



# Online Registration and Class Enrollment Guide - 2019

## HOW TO REGISTER AS A MEMBER

### **STEP 1 - Become a member**

1. Click on the **REGISTRATION** tab.
2. Click on the **REGISTER** button.
3. Select the appropriate club registration type.

2019 - General Registration/Insurance - \$65 - covers all the Recreational Classes and TeamGym classes.  
*KinderGym , GymFun, GymSkills, AeroFun/Skills, FreeG/Ninja Kids, TeamGym and HomeSchool Gym*

2019 - General Registration/Insurance - Coach - covers all our Coaches.

2019 - General Registration/Insurance - GentleGym (Older Adults) - covers our athletes who are over 50 yrs of age.

2019 - WG & MG Levels Registration/Insurance - covers gymnasts who compete in the National Levels programs.

Select Equipment Levy / Bond if you are registering the first child in the family. Click 'NEXT STEP' and complete the remainder of the required registration information

You will be sent an email with a unique username and you will be required to log in and create a password.  
You will also be able to download the invoice for your Registration Fee/Equipment Levy Fee.

Please note; you can use the same password for more than 1 child, however, each will have their own unique username.  
Once you have your username and password you can enroll into classes.

### **STEP 2 – Enrol into a class**

When enrolling into a class, follow the procedure below.

1. Log-in using the username provided and the password you created.
2. Click on the 'Classes' tab and select the class you want to enroll in.
3. Click on 'Book into all sessions.' You will be asked to confirm booking.
4. Once confirmed you will be sent, via email, a summary of your booking and its cost.  
You can pay online, or via any of the methods shown. You will be able to download your invoice.

\*If you are enrolling three (3) or more children please follow the procedure below.

1. Enroll the first 2 children in their class of choice, using the procedure above.
2. Send an email to [greg.anderson\\_2@bigpond.com](mailto:greg.anderson_2@bigpond.com), indicating that you wish to enroll a third child, and providing the names of the 2 previously enrolled members.
3. You will receive an email response with a discount code.
4. Commence enrollment for the third child into their preferred class and input the discount code.  
A discount will be applied to the fee invoice for the third child.

\*If you are enrolling your child in more than one (1) class please follow the procedure below.

1. Log-in using the username provided and the password you created.
2. Click on the 'Classes' tab and **select the class which is the longest in time. (e.g. 2hrs)**
3. Click on 'Book into all sessions.' You will be asked to confirm booking.
4. Once confirmed you will be sent a summary of your booking and there will be the opportunity to pay online, as well as showing other payment options. You will be able to download your invoice.
5. Send an email to [greg.anderson\\_2@bigpond.com](mailto:greg.anderson_2@bigpond.com) indicating which class you have enrolled in and which class is the secondary choice.  
4. You will receive an email response with a discount code.
5. Commence the enrollment procedure for the secondary class and input the discount code.  
A discount will be applied to the fee invoice for the secondary class.

\*If you have an Active Kids Voucher which you want to use towards your class fees, please email a copy to [greg.anderson\\_2@bigpond.com](mailto:greg.anderson_2@bigpond.com). Upon validation of the voucher, you will be issued an amended fee invoice with the \$100.00 discount applied.