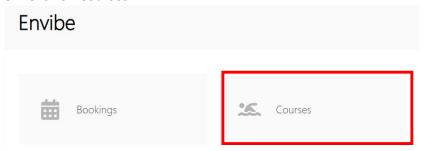


## Canning Swim School's guide to progressing students online

Please note that you will only be able to move between classes at the centre you are currently enrolled into, if you wish to move to the alternative centre, please contact the Leisureplex on 1300 422 664 to arrange this.

If you have already notified us of an upcoming planned absence or submitted a suspension request, these will need to be resubmitted to <a href="mailto:canning.swimschool@canning.wa.gov.au">canning.swimschool@canning.wa.gov.au</a> so that staff may reapply these to your new enrolment.

- 1. Go to the online <u>parent portal</u> (onebooking.canning.wa.gov.au)
- 2. Login
- 3. Click on Courses



4. Select the child that you are wanting to progress

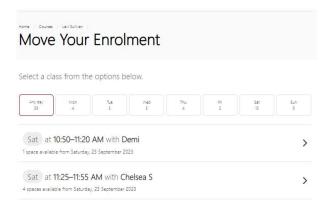


5. Select "Progress to level X"

Please note, if this is not showing then your child may not have been progressed by their teacher, please speak with your teacher or senior teacher at their next lesson

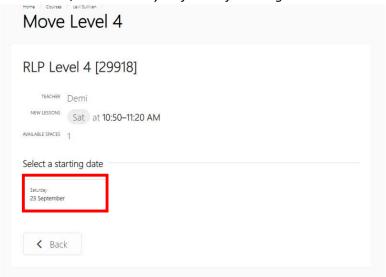


## 6. Select a class

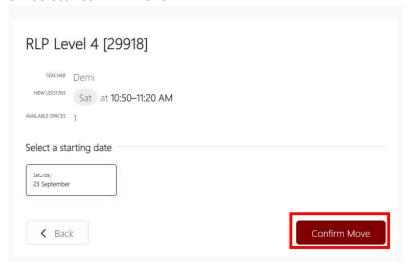


## 7. Confirm details and select the starting date

Please note, this date may be for the following week



8. Select "Confirm move"



9. Confirmation of move displayed – remember to check the commencement date

An automated confirmation email will be sent confirming the change

