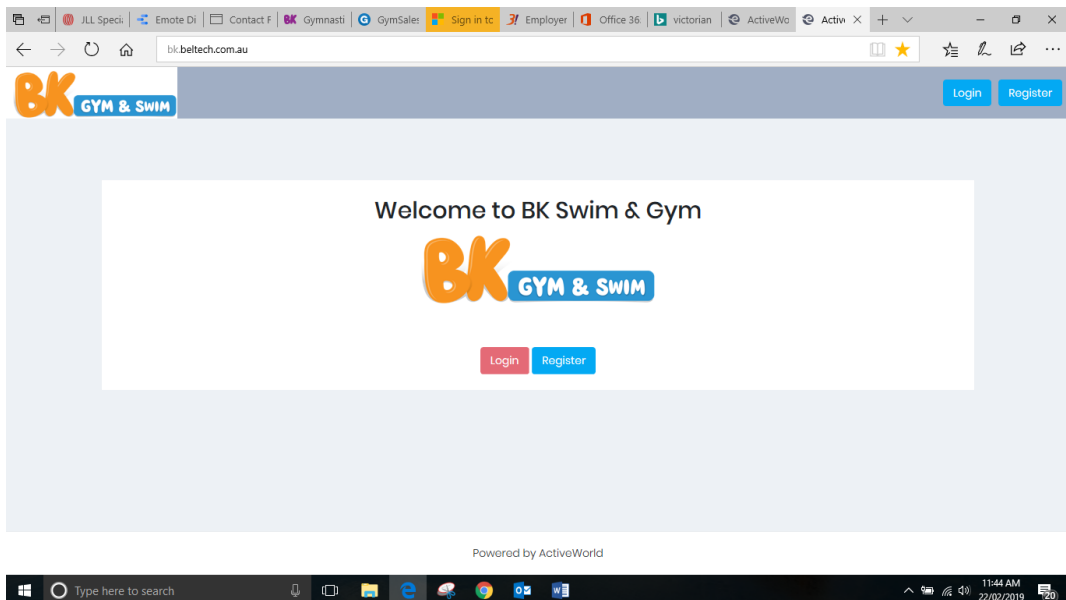


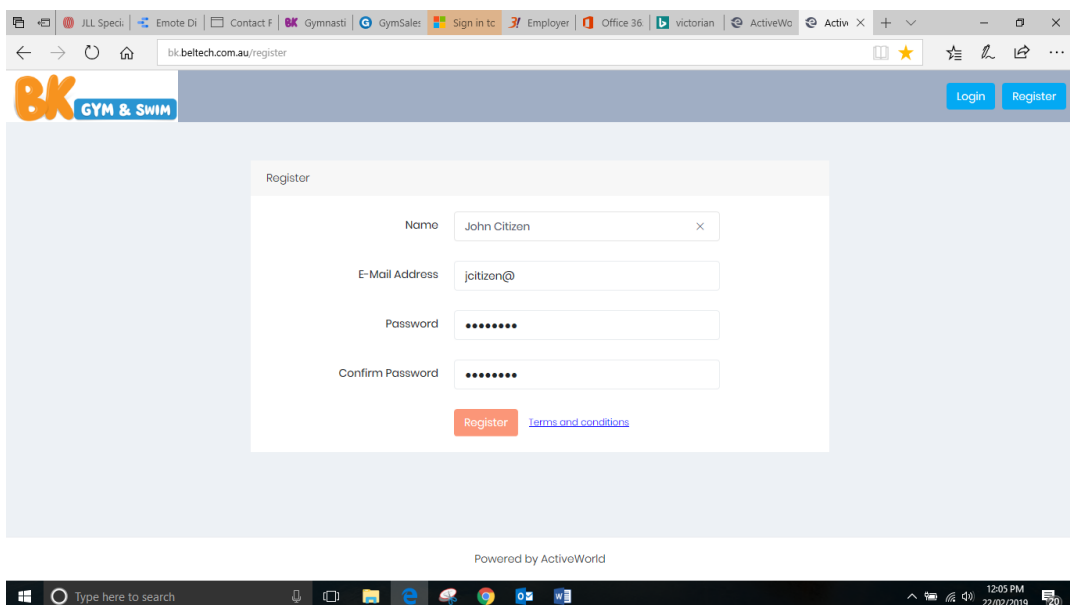


Enrolment Instructions

1. Go to <http://bk.beltech.com.au> and click on the Register tab

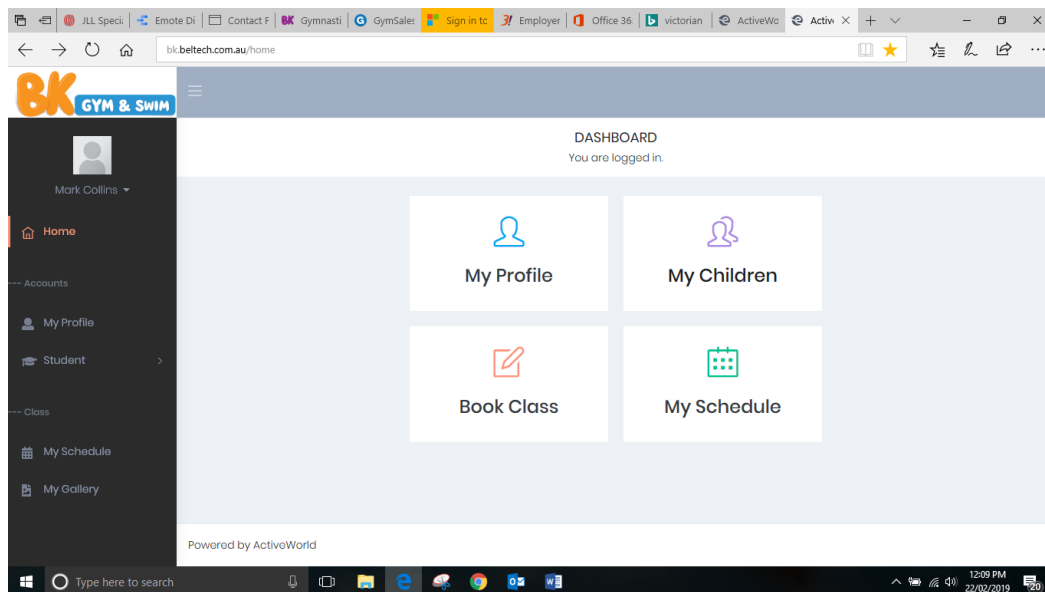


2. Fill out your name, email address and enter a password to register. This will become the log on details you use for our custom-built software system ongoing. When you sign up these details will be emailed to you that you can keep as a record. You will also receive a second email to confirm your email address. Please click on the link in this email to confirm the address is your own. Some web browsers will not show this as a direct link in which case you will just need to copy and paste this in to your browser to confirm. Customers will be able to manage classes, view photos, track their child's progression and communicate with the centre and receive notifications. A phone app for the software will be launching soon.

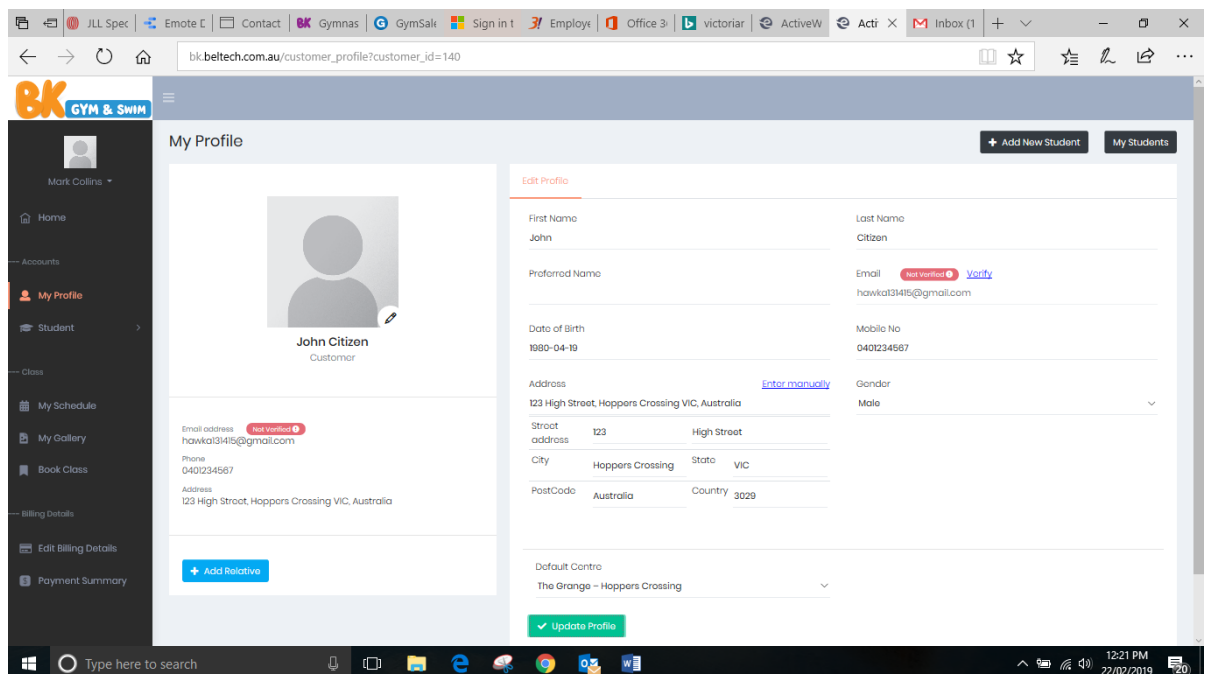




3. You will be taken to a home screen dashboard. Please select My Profile



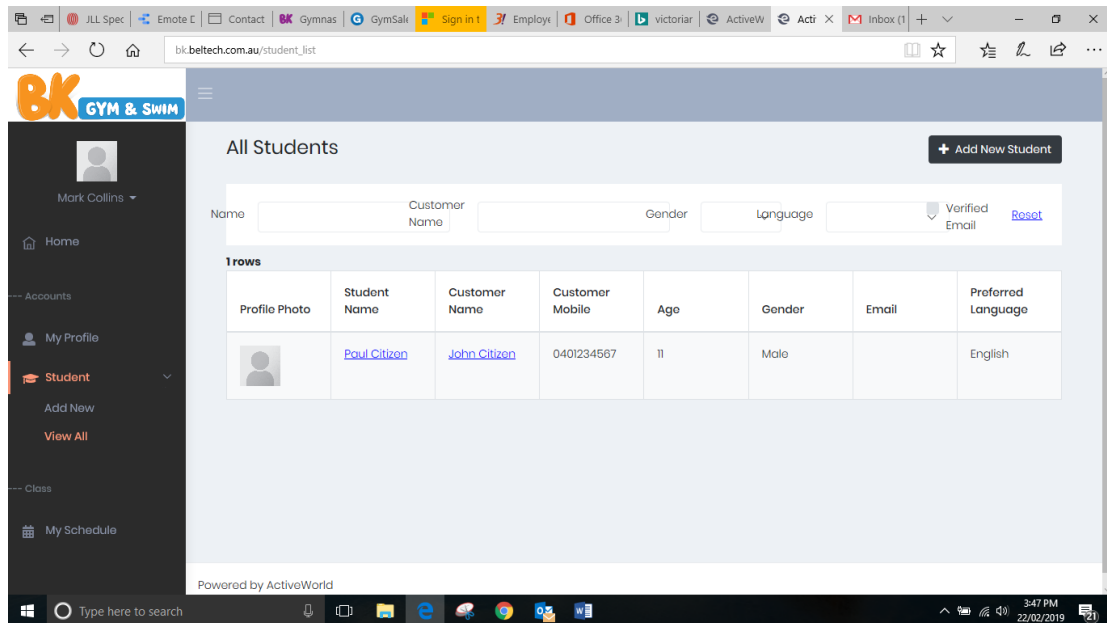
4. Fill out your personal details including name, address, contact details and date of birth. You must also choose your default centre based on your preferred centre location. Please then save by clicking the green Update Profile button at the bottom of the screen.



5. Once you have completed, click on the Home button in the top left-hand corner or on the drop down menu at the top of the screen in the mobile version, to return to the home screen dashboard. Please select the My Children button this time.



- Click on the Add New Student in the top right-hand corner and add details for first child and then click Save.



- Please click on the Home button again in the top left-hand corner to return the home screen dashboard. If you need to add an additional child(ren) then please follow steps 5-6 again.
- Once you have entered in all children, please return to the Home screen and click on the Book Class button.
- Your child(ren) should now already be listed. Choose the child you would like to enrol and then choose for them the Centre location, Program type, their initial skill level and program level. On the mobile version you will need to scroll from left to right where your child's name appears underneath the filter section to input this information. We have attached a guide for you to self-assess your child. If you are unsure of their skill level then please choose a conservative assessment of their skills as all children will be assessed at their first class and any adjustments made then if required.

Once you have set up a profile for your child you can also add further detail under their profile such as emergency details, remove photo consent if you do not wish for your child to be photographed from time to time and add in any medical conditions that we should be aware of.



- Complete Step 9 for all of your children and Save. If you have a child who is wanting to do swimming and gymnastics then you simply need to click on the blue Add button in the bottom left hand corner of the screen, then choose your child again but then choose the other activity e.g. swimming or gymnastics. You can then book a class for this activity as well as per Step 9.

- Once all children are entered and saved the Black Book Class icon will appear next to their names (You will need to scroll across again next your child's name to see this on the mobile version). Please click on this button for your first child



12. This will take you to the Select Class screen. You will see your child's details at the top of the screen and the class level you have selected. Underneath this you can choose the day you would like to select. Choose a day and see all of the available classes in that level on that day, their times and spots still available. Once you have found an appropriate class please click on the black Book button next to this class.

The screenshot shows a web browser window with the URL bk.beltech.com.au/book_class. The page features a dark sidebar on the left with navigation links: Home, Accounts, My Profile, Student, Class, My Schedule, My Gallery, Book Class, Billing Details, Edit Billing Details, and Payment Summary. The main content area has a top navigation bar with four steps: 1. Select Student, 2. Select Class (active), 3. Booking Confirmation, and 4. Booking Confirmed. Below this, a student profile for Paul Citizen (11 yrs) is displayed with details: Gender: Male, Centre: The Orange - Hoppers Crossing, Centre Address: 40 Callistemon Drive, Hoppers Crossing VIC, Australia, Level: Free G - Kids, and Program: Gymnastics. A 'Select Day' section shows radio buttons for Sunday through Saturday, with Monday selected. Below this is a table of available classes for Monday:

#	Day Of The Week	Start Time	End Time	Duration	Spots Left	Action
77	Monday	15:15	16:00	45	5	<button>Book</button>
24069	Monday	15:15	16:00	45	8	<button>Book</button>
106	Monday	17:30	18:15	45	8	<button>Book</button>

The page is powered by ActiveWorld. The Windows taskbar at the bottom shows the date as 22/02/2019 and the time as 2:24 PM.

13. This will then take you through to the Booking Confirmation screen. Here you can see the upfront fee cost (please note that Gymnastics is an annual cost as it includes Gymnastics Australia membership and insurance premiums) and the start date of the contract. You can then select choosing a minimum term of joining (if you commit to a minimum term of six months you receive a discounted price) and whether you wish to choose a weekly direct debit or an upfront payment of 3, 6 or 12 months. Please note that the Foundation membership is only available on the direct debit option.



Payment Options	
Membership Fee	\$70.00 (weekly)
Class Fee	\$14.95 (weekly)
Total Amount	\$14.95 (weekly)

14. This will then calculate the correct fee amount. Once reviewed, please fill in your bank account or credit card details underneath where you would like payment to be made from and your billing address details. Please note that when selecting the expiry date for a credit card it asks for a mm-yyyy format so please enter the full year. Once all of these details are completed, please tick the box agreeing to our terms and conditions. If you click on the hyperlink you can download our terms and conditions for your review. Once all of these steps are complete you can then click on the green Confirm Booking button at the bottom of the screen. A small screen will appear asking for a final confirmation on your payment amount which you then choose the green Confirm button.
15. You will then reach the booking confirmation screen which confirms the date of your first class. An email confirming these details will be sent to you along with a copy of our terms and conditions.

See you on 2019-02-25

[My Schedule](#)



16. To book additional children, please return to the Home screen dashboard, select Book Class and then follow steps 12-15 to register each additional child.

Please note that once you reach the booking confirmation screen for the second and further children then there will be three differences;

- All other additional children and the associated fees under the customer contract will be displayed on the right-hand side of the screen
- The overall amount will now tally all children booked in to a class on the account
- The customer details and banking details will all be greyed out and unable to be altered. This is because we already have these details from the first booking and all you need to do now for the new child(ren) is just confirm your new class booking.

Payment Options

☒ Direct Debit ☐ Upfront

Membership Fee

Membership Fee	\$70.00 (annually)
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Class Fee

Start Date	2019-02-25
Minimum Term	6 Months
New Class Fee	\$19.95 (weekly)
Discount Foundation - 5.0	\$5.00
New Total Fee	\$14.95 (weekly)

Existing Class Fees

Student	Program	Description	Installment
Paul Citizen	Gymnastics	Membership Fee	\$70.00 annually
Paul Citizen	Gymnastics	Program Class Fee	\$14.95 weekly

Weekly Direct Debit Summary*

Total Amount	\$29.90 Weekly
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* excludes once off & membership fees
* includes GST

17. You are now all set up ready to go! You can log back in at any time to the system to update your details, review your children's class schedule, rebook a new class time, check photos of your child or edit your billing details. Further functionality on communication and progression levels will be launching soon along with an app for your phone to more easily access the program.

If you have any questions please contact either the Hoppers Crossing Team via hoppers@bkgymswim.com.au or Ebony Matthews for Noble Park on either cmnoblepark@bkgymswim.com.au or 0408 844 779. Alternatively, Ebony will be available on site to book your class before the site opens at:

Wednesdays: 10.30am – 12.30pm & 3-5pm

Fridays: 10.30am – 12.30pm & 3 – 5pm