



## Parent Portal - New Members

### 1. Parent Portal

Firstly go to Chamford Gymnastics website <http://www.chamfordgymnastics.com> and click on the “**Parent Portal**” tab which is at the top of the website. This will direct you to the home page of the Parent Portal.

### 2. Create Account

Scroll down the page and click on “**Create Account**” which is next to the log in detail section.

Create Account

### 3. Fill out Contact Details

Fill out all of your details including; responsible parties, e-mail address, create a new password, contact phone numbers, address and how you heard about us, then click ‘**Create Account**’.

You will receive a confirmation e-mail, confirming that your account has been created.

### 4. Accept Policies and Procedures

Please read all the Policies and Procedures and tick each box to acknowledge you have read and agreed to each Policy / Procedure, and then click on the red button.

I acknowledge and agree to all policies

### 5. Add a Student

Then add in the students details.

The **only** section in the Student Medical Information that is required is the “Allergies / Special Health Concerns” field. If your child has a current injury or medical condition that may impact their gymnastics training, please provide details in this section.

If your child has;

- A **life threatening** health condition such as asthma / allergies / anaphylaxis and / or
- A **non life threatening** medical condition such as ADHD / autism or any other physical condition that will impact training

Please provide full details here. A current Action Plan is required before the commencement of your child’s first class if your child has severe asthma or anaphylaxis.

Then click the “**Save Student**” button at the bottom of the page.

Save Student

If you have sibling of a current member who would like to join, click on the “**Add Another Student**” button and enter his / her details.

### 6. Request a Class

You can then click on the “**Enroll in Classes**” button to select a class to enrol your child/children into.

Enroll in Classes

Unless you have received an invitation for your child to join the WAG or Gymstar Programs, you will need to choose the Recreational Program or Junior Gym Program.

Children can only join the Recreational Program if they are in full time primary school and in Grade Prep and up. Those who are school age but have not started Grade Prep must join the Junior Gym Program. Full time Pre-School children must join the Junior Gym Program. New sibling members must choose Recreational Green Skills 1 if the child is in Grade Prep and up OR a Toddler, Beginner Assisted or Beginner Junior Gym class for younger children not yet attending primary school.



Ensure you carefully select the correct program and level for your child as the delay caused by an error may mean that you could miss out on your preferred day and time.

Class Filters:

Ages: [dropdown]  
Gender: [dropdown]  
Programs: [dropdown]  
Days: [dropdown]  
Submit

Once you have chosen your class, click on **“Submit Request”**, scroll down and click on **“Continue Enrollment”**.

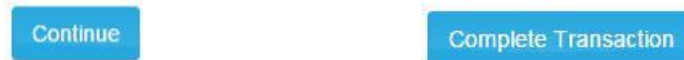


Next you will need to click on **“Add to Cart”** button, and then on the **“Proceed to Checkout”** button.



Payment is not required until you have received your Term 1 invoice from Chamford. Your invoice will be confirmation of your child’s class day and time.

Then click on the **“Continue”** button and lastly click on the **“Complete Transaction”** button. A request will be sent to Chamford to be approved. You will receive an email which explains this once the request has been sent.



## **7. Securing Your Position**

Once your enrolment has been approved, you will receive an email with all the details of the class you have enrolled into. An invoice for the class will also be sent out via email to you. Please check your invoice carefully and contact the Office if you have any queries or changes.

FULL payment of the invoice before the Due Date is required to secure your spot in the class and spots will not be held without payment. Payment options are listed in the Information Pack.

If you have any questions, please feel free to call the Office on 9563 8881 or send us an email to [info@chamfordgymnastics.com](mailto:info@chamfordgymnastics.com)