On Course Home Portal Registration Process

- 1. The Parent will receive a link to the Home Portal by email.
- 2. The first screen to appear from this link is the Login/Registration Page:

homeportal	
Welcome	
If you already have a Spectrum Swim School account, please login below:	On a course with us? Sign up to Spectrum Swim School now to follow your progress online!
Email Address or Card Number	Decister New
Password	Register Now
Forgotten your password? Login	

- 3. The customer then selects Register Now, there are 4 steps to registration:
 - Step 1 Locate your member record.
 - Step 2 Answer Security Questions.
 - Step 3 Link Additional Members.
 - Step 4 Finalise your Registration.

Steps 1 & 2 are repeated for additional members that are added to family group.

Step 1 Locate your member record	Answer security questions	Link additional members	Step 4 Finalise your registration
Member Number	563292		iber number
	Cont	inue	
Step 1 Locate your member record	Answer security questions	Link additional members	Step 4 Finalise y registration
Member's Date of Birth	08/02/2011	⇔ should be in dd/mm	/yyyy format
Member's Postcode	GU11UP		s postcode
	Со	ontinue	

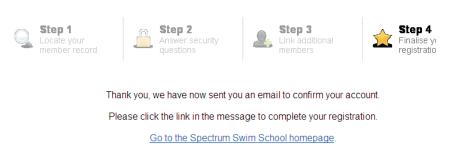
homeportal	
Step 1 Locate your member record Answer security questions	Step 3 Link additional members Step 4 Finalise your registration
Anybody else? Spectrum Swim School allows you to group several members into one account. This means that you only need to login once to see the whole family!	My members: Amy 563292
+ Add another member	That's everyone, proceed to finish

In this case there is another child to add so the customer selects: Add another member:

Step 1 Locate your member record	Answer security questions	Link additional members	Step 4 Finalise yr registratio
Member Number	563291		iber number
	Cont	inue	
Step 1 Locate your member record	Answer security questions	Link additional members	Step 4 Finalise yc registratio
 Member Date of Birt 		⇔ should be in dd/mn	n/yyyy format
Member Postcod		⇒ enter the participan	t's postcode
	C	ontinue	

Step 1 Locate your member record	Step 3 Link additional members Step 4 Finalise your registration
Anybody else? Spectrum Swim School allows you to group several members into one account.	My members: Amy 563292
This means that you only need to login once to see the whole family!	Peter 563291
+ Add another member	That's everyone, proceed to finish

Now all members have been added select: That's everyone, proceed to finish:



4. An email is now sent to customer to activate account, once received the customer will get the following confirmation when link is selected:

ome	portal
	Register Now
	Step 1 Locate your member record Step 2 Answer security questions Step 3 Link additional members Step 3
	Thank you, your account has been activated. <u>Please login</u> to begin using Spectrum Swim School's features.

Notes:

Before a customer can use the Home Portal it should be ensured that the membership records are completed correctly. They must include a full correct address, the parents email and the child's date of birth.

The Home Portal uses the email address on the members record so when a parent registers they should use the child's membership number or the email that is on the Child's record.

1 The Overview Screen

It gives you a summary of the member's classes and any actions required

homeporta	al					Logout
	Overv	iew				
Abbie	Below are all of the	he classes currently being attended. Anythi	ng requiring your attention will be mar	ked with a yellow box.		
 Settings Add People 	Stage 2	Sunday 09:30	prepaid sessions remaining	Next Session: Sunday, October 11, 2015	Last Session: Sunday, October 18, 2015	More
	🔒 Payment i	s required for this course.				Pay

2 Class Details

- Click on the More button on the Overview screen OR
- Click the Member's name on the Menu on the left brings you to the below screen.

This screen lists the Competencies with the progress of each.

homeport	al					Logout
Overview Abbie Stage 2 Course History Badges	Abbie Stage 2 Sunday 09:30					Ellie
	100% NA NP Far	Good Pass			ions remainin n is on 24/01/20	
Settings	Stage 2					
+ Add People	Competency	Not Assessed	Needs Practise	Fair	Good	Pass
	STAGE 2					
	1. Jump in from poolside safely Updated: 06/06/2015					~
	2. Blow bubbles a minimum of 3 times rhythmically with nose and mouth submerged. Updated: 17/06/2015					v
	 Regain an upright position from the back without support. Updated: 05/05/2015 					v
	 Regain an upright position from the front without support. Updated: 03/06/2015 					~
	5. Push from wall and glide on the back. Updated: 14/08/2015					~
	6. Push from wall and glide on the front. Updated: 14/06/2015					\$
	7. Travel on the back in a flat body position with basic arm pull for 5 metres. Updated: 14/05/2015					~
	9. Troucil on the front in a flat body position with basis arm null for E motroe					

3 Course History

• Click on Course History on the Menu to see the previous classes the member has been in.

homeportal					Logout	
Overview Abbie	Course History View current and previous classes that you have attended.					
Stage 2	Class Name	Date Started	Date Completed	Course		
Course History Badges	Stage 2	19/07/2015	24/01/2016	Swim School (Continuous)	More	
Settings						
+ Add People						

4 Badges

• Click on Badges on the Menu to see the Badges the member has earned.

homeportal			
	Badges		
Abbie	View all the badges that you have been awarded.		
Stage 3	Badge Name	Date Achieved	Class Achieved In
 Stage 2 Course History 	Rainbow 10m Front Crawl	06/10/2015	Stage 3
ia Badges	Rainbow 10m Backstroke	06/10/2015	Stage 3
Settings			
+ Add People	-		

5 Settings

• Click on the Settings tab in the Menu to change your password.

homeporta	l .			Logout
	Settings			
Abbie	Use this form to change your Home	Portal password.		
Settings	0	Existing Password		
+ Add People	0	Set a new Password		
	0	Confirm Password		
			Change Password	

6 Add Members

• Click on the Add People Tab to add more members to your HomePortal account, e.g. when more of your family joins the swim school.

homeporta	nl	Logout
	Add Members	
Abbie	Step 1 Locate your member Step 2 Answer security	
Settings	record questions registration	
+ Add People	Member	
	Image: Wember Number Number ⇒ enter the participant's member number	
	Continue	

7 To Move a Member on HomePortal

When your swim school has flagged the member to move Stage/Class.

• Click the Move button in the yellow highlighted section

homeportal					Logout	
Overview	Overview					
👤 Abbie	Below are all of the classes currently being attended. Anything requiring your attention will be marked with a yellow box.					
Settings	Abble Stage 2	Sunday 09:30 100%	18 prepaid sessions	Next Session: Sunday, October 11,	Last Session: Sunday, February 07,	More
+ Add People			remaining	2015	2016	Morea
	S Abbie is no	w ready to move to the next level.				Move

The available classes will be displayed.

 Click the Move button within the section for the class you wish to move to

homeport	al				Logout
Overview	Moveme	nt			
Abbie	Current Class			Moving to	
Course History	Stage 2		Stage 3		
🕍 Badges	Time	Sunday 09:30	\rightarrow	Time	See below.
	Teacher	Ellie		Teacher	See below.
Settings	Course	Course Swim School (Continuous)		Course	Swim School (Continuous
Southings	Centre	Westminster Leisure Centre		Centre	Westminster Leisure Centr
Add People					
	Monday				
	Course Name	Time	Teacher	Spaces	Course Action
	Stage 3	10:00	Ellie	7 spaces	Move
	Tuesday				
	Course Name	Time	Teacher	Spaces	Course Action
	Stage 3	10:00	Duncan	7 spaces	Move
	Wednesday				
	Course Name	Time	Teacher	Spaces	Course Action
	Stage 3	10:00	Rebecca	7 spaces	Move

The below screen is displayed to confirm your selection.

- Click < Back to change your chosen class
 Click Move > to confirm your choice

homeporta	al				Logout
• Overview	Movement				
Abbie	Current Class			Moving to	
 Stage 2 Course History 	Stage 2			Stage 3	
🕍 Badges	Time	Sunday 09:30	\rightarrow	Time	Mon 10.00am
	Teacher	Ellie		Teacher	Ellie
Settings	Course S	wim School (Continuous)		Course	Swim School (Continuous)
	Centre We	stminster Leisure Centre		Centre	Westminster Leisure Centre
+ Add People	Final Date in CURRENT Clas	s Sunday 4 October		First Date in NEW Class	Monday 12 October
	< Back				Move >

Your movement has been successful!

homeportal	
	Movement
Abbie Stage 3 Stage 2 Course History Badges Settings	Your movement was successful!
+ Add People	