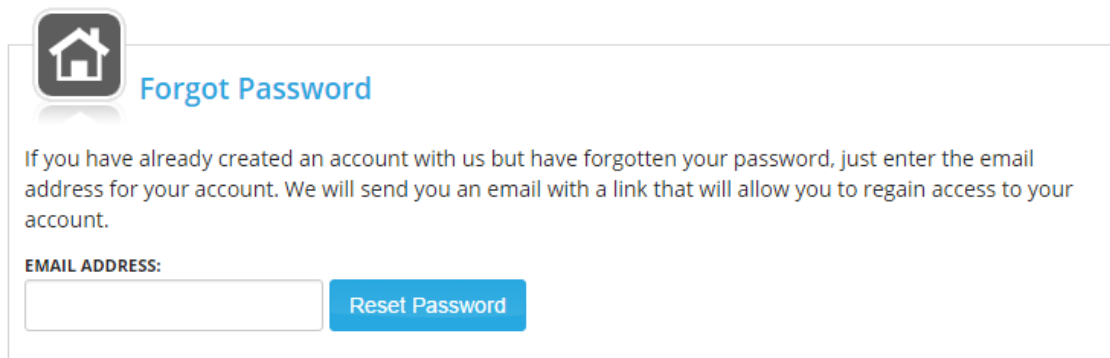



iClass Parent Portal For Adults Class – Existing Members

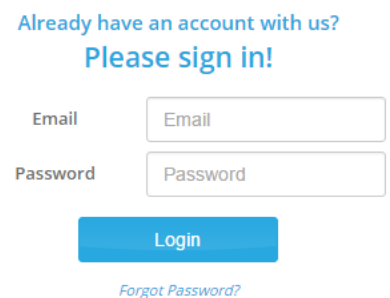
Please follow the instructions below to access your Parent Portal account on iClass. Please note that if you have previously attended a class at BTYC you will already have an account. Please contact the office if you need help accessing your account. **Please do not create a new account**

Accessing your Parent Portal Account

- Go to our website <http://www.btyc.gymnastics.org.au/> and click on the Parent Portal Tab on the right hand side of the site to access the home page of the Parent Portal.
- To login for the first time you need to get a password for your account. You need to click **'Forgot Password'**. [Forgot Password?](#)
- Type in your e-mail address (the one your BTYC statements get sent to) and click **'Reset Password'**. This will send a new password to that e-mail address.
(If you don't think we have your correct e-mail address or your e-mail address has changed since enrolling with BTYC, please advise our office staff).



- Then log into the Parent Portal with your e-mail address and your new password. You will be able to change your password once you have logged in.
- The first time you login, you will be required to read and accept the BTYC policies to continue.
- Then click on the **'Family'** tab (left side of screen) to review and update your contact details. 
- Please change your password by clicking **'Change Password'** under **'Family'** tab.
- Next click on the **'Students'** tab and review the details and medical information for yourself or your athletes & update if necessary.



[Complete Transaction](#)

How to enrol yourself or your athletes into 2019 classes

- Click on the **'Enroll in Adults Classes'** box in the Student section or go the **'Adults Classes'** tab (left hand side of screen).
- Pick the class you wish to enrol in and press "Enrol Now"
- Select which student you wish to enrol and press "Continue Enrollment"
- Select which session/s you would like to attend and click "Next"*

[ENROLL NOW](#)

- Then click “Add To Cart” and “Continue”
- Fill in payment information if needed or use saved payment information and click “Preview Payment”
- Click Process payment
- A Banner should tell you that “Your registration completed successfully!”
- Print Confirmation if needed, you will be emailed a copy of the transaction.

Add To Cart

Continue

*When making a second booking please follow the steps for “changing your class”. Where it says deselect the day you can’t make, leave that date and simply add another. You will only get charged for your new booking.

Changing your class

If you cannot make your chosen class you can change your booking by using the following steps.

- Log into your parent portal
- Choose your class from the “Camps” tab
- Click “Enroll now”
- Click “View Enrollment” underneath the name of the athlete
- Click “Modify Schedule”
- Deselect the day you cant make and select which day you would like to change it too then click “Next”
- If you have paid for the other class the total should read \$0.00
- Click “Add to cart”
- Click on the cart icon then “Proceed to Checkout”
- Click “Continue”
- Click “Complete Transaction”
- A Banner should tell you that “Your registration completed successfully!”
- Print Confirmation if needed, you will be emailed a copy of the transaction.



If you would like some assistance with this process or have any further questions in relation to the parent portal, please do not hesitate to contact us at the office or on 9841 4773.