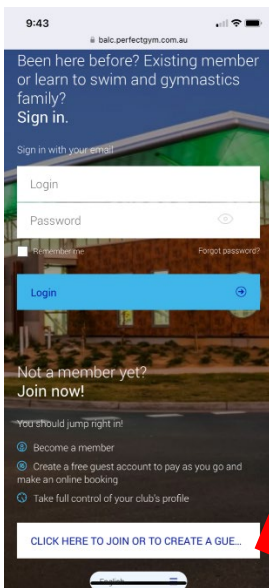


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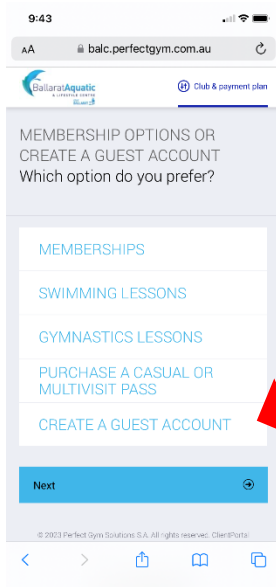
If you have not used the BALC Online Portal before, please follow the steps below to create a free guest account.

1) To log into the BALC Online Portal, visit <https://www.ballarataquaticcentre.com/member-portal/> and click the **Member Portal Login** button.

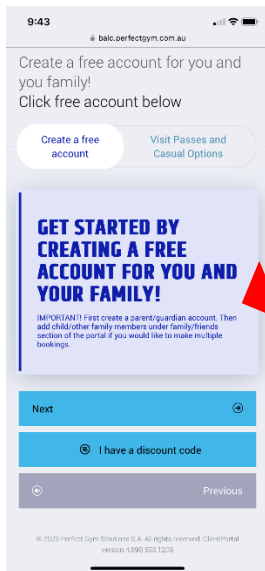
2) To create an account, scroll down and select 'CLICK HERE TO JOIN OR TO CREATE A GUEST ACCOUNT'




3) Select 'CREATE A GUEST ACCOUNT' and Next.



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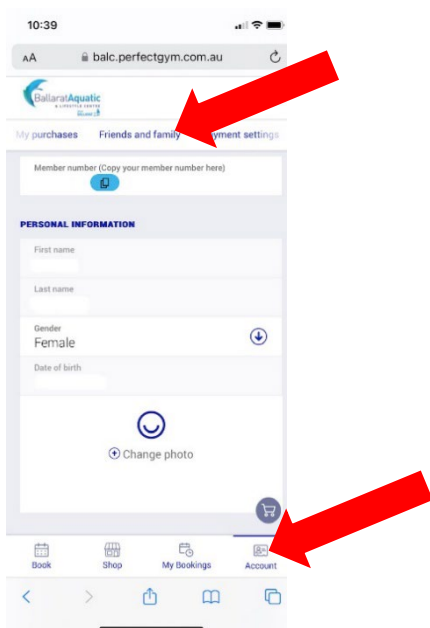


4) Enter **your** personal information and select 'CREATE ACCOUNT'.

 **IMPORTANT! You must create a Guest Account as a parent/guardian first. Once you have created your account, you will be able to link your child/ren.**

5) You can now access your client portal to add your child/ren to your account.

6) To register a child, select 'ACCOUNT' > 'FAMILY AND FRIENDS' > 'ADD FAMILY MEMBER'



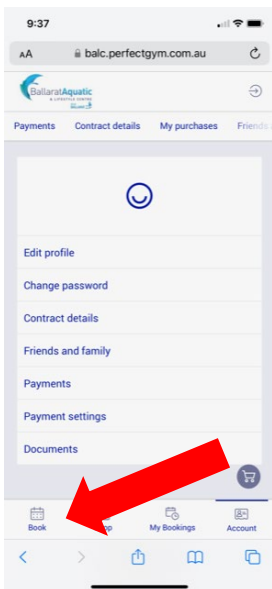
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7) Create a Guest Account for your child following the same process. **Please note that when creating your child’s account, you DO NOT NEED to enter an email address.**

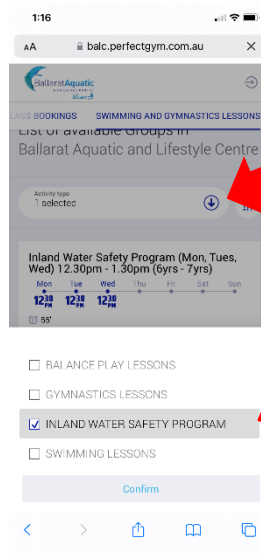
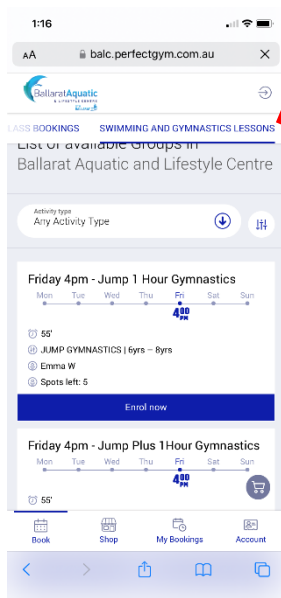
8) Once completed, click ‘GO TO FAMILY’ to confirm your child has been linked. You can add additional children at this point by clicking ‘Add family member’.

BOOKING INSTRUCTIONS

1) Log into the BALC Online Portal and select the ‘BOOK’ tab

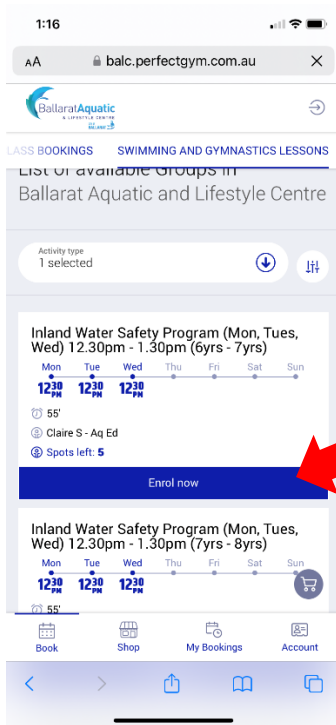


2) Select ‘SWIMMING AND GYMNASTICS LESSONS’. From the drop-down menu, select ‘INLAND WATER SAFETY PROGRAM’

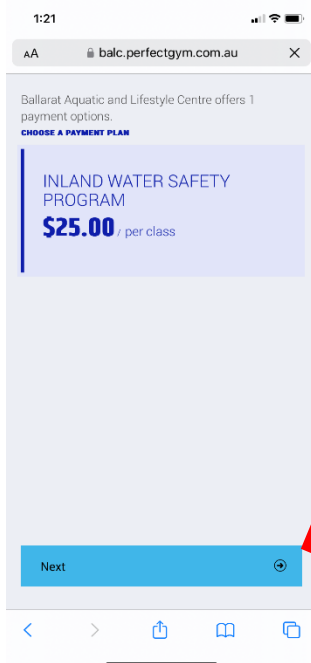


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3) Scroll through the available class times to find the right age group for your child and select 'Enrol Now'.



4) Follow the prompts to pay securely online.



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5) Once you have completed the online enrolment, you will receive a confirmation email. In this email, you will find a link to a Microsoft Form under 'VERY IMPORTANT INFORMATION'. **Please fill out this form by Sunday 5 January 2025.** If enrolling multiple children, please complete a form for each child.