

Kids Programs

Email - kidsactivities.perthhpc@venueswest.wa.gov.au

Phone - 9441 8233

Kids Gymnastics

Enrolment reminders:

- Availability and enrolments can be found once logged into the customer portal
- Create an account for yourself as the parent and then link children to your account
- Your enrolment is only completed if payment is made within 15 minutes of booking
- Outstanding payments are in the Payments tab of your portal
- Your reserved classes are shown in the My Bookings tab of your portal

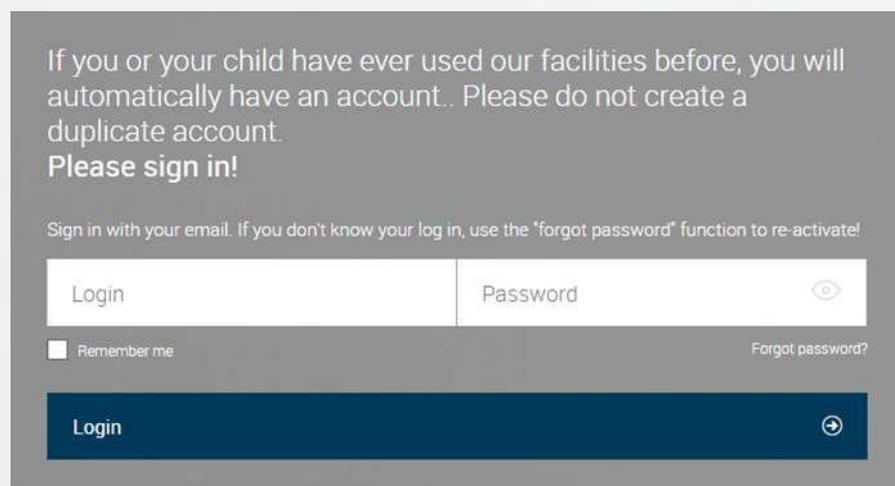
Accessing the customer portal

Welcome to HBF Stadium. We are super excited that you wish to join one of our programs. To enrol into any of our programs, please follow the below steps:

1. Visit the Perth HPC Website: www.perthhpc.com.au
2. Click the **Login** button to get to our customer portal page:

**Existing members – you or child has participated in a program previously**

1. You already have an account created and only need to login.



2. Your login is your registered email address.
3. Your password is what you have registered previously:

If you have never logged in before or have forgotten your password, you can activate a password by using the forgotten password link.

4. Once logged in you can:
 - Update all details except Date of Birth and Email address
 - Add linked family members
 - View all bookings for yourself and linked family members
 - Update your payment source
 - Process outstanding payments
 - Enrol into programs/classes
 - Freeze swimming lessons for holidays
 - Purchase other products



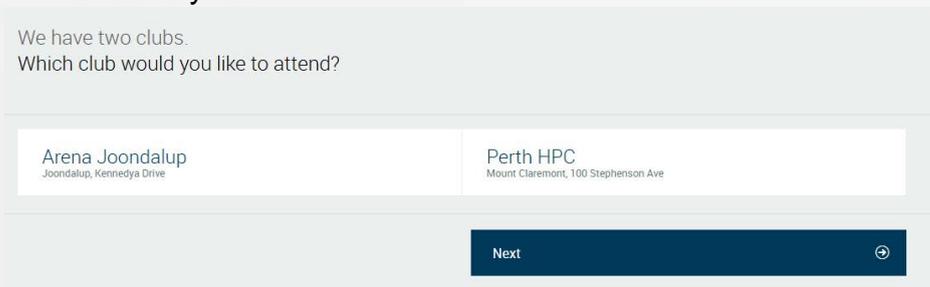
New Customers – you or child have never been booked into a program with us

Create an account for the parent and then add a linked family member for the child

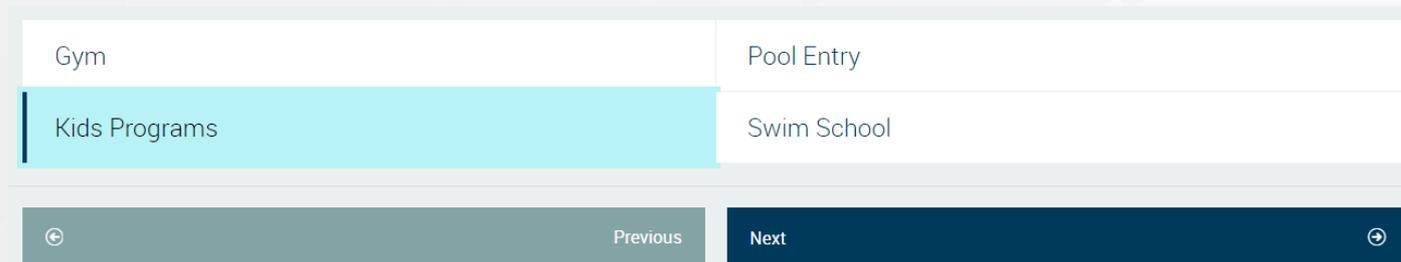
1. Click **Create your account** (circled in Blue)



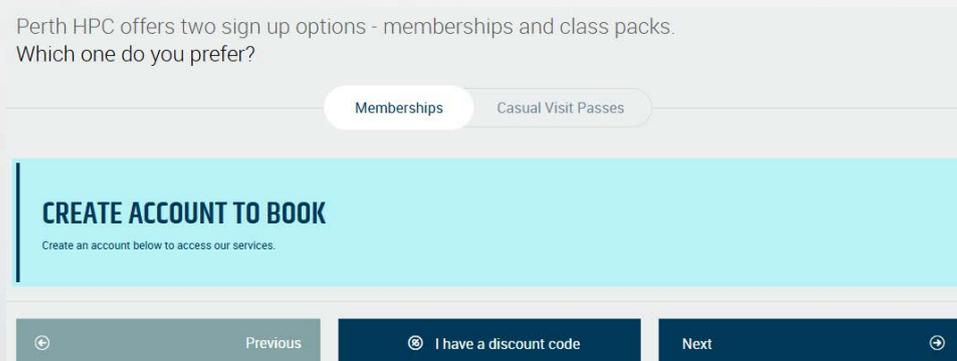
2. Choose your desired **Venue** and then click **Next**



3. Click your desired **Program** “eg: Kids Programs” and then click **Next**



4. Click **Create account to book** and then click **Next**



5. Enter your **Details** and then click **Create account**

6. **Add children** by clicking **Account** then **Linked Family Members** then **Add Family Member:**



7. Repeat steps 2 to 5 for each child noting that email and phone number should be left blank for the children



Booking into Gymnastics

The following steps will show available spaces and how to enrol into the program

Booking Reminders:

- Your booking is not complete until payment is made
- Outstanding payments are visible within your Payments tab
- If no payment is made within 15 minutes, your booking gets cancelled

1. Log into your customer portal and check details for you and your child are correct
2. Select the option **Book and Enrol**



a. Term Gymnastics Enrolment:

- i. Select **Enrol into: Kids Term Programs & Swim School**



- ii. Change **Activity** to Gymnastics
- iii. Change **Level** to the required level that matches your child's age



- iv. Your filtered list will show **Day, Time and Spots Left**
- v. Click **Enrol** for the class you wish your child to attend
- vi. Click **Enrol now** next to the child you want to attend the class
- vii. Follow all prompts to complete payment for your booking

b. Holiday Gymnastics Enrolment:

- i. Select **Book Holiday Programs & Creche**



- ii. Change **Facility type** and **No of people** to match the Holiday Gym for your child's age and the required spaces



- iii. Scroll across to your desired dates

TUESDAY
26/07

WEDNESDAY
27/07

THURSDAY
28/07



- iv. Click **Enrol** for the class you wish your child to attend
- v. Click **Enrol now** next to the child you want to attend the class
- vi. Follow all prompts to complete payment for your booking

3. Your booking is now complete and visible in **My Bookings** of your portal.
4. Repeat the above steps when enrolling multiple sessions/children

