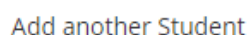
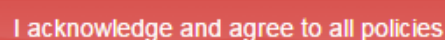


iClass Parent Portal – For New Members

The following instructions are for new members of BTYC. If you have attended classes with us before you will already have an account and you'll need to follow the instructions for current members. These can be found under the Parent Portal Tab on the right hand side our web site: <http://www.btyc.gymnastics.org.au/>

Creating a New 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 create a new account click **'Create Account'**.
- Fill out all of your details including; responsible parties, e-mail address, create a new password, contact phone numbers, address and how you heard about us, then click **'Create Account'**.
- Once you have done this you will receive a confirmation e-mail, confirming that your account has been created.
- Next you must acknowledge and agree to our policies. Please review these polices and check "I acknowledge and agree" to all 3 sections and click **'I acknowledge and agree to all policies'**.
- Then add in the students details, including **medical information** if needed and click **'Save Student'**.
- Then you can either add more students by clicking **'Add New Student'** and repeating the last instruction, or request an enrolment into 1 of our classes by clicking **'Enroll in Class'**.



- Please follow the instructions below under **'How to enrol yourself or your athletes into 2018 classes'** to enrol

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"*
- 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.



*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 can’t 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 or our classes, please do not hesitate to contact us at the office or on 9841 4773.