How to plan and absence and schedule a makeup lesson

✓ <u>Sch</u>	<u>edules</u>											
<	K February 2025 > Export to PDF											
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday					
	27	28	29	30	31	01	02					
	03	04	05	06	07	08	09					
	10	11	12	13	14	15	16					
	17	18	19	20	21 S:30 PM-6:00 PM Kellie Allan Level 1 / Pool Lane 5A Withdraw	22	23					
	24	25	26	27	28	01	02 10:00 AM-10:30 AM Kellie Allan Level 3 / Pool Lane 7A Withdraw					
	03	04		06	07	08	09 10:00 AM-10:30 AM Kellie Allan Level 3 / Pool Lane 7A Withdraw					

Go to schedule and click Withdraw link on the day not attending

Confirm withdrawal from session.

This will remove one of your allocated makeup sessions for the term

10	Withdra	w Kellie Alla	in froi	m this session			15
	Withdra	wal sessions		Sunday 02/03/2025 10:0	00 AM - 10:30 AM		
17	Fees		.				22
	Cost per s	session: \$0.00		sue Make-up Class	und for Kallin Allen an		
			\bigotimes_{w}^{T}	vill be available until 18/04	4/2025 9:26 PM		
24					r		01
					Cancel	Withdraw	
					-)7	08

Select done

2025 Withdra	w Kellie Allan fror	n this session		×
Done	as been successfully withdr	awn		rday 01
		06	07	0.0
04	05	06	07	08

Your swimmer schedule will now show removal from session.

17 18 19 20 21 22 5:30 PM-6:00 PM Kellie Allan Level 1 / Pool Lane 5A <u>Withdraw</u> 24 25 26 27 28 / Pool Lane 7A Withdraw 04 10:00 AM-Kellie Allan Level 3 / Pool Lane 7A Withdraw > Activity Outcomes > Attendance > Transaction > Documents > Finance Info + New > Make-up Class Export to CSV Active 🗸

Scroll down to view makeup class now allocated on profile

Click for detail of makeup lesson allocated

✓ Make-up Class + New			
CreatedDate +	Expiry Date	Status	Original Class
17/02/2025	18/04/2025	Active	Level 3

To check for availability for makeup lesson > Activities Tab on your profile page > Search Activities

Activities •	☐ Facilities ▼	रुद्रि Store ▼	
Check-in			
Activity Manager	Clas	s Details	
View Activities	е		
Self Check-In			
Rollover			
Search Activities	\ tendee:	Kellie Allan Status:	Active
Search Activities	nal Class:	Level 3 Redeemed Class:	-
Bulk Update	oiry Date:	18/04/2025 Redeemed Date:	
	Service:	Learn to Swim Redeemed By:	-
	Original Details:	00000443 / Level 3 / 09/03/2025 / Redeemed Details:	
> S <u>i</u>	ystem Info		

To select your makeup lesson, go to Activity Registration > Swim Programs

	8 My Info	Activity Registr	t a Facility Launch Website
Last Name:	Allan	Swim Program):
Age:	25	Group Fitness):
Birthday:	01/01/2000	Tennis Program	n
		Boot Camp	
itact Informat	lion	Casual Baskteball	
rimary Phone Type:	Mobile	Short Programs	Work
Primary Phone:	1234-567-890	UniSport Nationals Accom Packages	
Email:	kmw101027@gmail.com	Women In Sport	
Mailing:		women in sport	/
els			
edules			

On the next screen select Learn to Swim > Drop in

Filters	<u>Reset</u>	Select an Activity				
Date Range	Reset	,				
dd/MM/yyyy 💼 - dd/MM/yyy	v 🗰	Swim Programs				
Time Range	Reset	Adult Learn to Swim	Drop-In	-		
h:mm tt 🕚 - h:mm tt	0	Learn to Swim	Drop-In			
Days of week	Reset	Watersafe Brogram	Urop-In			
Mon Tue Wed Thu Fri Sat	Sun	Watersale Program				
Keyword	Reset					
Search	Q					
Location	Reset					
Location	~					
Service	Reset					
Service	~					
Age	Reset					
0 yr mos - 99+ yr	mos					
Gender	Reset					
Gender	~					
Instructor	Reset					
Instructor	~					
Facility	Reset					
Facility	\sim					

<u>Use filters</u> on left to select your chosen date range, time, day and level required.

Location	Wed, Feb 19	th, 2025				
Date Range 18/02/2025 17/08/2025	Reset Q 4:00 pm - 4:30 pm 5 pm pm	 Sports and Aquatic Centre - Pool Lane 5A 	E Level 3 - Level 3	A Molly	\$ No fee	Full More Inf
Time Range	Reset Level 3 #199 ① ③ ④ 4:30 pm - 5:00 pm	Sports and Aquatic Centre - Pool Lane 5B	E Level 3 - Level 3	💄 Isla Joyce	\$ No fee	1 spot(s) le Book No
Days of week (Mon) (Tue) (Wed) (Thu) (Fri) (Sat) Age (Sat) (Sat) (Sat) (Sat) (Sat)	Reset Level 3 #1027 ① Sun ③ 4:30 pm - 5:00 pm	• Sports and Aquatic Centre - Pool Lane SB	E Level 3 - Level 3	A Molly	\$ No fee	Full More In
0 yr mos - 99+ yr Gender	Image: Market with the second secon	 Sports and Aquatic Centre - Pool Lane 6A 	■ Level 3 - Level 3	💄 Margarita	\$ No fee	Full More In
Gender Facility	Level 3 #202 ① Reset pm Control Contro	 Sports and Aquatic Centre - Pool Lane 68 	■ Level 3 - Level 3	Lisia Joyce	\$ No fee	1 spot(s) Book No
Level	Sun, Feb 23r	d, 2025				
Search Search Sort selected Cearrie Swim Cever 2.2	Q Level 3 #439 () () 8:30 am - 9:00 am	 Sports and Aquatic Centre - Pool Lane 5A 	E Level 3 - Level 3	🔺 Pear	\$ No fee	Full More In
Learn to Swim Level 3 3	Level 3 #441 ① ③ 9:00 am - 9:30 am	 Sports and Aquatic Centre - Pool Lane 7B 	E Level 3 - Level 3	🚨 Euan	\$ No fee	Full More In
Learn to Swim Level 5 5	Level 3 #459 () () 9:30 am - 10:00 am	 Sports and Aquatic Centre - Pool Lane 6A 	E Level 3 - Level 3	🛎 Stella	\$ No fee	Full More In
LTS Private & Adapted Aquatics Addt Needs 1 LTS Private & Adapted Aquatics Priva	tional Level 3 #442 ① ③ 9:30 am - 10:00 am	 Sports and Aquatic Centre - Pool Lane 5A 	E Level 3 - Level 3	🛓 Euan	\$ No fee	1 spot(s) Book No
X Learn to Swim Level 3 3						

Select your chosen session > **BOOK NOW**

Level 3 #439 () () 8:30 am - 9:00 am	 Sports and Aquatic Centre - Pool Lane 5A 	E Level 3 - Level 3	🐣 Pear	\$ No fee	Full More Info
Level 3 #441 () () 9:00 am - 9:30 am	 Sports and Aquatic Centre - Pool Lane 7B 	ELEVEL 3 - Level 3	🚔 Euan	\$ No fee	Full More Info
Level 3 #459 () () 9:30 am - 10:00 am	 Sports and Aquatic Centre - Pool Lane 6A 	ELevel 3 - Level 3	🛓 Stella	\$ No fee	Full More Info
Level 3 #442 () () 9:30 am - 10:00 am	 Sports and Aquatic Centre - Pool Lane SA 	ELLEVEL 3 - LEVEL 3	🛓 Euan	\$ No fee	1 spot(s) left Book Now
Level 3 #443 (j) (c) 10:00 am - 10:30 am	 Sports and Aquatic Centre - Pool Lane 7A 	ELevel 3 - Level 3	La Joyce	\$ No fee	3 spot(s) left Book Now
Level 3 #444 () () 10:00 am - 10:30 am	 Sports and Aquatic Centre - Pool Lane 68 	Evel 3 - Level 3	🛎 Pear	\$ No fee	2 spot(s) left Book Now

Confirmation of the class you are booking will show

Level 3 23/02/2025 ூ 10:00 am - 10:30 am ▲ 3 spor(s) left			BOOK NOW
Fees		About this Perpetual class	
Learn to Swim Make Up Fee	Free	Body balance, as well as Freestyle distance conti	nues, Backstroke is introduced over 15m.
Class Dates		Breaststroke and butterfly kick are also taught. N	Max. of 5 swimmers.
Starting from 23/02/2025 10:00 AM - 10:30 AM		Sports and Aquatic Centre	Show
		Perpetual class ID	0000
		Instructor	
		Isla Joyce	
		Restrictions	
		Gender	1
		Age Restriction	
		Rank	Level 3 - Level

Confirm the participant of makeup, by check box > **NEXT**

SPORT	Sydney Uni Sport 02 9351 4978						Kellie Allan 🗸 🗸
		My Info	Memberships •	Activity Registr •	Rent a Facility	G Launch Website	
Back to Event	Level 3 ■ 23/02/2025 ④ 10:00 am - 10:30 am ▲ 3 spot(s) left				Restri Gender 0 Age: 3+ Rank: Lev	ctions :o-ed ei 3 - Level 3	2 spots held and inactive for 10 minut
		Attendees				l Payment	
would you like to b	book?						
(A) Kellie Allan (Y	ou)						
Add Family Member							
							Next

Payment screen with \$0.00 will appear, > place your order

Payment Method	Order Summary
Your credit cards	Clear Cart
Add a new Card	Level 3 Kellie Allan \$0.00 00000443 Make-up Class used 23/02/2025, 10:00 AM - 10:30 AM
Place My Order <u>Continue_Shopping</u>	Total \$0.00
	Gift Card or Promo Code Apply

Transaction will process

Payment Method	Order Summary	
Your credit cards	Clear Cart	
Add a new Card	Level 3 Kellie Allan \$0 00000443 23/02/2025, 10.00 AM -	.00 × sed
Place My Order Continue	Processing transaction (
	Total \$0.	00
	Gift Card or Promo Code AppN	

Confirmation of booking will be emailed to you

	My Info	Memberships •	Activity Registr •	Rent a Facility	Jaunch Website	
			Thank you!			
Level 3 WICh Isla Joyce 23/02/202 from 1000 AM - 1000 AM Kellie Allan						Add to calend
					The receipt and registration	confirmation has been sent to kmw101027@gr

Return to schedule to see makeup class allocated, add to your Apple/Google Calendars if required.

Schedules								
目 Switch to Calendar View								
Show: Current &	Future 🗸							
Days		Time	Staff	Action				
Every Sun		10:00 AM - 10:30 AM	Isla Joyce	Actions				
February 21,2025	ି	05:30 PM - 06:00 PM	Isla Joyce	Actions				
February 23,2025		10:00 AM - 10:30 AM	Isla Joyce	Act				
	Days Every Sun February 21,2025 February 23,2025	Days Every Sun February 21,2025 February 23,2025	Show: Current & Future Days Time Every Sun 10:00 AM - 10:30 AM February 21,2025 05:30 PM - 06:00 PM February 23,2025 10:00 AM - 10:30 AM	Show: Current & Future Days Time Staff Every Sun 10:00 AM - 10:30 AM Isla Joyce February 21,2025 05:30 PM - 06:00 PM Isla Joyce February 23,2025 10:00 AM - 10:30 AM Isla Joyce				