

ARC Campbelltown Online Portal: How to book make-up lessons

How To:

- Mark Absent for a Learn to Swim class
- Book Make-Ups for a Learn to Swim class

To access the online portal:

Visit www.campbelltown.sa.gov.au/arclogin

Username: your email address you provided

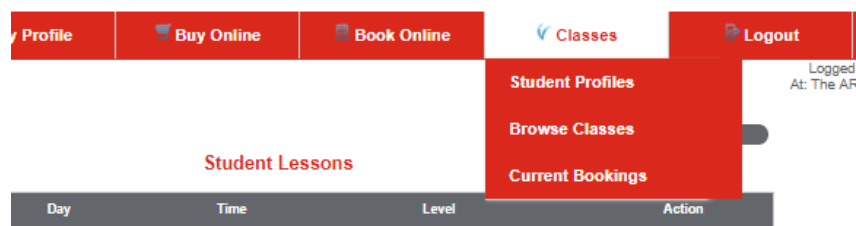
Password: default is 'ARC5074', you can then create your own upon login.

Ensure you use the 'full site' option

How to mark as absent for a class:

Login to parent profile > Classes > Current bookings > Manage > Find Class > Mark Absent

1. Hover over the 'Classes' option in the menu, then select 'Current Bookings' in the list



2. Select the student for which the class is to be cancelled, and click the 'Manage' button next to their class booking

Student Bookings

Student	Teacher	First Class	Day	Time	Last Class	Level	Balance	
Martin	Mahyar S	Nov 18 2017	Saturday	08:00 am		Adult Beginner program pool	\$0.00	<button>Manage</button>

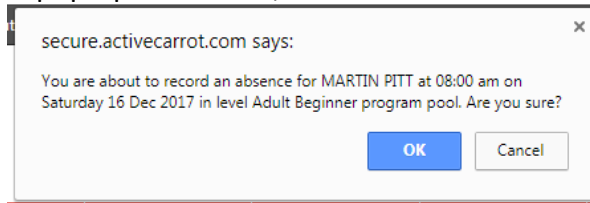
3. Select the class which won't be attended, and click the 'Mark Absent' button

Student Lessons

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Student	Day	Time	Level	Action
MARTIN PITT	Saturday 25 Nov 2017	08:00 am	Adult Beginner program pool	<button>Mark Absent</button>
MARTIN PITT	Saturday 2 Dec 2017	08:00 am	Adult Beginner program pool	<button>Mark Absent</button>
MARTIN PITT	Saturday 9 Dec 2017	08:00 am	Adult Beginner program pool	<button>Mark Absent</button>
MARTIN PITT	Saturday 16 Dec 2017	08:00 am	Adult Beginner program pool	<button>Mark Absent</button>
MARTIN PITT	Saturday 13 Jan 2018	08:00 am	Adult Beginner program pool	<button>Mark Absent</button>
MARTIN PITT	Saturday 20 Jan 2018	08:00 am	Adult Beginner program pool	<button>Mark Absent</button>

- It will now show a pop-up to confirm, click 'OK'



- The option for that class will now show as 'Book Makeup'

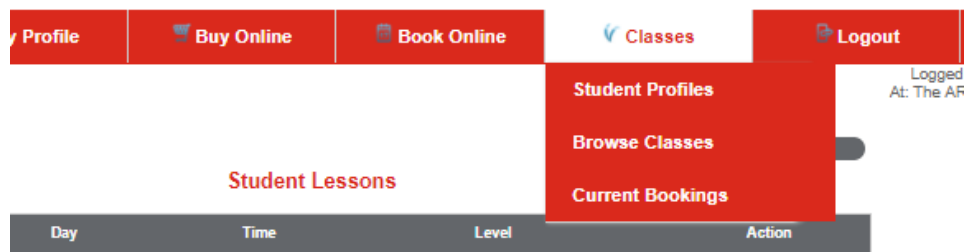
Student Lessons

Student	Day	Time	Level	Action
MARTIN PITT	Saturday 25 Nov 2017	08:00 am	Adult Beginner program pool	Mark Absent
MARTIN PITT	Saturday 2 Dec 2017	08:00 am	Adult Beginner program pool	Mark Absent
MARTIN PITT	Saturday 9 Dec 2017	08:00 am	Adult Beginner program pool	Mark Absent
MARTIN PITT	Saturday 16 Dec 2017	08:00 am	Adult Beginner program pool	Book Makeup
MARTIN PITT	Saturday 13 Jan 2018	08:00 am	Adult Beginner program pool	Mark Absent
MARTIN PITT	Saturday 20 Jan 2018	08:00 am	Adult Beginner program pool	Mark Absent

How to Book a Make-Up class:

Login to parent profile > Classes > Current bookings > Manage > Book Makeup > Book

- Hover over the 'Classes' option in the menu, then select 'Current Bookings' in the list



- Select the student for which the makeup class is to be booked, and click the 'Manage' button next to their class booking

Student Bookings

Student	Teacher	First Class	Day	Time	Last Class	Level	Balance	
Martin	Mahyar S	Nov 18 2017	Saturday	08:00 am		Adult Beginner program pool	\$0.00	Manage

3. Select the class which has been marked as absent, and click the 'Book Makeup' button

Student Lessons

Student	Day	Time	Level	Action
MARTIN PITT	Saturday 25 Nov 2017	08:00 am	Adult Beginner program pool	Mark Absent
MARTIN PITT	Saturday 2 Dec 2017	08:00 am	Adult Beginner program pool	Mark Absent
MARTIN PITT	Saturday 9 Dec 2017	08:00 am	Adult Beginner program pool	Mark Absent
MARTIN PITT	Saturday 16 Dec 2017	08:00 am	Adult Beginner program pool	Book Makeup
MARTIN PITT	Saturday 13 Jan 2018	08:00 am	Adult Beginner program pool	Mark Absent
MARTIN PITT	Saturday 20 Jan 2018	08:00 am	Adult Beginner program pool	Mark Absent

4. It will now show all classes available in the next week for makeups. Select the preferred class, and click 'Book'

Available Makeup Classes

Filter Results

Levels

☐ Adult Beginner program pool

Day

☐ Monday

☐ Friday

Time Range

9:30AM - 11:00AM

Reset Filters

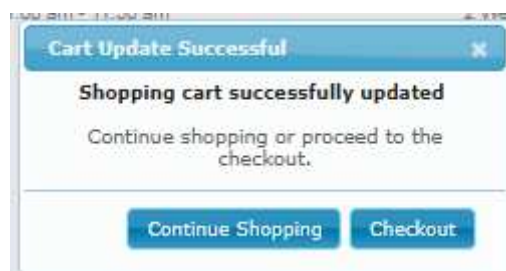
Monday 9:30 am - Adult Beginner program pool

Next Class	Time	Payment	
Nov 20 2017	9:30 am - 10:15 am	2 Weeks	Book

Friday 11:00 am - Adult Beginner program pool

Next Class	Time	Payment	
Nov 24 2017	11:00 am - 11:30 am	2 Weeks	Book

5. It will now show a pop-up to confirm the class has been added to account, click 'Checkout'



6. It will now show the makeup lesson, with date, time and a \$0 fee assigned. If the details are correct, click the 'I Agree' to agree to the terms and conditions, then click 'Confirm'

Continue Shopping or Checkout below

Makeup Fees							
Student	Day	Times	Level	Lesson Date	Vacancies	Fee/Pro Rata	
MARTIN PITT	Monday	9:30 am - 10:15 am	Adult Beginner program pool	Nov 20 2017	0	\$0.00	

Class Fees	
Registration Fees :	\$0.00
Class Fees/Pro Rata :	\$0.00
Makeup Fees :	\$0.00
Total Billed Today :	\$0.00

THE ARC CAMPBELLTOWN

LEARN TO SWIM MEMBERSHIP TERMS AND CONDITIONS

1. Introduction

1.1. This is an important document. It records the terms and conditions of your Learn to Swim membership with The ARC Campbelltown (ARC) and your right to make use of the aquatic facilities during the period of your membership. You should read this document carefully.

1.2 The ARC rules may change from time to time. The most up-to-date ARC rules will always apply. You will find a copy of the most up-to-

I Agree ☒

Back
Confirm

7. It will now show a confirmation screen, and a confirmation email will send to your email address on file. If you now go back to the Classes > current bookings, it will show the makeup class in the list, with a first class and last class of the date of the makeup

Student Bookings

Student	Teacher	First Class	Day	Time	Last Class ⓘ	Level	Balance	
Martin	Mahyar S	Nov 18 2017	Saturday	08:00 am		Adult Beginner program pool	\$0.00	<button>Manage</button>
Martin	Ann P	Nov 20 2017	Monday	09:30 am	Nov 20 2017	Adult Beginner program pool	\$0.00	<button>Manage</button>