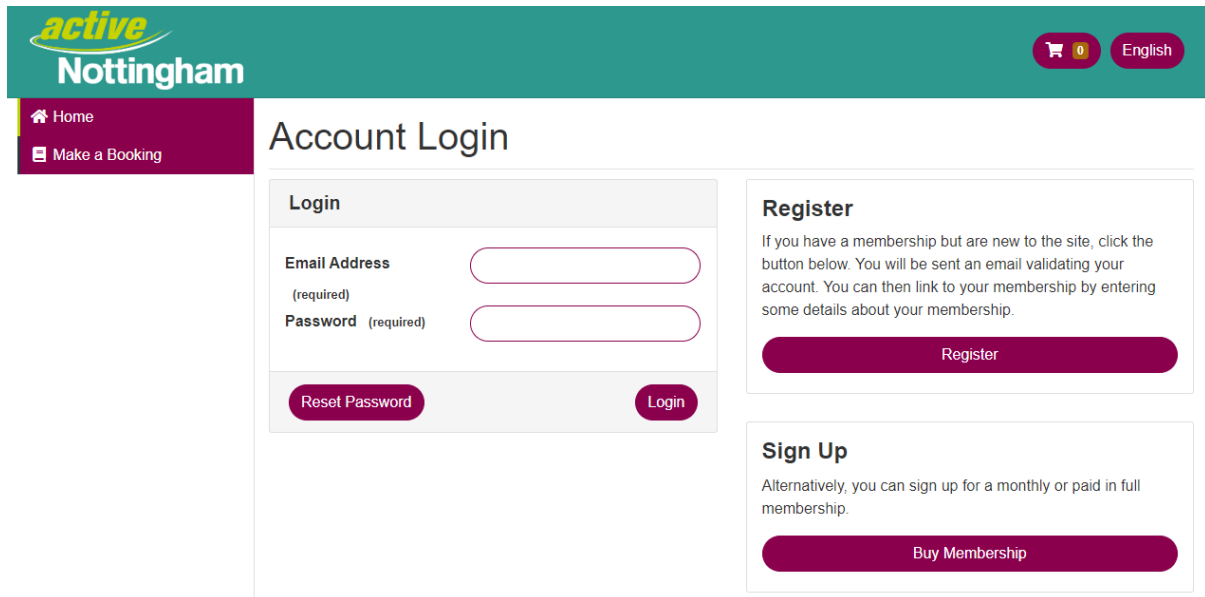


## Parent Portal – Linking your child’s account to book swimming

Once you have successfully registered your membership and logged into your online account, you can also link your child/children’s accounts so you can book swimming. To do this, please follow the steps below:

### **Step 1:**

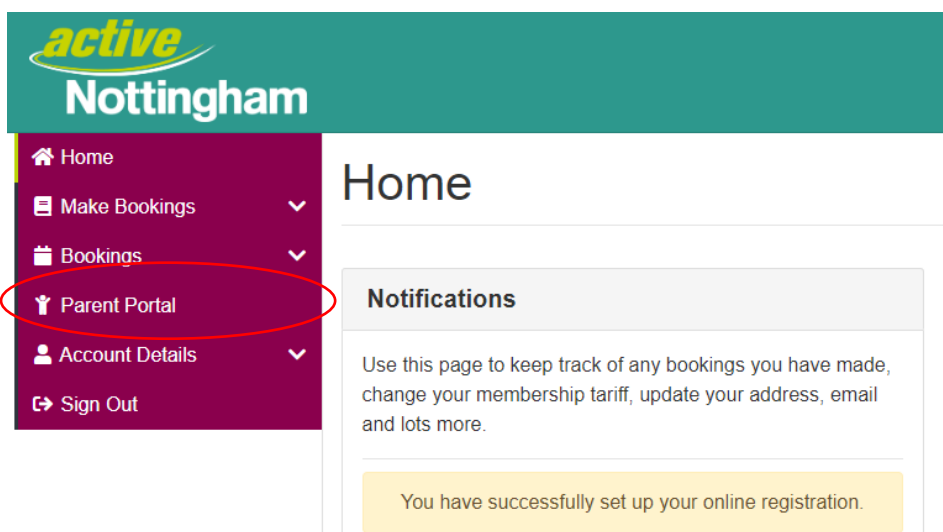
Log into your Online Account [here](#)



The screenshot shows the 'Account Login' page. At the top, there is a teal header with the 'active Nottingham' logo on the left, a shopping cart icon with '0' in the middle, and an 'English' language selector on the right. Below the header is a purple navigation bar with 'Home' and 'Make a Booking' options. The main content area is titled 'Account Login' and contains three sections: 1. 'Login' with input fields for 'Email Address (required)' and 'Password (required)', and buttons for 'Reset Password' and 'Login'. 2. 'Register' with a text block explaining the process and a 'Register' button. 3. 'Sign Up' with a text block explaining membership options and a 'Buy Membership' button.

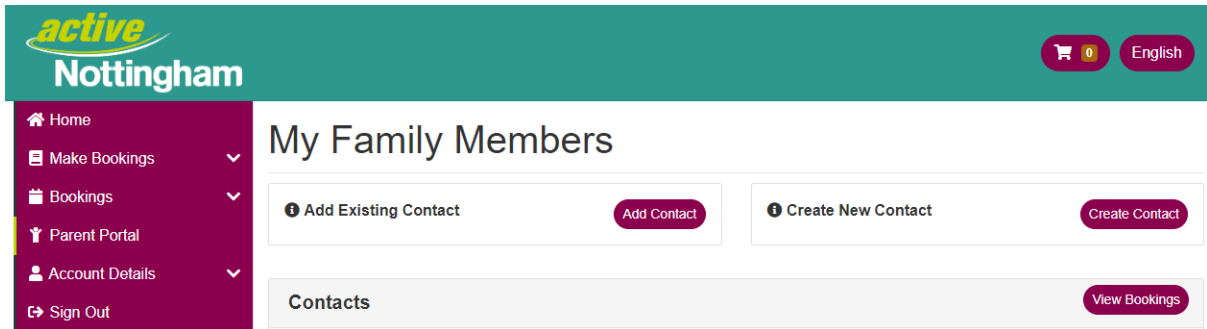
### **Step 2**

Navigate to the Parent Portal section on the left hand side of the screen:



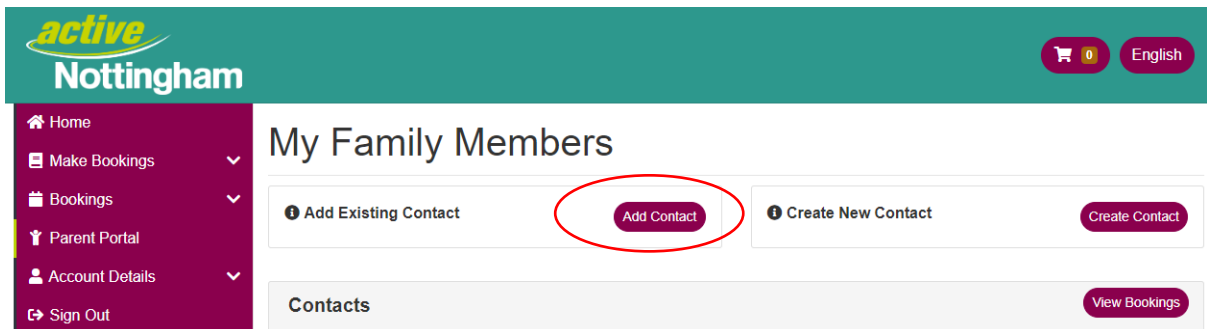
The screenshot shows the 'Home' page. At the top, there is a teal header with the 'active Nottingham' logo. Below the header is a purple navigation bar with 'Home', 'Make Bookings', 'Bookings', 'Parent Portal', 'Account Details', and 'Sign Out' options. The 'Parent Portal' option is circled in red. The main content area is titled 'Home' and contains a 'Notifications' section with a text block explaining the page's purpose and a yellow banner at the bottom that reads 'You have successfully set up your online registration.'

The following screen will appear



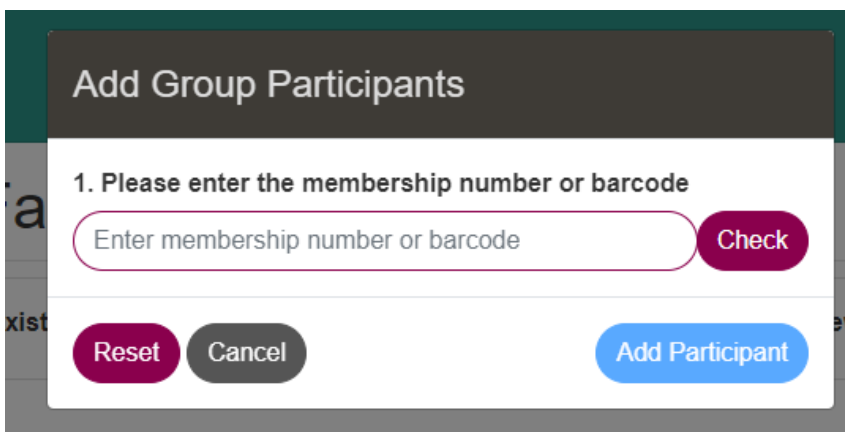
**Step 3:**

Click on 'Add Existing Contact' to begin linking your child's account to your own



**Step 4:**

You will need to enter your child's membership number in to the box and then press the 'check' button.



If the membership number is incorrect the system will tell you.

No contact found against the provided information. If the problem persists, please contact the administrator.

If the number is correct, the system will ask you two randomised questions to verify the account so it can link your profiles – below is an example question:

Once you have added this information, please press the 'Add Participant' button

## Add Group Participants

1. Please enter the membership number or barcode

2. Please supply the following information

Date of Birth

Address Line 1

NB – you will receive an error message if any of the information is incorrect (information is also case sensitive, so please ensure you are entering it as it's displayed in the system. E.g. Capital Letters/Lower Case letters for addresses etc).

Once added, your new family member will appear here and you can begin to make bookings for them.

## My Family Members

Contacts

Member Number: [redacted]

Member Number: [redacted]