

Welcome to SwimTastic Internet Registration

Website Address: <http://registration.swimtastic.co.nz>

Home Screen. The tabs across the top include the following:

Start

Activities/Courses -- these list all the activities(levels) , and the respective courses that SwimTastic offers.

My Basket -- this is used when registering for a course online. It allows you to register and pay your registration here. You will need your login ID and account pin number.

My Account: sign in with your Login ID and Account Pin Number. You can view your account history, who is listed in your account and the details of any current enrolments.

Help Desk -- this directs e-mail correspondence to info@swimtastic.co.nz or phone the office on 527 0010

Browsing for Courses

- Click on the **Activities** tab.
- Use the Course Barcode or Advanced Search (see search tips below for help)..
- Set the Start Date as the date for the new term that you are searching
There is only one complex, so use “SwimTastic” or leave the **Complex** field as “All”.

SwimTastic has the following courses available:

BABIES	PRESCHOOL	SCHOOL AGE	SQUADS
Water babies	Preschool Real Beginner	Beginner	Mini Squad Bronze
Preschool Aquatots	Preschool Starfish	Beginner Advanced	Mini Squad Silver
	Preschool Super fish	Improver	Mini Squad Gold
	Preschool Advanced	Improver Advanced	Dolphins
			Sharks
			Junior Stingrays
			Stingrays

Search Tips

- Enter a course barcode in the **course number** field and click **Search**
- Enter a word or set of words in the **Keyword** field within **Advanced Search** and click **Search**

e.g. if you only want to show beginner classes, type the word **BEGIN**. If you then hit the search key, the activities that will be brought up are: beginner, beginner advanced, preschool real beginner. You could then review the respective courses listed under each of the Activity Headings.



SwimTastic Internet Registration

Start **Activities/Courses** **My Basket** **My Account** **Help Desk**

SwimTastic On-Line Registration : Activities/Courses : Advanced Search

Complex: (All) SwimTastic

Day(s)
 All
 Mon
 Tue
 Wed
 Thu
 Fri
 Sat
 Sun

Start date between 2 Feb 2010 and 1 Apr 2010

Keyword begin **Whole word only**
 Available for registration only

- **Beginner**
Water confidence and familiarization Fun with variety and repetition
- **Beginner Advanced**
Freestyle 10 meters with Breathing Backstroke 10 meters Good understanding of Swimming

Your search could also be narrowed down by selecting a particular day.

- The **Whole word** checkbox will limit the search to that exact keyword only

Viewing Details

About Activities:

- When browsing for Activities, click on the Activity Title to see details about that activity, as well as what courses are available.



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SwimTastic On-Line Registration : Activities/Courses : Course/Activity Details

Beginner

Description:
Water confidence and familiarization Fun with variety and repetition

[Return to Activity Search](#)

Last Updated: 19-Nov-2009 2:31pm

Course	Days	Dates & Times	Facility	Classes	Avail.	Basket
21871 Beginner	Mon	08-Feb-2010 - 29-Mar-2010 3:35pm - 4:05pm View full schedule	TP Lane 2 A SwimTastic	8	4	DETAILS ADD
21876 Beginner	Mon	08-Feb-2010 - 29-Mar-2010 3:35pm - 4:05pm View full schedule	TP Lane 1 B SwimTastic	8	4	DETAILS ADD
21901 Beginner	Mon	08-Feb-2010 - 29-Mar-2010 4:05pm - 4:35pm View full schedule	TP Lane 2 A SwimTastic	8	4	DETAILS ADD
21902 Beginner	Mon	08-Feb-2010 - 29-Mar-2010 4:05pm - 4:35pm View full schedule	TP Lane 2 B SwimTastic	8	4	DETAILS ADD
21900 Beginner	Mon	08-Feb-2010 - 29-Mar-2010 4:35pm - 5:05pm View full schedule	TP Lane 1 B SwimTastic	8	4	DETAILS ADD

About Courses:

- When viewing Activity Details, click on the Course Number or click the **Details** button to view more information about that specific course.

Registering for a Course

- Find the course you wish to register for and, while viewing the course details, click the **Add** button.
- When the **My Account** page appears, log in with your Login ID and Account PIN.
- When the **My Basket** page appears, click on the Select a Client drop-down box and select the person in your account that you wish to register.
- Click on **Continue Shopping** to continue adding to **My Basket**.

- When finished, click on **Go to Checkout**.
- Enter your credit card information at the bottom of the **My Basket** page and click **Complete**

Transaction.

- A receipt will be displayed if the registration is successful. Press **Print** to print the page.

Existing credit / debits will be factored into the transaction. For example, if \$50 is owed, you will have the opportunity to pay it along with the current registration. Existing credits are automatically applied to Internet transactions.

Being Placed on a Waitlist

- Find the course you wish to register for (see “Browsing for Courses”).
- If the course is full, the **Add** button will not be displayed. Instead, it will be replaced with a **Waitlist** button. Click on the **Waitlist** button.
- When the **My Basket** page appears, click on the **Select a Client** dropdown box and select the person in your account that you wish to have placed on the waitlist.
- Click on **Continue Shopping** to continue adding to your basket.
- When finished, click on **Go to Checkout**.
- If there is no balance on the account, the client will be successfully waitlisted. If there is a balance on the account or another course is sitting in **My Basket**, the balance must be paid in full (see “Making a Payment”) for the waitlist request to be successful.

Withdrawing from a Course *

- Click on the **My Account** page and log in with your Login ID and Account PIN.
- Click the **History** button to select the person to be withdrawn.
- Click on the **Withdraw** button for the course from which you wish to withdraw.
- A receipt will be displayed if withdrawal is successful. Press **Print** to print the page.

View / Retrieve Account Information *

View Personal Information:

- Click on the **My Account** page and log in with your Login ID and Account PIN.

- Click the **Details** button for a particular account member or all members.

View Registration History:

- Click on the **History** button from **My Account** for a particular account member or all members.

[Internet Quick Reference](#)

Renewing a Membership:

- Click on the **History** button from **My Account** for a particular account member
- Next to the appropriate Membership Pass Option, press the **Renew** button to add renewal to the basket.

E-Mail Personal Schedule:

- Click on the **Schedule** button from **My Account** for a particular account member or all members
- Enter in the date range for the schedule and choose the information you want to be included.
- Click the **Submit** button.

Change Account PIN:

- Click on the **Change Account PIN** link from **My Account**.
- Enter your old Account PIN.
- Enter a new Account PIN (must be between 4 and 8 numbers). Re-enter the new Account PIN.
- Click on the **Change** button.

Making a Payment:

- Click on the **Make a Payment** link from **My Account**.
- Enter your credit card information and enter the amount you wish to pay.
- Click on the **Apply Payment** button.
- A receipt will be displayed if the payment is successful.

Requesting a Refund:

- Click the **Request Refund** link from **My Account**.
- A message may appear letting you know when you can expect to receive your refund.

[Forgot my Password *](#)

- Click on **My Account** or **My Basket**.

- Click the **Forgot my Password** link.
- Enter your email address as it has been saved in the database.
- Click on the **Go!** button.
- An email will be sent to your email address with the Login ID and Account PIN.

Note: “Forgot my password” functionality will only work if an email address is entered for that account in the Class database.

Creating a New Account *

- Click on the **My Account** page and click the **Create New Account** button.
- Enter in your family account information.
- Hit the **Submit** button.