

Online Portal Guide - Summer Intensive Program

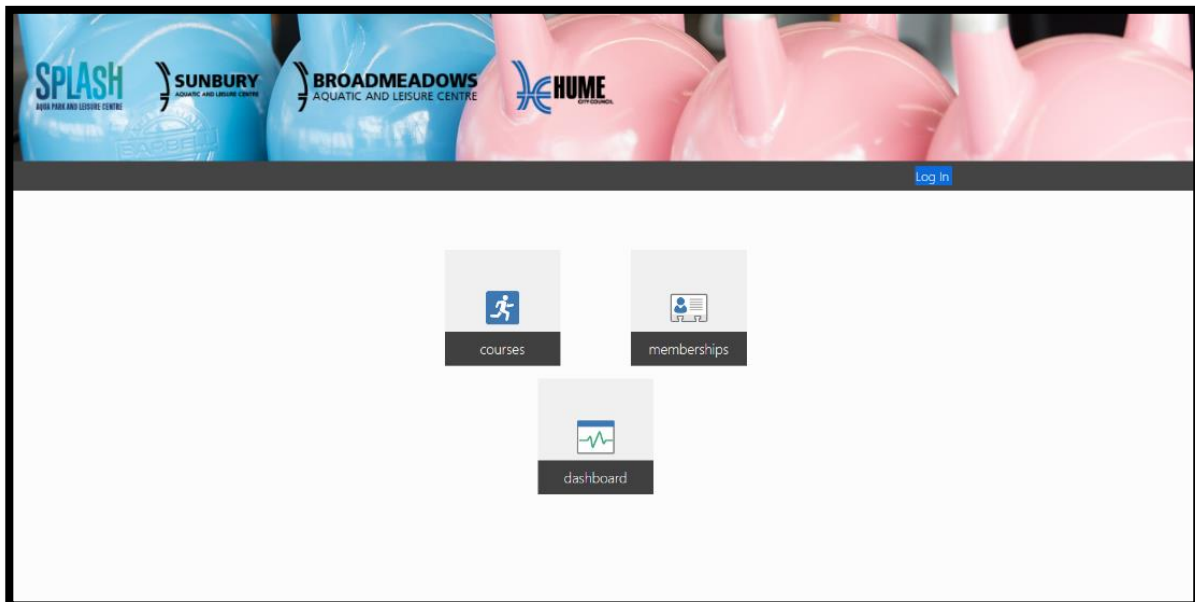
Please follow these steps to set up your online account, this will give you access in the future to:

- *View and request to change class times*
- *View students swim progression*
- *Receive digital certificates*
- *Ability to make overdue payments online*

We recommend that even if you don't want to enrol in intensives, you create an account as you will be able to manage your Swim and Play membership in 2022.

Step 1- Visit: <https://envibe.hume.vic.gov.au/>

Step 2- Create an account by clicking on **LOG IN**



Step 3- Select **CREATE ACCOUNT**

Enter parent/guardian date of birth and email address you originally signed up with (this is the email address you receive our Learn to Swim correspondence)

*If you're unsure which email account is on our data base, please contact your swim school before attempting to sign up

Broadmeadows Swim School- broadmeadowsswimschool@hume.vic.gov.au

Splash Swim School- splashswimschool@hume.vic.gov.au

Sunbury Swim School- sunburyswimschool@hume.vic.gov.au

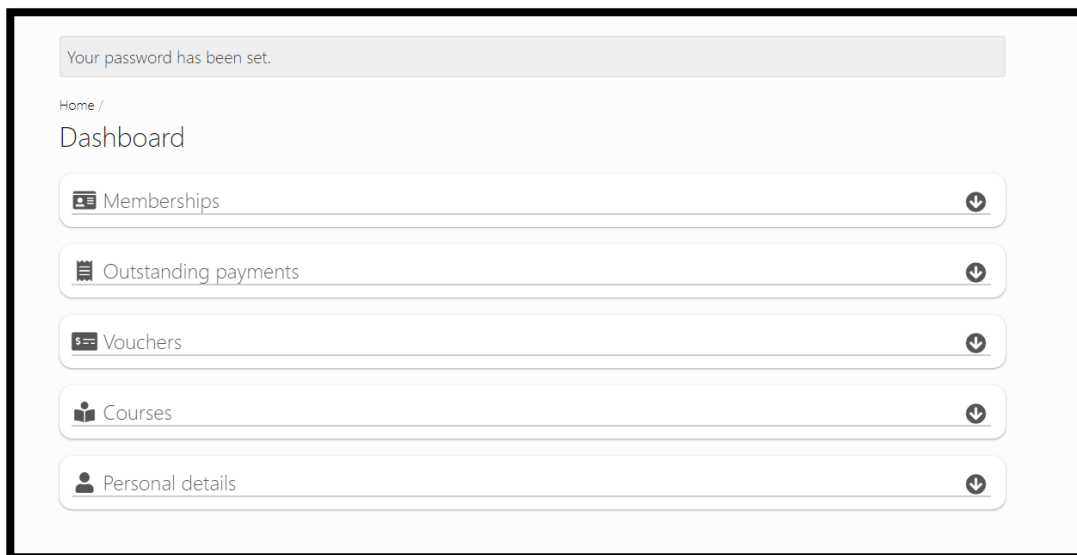
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Once details are entered this will generate an email to be sent to the address input. Follow the instructions on that email, this will involve setting a password that you will use to gain ongoing access to the portal.

Nb. If you do not receive this email, please contact our customer service teams and they will arrange for it to be resent or someone to assist you with a password.

Step 4- Accessing the portal

Once you have created an account, the below page will open with the options you can access through the portal.



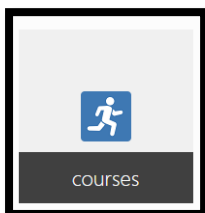
Memberships = Gym/Fitness Memberships

Courses = Swim School Memberships

Step 5- From this screen select **HOME**, top left-hand corner

Step 6- Select **COURSES**, this will show you all family members linked to your profile.

From here you can select which family members class details you would like to view, this will show all classes they are enrolled in, their progress through their current level and allow you to change your class time.



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Enrolments for A hearne

New Enrolment

A hearne B Hearne C Hearne Joe Dee (Kasey Hearne) Kasey Hearne toddler hearne

Active or Upcoming Enrolments

Active D1 - Tue at 16:30

View progress

Change day or time

Progress to Active 1

Course: LTS BALC
Teacher: Toula K
Location: BALC LTS Lane 03
From: 28/09/2021

Step 7- To enrol in the Summer intensive program go to **New Enrolment** and select your applicable Site.

Home / Courses /

New Enrolment

Select your enrolment type from each of the options below.

Site:

Broadmeadows Aquatic & Leisure Centre Splash Aqua Park & Leisure Centre

Step 8- Select your week.

Program:

Splash LTS Intensive Program, 10-14 January 2022 Splash LTS Intensive Program, 17-21 January 2022

Step 9- Select students' current level as indicated in your email

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Level:

Wonder 2	Wonder 3	Courage 1	Courage 2	Courage 3	Active D1	Active 1 Target age: 5 years or older	Active D2	Active 2
Active D3		Teen Beginner	Adult Beginner	Adult Intermediate				

Step 10- Select Monday as Day of the week (program starts on the Monday). Then choose your preferred lesson time.

If we don't have a lesson that is suitable, or you are unable to enrol siblings close together please contact your swim school as we may be able to assist.

SITE

Splash Aqua Park & Leisure Centre [Change](#)

PROGRAM

Splash LTS Intensive Program, 17-21 January 2022 [Change](#)

LEVEL

Active D3 [Change](#)

Select a class from the options below.

Day of week:

Monday	Tuesday	Wednesday	Thursday	Friday
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Time slot:

10:00–10:30 AM

Manuela A

Available: 17/01/2022

6:30–7:00 PM

Basil O

Available: 17/01/2022

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Step 11- You will need to click the start date, i.e. Monday 17 January 2022 to continue

Start date:

Monday, 17 January 2022
5 spaces available

Step 12- You can now **CONTINUE** to complete enrolment

You have selected to enrol starting Monday, 17 January 2022 at 6:30–7:00 PM.

Continue

Step 13- Select who the enrolment is for from the linked contacts. Agree to the terms and conditions which are also available on our website and **CONTINUE**.

Enrolment Options

These terms are a Program Agreement between you and Hume City Council Leisure Centres (Hume City Council ABN 14 854 354 856).

It is important that you have read and understood all the terms and conditions of the Agreement before agreeing to these terms.

It is also important that you understand that by signing up to this program you agree to the following stipulated terms and conditions.

Please contact us if you have any questions. A full list of the [Terms and Conditions](#) can be found [here](#).

I agree to the attached Term and Conditions.

Continue

Cancel

Step 14- From here you will be taken to your cart for payment. We are only able to take one enrolment at a time in the cart.

Congratulations you have successfully enrolled in our Summer intensive program. An email confirmation will be sent to you. If you do not receive your confirmation, please contact your swim school team.

Further functionality in the online portal will be rolled out in 2022, including changing class times, changing details and paying outstanding balances.