



Learn to Swim Sign Up Information Booklet

This booklet helps you through the process of signing your kids into swimming lessons. It is split into three parts: Creating an account and preparing for logging into the online portal, how to log into and navigate the portal, and finally how to book and pay for classes using the portal.

Please note: when bookings are live you can book at any time online, however phone bookings are only possible from Monday to Friday 9am – 4pm.

Please make sure you can log in and everything is set up ready to go BEFORE sign up day, so we can help you fix any issues along the way.

Email us: info@asalc.com.au

Call us: 8950 4360

Programs Coordinator:

Email: Its@asalc.com.au

Learn to Swim Sign Up Process

a step by step guide

FILL OUT AN ENROLMENT FORM

You need to do this if you have never done lessons with the Aquatic Centre before. If your child has done lessons with a school, they will not be in our database.

Once your form is completed, we have to input your family into the system.

CUSTOMER SERVICE TEAM SET A LEVEL FOR YOUR CHILD

Once your family is on our system, our team will apply a level to your child. This is either age based for kids 3 and under, or by asking the guardian some questions if your child is 4 and above. This step is vital for ensuring you book into the correct level and for the online portal to show the correct level.

VOUCHERS (not vital but they are handy!)

\$100 School Sport Voucher – Available for children enrolled in school in Alice Springs. These vouchers are issued annually in January & July and must be applied for. [NT GOV WEBSITE]

\$100 Learn to Swim Voucher – Available for children under 5 years, who have completed the WSAP program. [NT GOV WEBSITE]

Water Safety Awareness Program Voucher (WSAP) – Available for children under 5 years. These vouchers are valued at \$50. [ROYAL LIFE SAVING WEBSITE]

THE VOUCHERS NEED TO EMAILED TO info@asalc.com.au FOR THE CUSTOMER SERVICE TEAM TO ADD TO YOUR FAMILY ACCOUNT!

YOU ARE NOW READY TO LOG IN TO THE ONLINE PORTAL

Some helpful tips:

- Double check customer service have your email address correct
- Double check customer service have got the right levels for all kids.

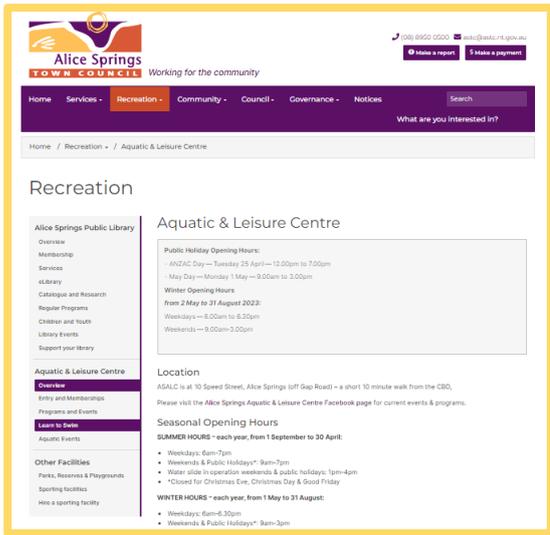
SEE NEXT PAGE FOR THE ONLINE PORTAL INSTRUCTIONS

Online Portal Process

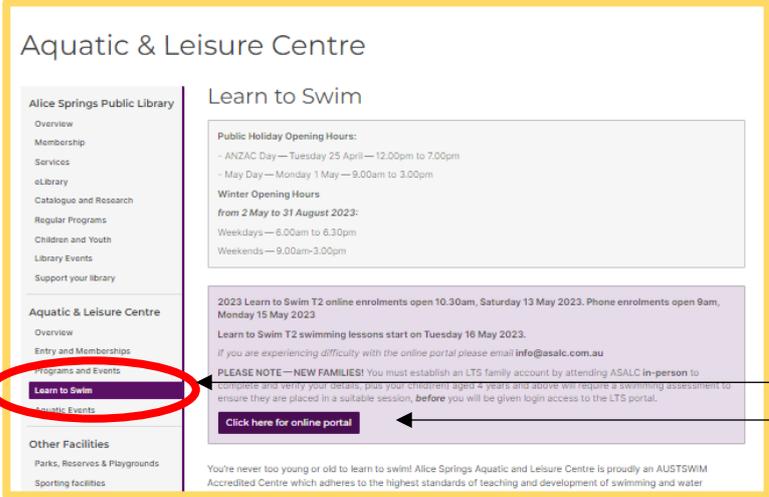
PROCESS FOR COMPUTERS

Head to the town council website and click for the aquatic centre page. It will bring you here.

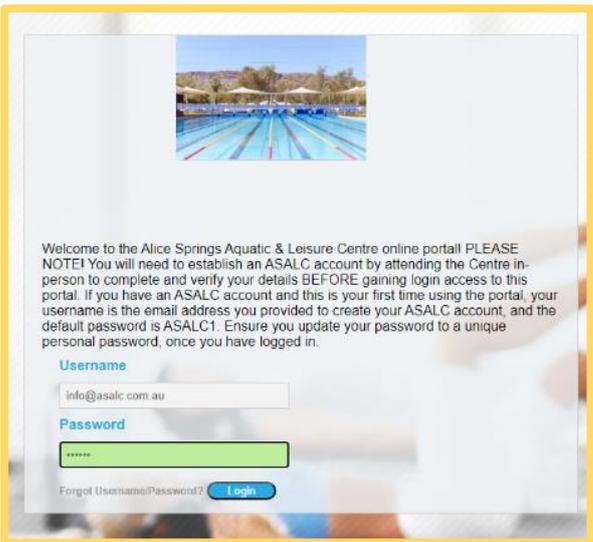
<https://alicesprings.nt.gov.au/recreation/aquatic-leisure-centre/swimming-lessons>



Then click "Learn to Swim" located on the side panel (circled in the picture).

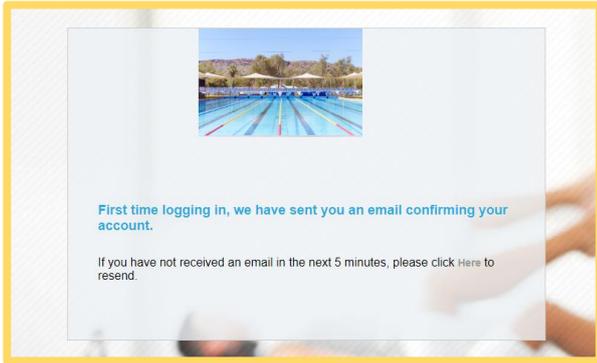


Then click the purple button inside the purple shaded box.

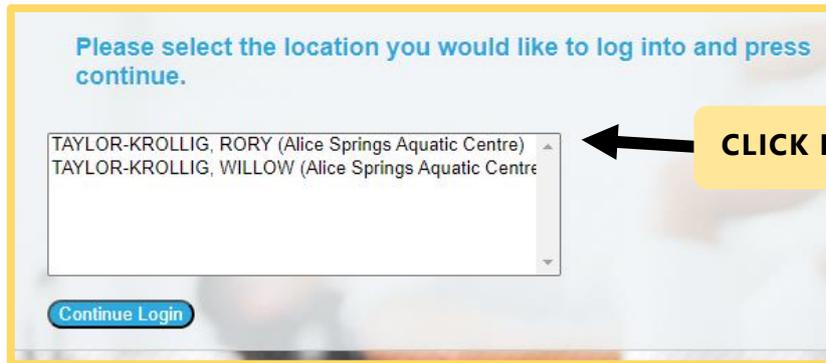


You will end up at the portal login site! If you set up your account with us correctly then all you need to do is use your EMAIL as your username and the default password "ASALC1" (case sensitive). If you have any issues with logging in, please contact us as we might need to reset or refresh your account or check we have your email correct on our end.

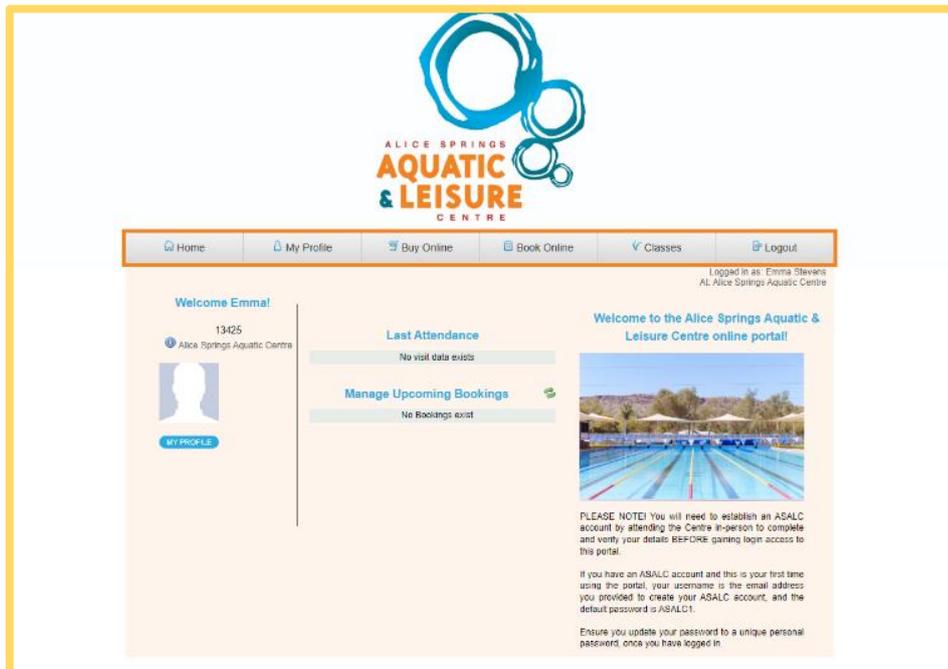
4



The site might ask you to confirm your email so double check your inbox or spam. If you don't get an email try clicking the site "HERE" button to resend the email. If that doesn't work call us up and we'll try refreshing your account.

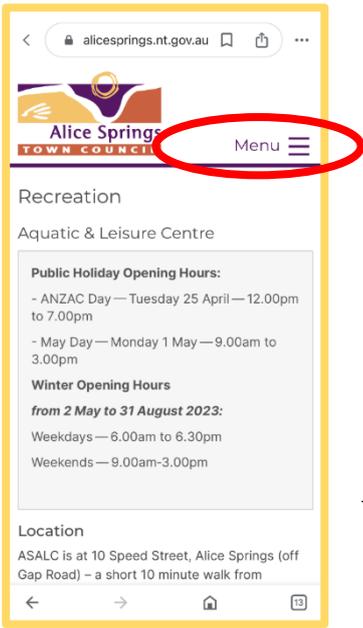


The site might also ask you to select an account to continue with. Often it shows the parent and the child, if this happens you MUST select the PARENT name. IF it just shows the child's name, please call us as we need to fix your family account.

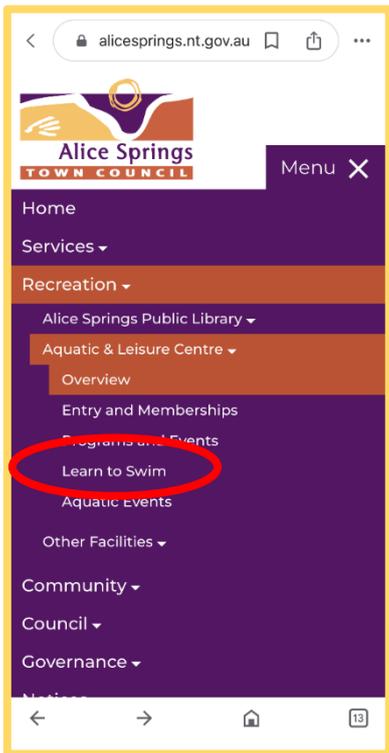


Once you make it to this screen, you are ready to go! Skip to page 7

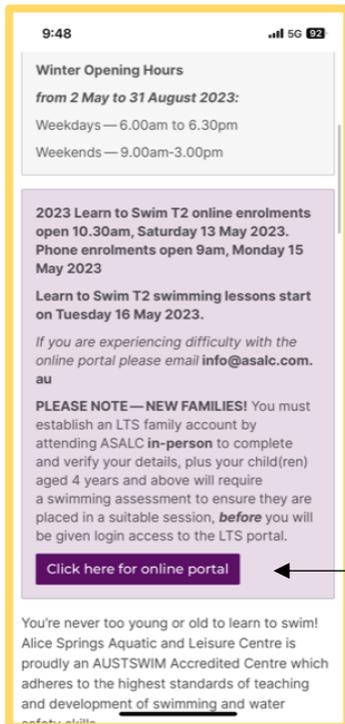
PROCESS FOR PHONES AND TABLETS



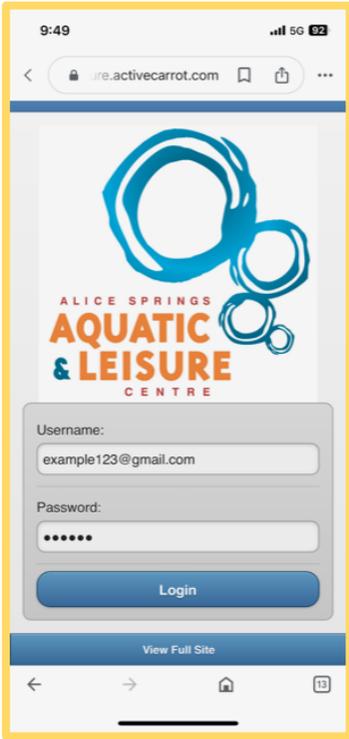
The process is very similar if you are using a phone or tablet with only a few differences. Start by heading to the Town Council website and clicking on the Aquatic Centre button. You should end up here:



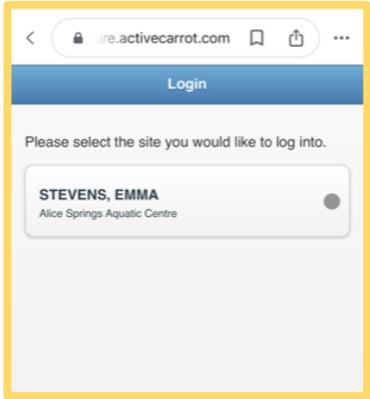
The next step is to tap the **MENU** button circled in red in the first picture. Once the purple menu fills the screen, tap on **LEARN TO SWIM** (also circled in red)



Then click the Online Portal button.



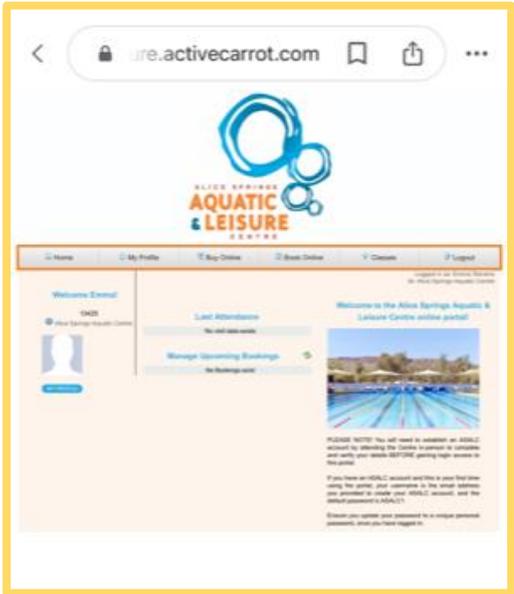
That will take you to the login page. Just use your email for your username and password as "ASALC1" (case sensitive).



It might prompt you to select a user, if so, select the parent NOT the child. If it is only showing a child please call us to fix your account.

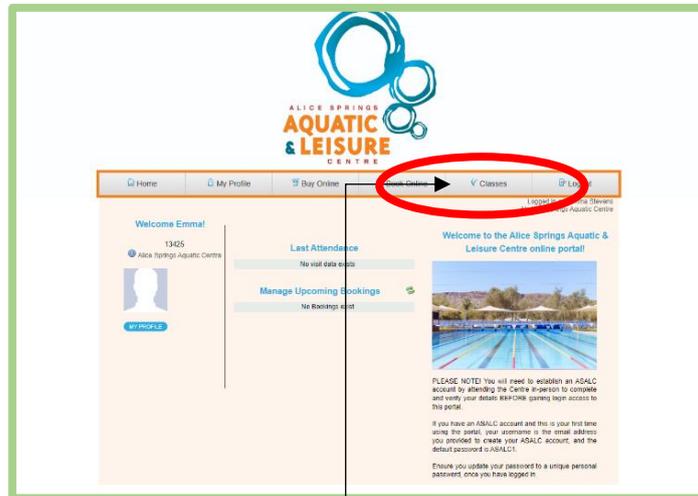


When your screen looks like this it is very important to scroll down and click **VIEW FULL SITE**



You are now PORTAL READY!

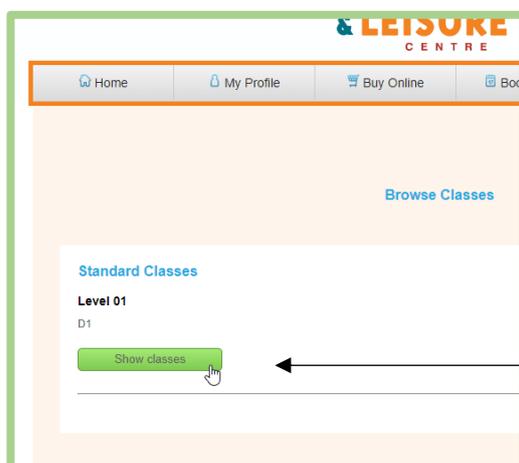
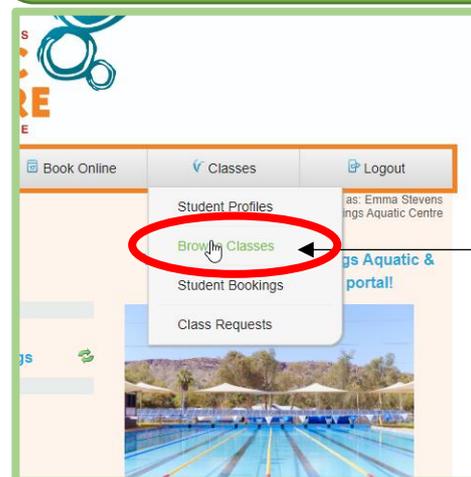
When you have the portal set up and you are on this screen, you can then view/ book classes. Please note the schedule/ timetable is only published a week before sign up day for the term.



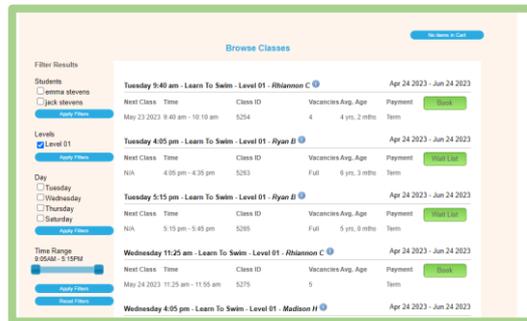
To view and book the available classes, click on **CLASSES** along the top.

To view and book the available classes, click on **CLASSES** along the top. Then **BROWSE CLASSES**.

If customer service officer has applied the correct class, it should show up here with a green button:



A list of classes will then show with relevant details including time, instructor and vacancies. When you select a day and book, you are booking for the duration of the term and the lesson will be once a week, same time and day you choose. E.g: every Wednesday at 4:04pm.



The 'Add Student Booking' form contains the following fields and values:

- Day: May 23 2023
- Times: 9:40 am - 10:10 am
- Level: Level 01
- Type: LEARN TO SWIM
- Payment: Term
- Term: 2023 Term 2 (Apr 24 - Jun 24)
- Book Myself:
- Student Name: JACK STEVENS (with a 'New Student' button)

 At the bottom, there are 'Cancel' and 'Add to Cart' buttons.

Click add to cart and head to checkout!

To use any voucher credit, you have sent to us, you have to input how much of the credit you would like to use. It does not apply it automatically!

Continue Shopping or Checkout below

Class Fees							
Day	Times	Level	Start Date	Cease Date	Price	Fee/Pro Rata	Payment
JACK STEVENS							
Tuesday	9:40 am - 10:10 am	Level 01	May 23 2023	Jun 20 2023	\$19.70 per class	\$98.50	Term
Family Credit							
Description						Amount to apply	
Total family credit \$100.00						\$0.00	<input type="button" value="Apply"/>
Class Fees							
Registration Fees :						\$0.00	
Class Fees/Pro Rata :						\$98.50	
Total Billed Today :						\$98.50	

Once you have made any payment required you are now booking into classes!

SOME HELPFUL TIPS

There is a section within the portal website called CLASS REQUESTS. Unfortunately, you cannot book classes through this tab, a request just sends us an email.

