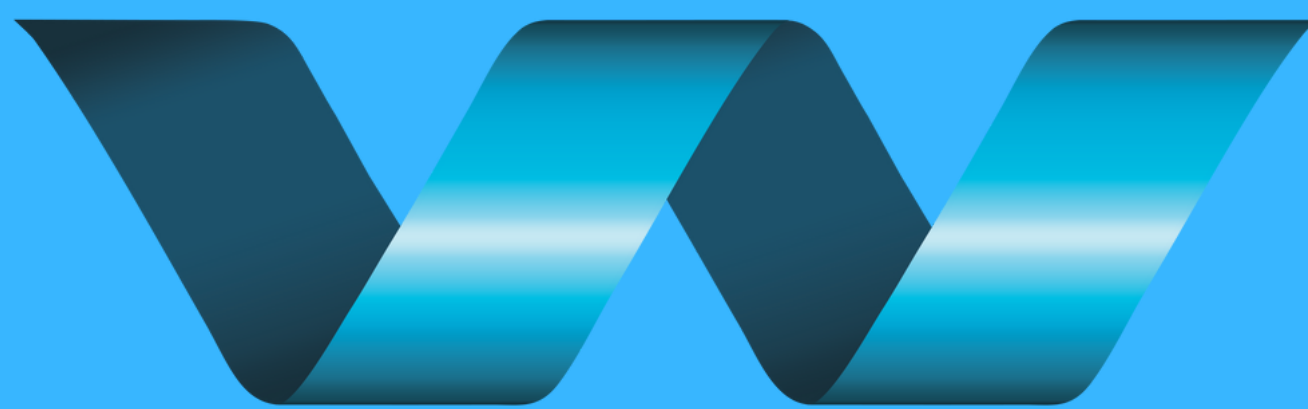
CANCELLATION CONFIRMED

You will see a notification confirming that your booking is cancelled and a make up lesson credit has been issued.



This is on a phone - it may look slightly different on a computer.

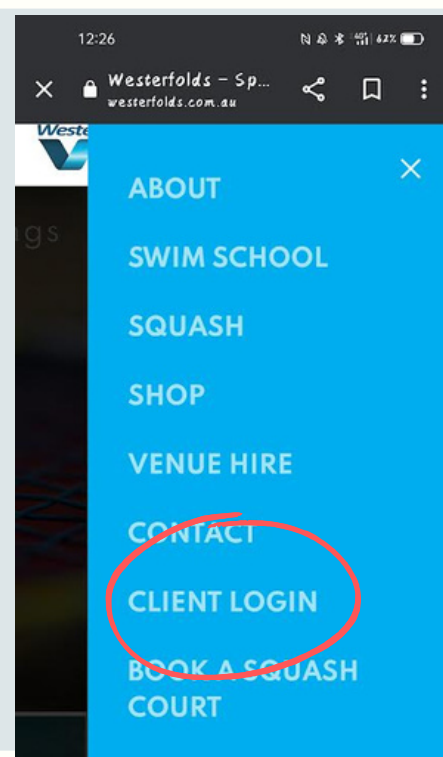
Westerfolds



HOW TO BOOK A MAKE UP CLASS ON THE CLIENT PORTAL

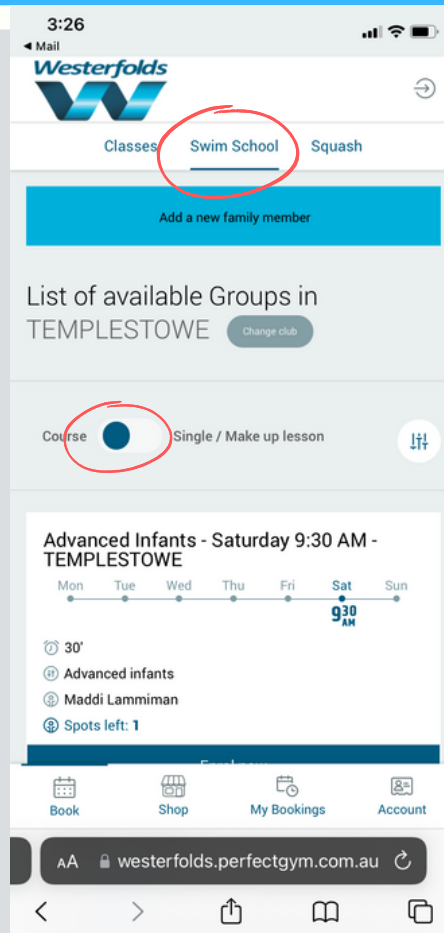
LOG ONTO CLIENT PORTAL

Go to www.westerfolds.com.au
Click 'client log in' on top right hand corner.
Log in with details or click 'forgot password'



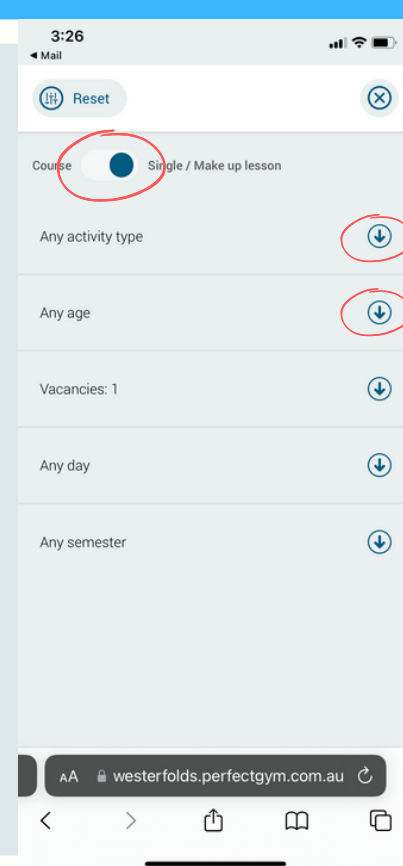
SELECT SWIM SCHOOL

Go to 'swim school' and change the toggle to 'single/make up session'.



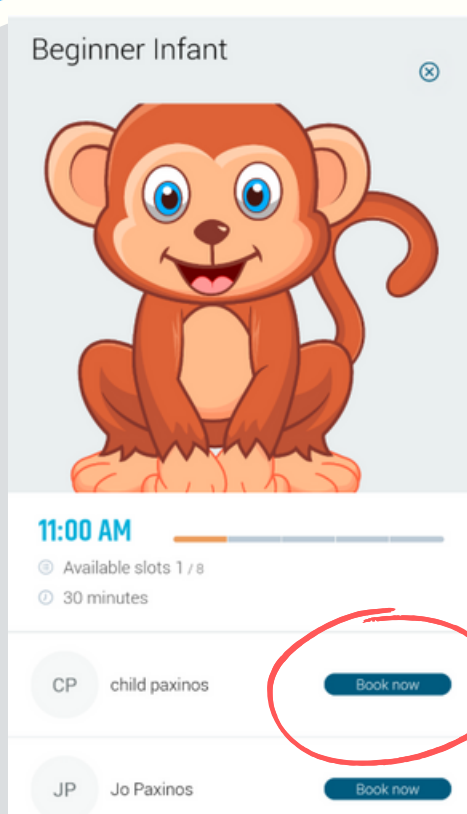
ADD FILTERS

Ensure the toggle at the top is on 'single/make up lesson'.
Select appropriate activity type and age.



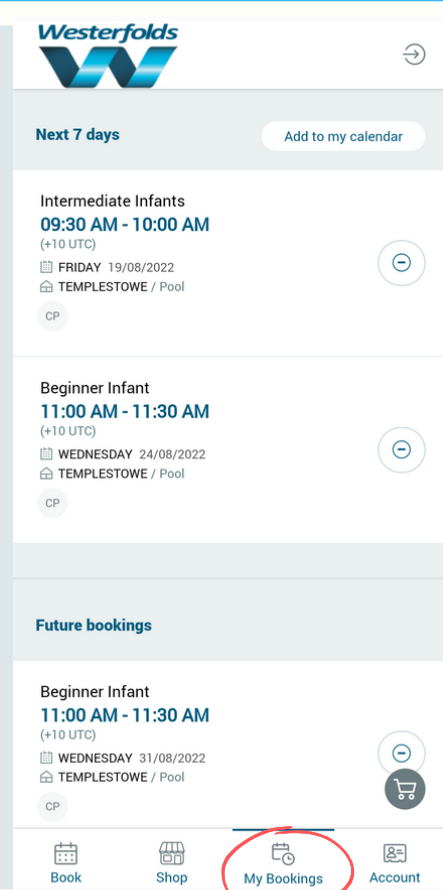
BOOK SUITABLE CLASS

Scroll through dates to find suitable class.
Click 'book now' next to the appropriate child to book into the class.



CHECK BOOKINGS IN 'MY BOOKINGS'

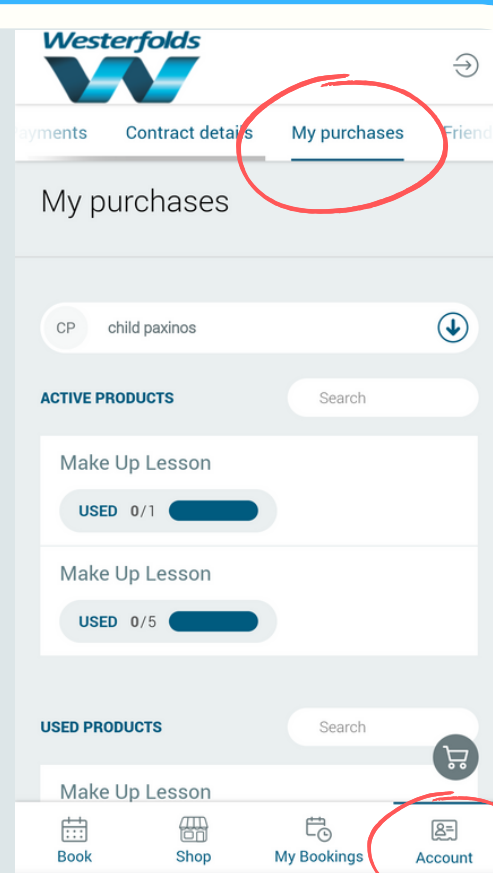
To see all future classes, including make up classes, go to 'my bookings'.



CHECK AMOUNT OF MAKE UP CREDITS

To check the amount of make up credits go to 'account', then 'my purchases'.

Active products are available credits on the account, used products are make up credits that have already been used.



This is on a phone - it may look slightly different on a computer.