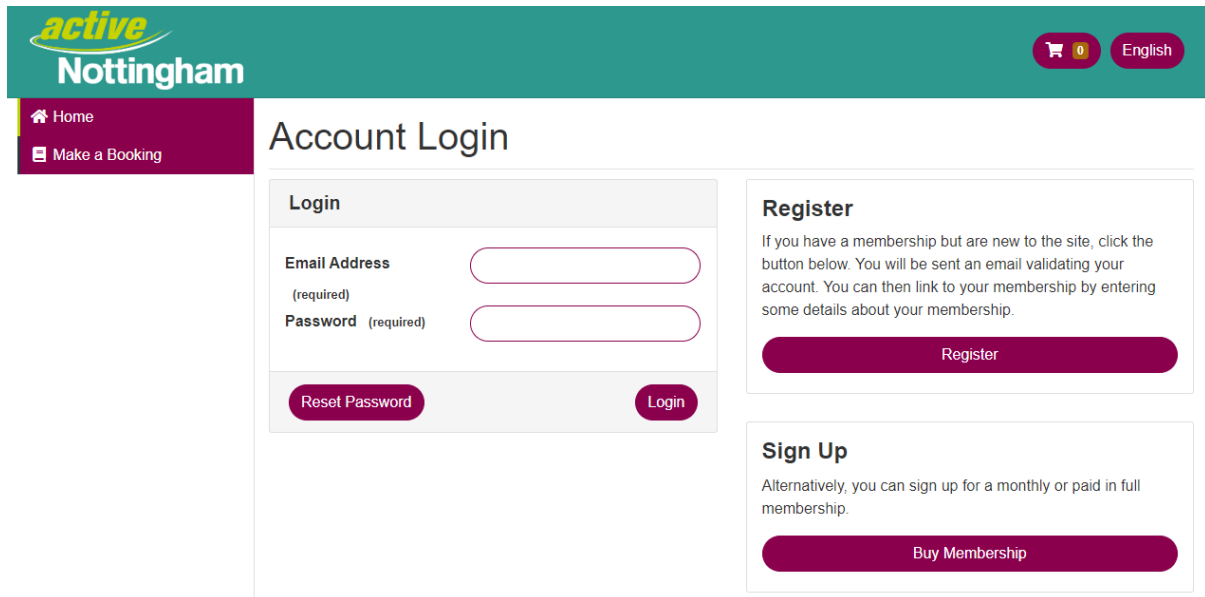# Parent Portal – Linking your child's account to book swimming

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:
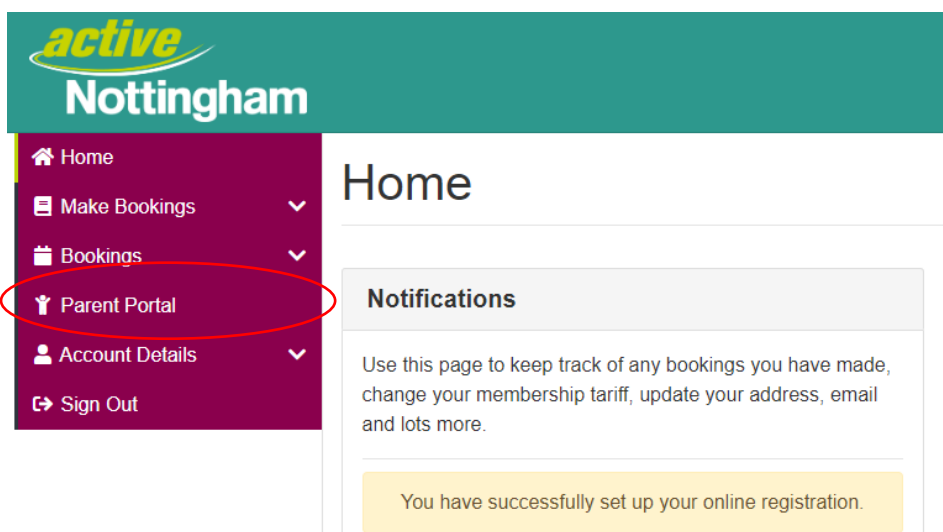
Step 1:

Log into your Online Account here

Step 2

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

The following screen will appear
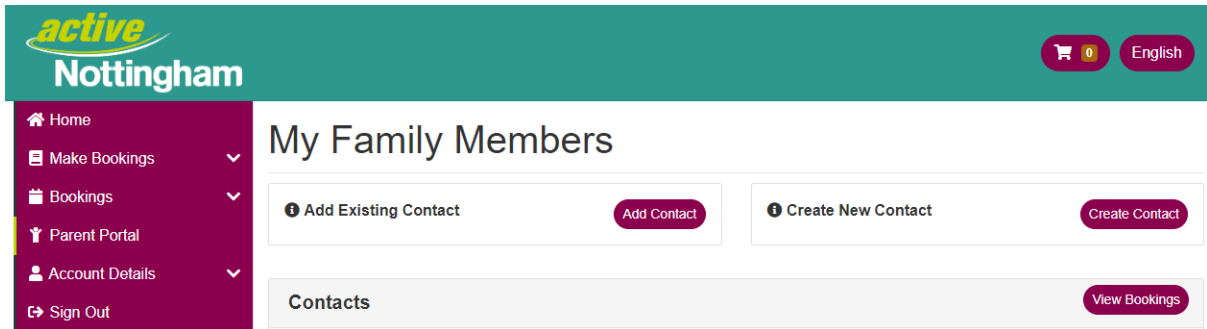
Step 3:

Click on 'Add Existing Contact' to begin linking your child's account to your own
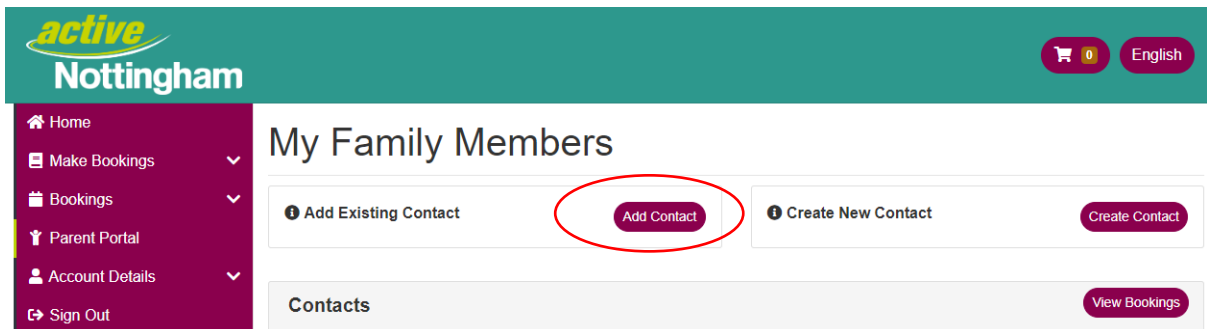
Step 4:

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.

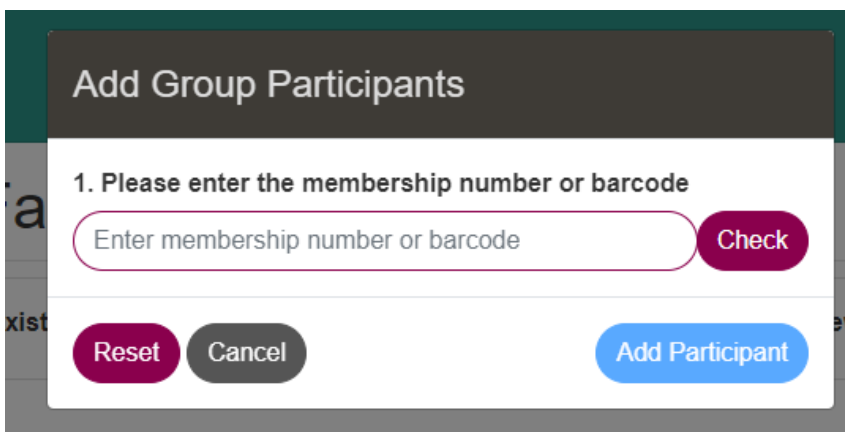If the number is correct, the system will ask you two randomised questions to verify the account so it can link your profiles – below is an example question:

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

Add Group Participants

1. Please enter the membership number or barcode

[   ]   Check

2. Please supply the following information

Date of Birth

[Enter Date of Birth (dd/mm/yyyy)]

Address Line 1

[Enter Address Line 1]

Reset   Cancel   Add Participant

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

ℹ **Add Existing Contact**   Add Contact   ℹ **Create New Contact**   Create Contact

Contacts   View Bookings

Member Number: Member Number: