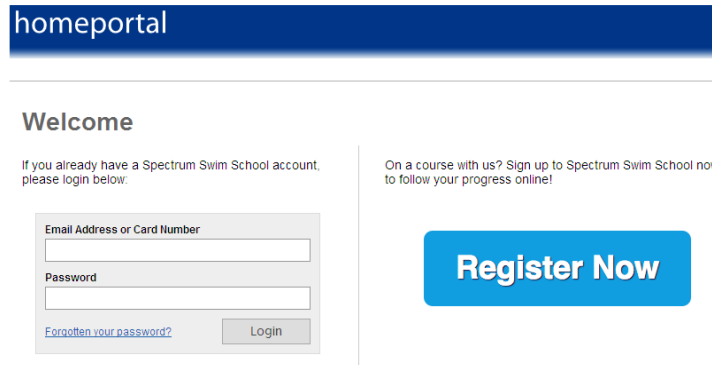


On Course Home Portal Registration Process

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.

Email Address or Card Number

Password

Forgotten your password? Login

On a course with us? Sign up to Spectrum Swim School now to follow your progress online!

Register Now

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

Step 2 Answer security questions

Step 3 Link additional members

Step 4 Finalise your registration

Member Number 563292 enter the participant's member number

Continue

Member's Date of Birth 08/02/2011 should be in dd/mm/yyyy format

Member's Postcode GU11UP enter the participant's postcode

Continue

homeportal



Step 1
Locate your member record



Step 2
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



Step 2
Answer security questions



Step 3
Link additional members



Step 4
Finalise your registration



Member Number

563291

⇒ enter the participant's member number

Continue



Step 1
Locate your member record



Step 2
Answer security questions



Step 3
Link additional members



Step 4
Finalise your registration



Member's Date of Birth

10/04/2009

⇒ should be in dd/mm/yyyy format



Member's Postcode

GU1 1UP

⇒ enter the participant's postcode

Continue

Step 1 Locate your member record

Step 2 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
Peter	563291

+ Add another member

That's everyone, proceed to finish

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

Step 1 Locate your member record

Step 2 Answer security questions

Step 3 Link additional members

Step 4 Finalise your registration

Thank you, we have now sent you an email to confirm your account.

Please click the [link](#) in the message to complete your registration.

[Go to the Spectrum Swim School homepage.](#)

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

homeportal

Register Now

Step 1 Locate your member record

Step 2 Answer security questions

Step 3 Link additional members

Step 4 Finalise your registration

Thank you, your account has been activated.

Please [login](#) to begin using Spectrum Swim School's features.

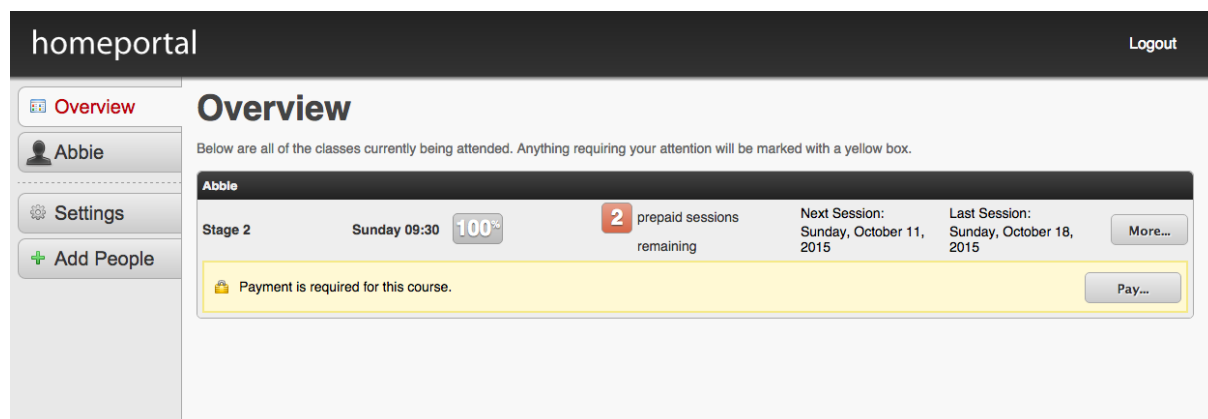
Notes:

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



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.

homeportal Logout

Overview

Abbie
Stage 2 Sunday 09:30 Ellie

100% N/A NP Fair Good Pass

16 sessions remaining
last session is on 24/01/2016

Settings

Stage 2

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					✓
3. Regain an upright position from the back without support. Updated: 05/05/2015					✓
4. 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					✓
8. Travel on the front in a flat body position with basic arm pull for 5 metres.					

+ Add People

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.

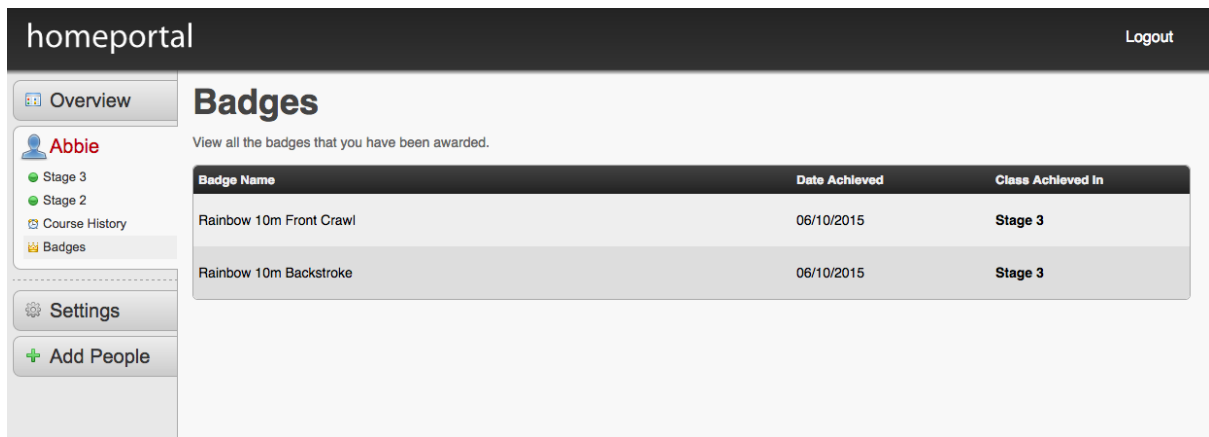
Class Name	Date Started	Date Completed	Course
Stage 2	19/07/2015	24/01/2016	Swim School (Continuous) More...

Settings

+ Add People

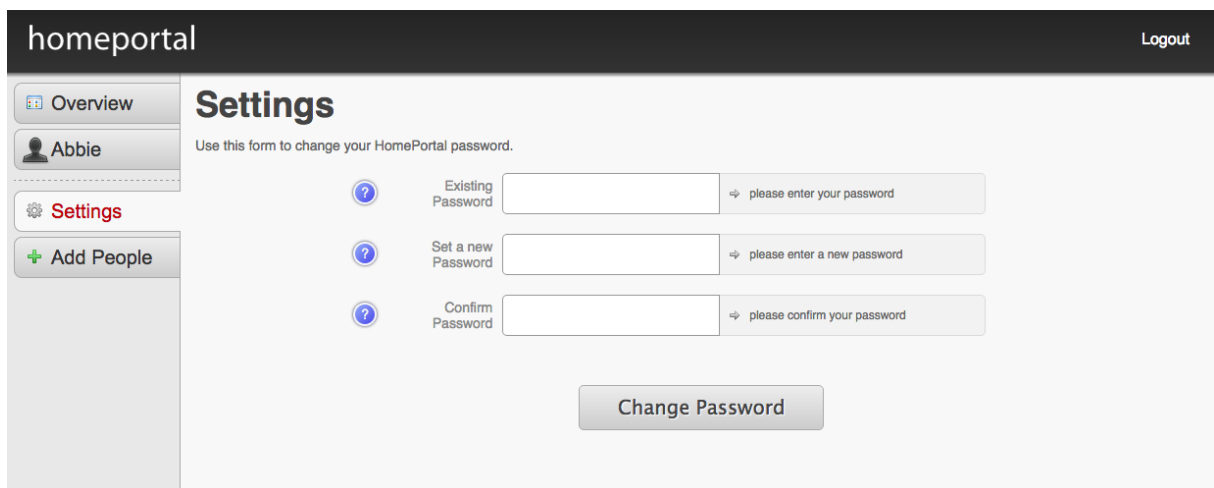
4 Badges

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



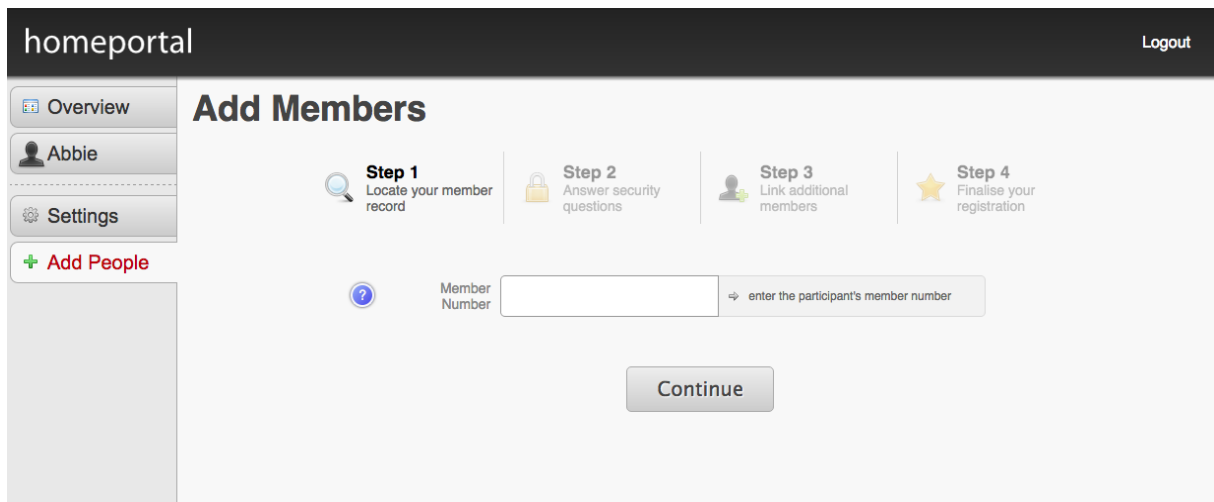
5 Settings

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



6 Add Members

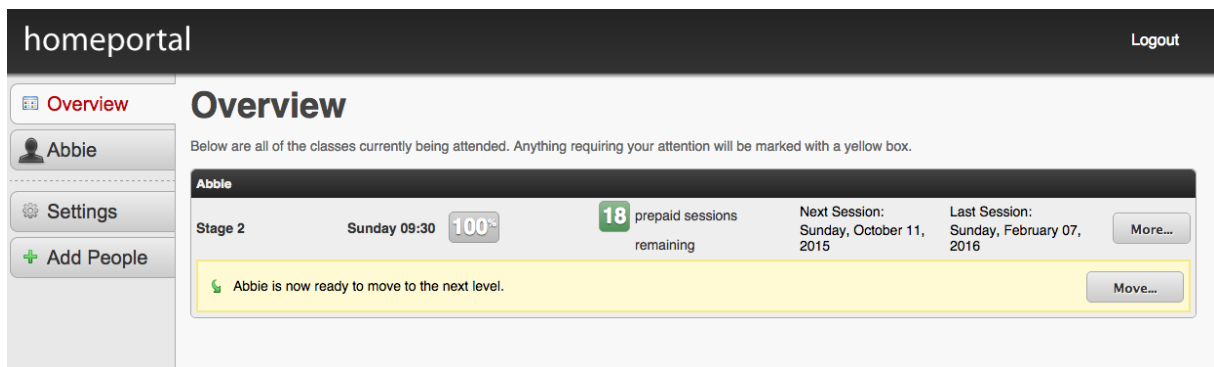
- Click on the Add People Tab to add more members to your HomePortal account, e.g. when more of your family joins the swim school.



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



The available classes will be displayed.

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

homeportal Logout

Overview

Abbie

- Stage 2
- Course History
- Badges

Settings

Add People

Movement

Current Class...

Stage 2

Time Sunday 09:30

Teacher Ellie

Course Swim School (Continuous)

Centre Westminster Leisure Centre

→

Moving to...

Stage 3

Time *See below...*

Teacher *See below...*

Course Swim School (Continuous)

Centre Westminster Leisure Centre

Monday				
Course Name	Time	Teacher	Spaces	Course Action
Stage 3	10:00	Ellie	7 spaces	<input type="button" value="Move"/>

Tuesday				
Course Name	Time	Teacher	Spaces	Course Action
Stage 3	10:00	Duncan	7 spaces	<input type="button" value="Move"/>

Wednesday				
Course Name	Time	Teacher	Spaces	Course Action
Stage 3	10:00	Rebecca	7 spaces	<input type="button" value="Move"/>

The below screen is displayed to confirm your selection.

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

homeportal Logout

Overview

Abbie

- Stage 2
- Course History
- Badges

Settings

Add People

Movement

Current Class...

Stage 2

Time Sunday 09:30

Teacher Ellie

Course Swim School (Continuous)

Centre Westminster Leisure Centre

Final Date in CURRENT Class Sunday 4 October

→

Moving to...

Stage 3

Time Mon 10.00am

Teacher Ellie

Course Swim School (Continuous)

Centre Westminster Leisure Centre

First Date in NEW Class Monday 12 October

Your movement has been successful!

Overview

Movement

 **Abbie**

- Stage 3
- Stage 2
- Course History
- Badges

Your movement was successful!

 Settings

 Add People