

# GELSS

GLEN EIRA LEISURE SWIM SCHOOL

A close-up photograph of a young girl with long brown hair, wearing blue and pink swim goggles. She is smiling broadly at the camera. In the background, other children are visible, some wearing swim goggles. The setting appears to be a swimming pool or a similar aquatic environment.

ONLINE CLASS TRANSFER INSTRUCTIONS

# HOW TO FIND THE MEMBER PORTAL

## LOGIN TO THE MEMBER PORTAL TO CHANGE YOUR CLASS TIME

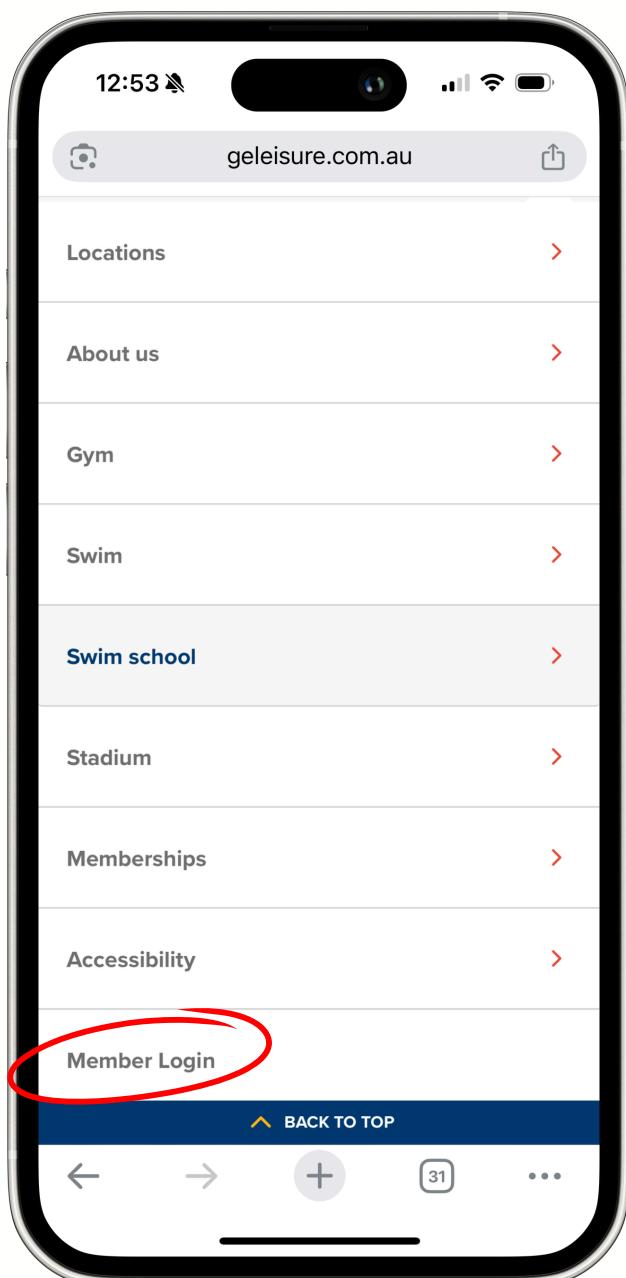
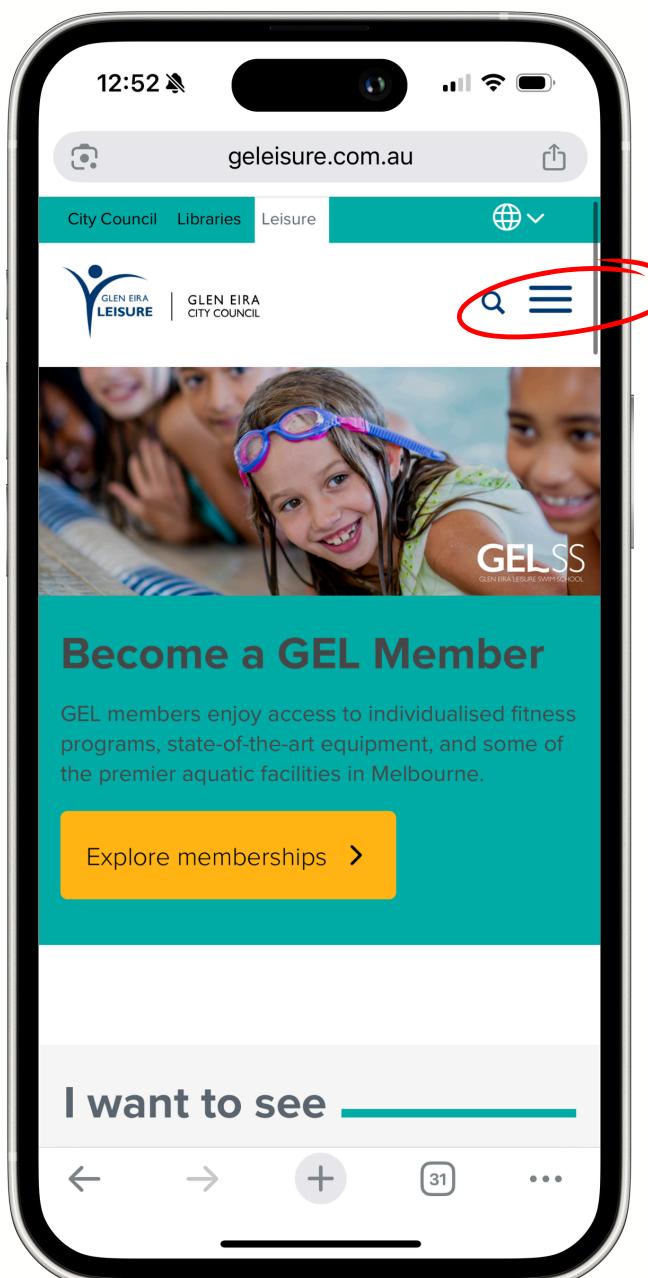
Please note: If you are using a computer 'member login' button will be in the far right corner.

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'



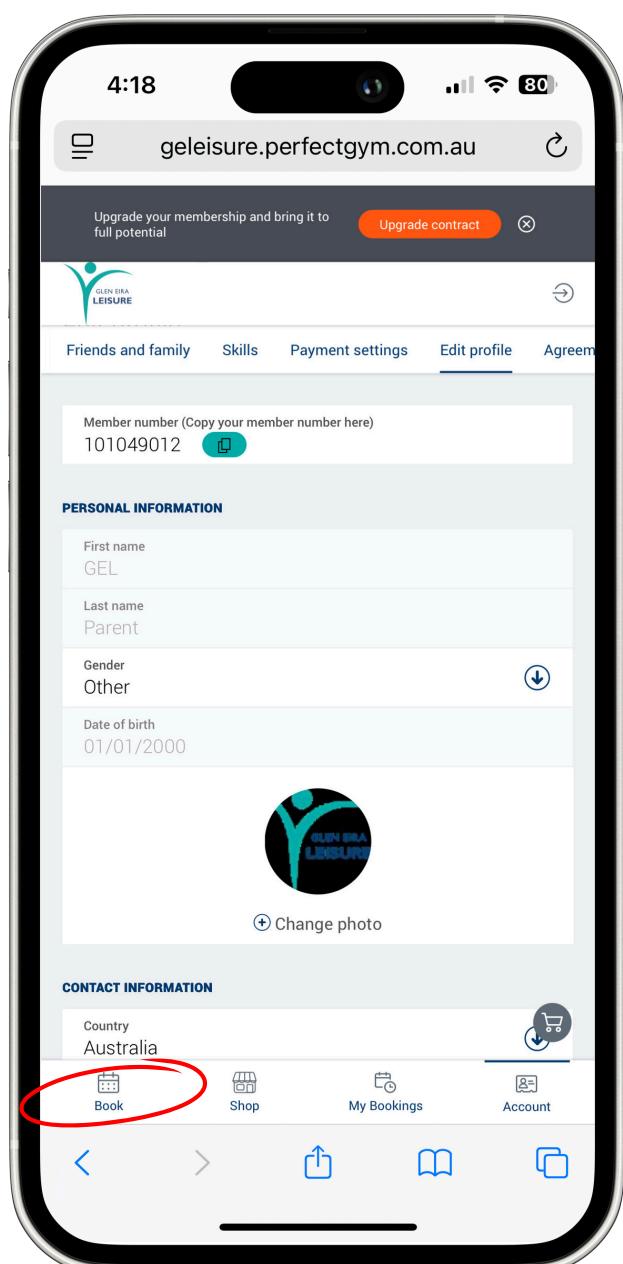
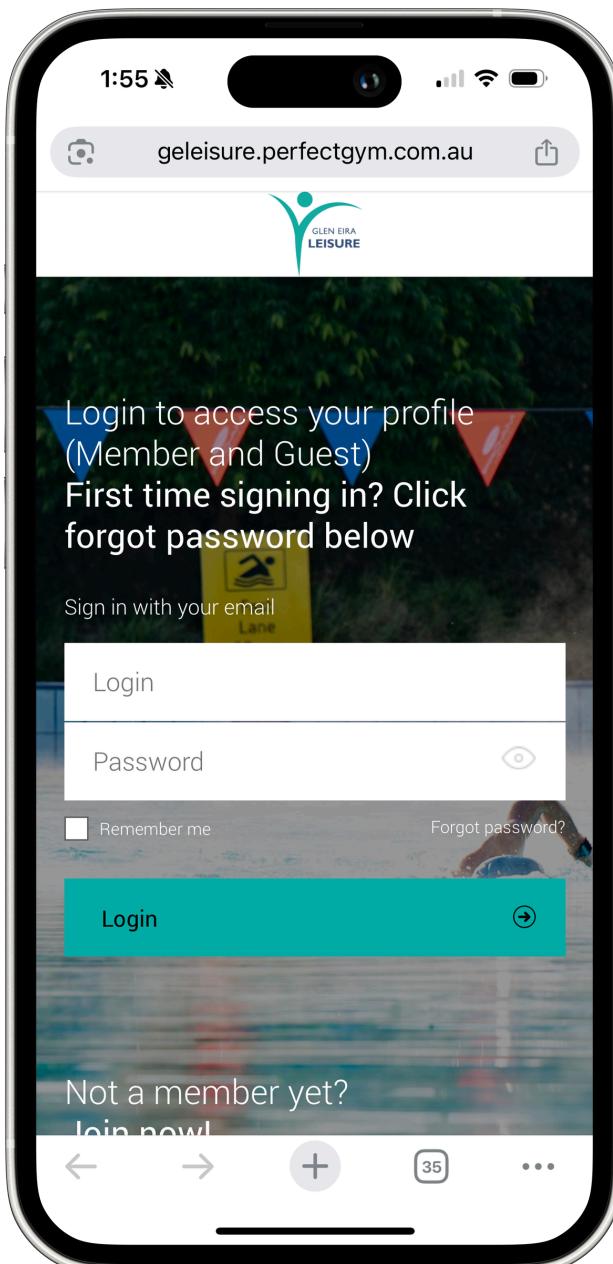
# HOW TO LOGIN TO PORTAL

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.



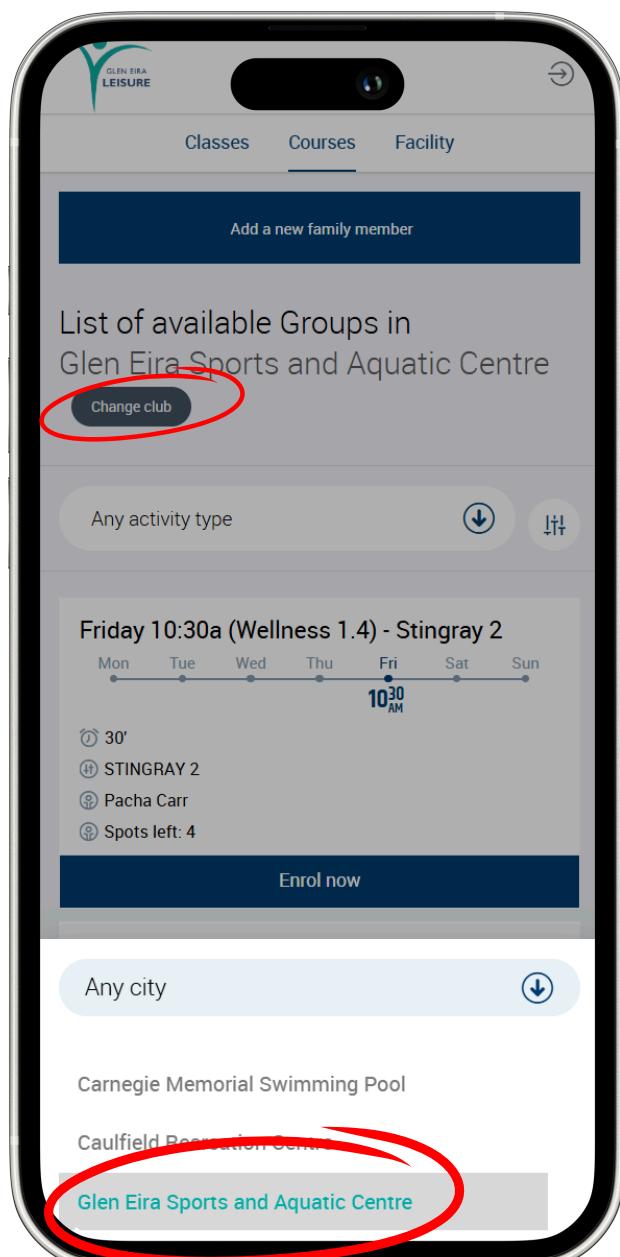
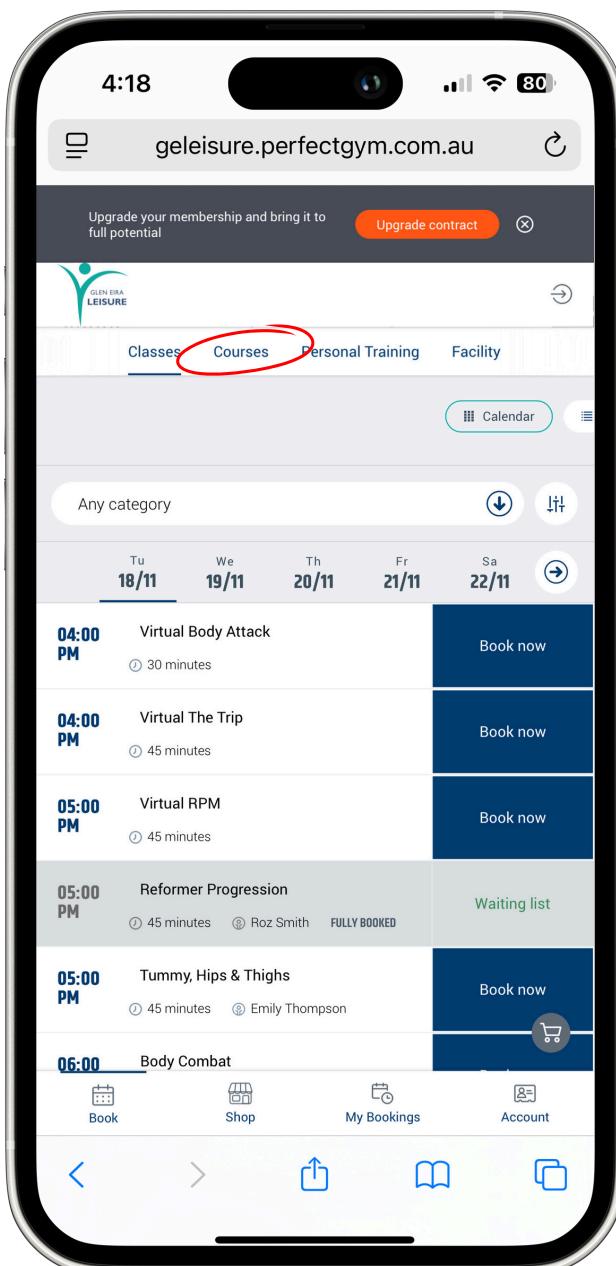
# HOW TO TRANSFER YOUR CLASS

5

Press 'Courses'.

6

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



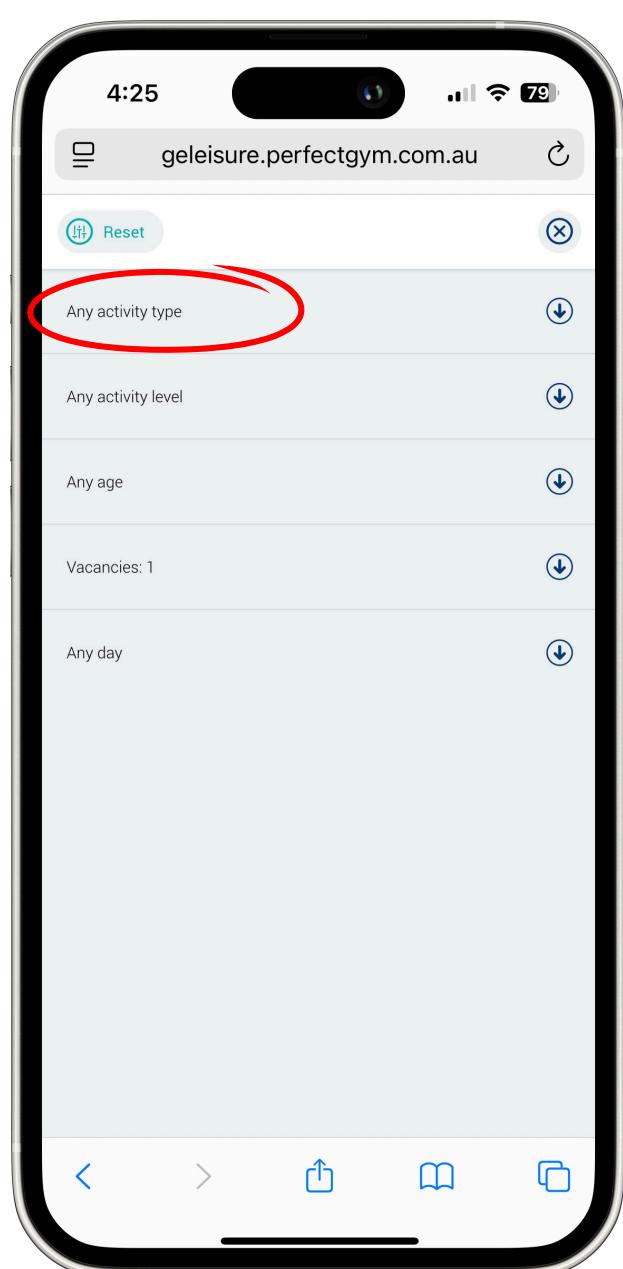
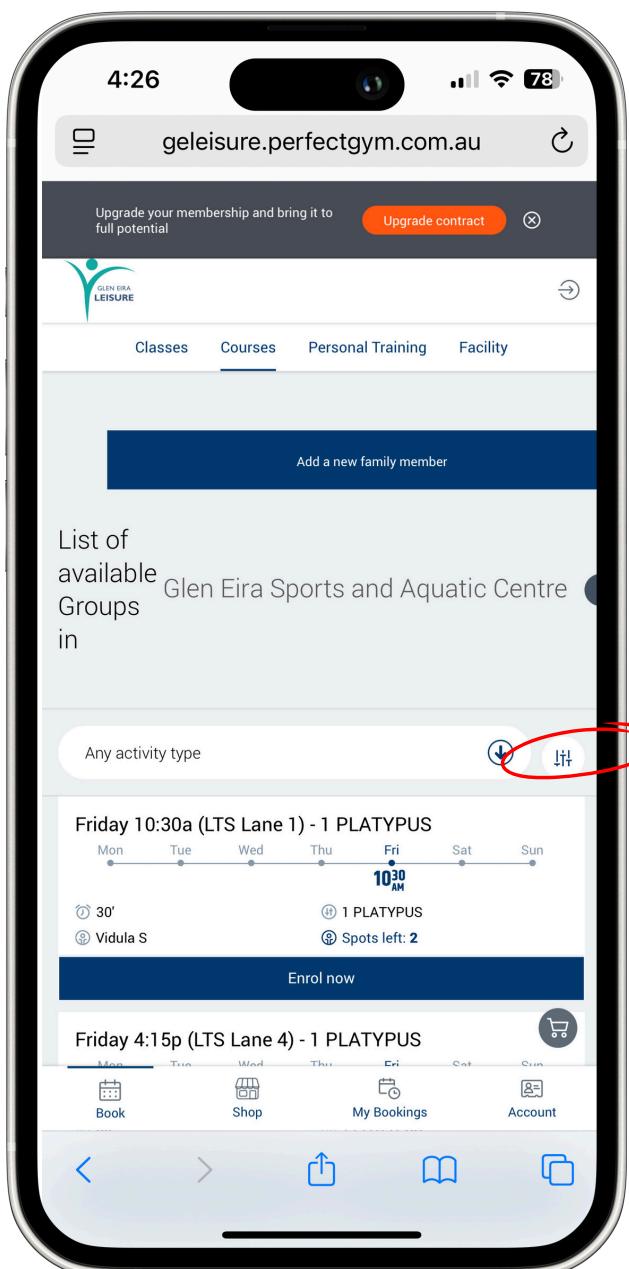
# HOW TO TRANSFER YOUR CLASS

7

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

8

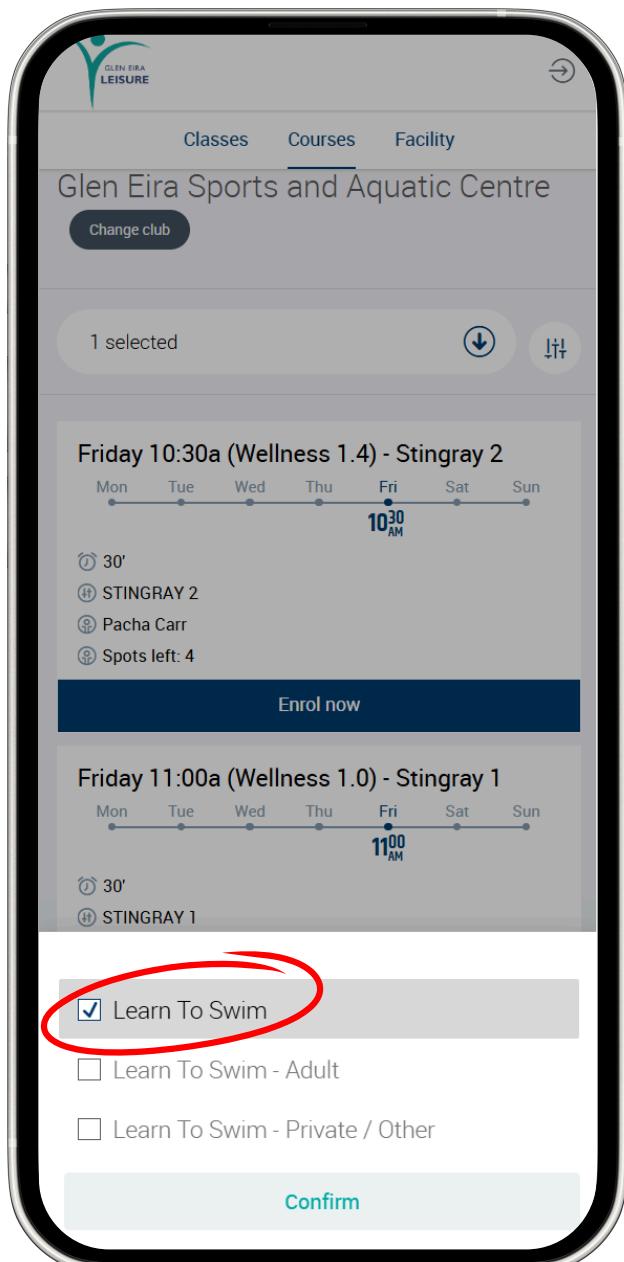
Press 'Any activity type'



# HOW TO TRANSFER YOUR CLASS

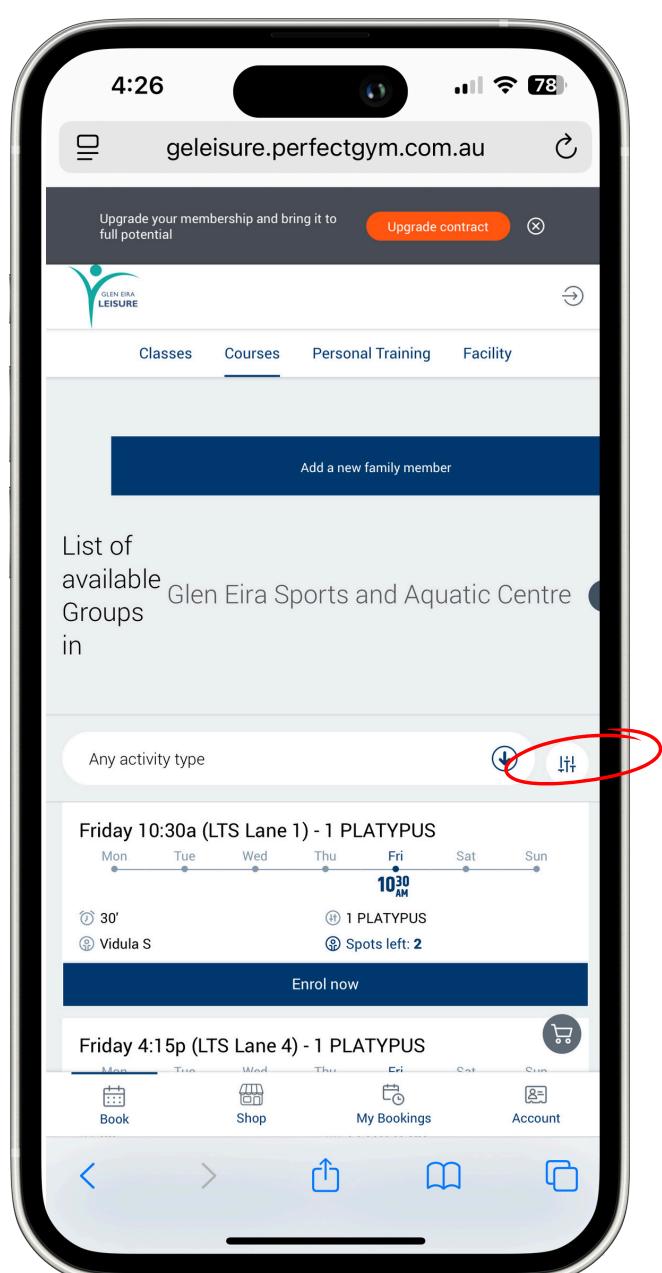
9

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

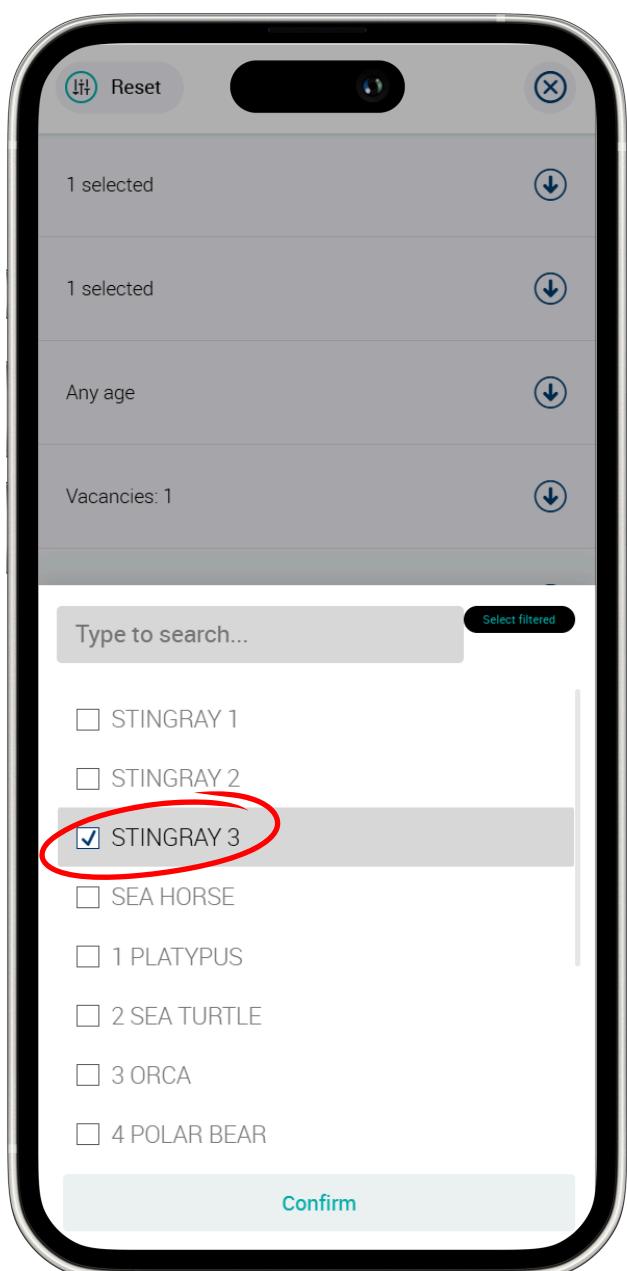
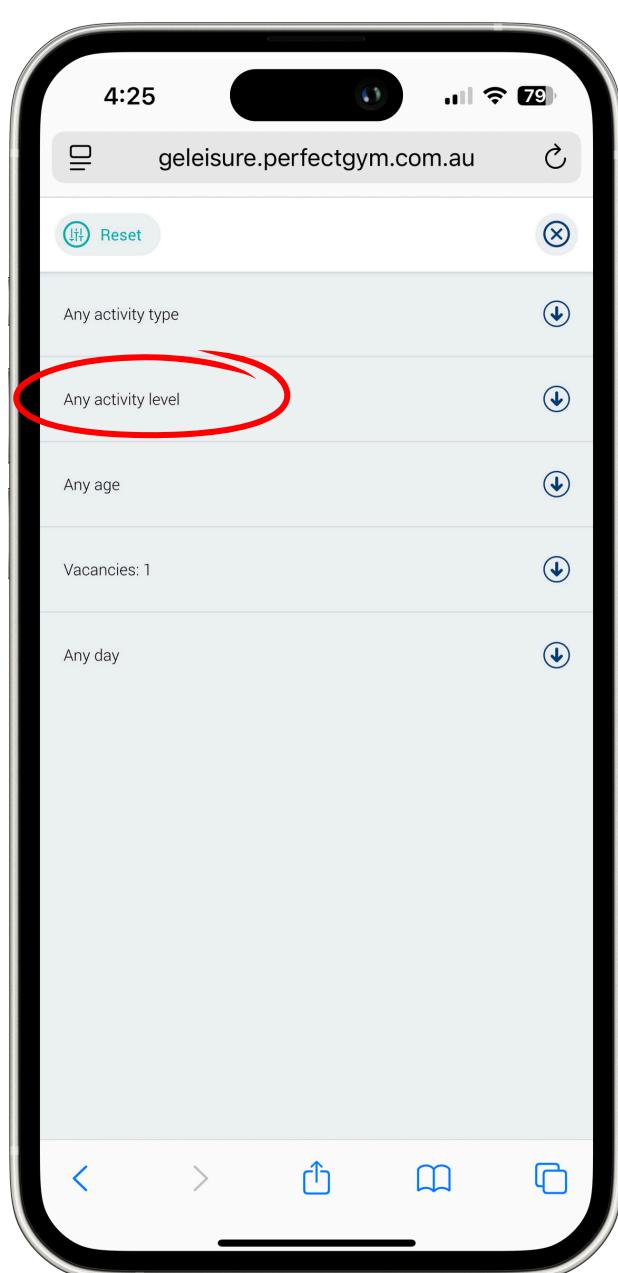
11

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

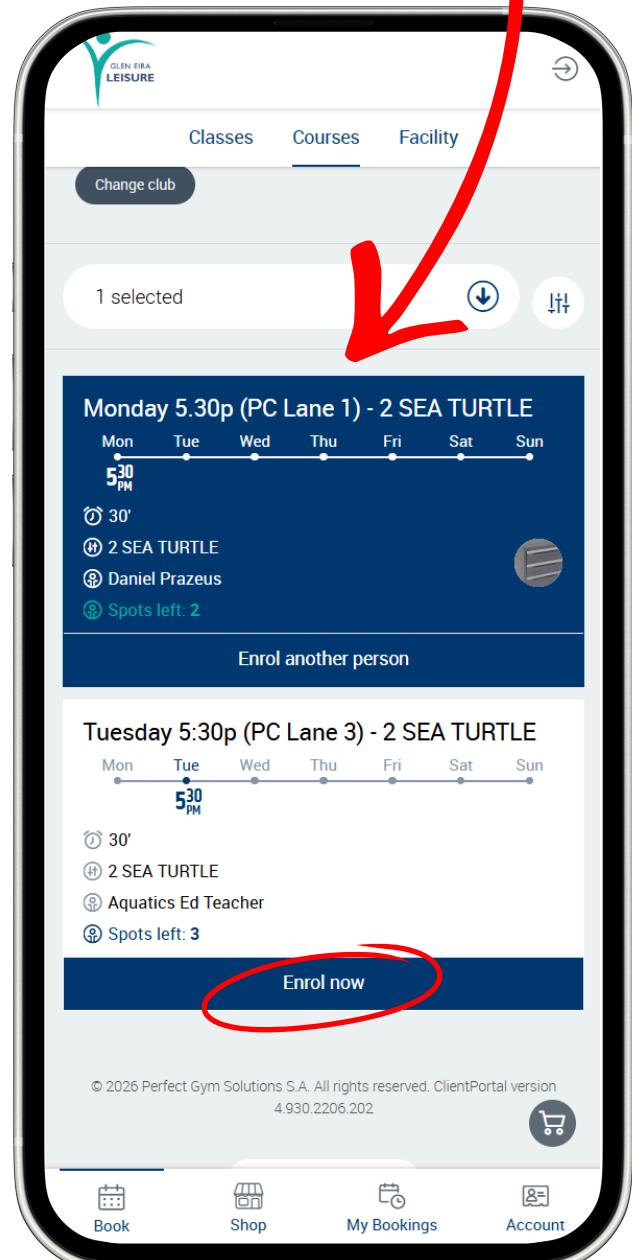
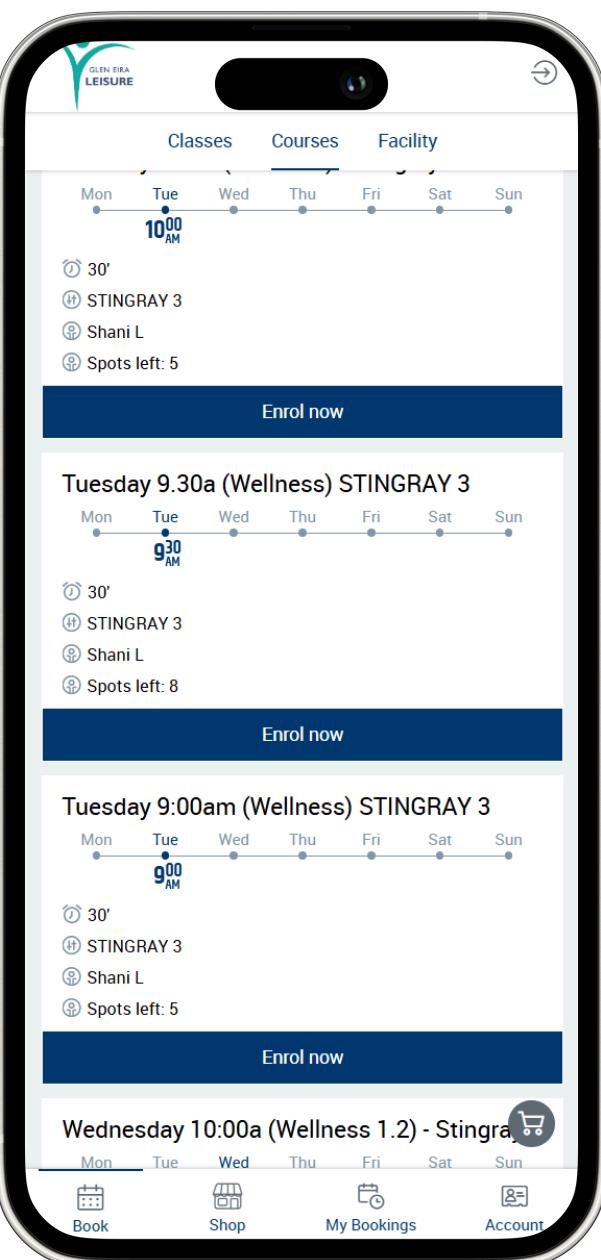
13

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

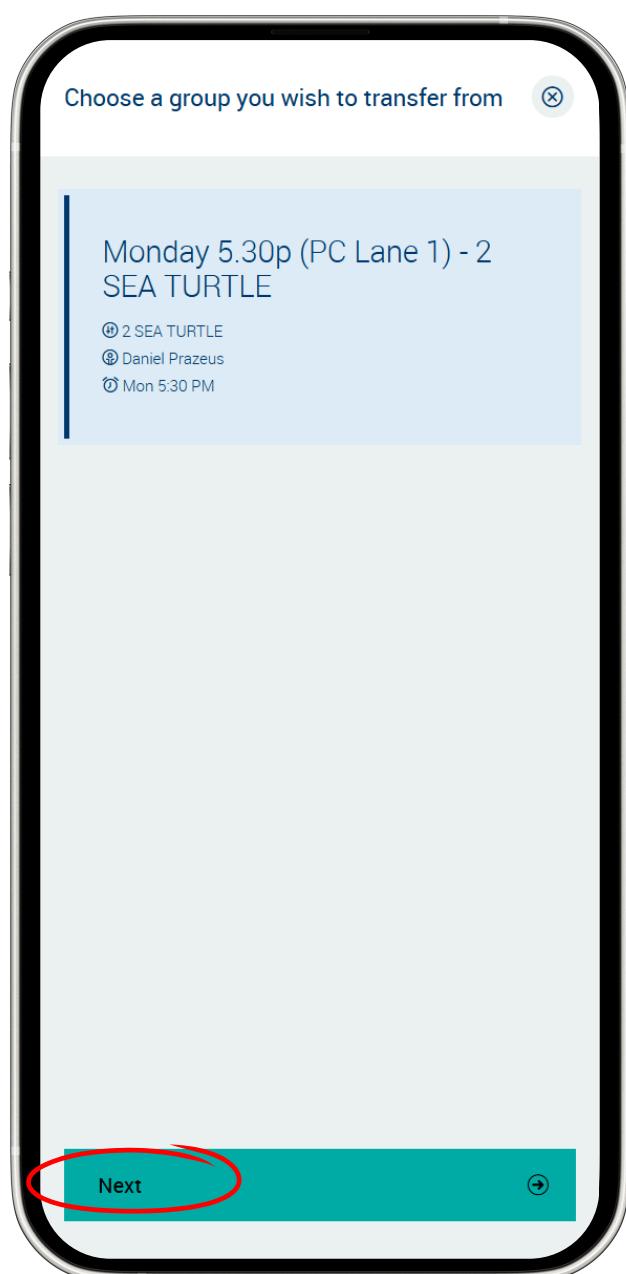
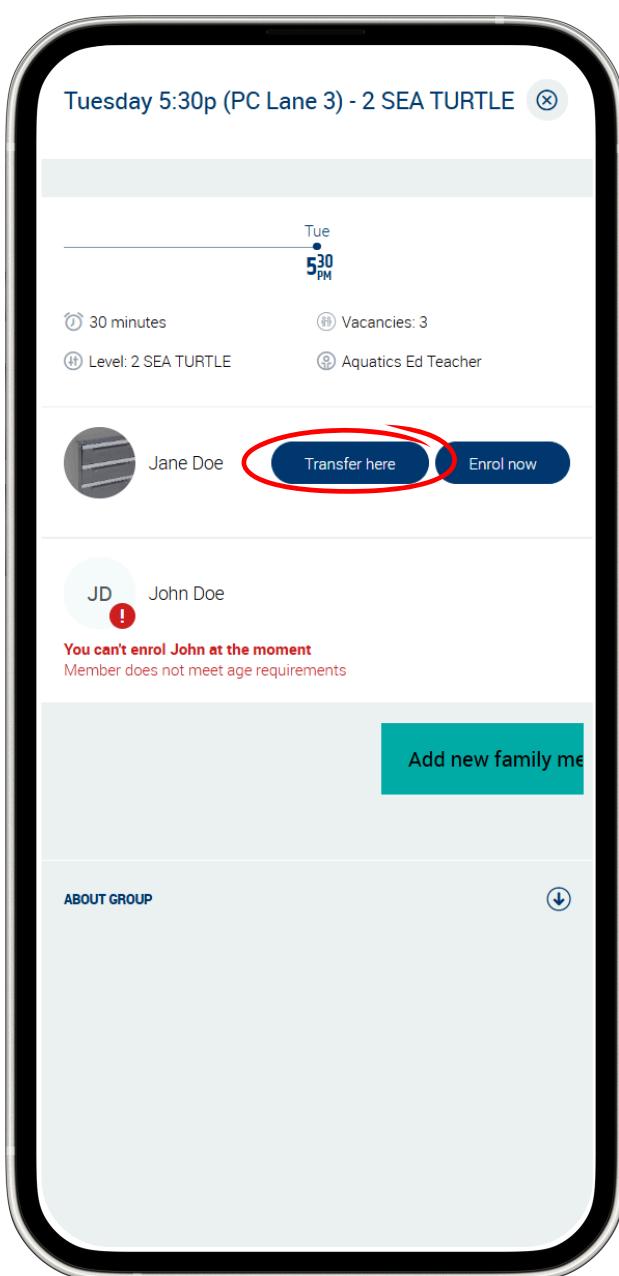
15

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

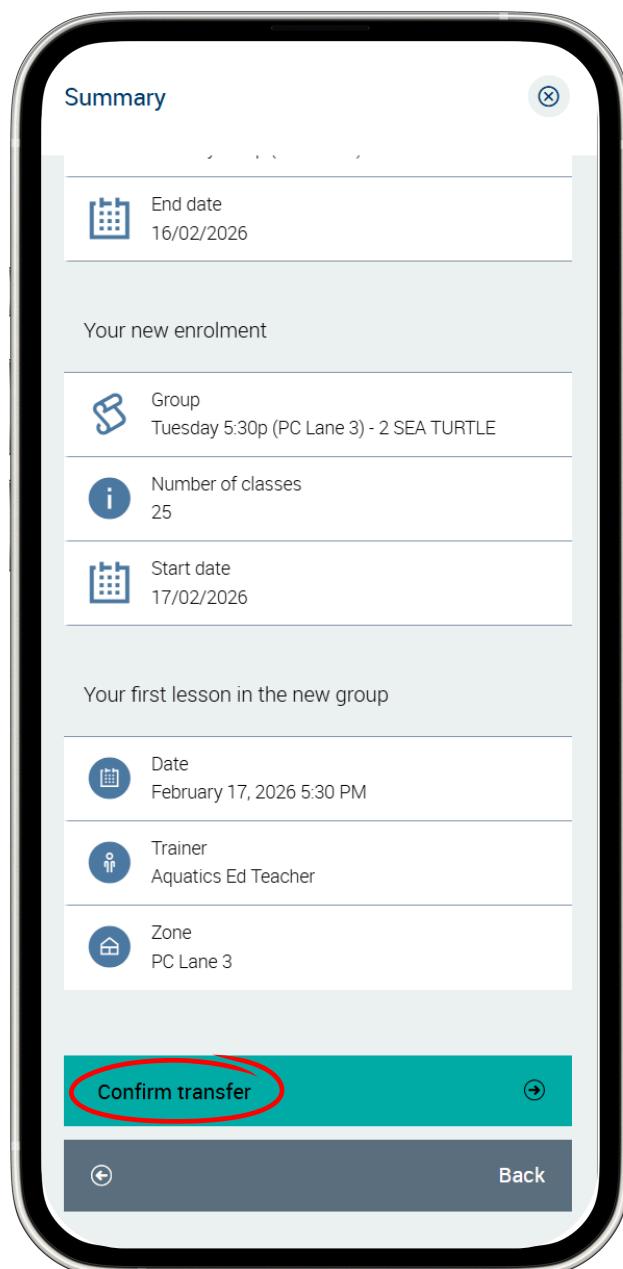
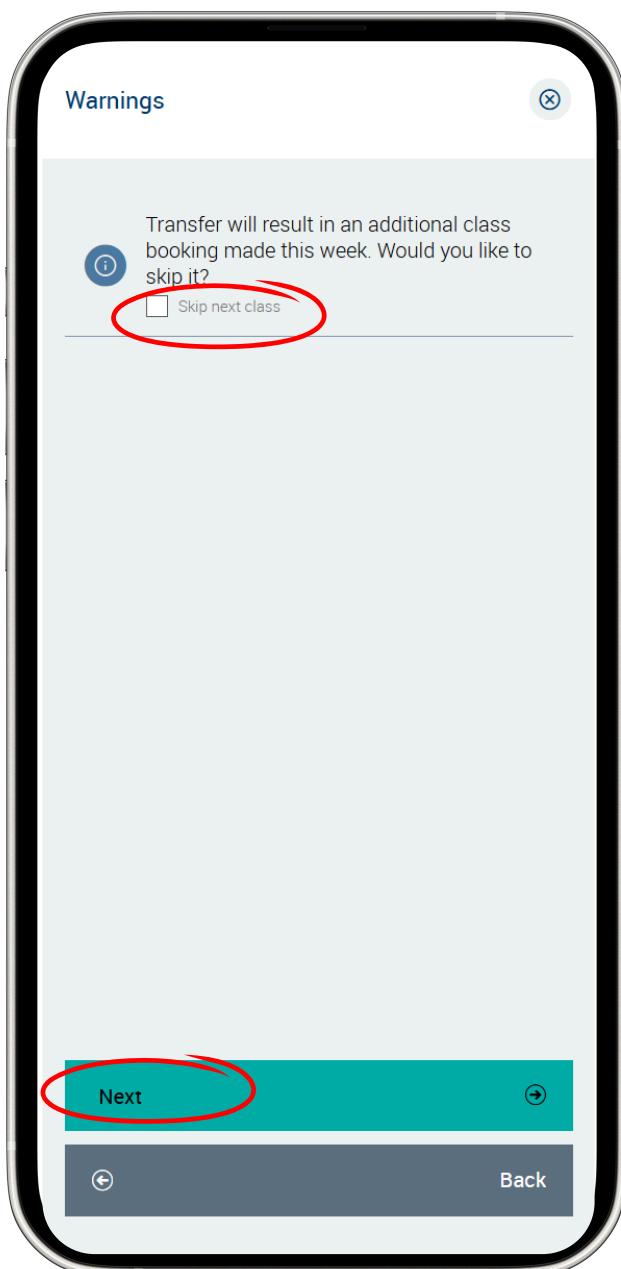
If your current class has already taken place this week, make sure to tick '**Skip next class**'. This prevents you from having two classes in the same week and ensures your new class time begins the following week.

Then press '**Next**'.

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**'.

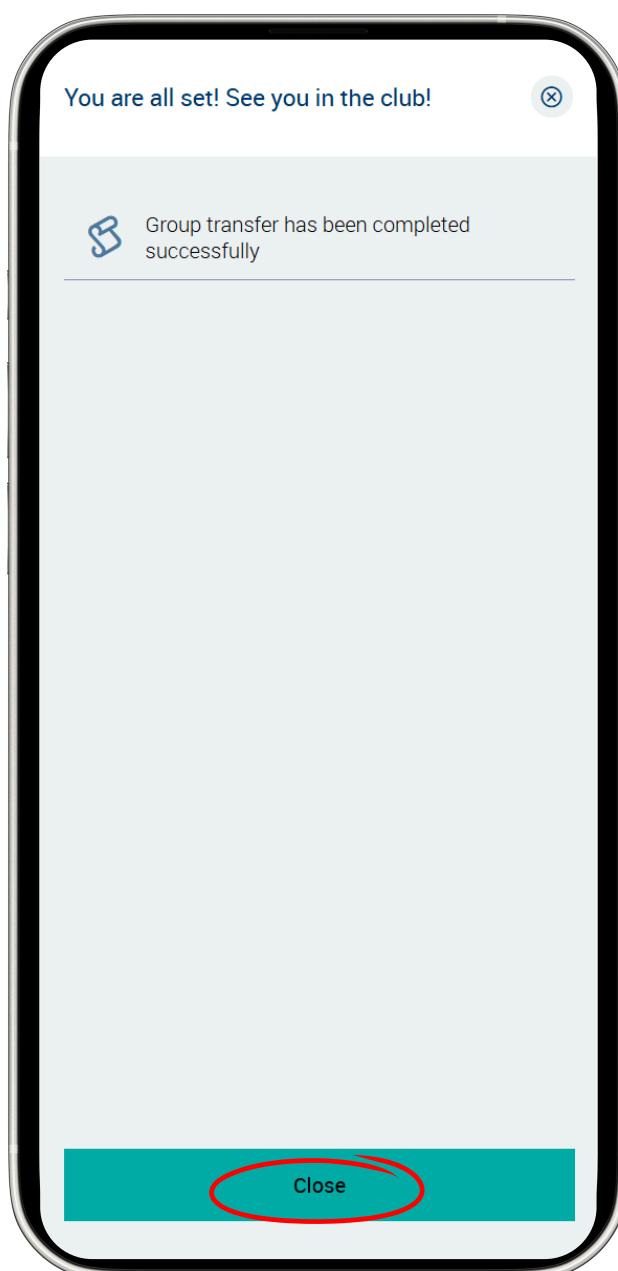
If you need to change anything, press '**Back**'.



# 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?

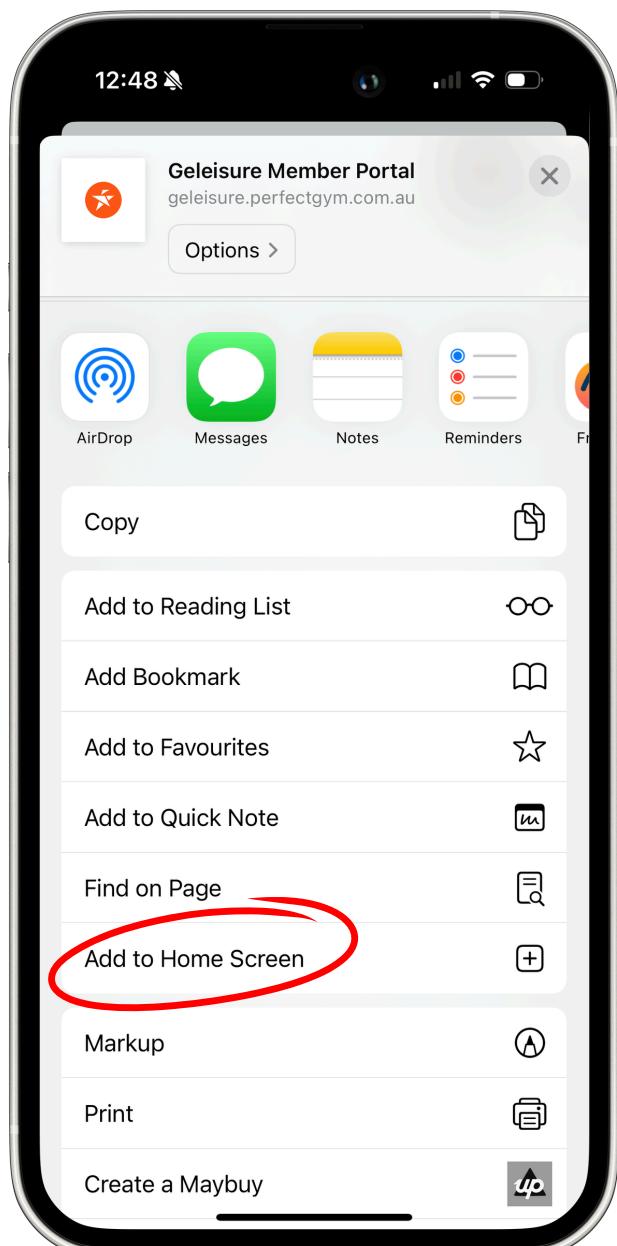
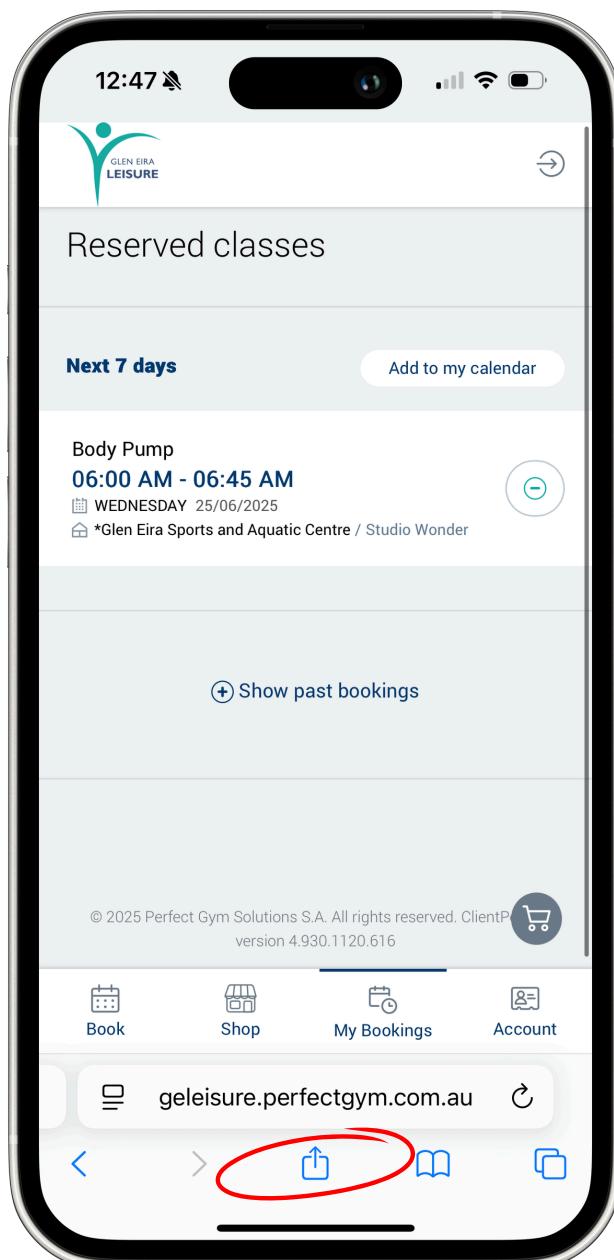
## FOLLOW THESE STEPS TO ADD THE MEMBER PORTAL TO HOME SCREEN ON AN IPHONE (SAFARI)

1

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

2

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



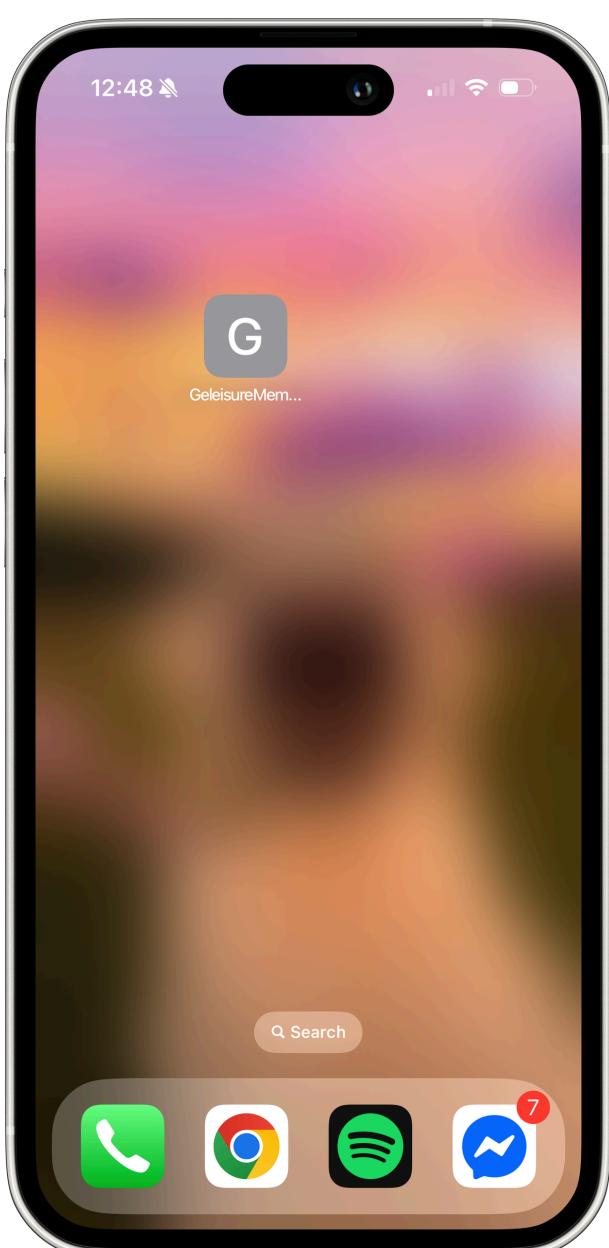
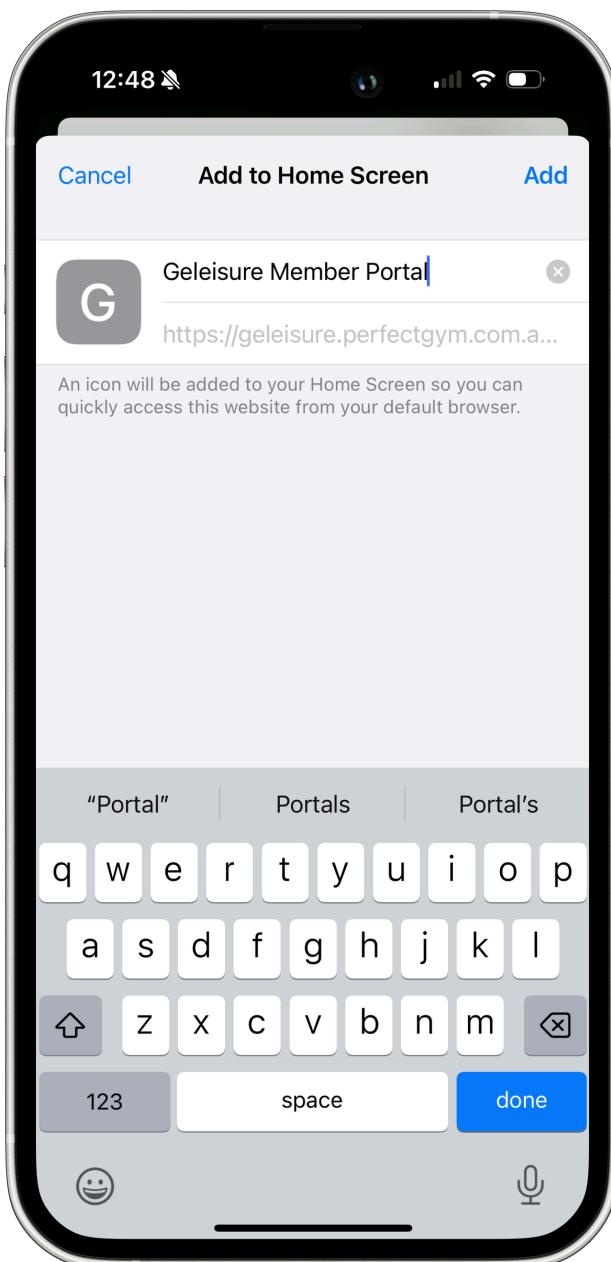
# WANT THE MEMBER PORTAL AS AN APP?

3

Label this 'application' for your convenience

4

Now you have a short cut to Login!



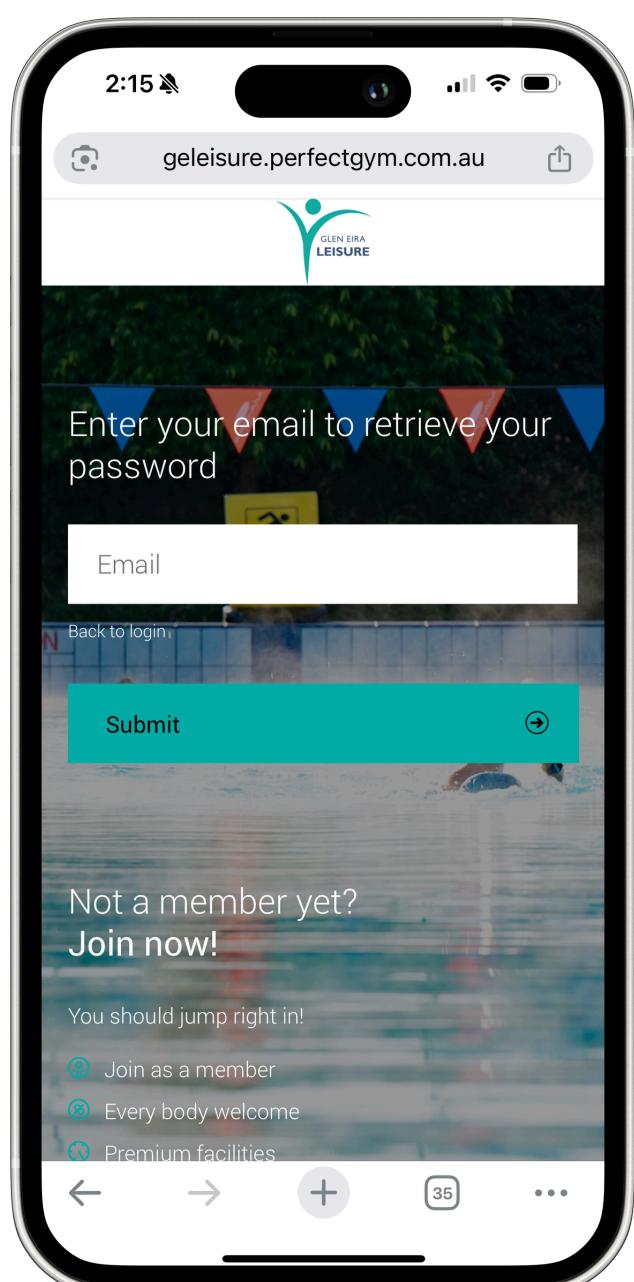
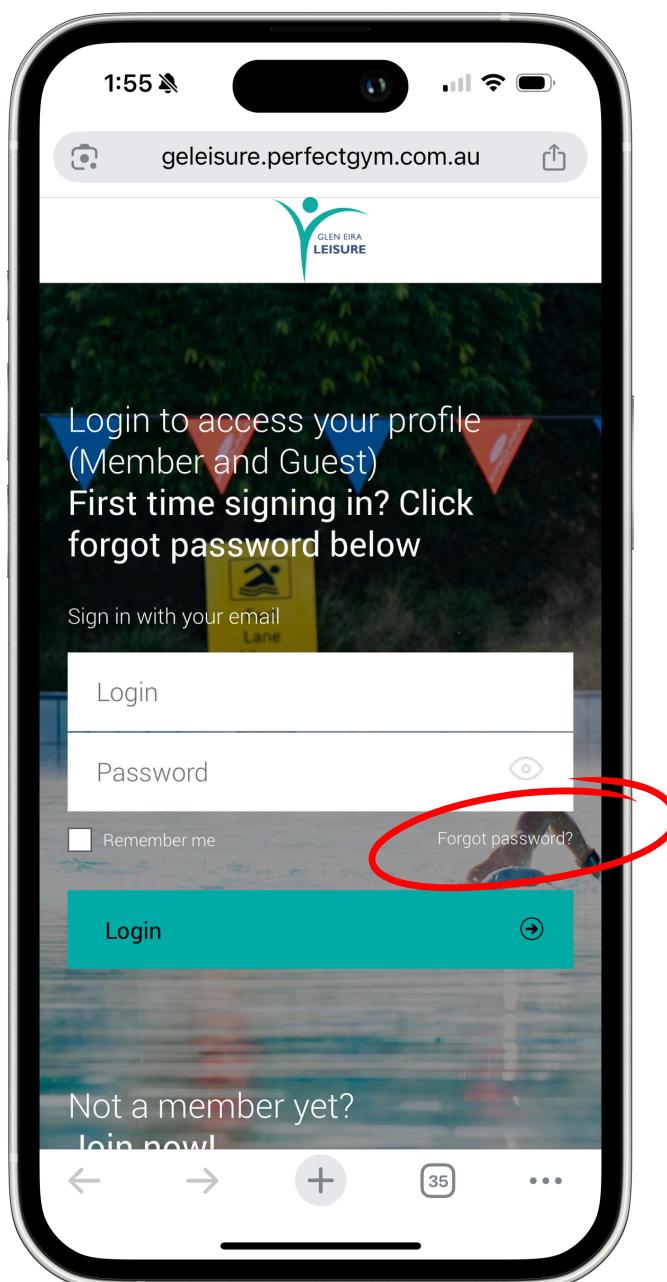
# HOW TO RESET YOUR PASSWORD RESET

1

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

2

Enter your email and press submit



# HOW TO RESET YOUR PASSWORD

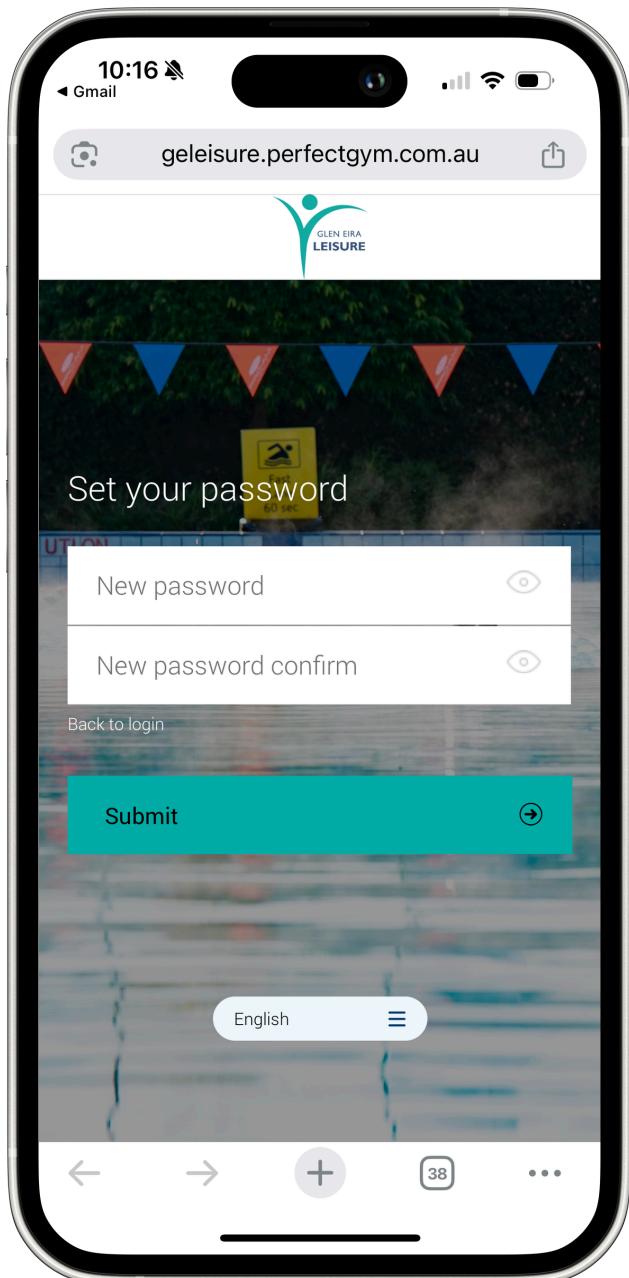
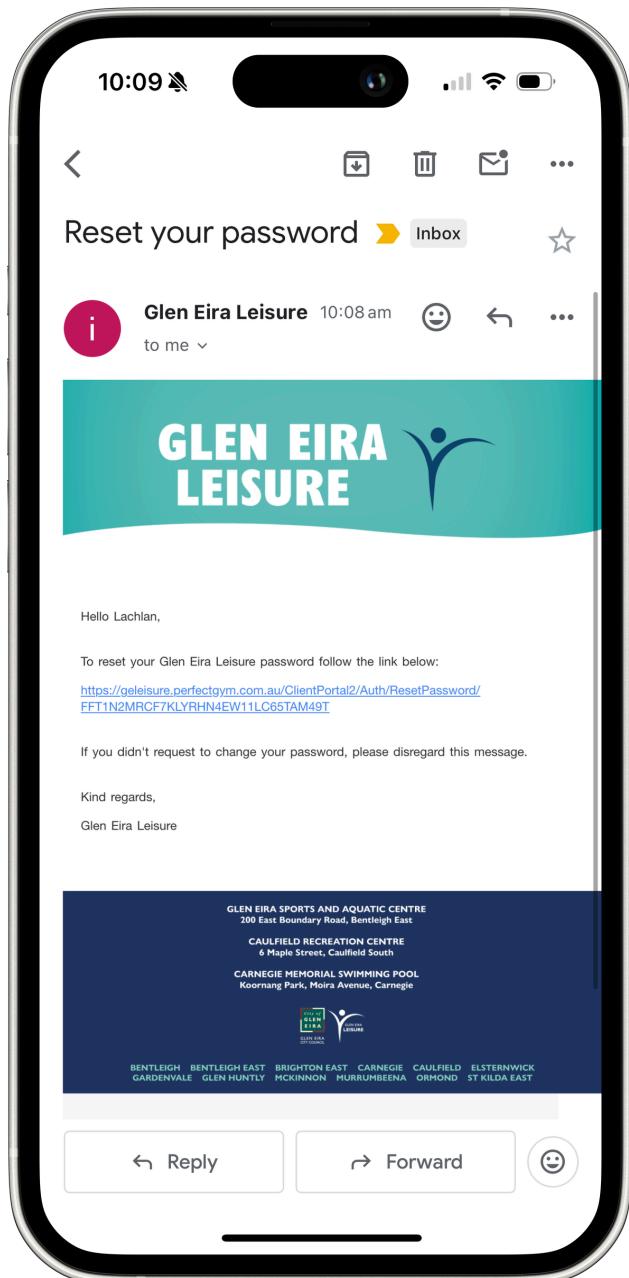
3

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](mailto: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)

