

A photograph of three children in a swimming pool. In the foreground, a young girl with long brown hair and blue and pink swim goggles is smiling at the camera. Behind her, a boy with dark hair and yellow and blue swim goggles is looking towards the camera. To the left, another child is partially visible, also smiling. They are all in a pool with blue water. The background is slightly blurred.

GELSS

GLEN EIRA LEISURE SWIM SCHOOL

ONLINE CLASS TRANSFER INSTRUCTIONS

HOW TO FIND THE MEMBER PORTAL

LOGIN TO THE MEMBER PORTAL TO CHANGE YOUR CLASS TIME

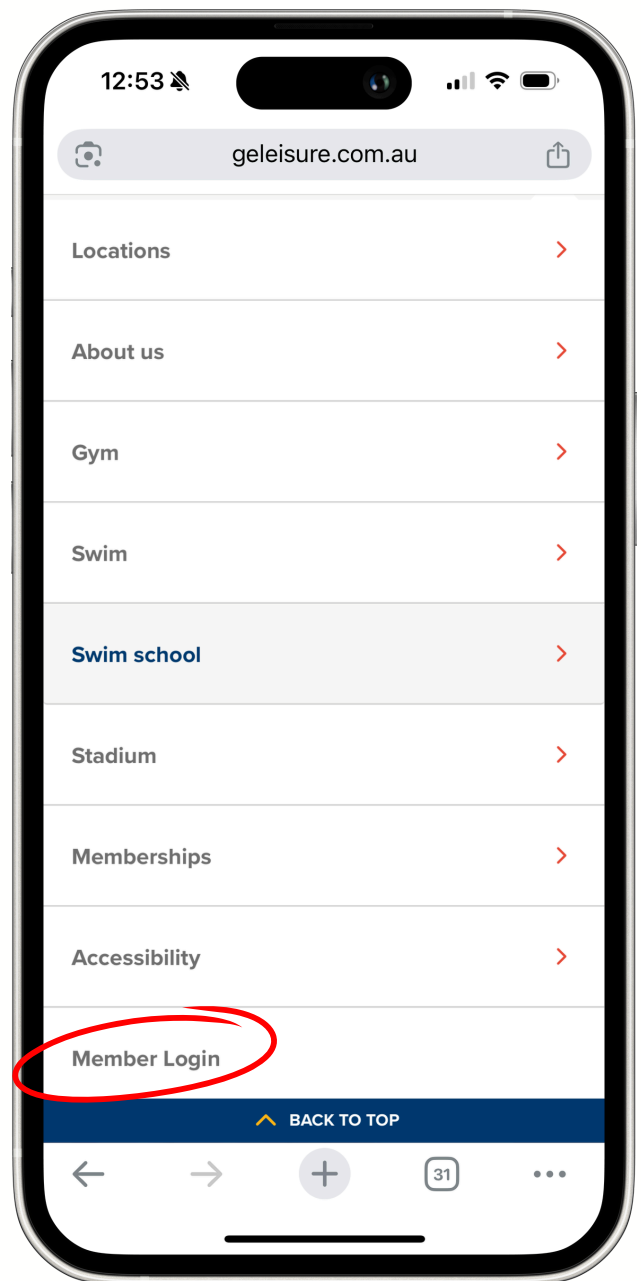
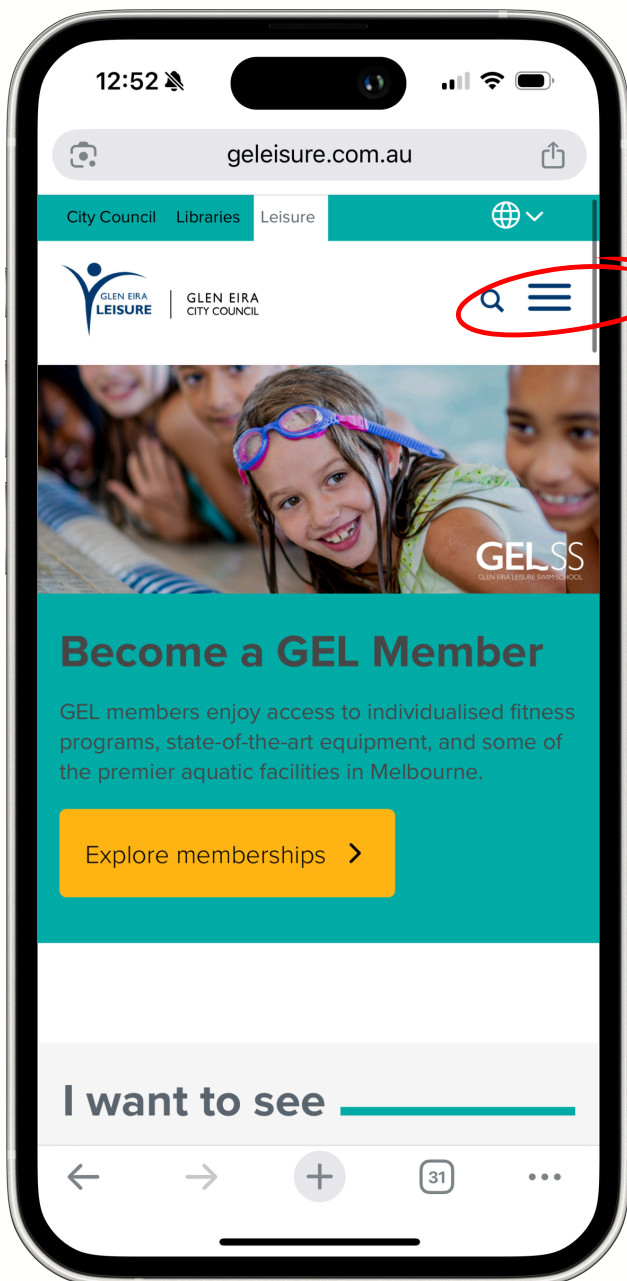
Please note: If you are using a computer 'member login' button will be in the far right corner.

1

Visit our homepage. This can be done from our website and navigating to the menu in the top right corner (the three horizontal lines).

2

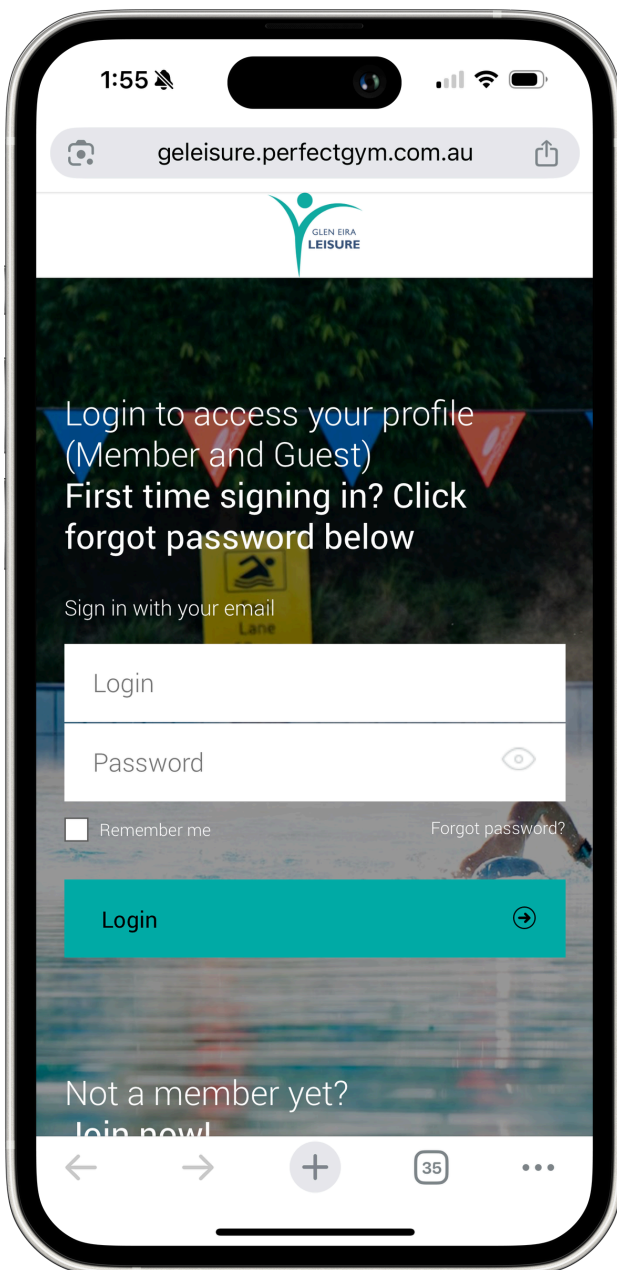
Scroll and click on '**Member Login**'



HOW TO LOGIN TO PORTAL

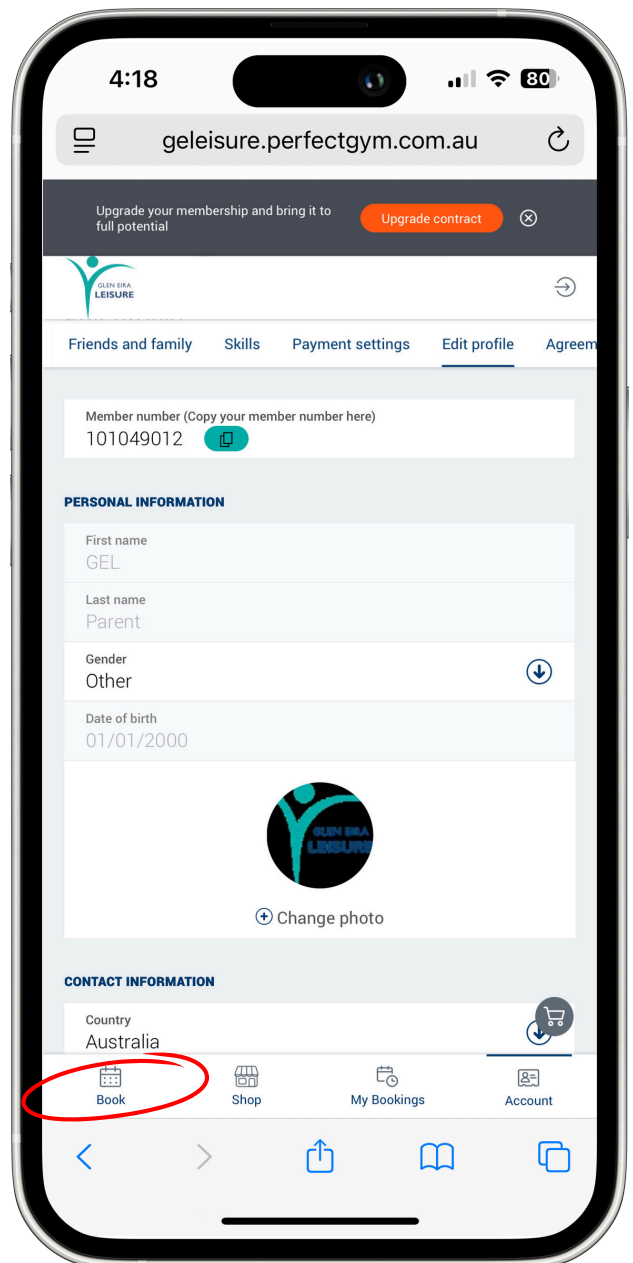
3

Please login with your email and password.
(if you've forgotten your password, please go to the third last page for instructions on how to reset)



4

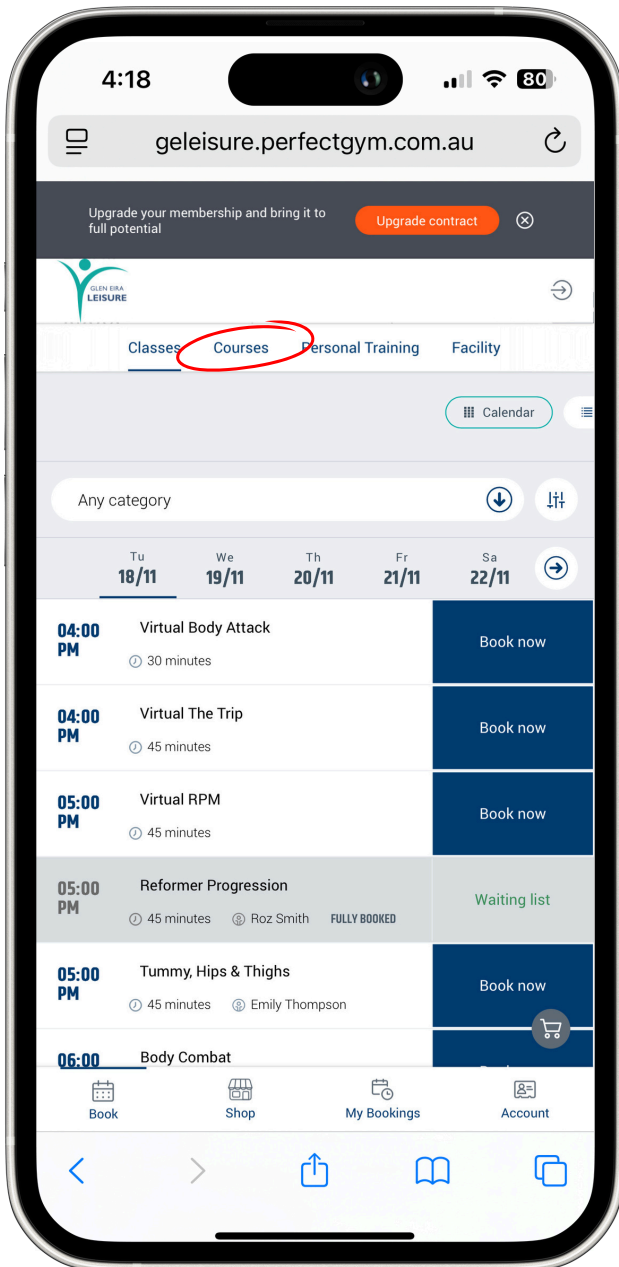
Press the '**Book**' tab at the bottom.
Please note this section will be at the top of the screen on a computer.



HOW TO TRANSFER YOUR CLASS

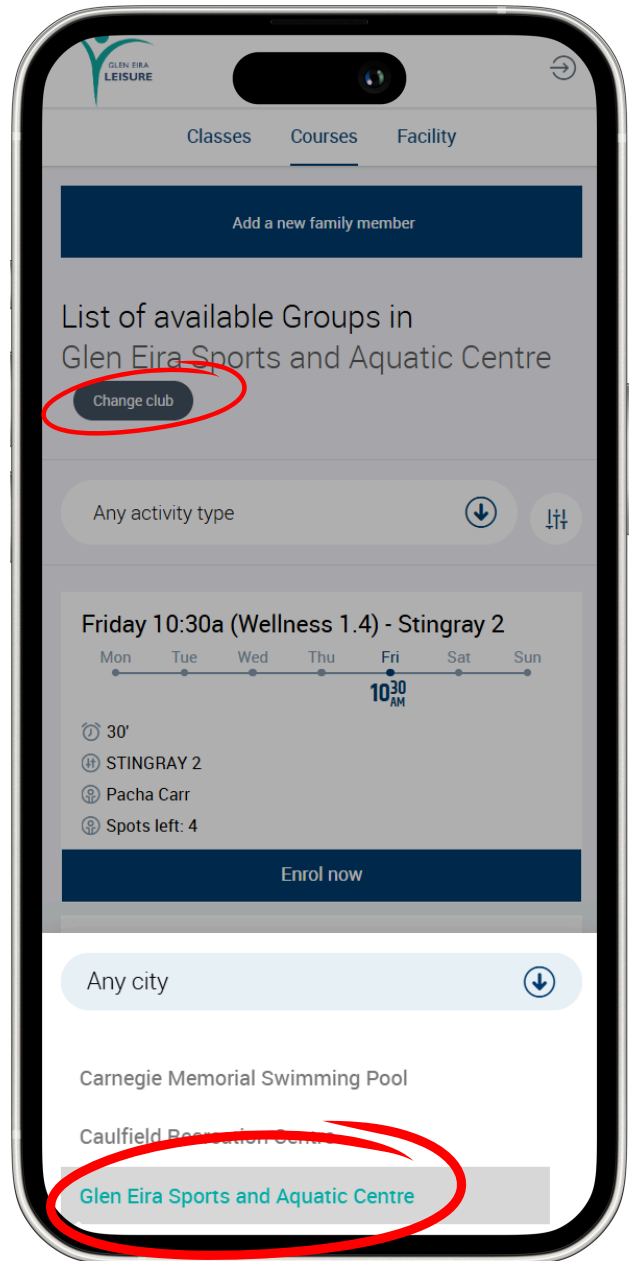
5

Press '**Courses**'.



6

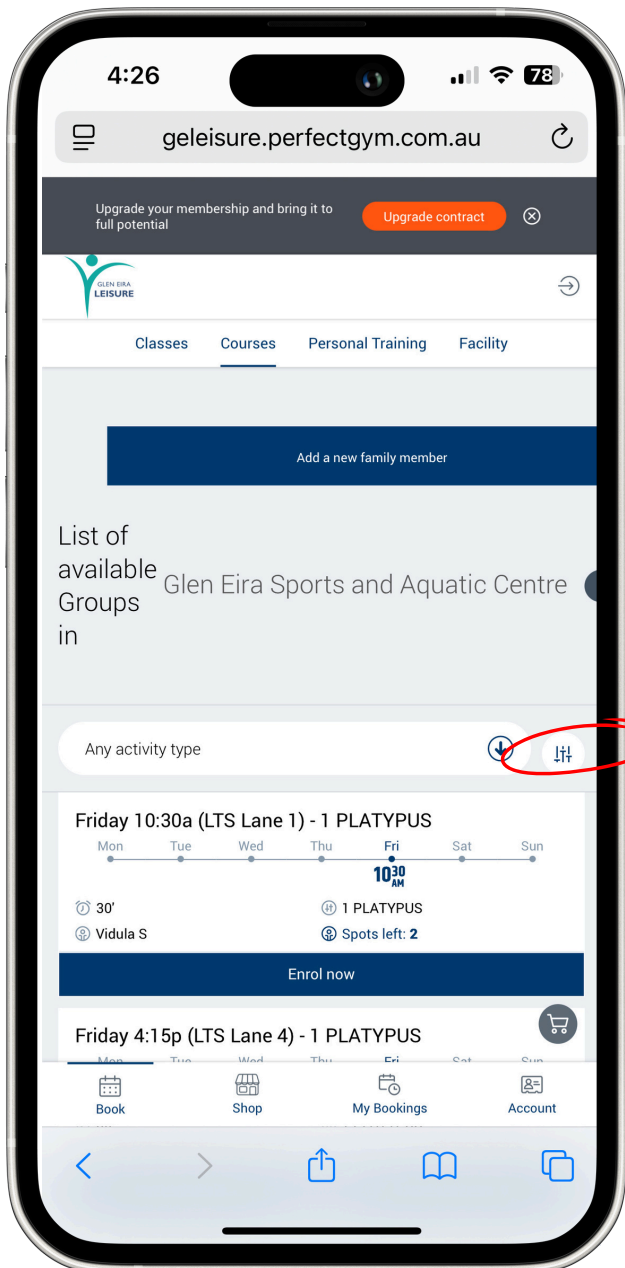
Press '**Change club**', then select the aquatic facility where you would like your new transferring class to be held.



HOW TO TRANSFER YOUR CLASS

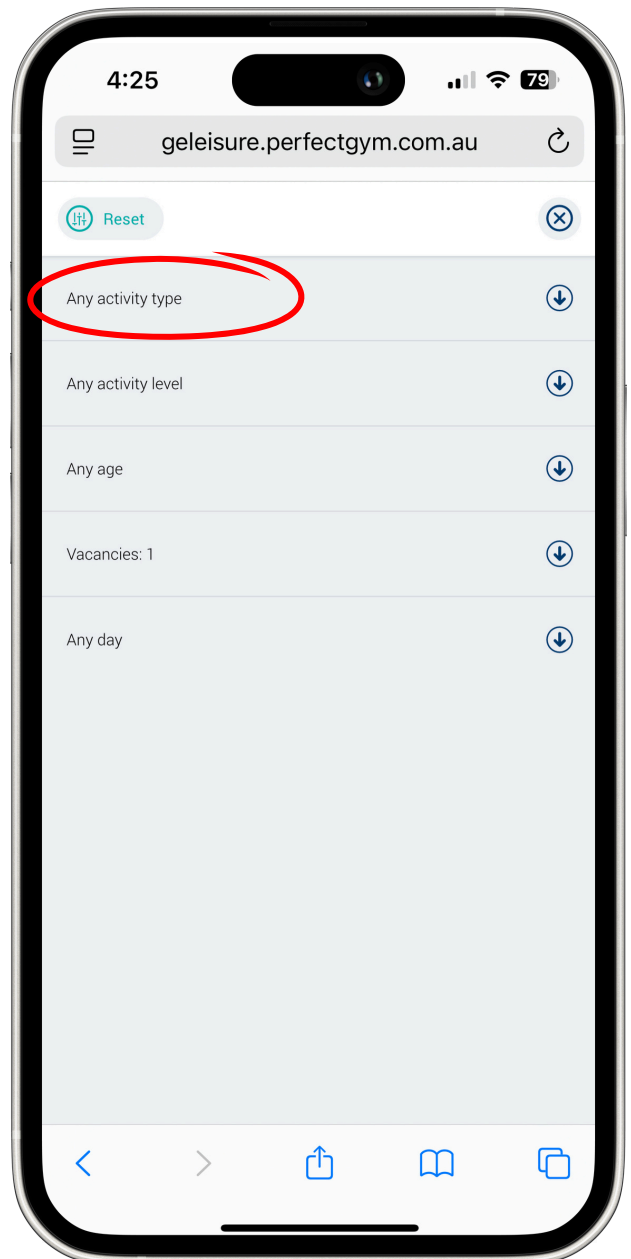
7

Click the adjustment button (circled in red) to filter the type of lesson.



8

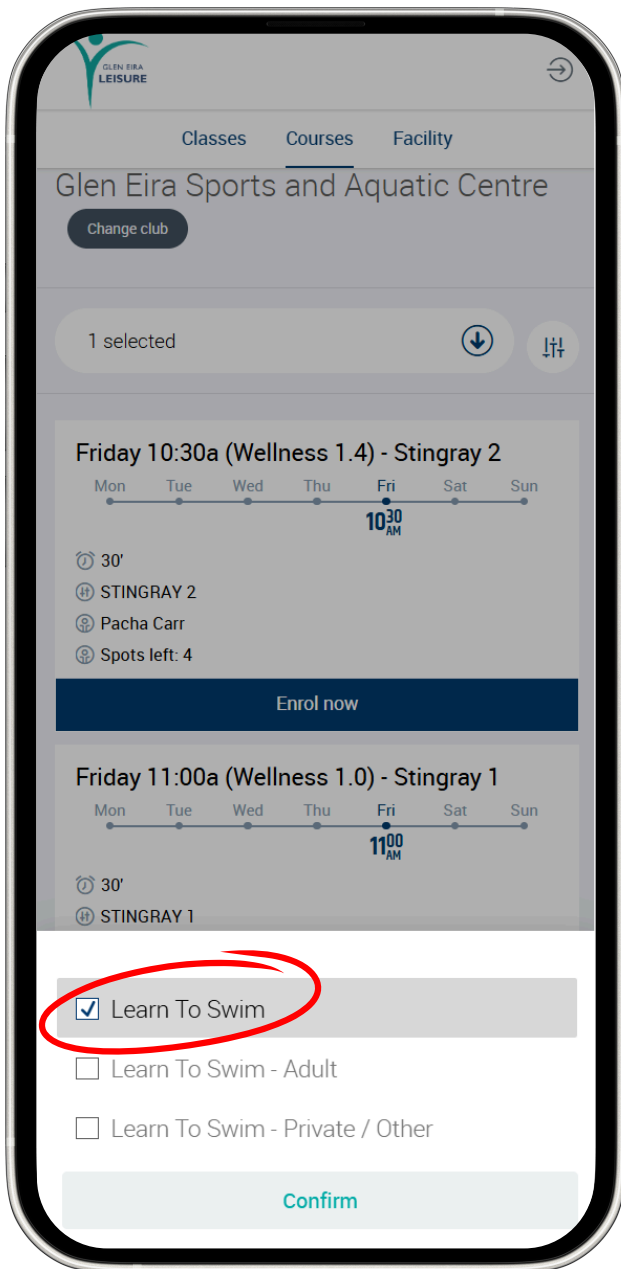
Press '**Any activity type**'



HOW TO TRANSFER YOUR CLASS

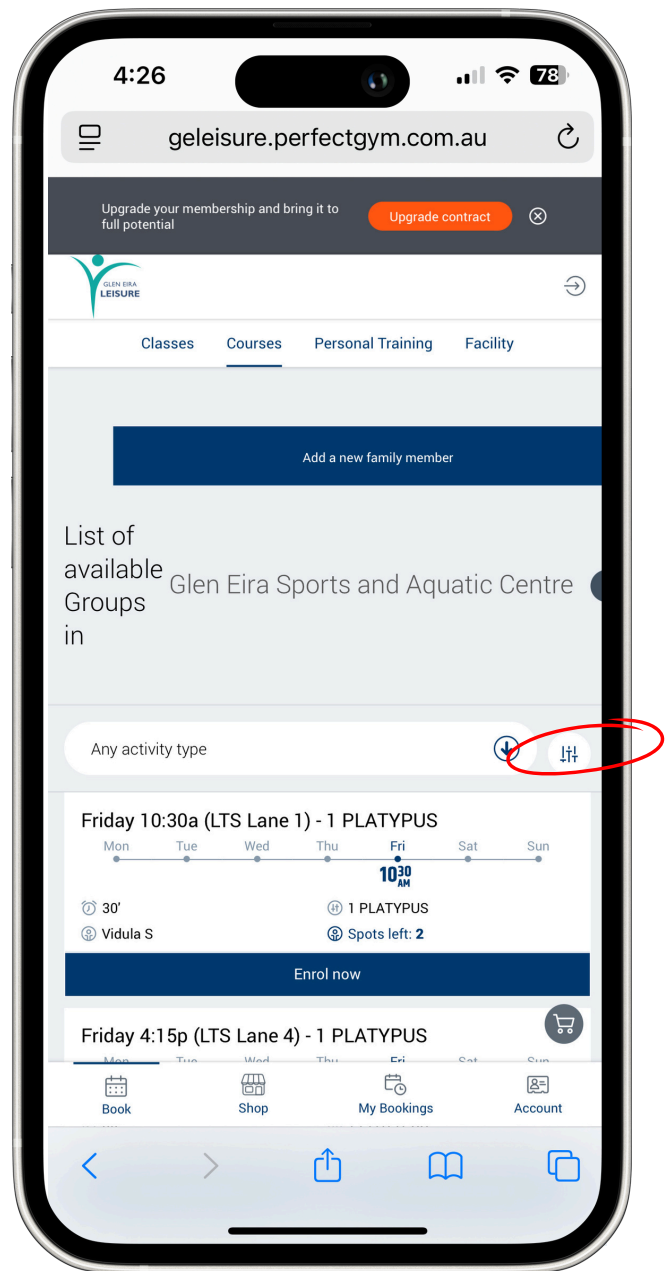
9

Select the class type you are currently enrolled in. For child lessons please press **'Learn To Swim'**.



10

Click the adjustment button (circled in red) to filter the type of lesson.

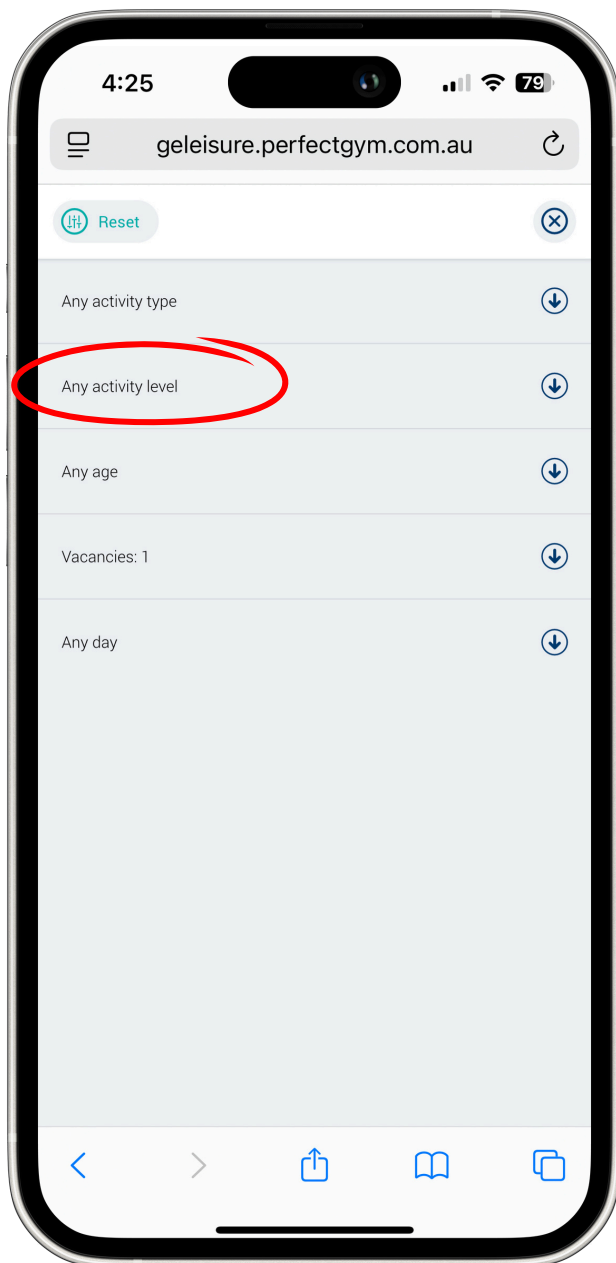


HOW TO TRANSFER YOUR CLASS

11

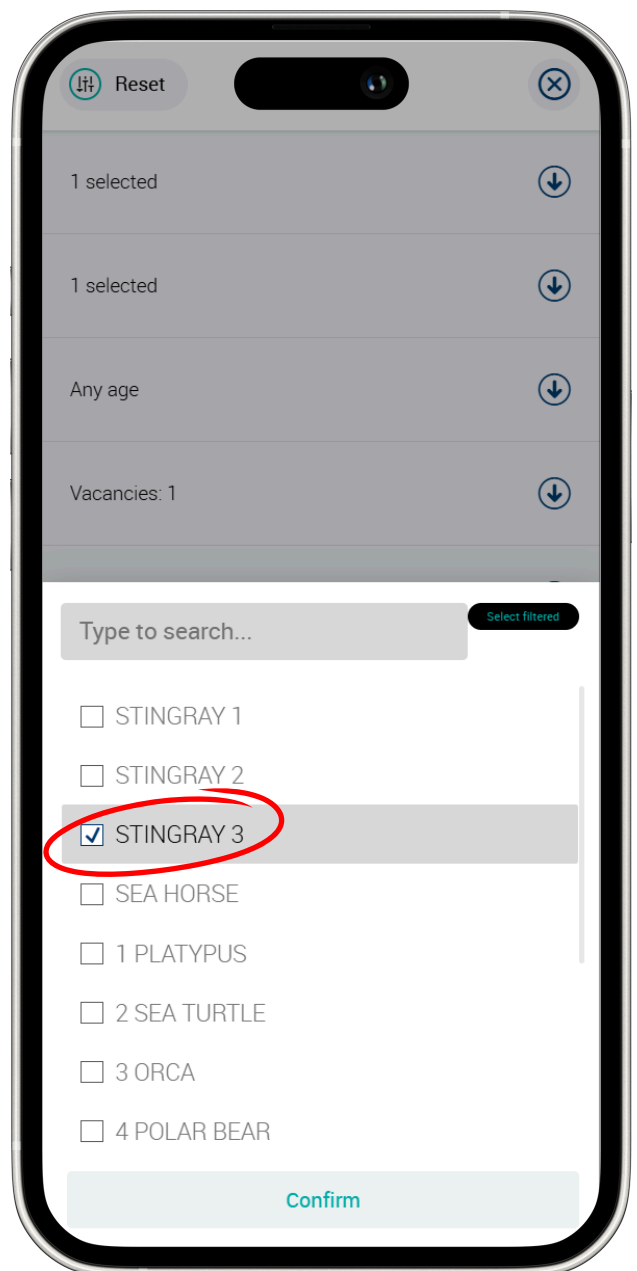
Press '**Any activity level**'

Please note you can also filter by the day you would like your new class to be held by pressing '**Any day**'.



12

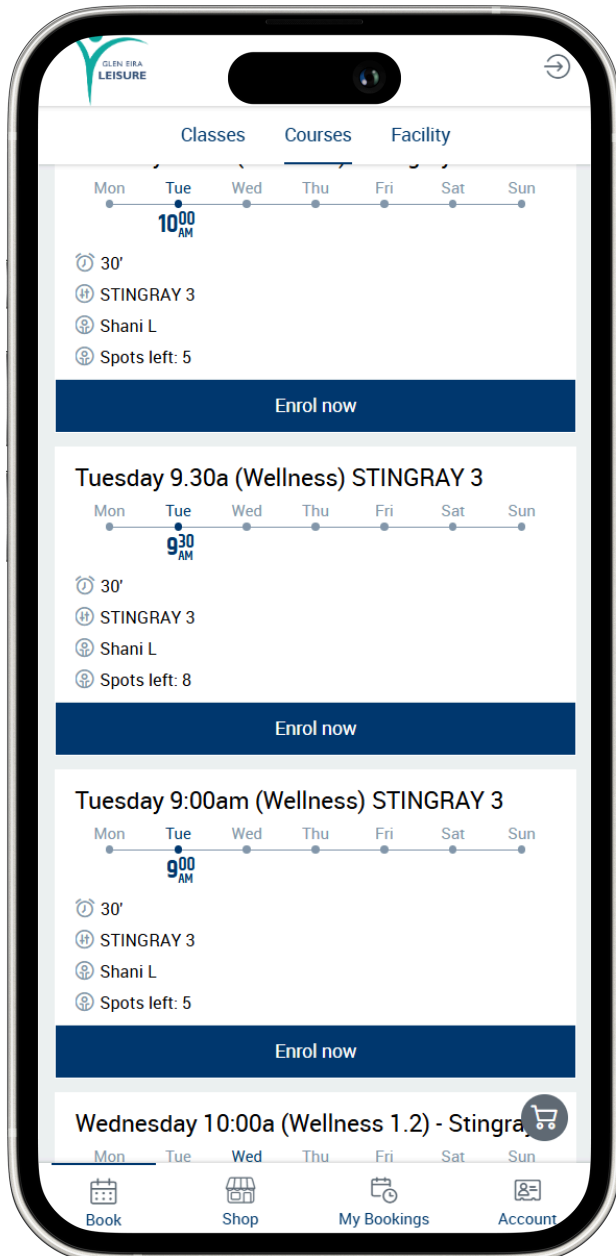
Select the swim school level you would like your new transferring class to be in. Please note if you have moved up levels to select your new level.



HOW TO TRANSFER YOUR CLASS

13

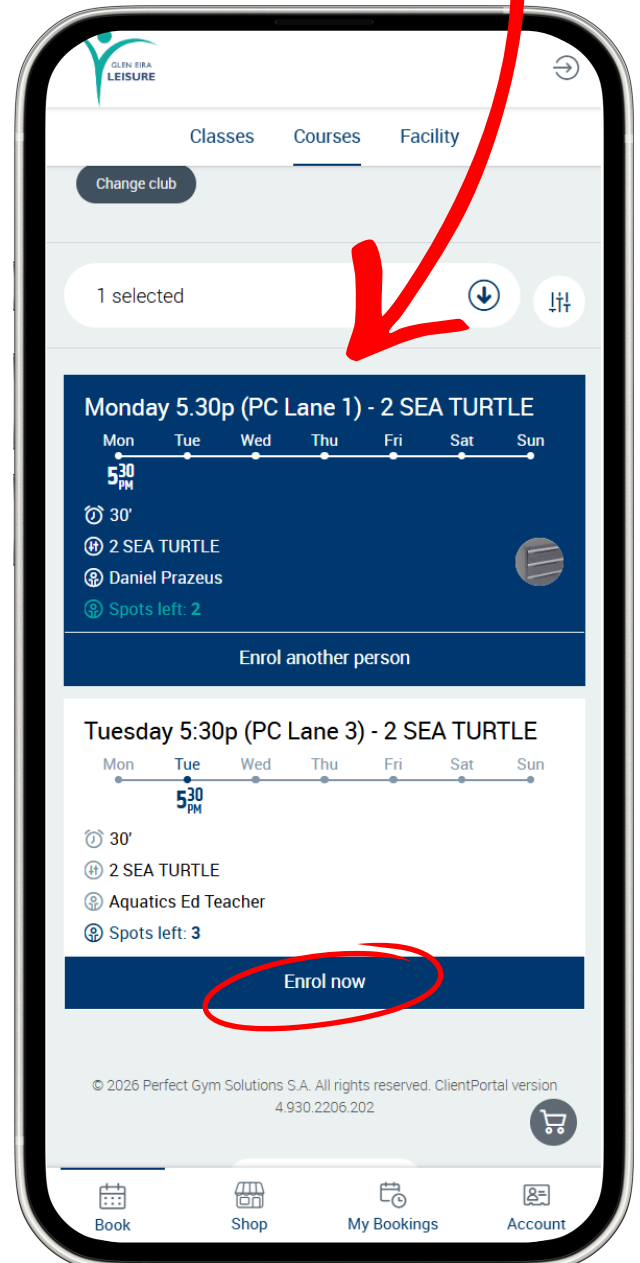
Scroll down until you find the class you wish to transfer into.



14

Once you find a class that is suitable, press **'Enrol Now'**.

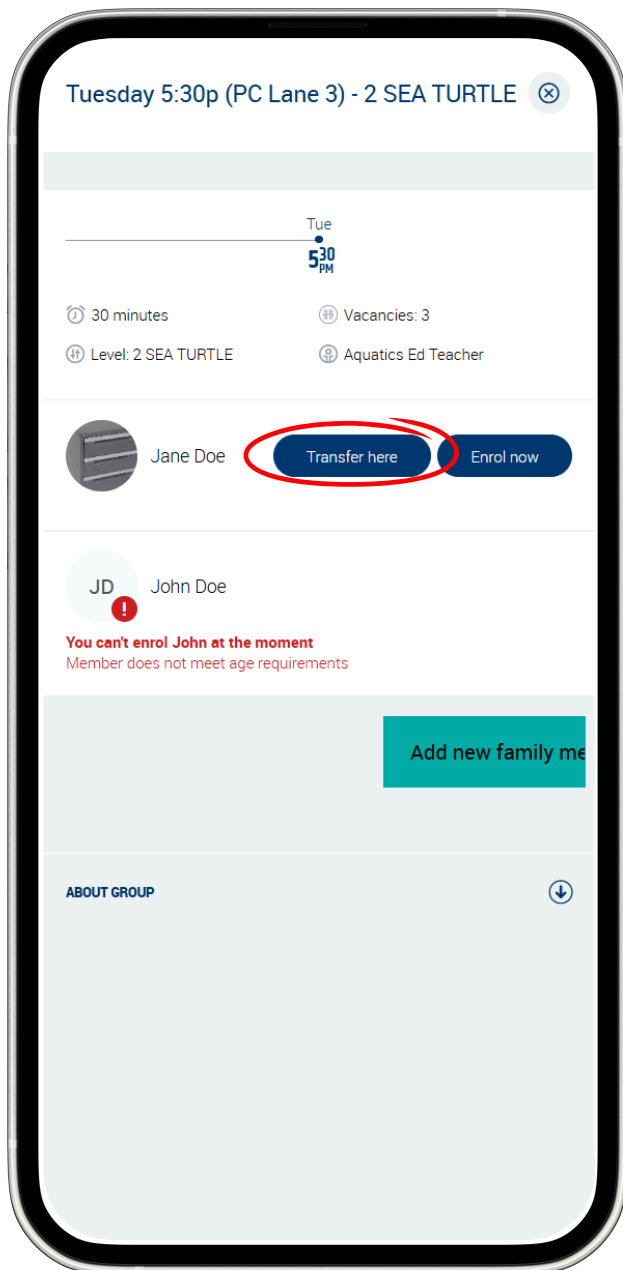
Your current class you are enrolled in will be highlighted in dark blue.



HOW TO TRANSFER YOUR CLASS

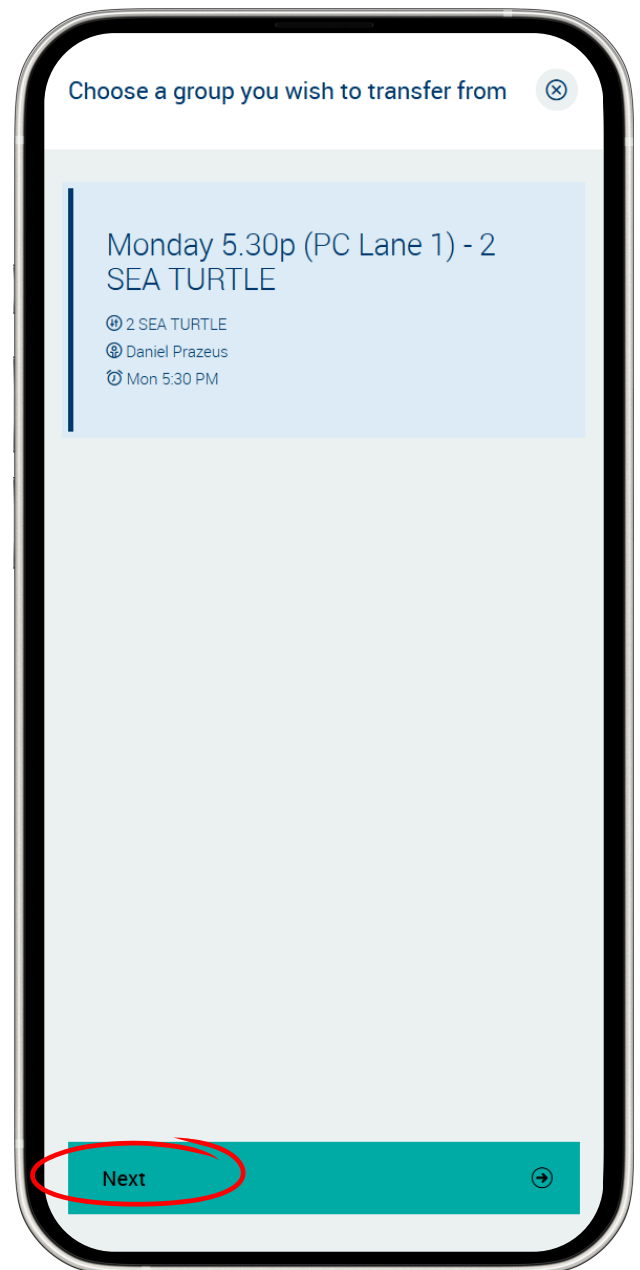
15

Next to the child you wish to transfer (or your own name for adult lessons), press **'Transfer here'**.



16

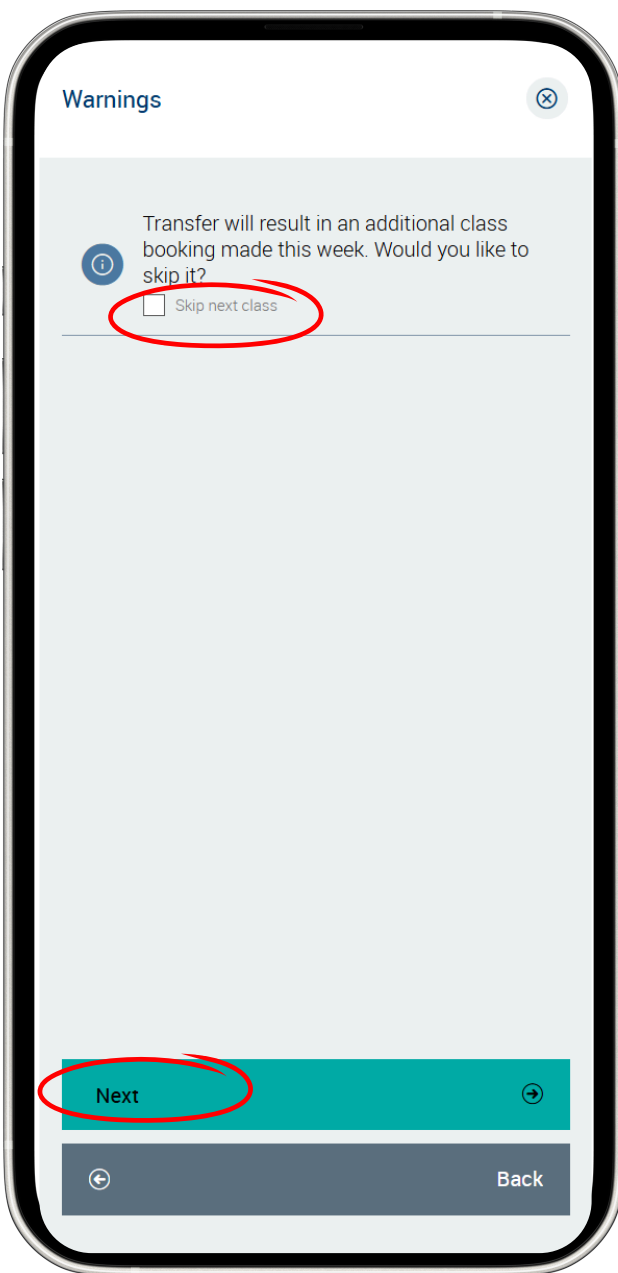
Select the class for the chosen child that you wish to transfer out of and press **'Next'**. If you or your child attend multiple lessons per week, all classes will appear here.



HOW TO TRANSFER YOUR CLASS

17

If your current class has already taken place this week, make sure to tick '**Skip next class.**' This prevents you from having two classes in the same week and ensures your new class time begins the following week. Then press '**Next**'.



Warnings

Transfer will result in an additional class booking made this week. Would you like to skip it?

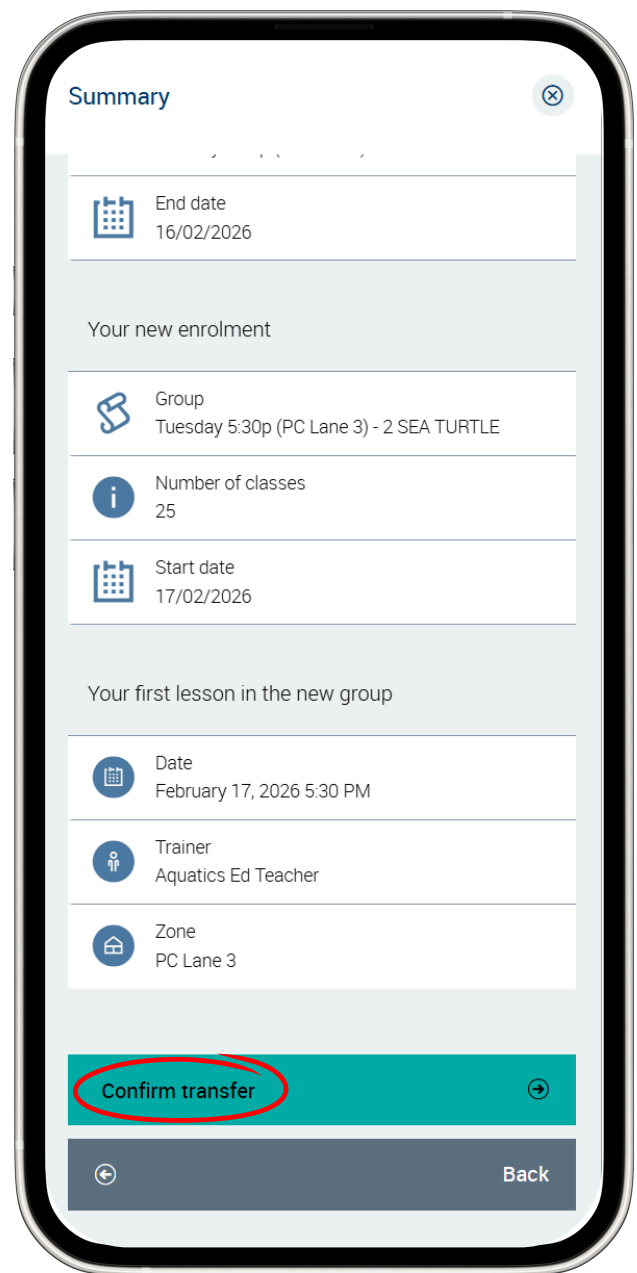
☐ Skip next class

Next

Back

18

A summary of your new transferring class will appear. Read through it to make sure all the details are correct. If everything looks right, press '**Confirm transfer**'. If you need to change anything, press '**Back**'.



Summary

End date
16/02/2026

Your new enrolment

Group
Tuesday 5:30p (PC Lane 3) - 2 SEA TURTLE

Number of classes
25

Start date
17/02/2026

Your first lesson in the new group

Date
February 17, 2026 5:30 PM

Trainer
Aquatics Ed Teacher

Zone
PC Lane 3

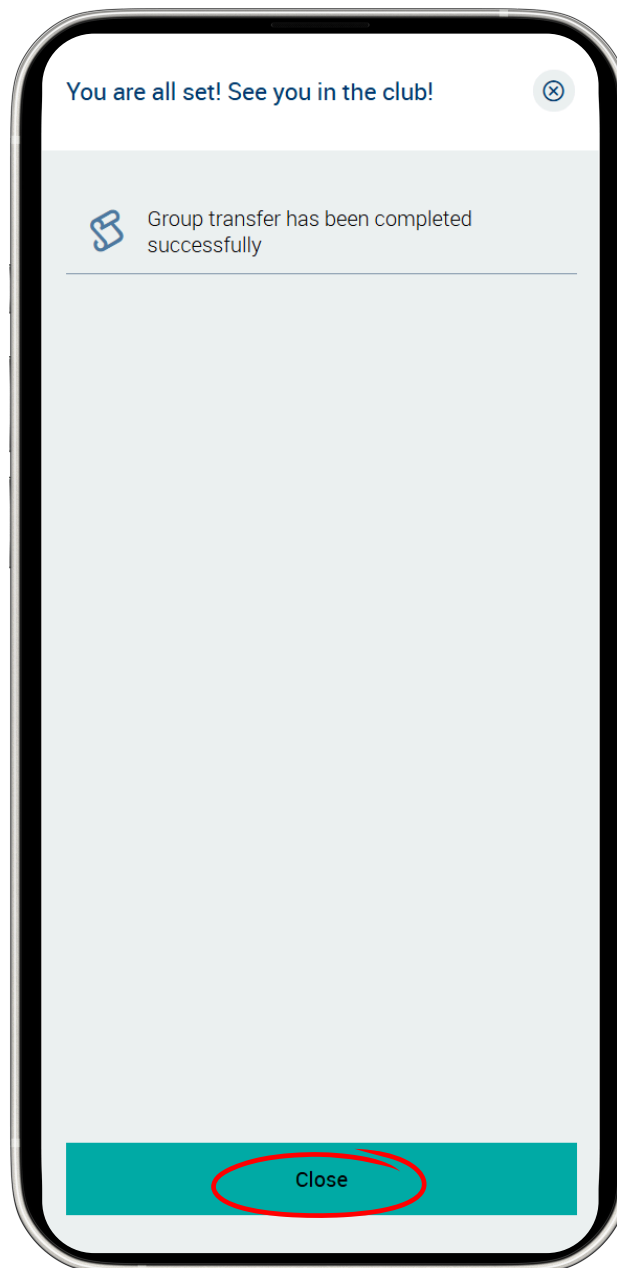
Confirm transfer

Back

HOW TO TRANSFER YOUR CLASS

19

You have now successfully transferred your swim school class. You can click '**Close**' once you're finished

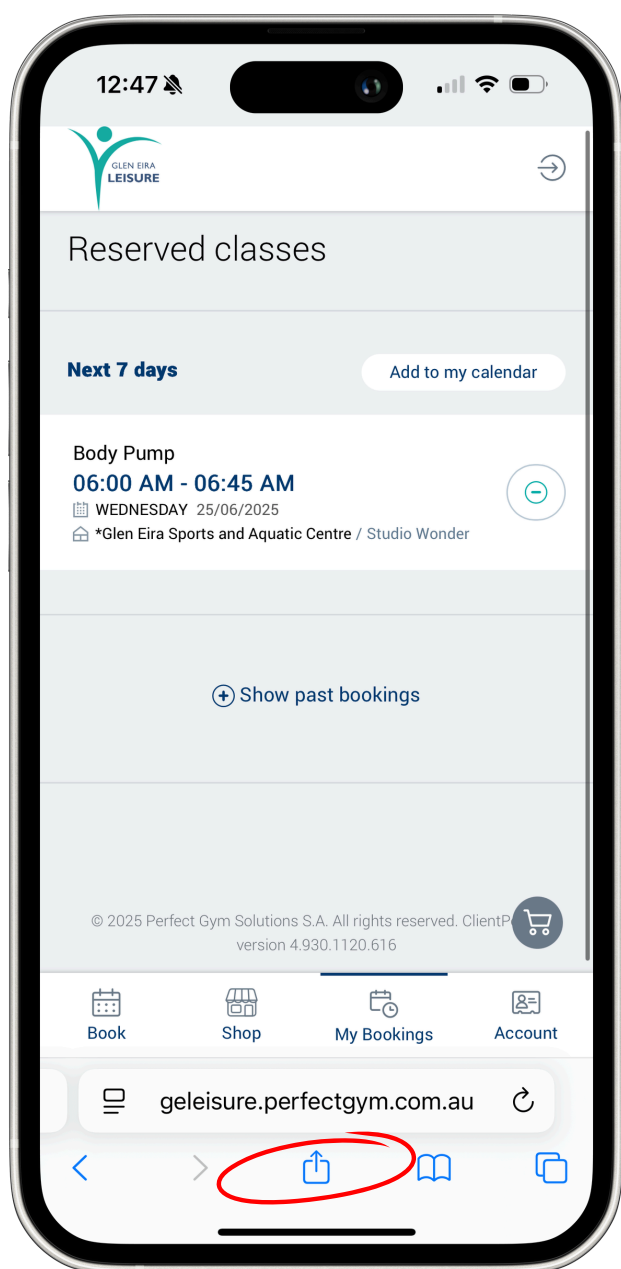


WANT THE MEMBER PORTAL AS AN APP?

FOLLOW THESE STEPS TO ADD THE MEMBER PORTAL TO HOME SCREEN ON AN IPHONE (SAFARI)

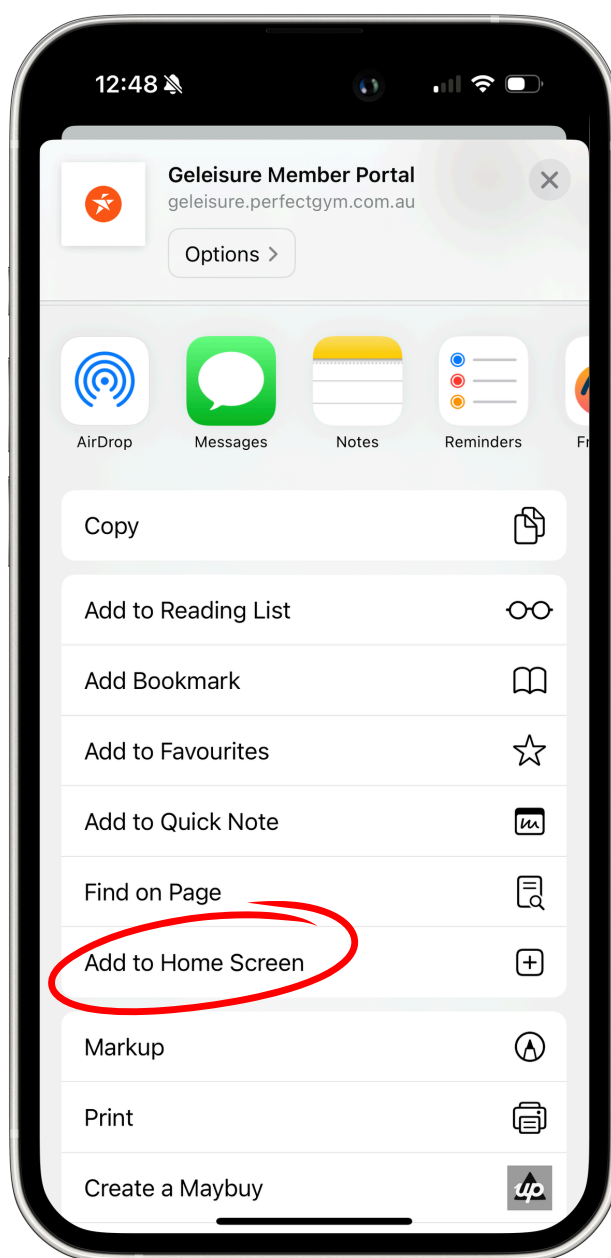
1

You can add the webpage as a short cut to your Home Screen!
This done by clicking the '**share button**', see red circle



2

Please click "**Add to Home Screen**"



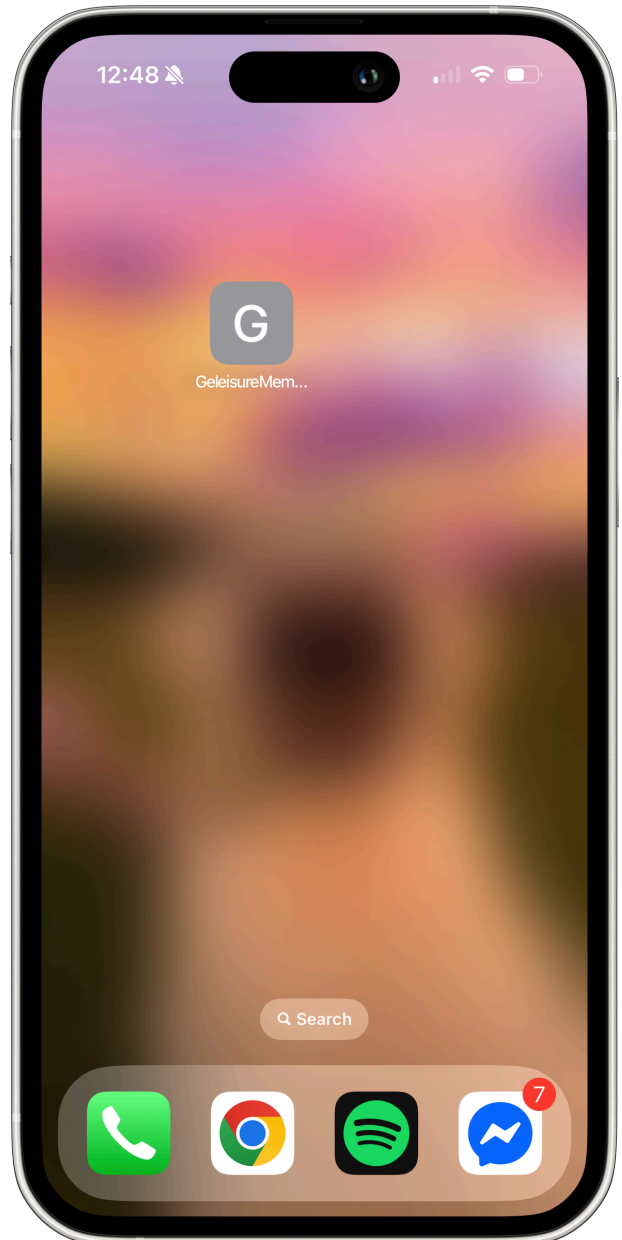
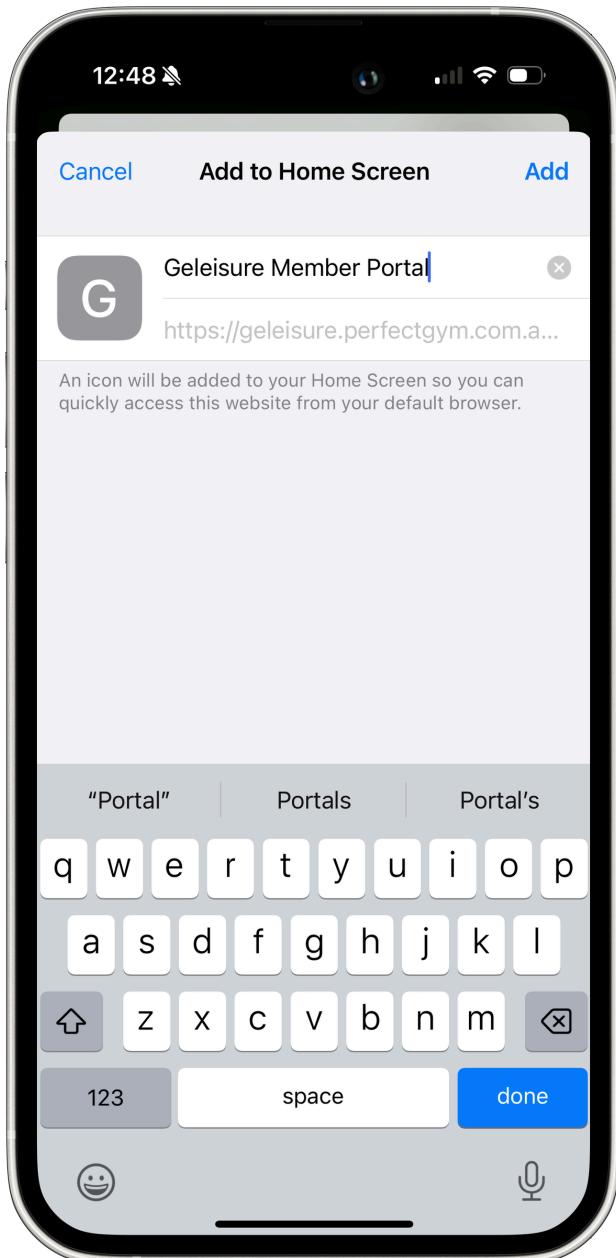
WANT THE MEMBER PORTAL AS AN APP?

3

Label this 'application' for your convenience

4

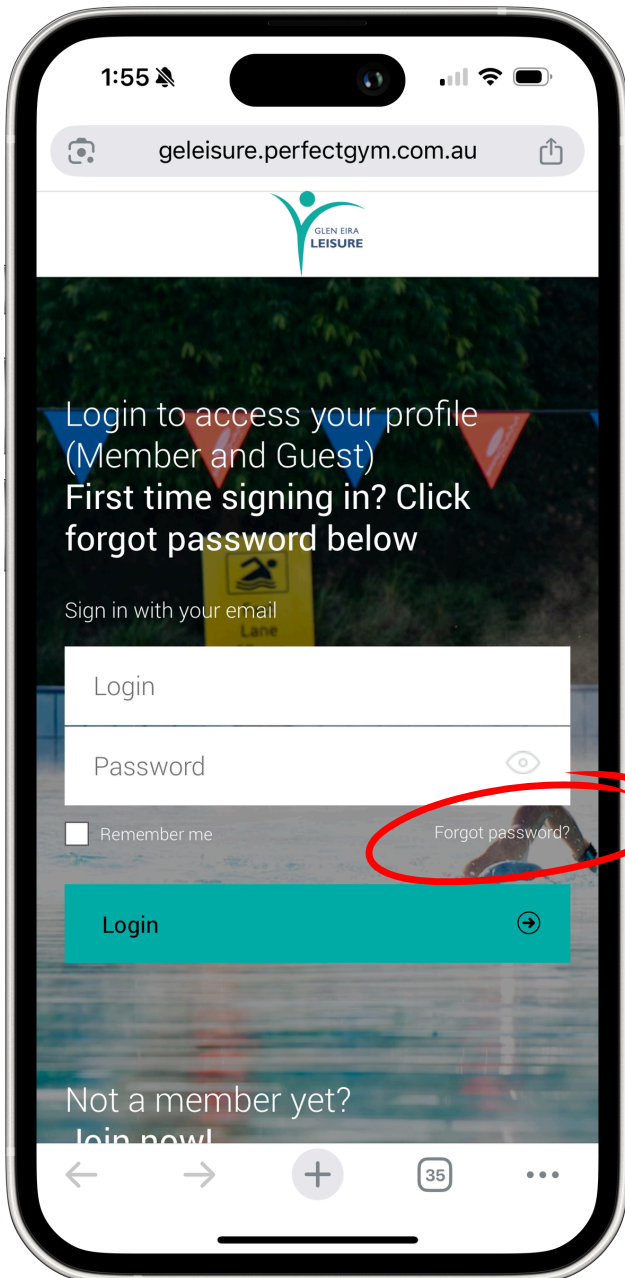
Now you have a short cut to Login!



HOW TO RESET YOUR PASSWORD RESET

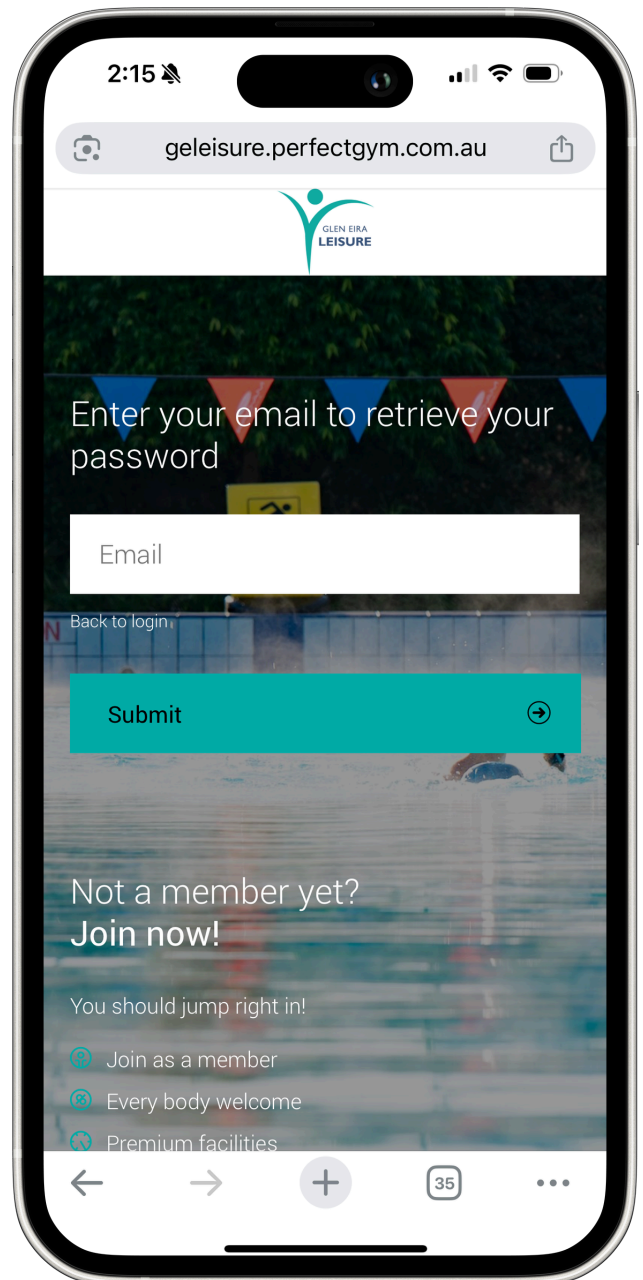
1

Please press '**Forgot password**'. See red Circle



2

Enter your email and press submit



HOW TO RESET YOUR PASSWORD RESET

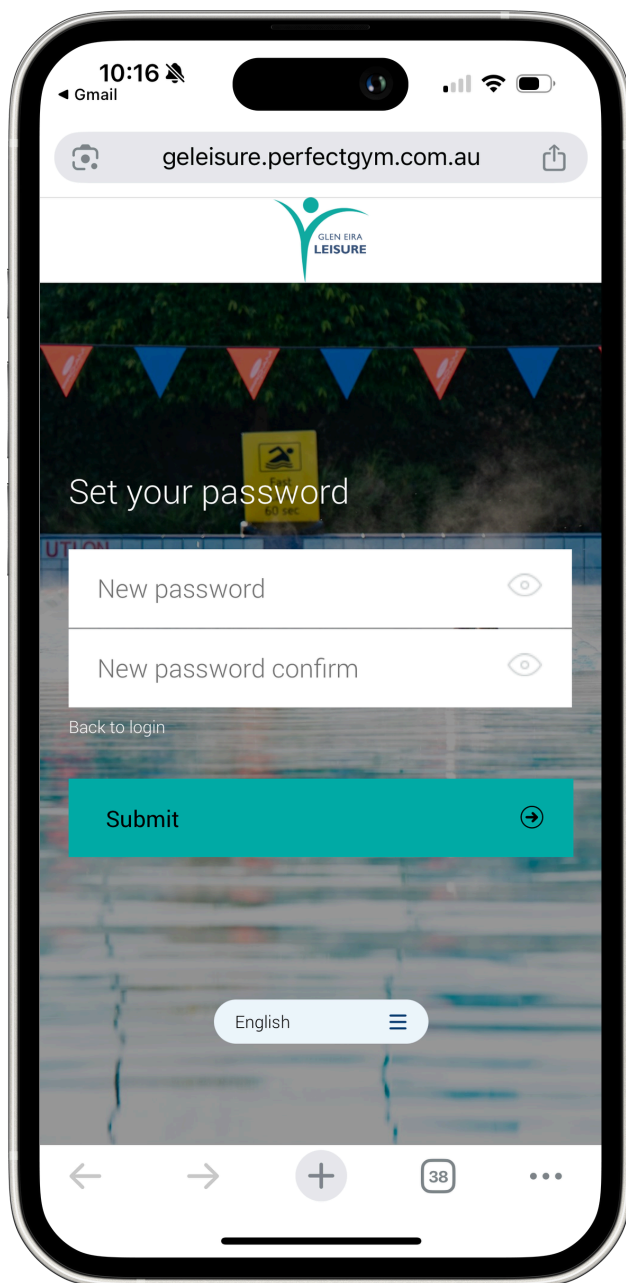
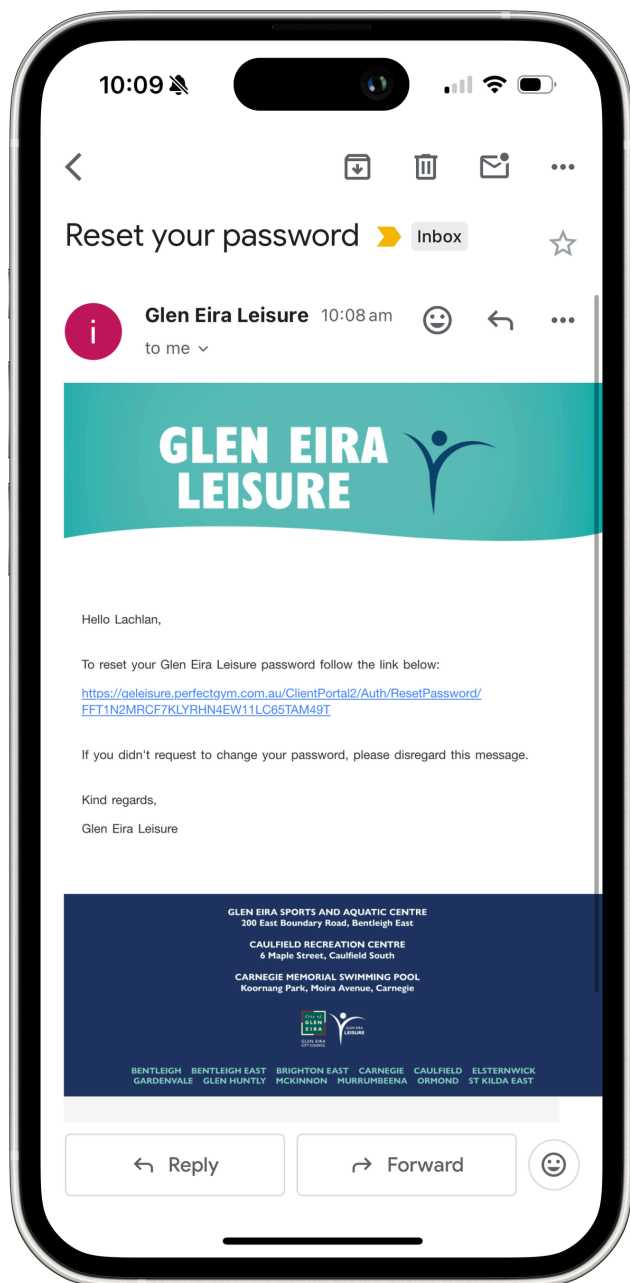
3

Please click link.

*If an email doesn't come through, please call 9775 7100, so we can confirm that we have your correct details

4

Please create a new password



NEED HELP?

1

Contact our friendly memberships team!

Email us at memberships@geleisure.com.au
or call us 9575 7100.

2

There are many ways to transfer class times, choose the option that works best for you.

- Email
- Phone call
- In person (reception or swim school desk)
- Online (member portal)

