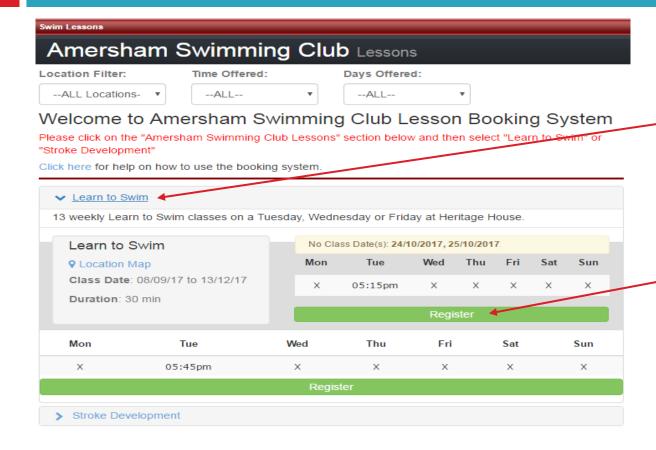


Lesson booking and payment setup guide



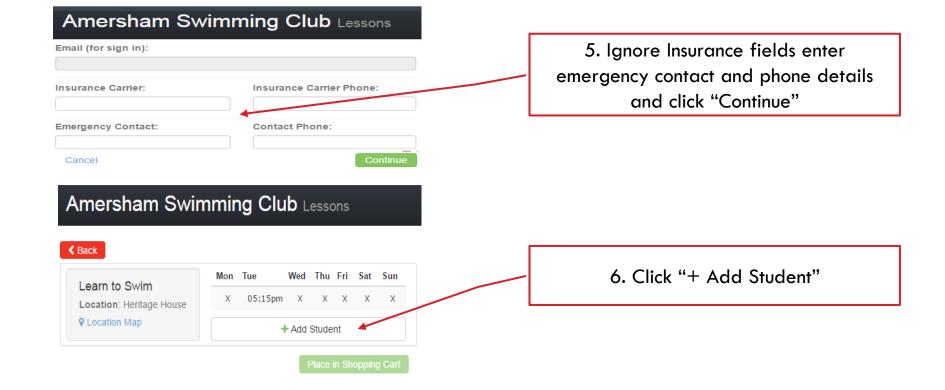
1. Click to open type of lesson

2. Click "Register" for the required class day and time.

Amersham Swimming Club Lessons E-mail Password Forgot password? Continue New Sign-up? Click below to continue. + Create New Account Create New Account E-mail: *Your Date of Birth: * Required for compliance with the Child Online Privacy Protection Act

Continue

- 3. Existing Accounts, enter your email and password and click "Continue". (click "Forgot password?" if you do not remember your old password.
- 4. For new swimmers click "Create New Account" then enter your email address and DOB and click "Continue"

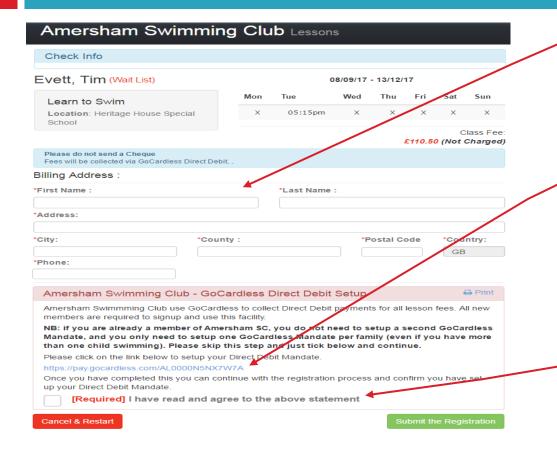




8. Or click on the "+ Add New" tab and enter Student details including and medical information (cell phone not needed) and click "Continue"

Select Student Select Swimmers + Add New Continue First Name: * Last Name: Middle Name: Student's Cell Phone: * Birthday: Gender: Female dd/MM/yyyy Age on 31/12/2017: yr Medical Information/Notes: Continue 7. Either select an existing swimmer and click "Continue"





- 11. Enter your details and address
- 12. Click on GoCardless Link to setup
 Direct Debit Mandate
 NB: You can skip this step if you
 have previously setup a mandate.
 We only need one mandate per
 family. (This includes the
 Amersham Swimming Club)
 - 13. Once you have completed step 12 above (or you have previously done this) click to confirm, and the click "Submit the Registration"