



## **Courses Online Make an Enrolment**

### **Communication from us**

Through your account you have the ability to Unsubscribe from SMS and Email notifications. Please be aware that we intend to limit the amount of commercial communication from OneBooking.

We intend to use communications from OneBooking to:

- Confirm your enrolment into Places and Courses
- Advise you of urgent maintenance that may affect your booking of your Place or Course
- Reminders regarding your payments

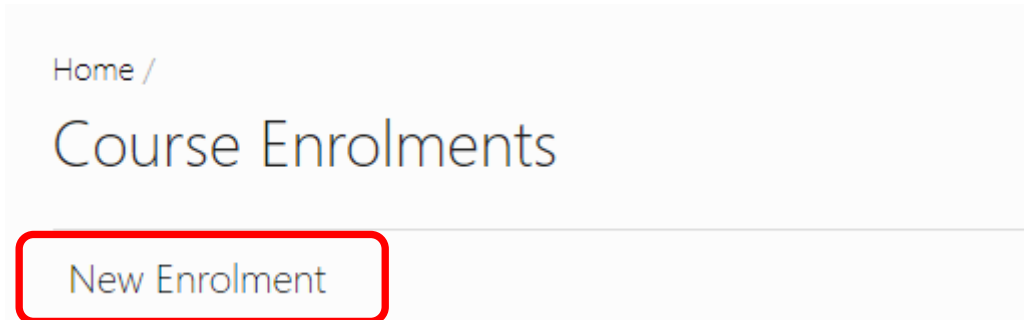
If you choose to unsubscribe you will not receive the above communications. If you have any questions please do not hesitate to contact Riverton 9231 0900 or Cannington 6350 7300.

## How to make an enrolment

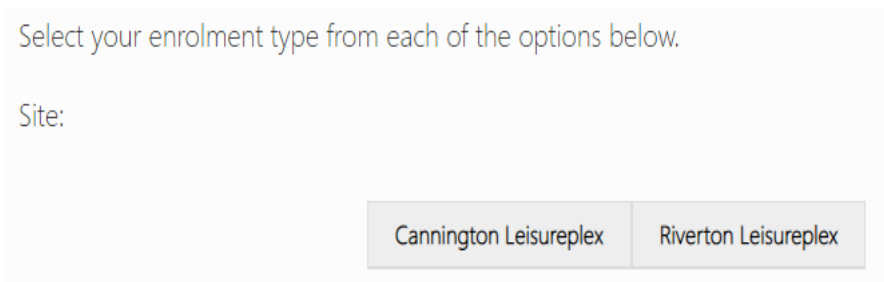
1. Go to the OneBooking Website (Enter the following link in your Chrome browser) <https://onebooking.canning.wa.gov.au/> or if still logged in click on the Home button
2. Click on Home
3. Click on the Courses Enrolments tile



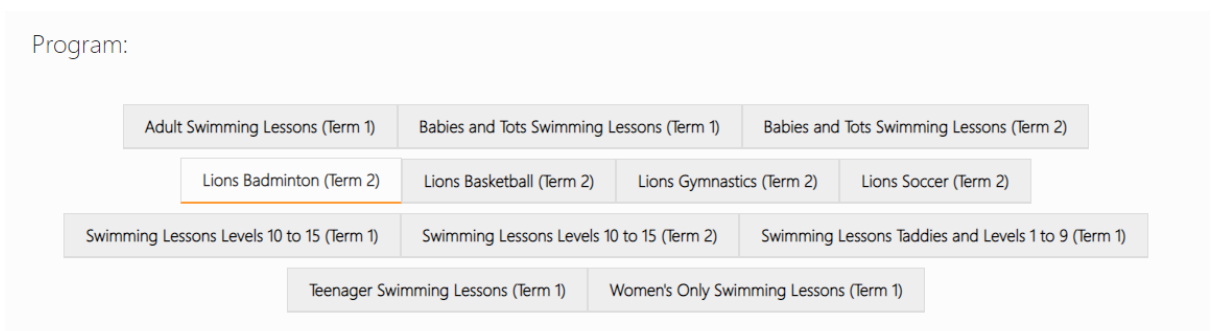
4. Click on New Enrolment



5. Choose the class you or your child want to attend by selecting the Site and clicking on it



6. Now choose the program and click on it.



7. Choose the level and click on it.

Level:

Lions Level 1  
Target age: 4 years to 8 years

Lions Level 2  
Target age: 9 years to 12 years

8. Now choose your preferred class time, if you are unable to find a preferred class on that day, you can change the day and new class options will appear.

Day of week:

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Sunday

9. Select your time slot and click on it. Note: that full classes are greyed out.

Time slot:

4:00–5:00 PM  
No teacher  
Available: 20/04/2021

10. Select your start date and click on it.

Start date:

Tuesday, 20 April 2021  
20 spaces available

11. A summary of your selections will be shown on the screen.

Please check the details carefully and if you are happy with your selection please click on the Continue button to proceed to payment.

You have selected to enrol starting Tuesday, 20 April 2021 at 4:00–5:00 PM.

Continue

12. The total cost of the course will now show on the screen.

Home / New Enrolment /

## Enrolment Options

ENROLMENT TYPE  
Lions Artistic Gymnastics 4-7years [12235] at Cannington Leisureplex [Change](#)

START DATE  
20/04/2021 4:00 PM

PAYMENT PLAN  
Fixed Term

SESSION FEES  
\$143.00 (11 sessions at \$13.00 per session)

13. Please select who the enrolment is for by clicking on the name.

### Who Is This Enrolment For?

Note that any discounts available to the currently selected person may not be available to others.

- Jeremy Sanders
- Kelly Sanders
- Kyeden Sanders
- Laylah Sanders

Someone else. You'll be asked to provide their details in the next step.

If you want to enrol someone not listed here you can click on this tile to create a new contact record.

- Karen (formal name) Hunter (City of Canning)

Someone else. You'll be asked to provide their details in the next step.

14. Please read our Health and Wellness Terms and Conditions by clicking on this link and ticking the “I agree” box.

You may then continue with your enrolment by clicking on the “Continue” button or cancel this enrolment by clicking on the “Cancel” button.

### Enrolment Options

By enrolling into our program, you agree to abide by our [Terms and Conditions](#) and to receive communications from City of Canning Leisure Services, relating to your enrolment and other activities within Leisure Services, unless you unsubscribe or otherwise advise in writing.

By clicking this box, I enrol myself or my child in the activity nominated and agree that the City of Canning Staff are clear from all responsibility for accidents, illness and loss of property.

For more information about Leisureplex Lions, please visit our [website](#).

Please include any medical conditions for your child in their online profile and discuss any specific needs with your instructor.

I AGREE

15. You will now see a summary of your enrolment on the Your Cart screen, this will hold your spot for 5mins. Please click on the Cancel tile if this enrolment is not required or click on Continue to Payment to proceed.

Home /  
Your Cart

Item	Quantity	Cost
Enrolment in Lions Level 1 Starting Tuesday, 20 April 2021 4:00–5:00 PM	1	\$143.00
Total		\$143.00

[Cancel](#) [Continue to Payment](#)

16. If you or your child has existing credit vouchers they will be displayed on this page. You can use them in full or partially to reduce the cost of this course by entering the amount of the credit you want to use in the “Amount to Pay” field on this page. You can also choose to save your vouchers for another transaction by leaving the amounts blank.

17. Click on the Apply Vouchers tile if using vouchers.

Home /

## Complete your purchase

Item	Quantity	Cost
Enrolment for <input type="text"/> rs in Lions Level 1 Starting Tuesday, 20 April 2021 4:00–5:00 PM	1	\$143.00
<b>Total</b>		<b>\$143.00</b>

### Vouchers

VOUCHER	BALANCE	AMOUNT TO USE
SwimSchool Credit Voucher Expires 4/06/2021 #36541	\$3.00	<input type="text" value="\$0.00"/>
SwimSchool Illness Credit Voucher Expires 15/06/2021 #9622	\$46.50	<input type="text" value="\$0.00"/>
SwimSchool Credit Voucher <input type="text"/> Expires 20/06/2021 #9688	\$15.00	<input type="text" value="\$0.00"/>
SwimSchool Credit Voucher <input type="text"/> Expires 20/06/2021 #9676	\$15.00	<input type="text" value="\$0.00"/>
\$20 Cafe Credit Expires 4/03/2022 #54301	\$0.60	<input type="text" value="\$0.00"/>

[Apply Vouchers](#)

18. Complete your purchase by entering in your credit card details and clicking Pay Now

### Payment Method

Name on Card

Card Number

Expiry Month / Year    Security Code  
MM / YY

[Pay \\$207.00 Now](#)

[Cancel](#)

19. Once your payment is confirmed you will see this screen. Please confirm details are correct – if not please contact Riverton 9231 0900 or Cannington 6350 7300..



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## Enrolment Summary

STUDENT

CLASS

Lions Artistic Gymnastics 4-7years [12235]

START DATE

20/04/2021 4:00 PM

20. Click Home to return to the main screen.
21. You will receive an email with your tax receipt within the next 24 hours followed by an Confirmation of Registration email which includes all the course information , if you do not receive this, please check your email “Junk” folder first.

**Please contact Riverton 9231 0900 or Cannington 6350 7300 if you are unable to find the confirmation email or wish to talk to our Health and Wellness team.**

If you wish to enrol another child please Click home and proceed from Step 16 onwards.