

**How to Navigate the Online Portal –
Registered Customers**

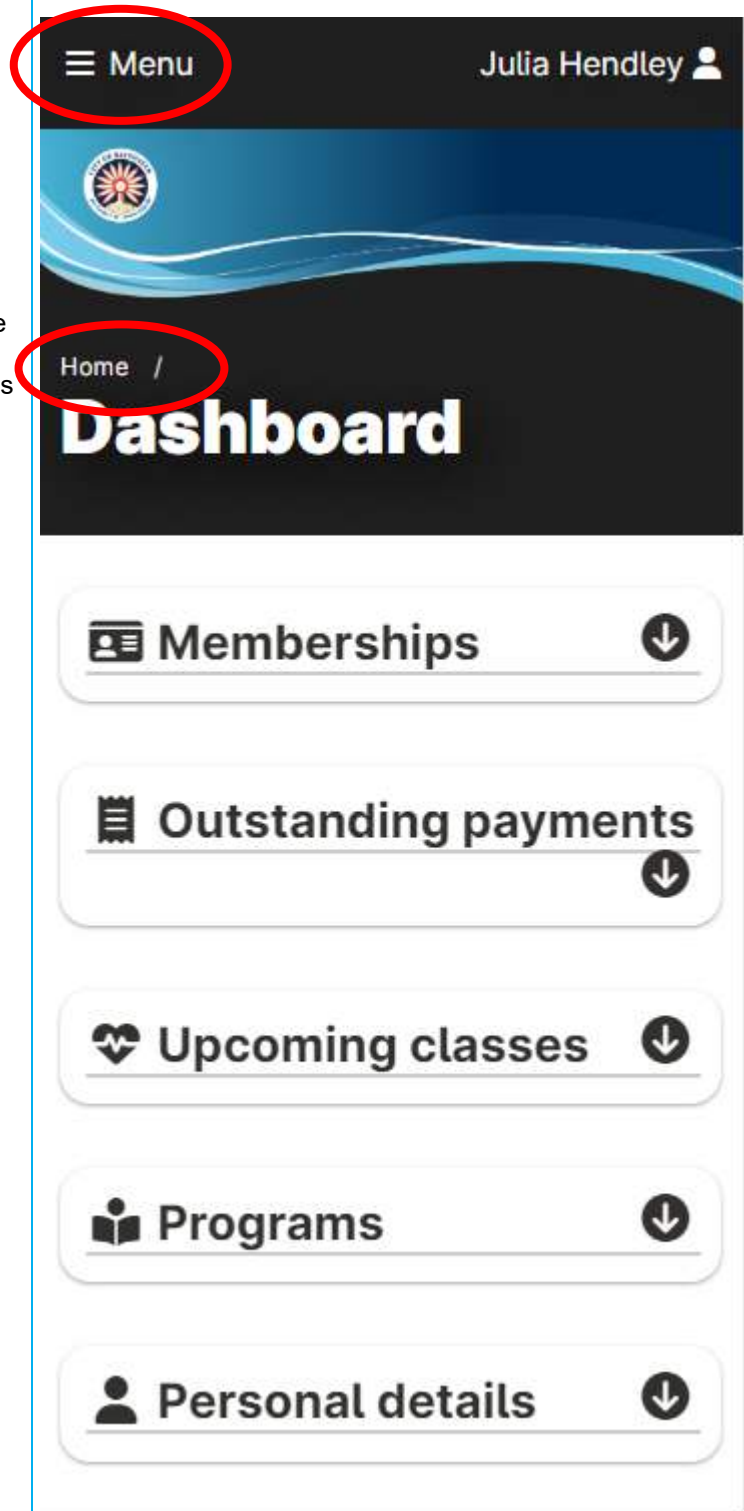
Mobile Device Screen Image

1 How your online portal appears is relative to the number of programs and services you use. Two examples are provided to the right.

Click on Menu top LHS of screen

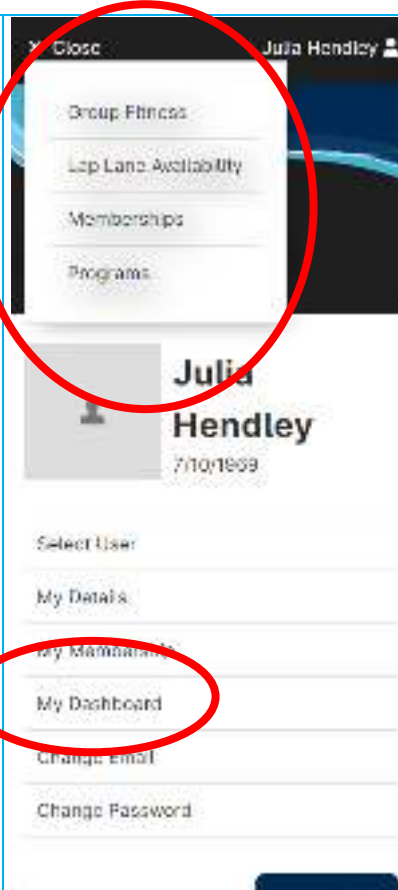


Clicking on the word 'HOME' shown above the word Dashboard will take you to the home screen which contains image buttons of all connected services.

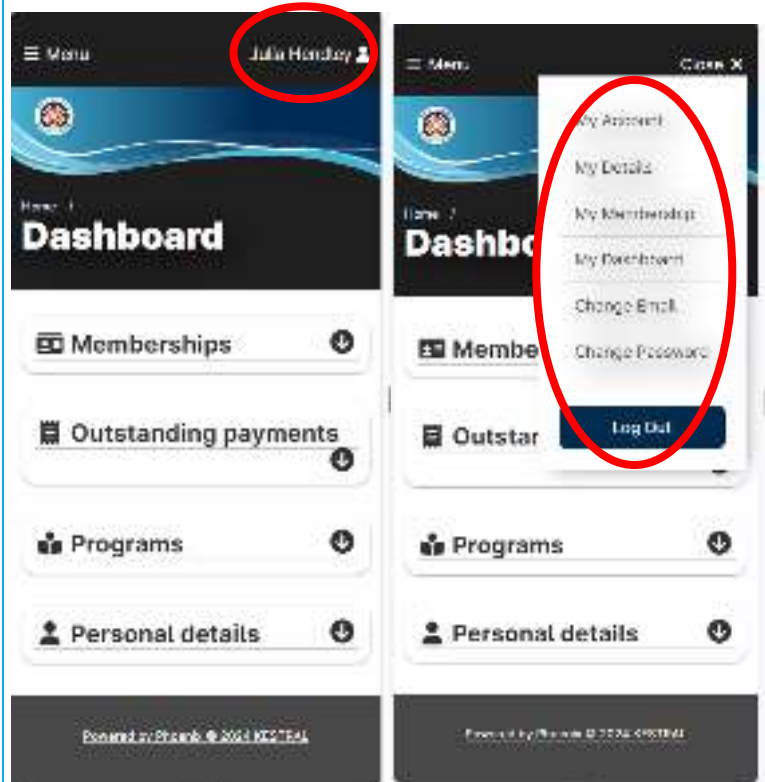


2 You can navigate to any of your registered programs by selecting the appropriate service from the dropdown menu. Again, the number of choices that appear in the list is relative to the programs and services you use.

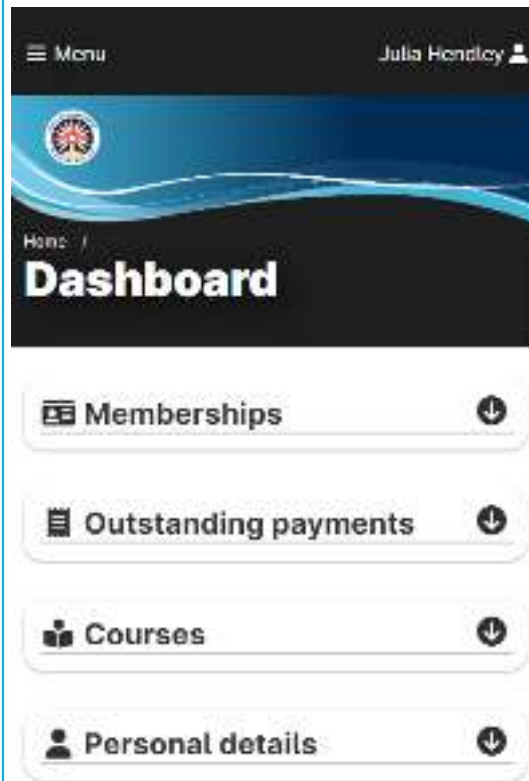
Alternatively, you can select My Dashboard to be taken to the screen displaying all registered services (as per the image in step 1)



3 To access your account, click on your name top RHS and select an item from the drop-down list.



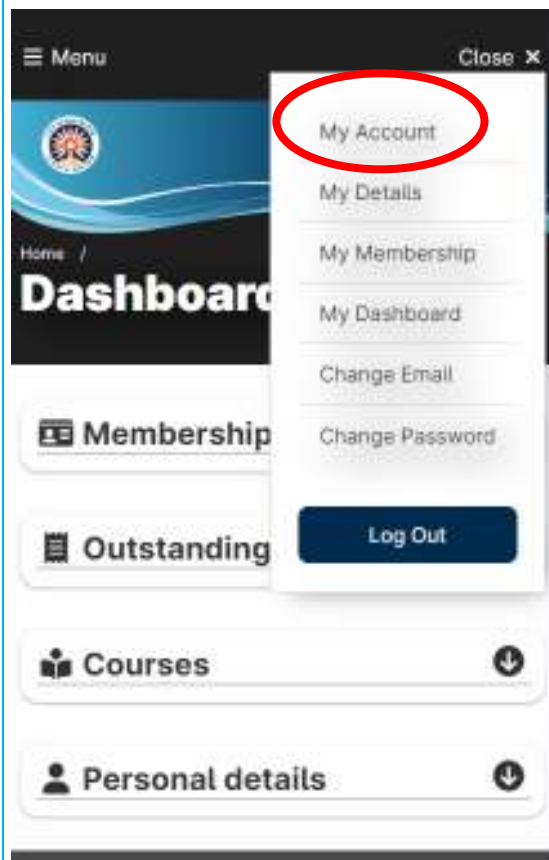
- 4 For customers with children enrolled in the swim program you will need to switch profiles to view each child's progress.



- 5 Customers need to switch profiles to see the progress of another child within the same account.

To do this, select the name shown at the top RHS of screen.

Select "My Account" from the drop-down list.



- 6 At the next screen click on Select User and choose the relevant person from the drop-down list.

