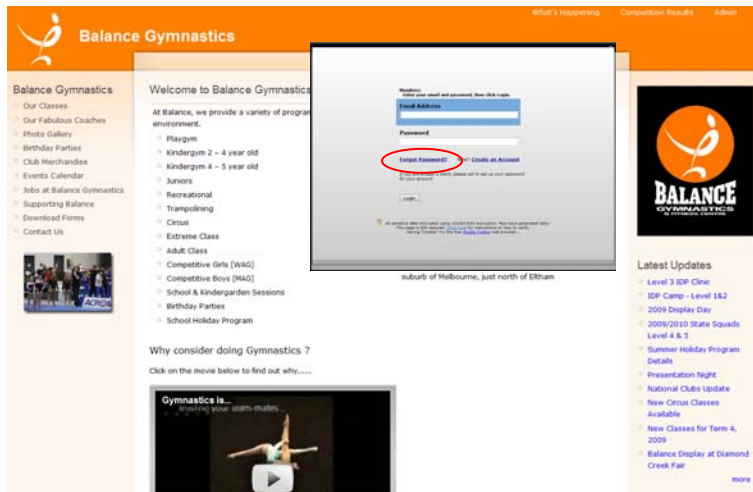




New Online Gym Management System

To access the Parent Portal, please go to the Balance Gymnastics website at;

www.balancegymnastics.com.au

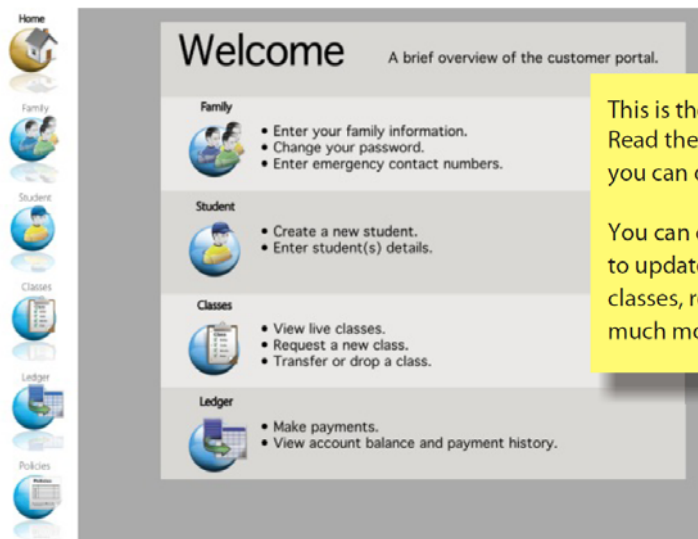


Please Click on the **Parent Login** Button and then enter your Email Address and Password.

Password: Please click on **Forgot Password** to have the system generate you a new password. The system will email you a unique password for you to use. You will be able to change your password once you log into the Parent Portal.

Should you forget your login details please ring or email reception (admin@balancegymnastics.com.au) to have your logon reset.

Your account Home screen



This is the Home screen for your account. Read the bullet points for each icon to see what you can do here.

You can come to your account any time you want to update your account information, register for classes, request a new class, drop a class, and much more.



New Online Gym Management System

Please click on the Policies to make yourselves familiar with our Rules, Terms and Conditions and Waivers.

Please tick on the relevant boxes to acknowledge your acceptance of these policies.

There is no need to accept the Bill Authorisation Terms as this option is not currently available.

The policies included need to be read, understood and accepted to ensure that your child can train at Balance Gymnastics

Family information screens

Update your contact information.

Update your password for your club account.

You can add as many additional phone numbers to your account as you need.

Please update your Family Information (and especially your emergency contact details) at your earliest convenience to ensure that the club has the most up to date and relevant information.



New Online Gym Management System

Student information screens

The screenshot shows the 'Student List' screen on the left with a sidebar containing icons for Home, Family, Student, and Classes. The 'Student List' screen displays a table with one student, 'Ashlyn Forster', and a 'Create New' link. The 'Student Information' screen on the right shows fields for Name (First: Ashlyn, Last: Forster), Birthday (MM/DD/YYYY: 04/23/2000), Anniversary (MM/DD/YYYY), Gender (Female), and Email (joe@mailserver.com). A yellow callout box points to the Anniversary field with the text: 'The Anniversary date is the date you created this student's record.'

Click on the name of the student you want to edit. You can also add another student to this account here by clicking, [Create New](#).

Please note that the date format is US Format - Month/Date/Year

Changing a class a student is already enrolled in

The screenshot shows the 'Your Current Schedules' screen. It has tabs for 'Class List' and 'Your Current Schedules'. The 'Current Schedules' section shows 'Current class schedules for each enrolled student.' Below this, the student 'Ashlyn Forster' is listed. A table shows her enrollment in 'Girls Gymnastics' (Class Name: F 5:00 Girls 9-11yrs.old BG, Gender: Female, Days: F 5:00pm, Start Date: 4/10/2009). The 'Action' column has a link labeled 'Options'. A yellow callout box points to the 'Options' link with the text: 'If you need to drop a class or want to transfer to another class you can do that online. Click the [Options](#) link for that class. Fill out the information in the screens that appear.'

You are able to view the classes each of your children are enrolled in and have the ability to see what days and times each of the classes commence. A drop request means that you are wanting to leave the classes you are currently enrolled in.

The 'Options' dialog box has two buttons: 'Drop Request' and 'Transfer Request'.



New Online Gym Management System

Classes information screens

Home
Family
Student
Classes
Ladder

Class List
Your Current Schedules

Class List
All classes available for online enrollment.

Search Filters
Non-Season Cle All Programs Age Any Gender Any Day

Program	Class Name	Gender	Open	Days	Action
Preschool Gymnastics	F 4:00 Pre 4-5yrs.old BG	Female	2	F 4:00pa	Request
Girls Gymnastics	F 5:00 Girls 9-11yrs.old BG	Female	1	F 5:00pa	Request
Girls Team Development	F 5:30 PreTeam Girls 7-12yrs.old	Female	6	F 5:30pa	CALL
Girls Gymnastics	F 6:00 L-3 Intro	Female	1	F 6:00pa	CALL
Girls Hot Shots	M & W 4:30 G_ Hot Shots 4-6yrs.old	Female	0	M 4:30pa W 4:30pa	FULL
Preschool Gymnastics	M 10:00 Pre 4-5yrs.old HM	Co-Ed	0	M 10:00aa	Request
Preschool Gymnastics	M 11:00 Pre 3-4yrs.old HM	Co-Ed	0	M 11:00aa	Request
Girls Gymnastics	M 4:30 Girls 6-8 yrs.old AC	Female	5	M 4:30pa	Request

The classes labeled, "Request" are available to register online.

Some classes will be labeled, "CALL". You must call the gym to register for these classes.

If a class is FULL you can request to be on a wait list for this class.

Class Information is still in development and may be a number of weeks away before this page become "live"

Requesting a class

Enrollment Request

Select a student
Ashlyn Forster

Select an Enrollment Type
Trial

First Day Of Class?
4 / 14 / 2009
MM DD YYYY

Submit Request

Additional Notes:
Ash would like to add another day of classes during the week. Her instructor asked her to sign up for a Monday class at 5:30. Please call me at my cell number.

Fill out the information in the screen that appears when you are enrolling in a class.

The enrollment is a request for a class only. You should receive an email confirmation or a phone call from the club about your class request.

Click the Submit Request button and you're done.



New Online Gym Management System

Ledger information screens

Home
Family
Student
Classes
Ledger

Charges Payments Make a Payment Autopay Information

Charges
List of charges for the past month, and outstanding charges.

Charge	Charge Date	Due Date	Total	Balance
Session 5 '08 :: F 5:00 Girls 9-11yrs.old BG, Ashlyn Forster	4/14/2009	4/14/2009	104.00	104.00
			Total Due:	\$ 104.00

Charges Payments Make a Payment Autopay Information

Payments
List of payments for the past month.

Method	Date	Transaction #	Amount
NO PAYMENTS FOUND...			

Charges Payments Make a Payment Autopay Information

Make A Payment
Pay off one or more charges

Pay using:
Credit Card

Pay	Charge	Charge Date	Due Date	Total	Balance
<input type="checkbox"/>	Session 5 '08 :: F 5:00 Girls 9-11yrs.old BG, Ashlyn Forster	4/14/2009	4/14/2009	104.00	104.00
Total to be paid: \$ 0.00					

Make Payment

Please note that the AutoPay Function and Make a Payment Option are not enable at this stage, but we do hope to make this option available in the coming months.

We would like to Thank you for using our online Parent Portal. Online registration allows us to be more *Green* with a paperless registration and we hope this makes your experience with our club a little more convenient.

Can you please update your information at your earliest convenience to ensure we have the correct information in the system for Term 1. Also please do ensure that your details are always up to date as our class allocation, planning, emergency contacts and parent communication will be linked directly with this information moving forward.

Should you have any questions or suggestions for improvement, please speak to one of the Management Team.