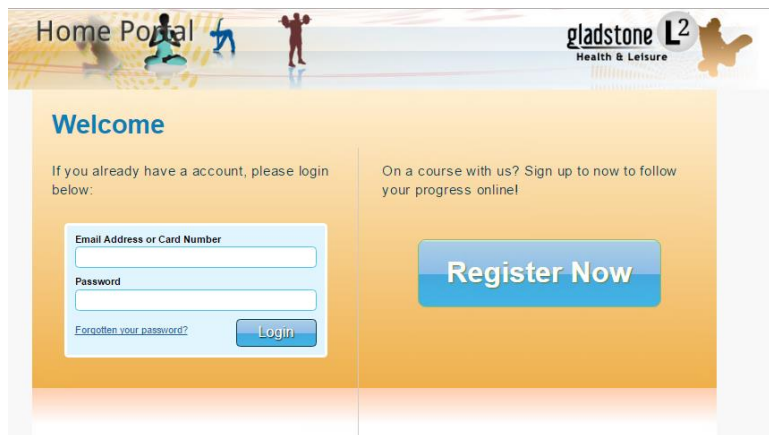


HOME PORTAL STEP BY STEP GUIDE

If you would like to track your child's progress online please follow these simple steps to get you started.

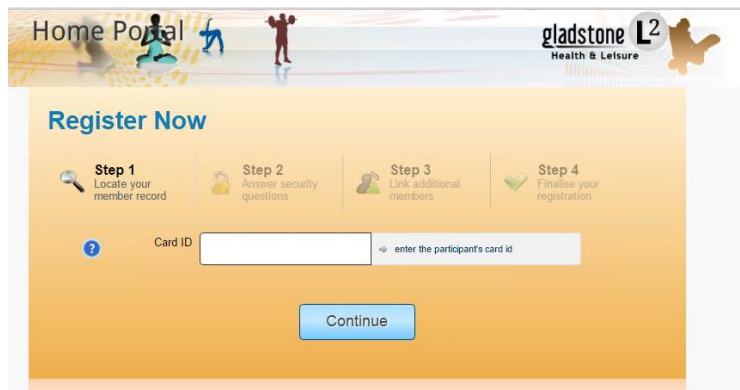
Step 1: Go to <https://www.willbookings.com/homeportal>

Step 2: Click on 'Register Now'



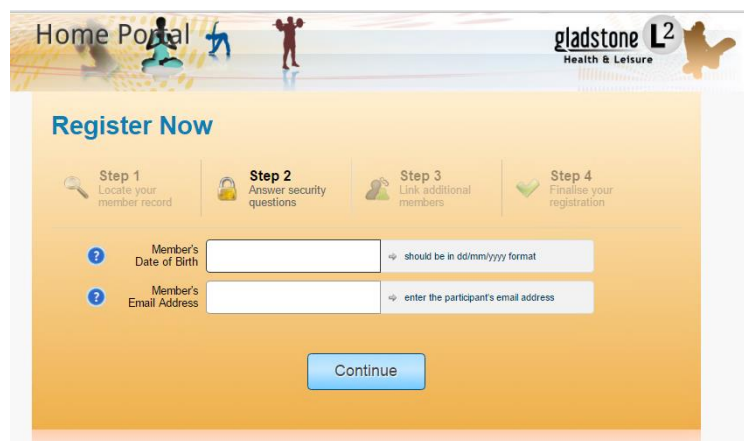
The screenshot shows the 'Home Portal' header with the 'gladstone L2 Health & Leisure' logo. Below the header, the 'Welcome' section contains two columns. The left column has a login form with fields for 'Email Address or Card Number' and 'Password', a 'Login' button, and a link for 'Forgotten your password?'. The right column has the text 'On a course with us? Sign up to now to follow your progress online!' and a large blue 'Register Now' button.

Step 3: Enter your child's card number. This can be found below the barcode on the back of their Xcite card or on the letter issued to you.



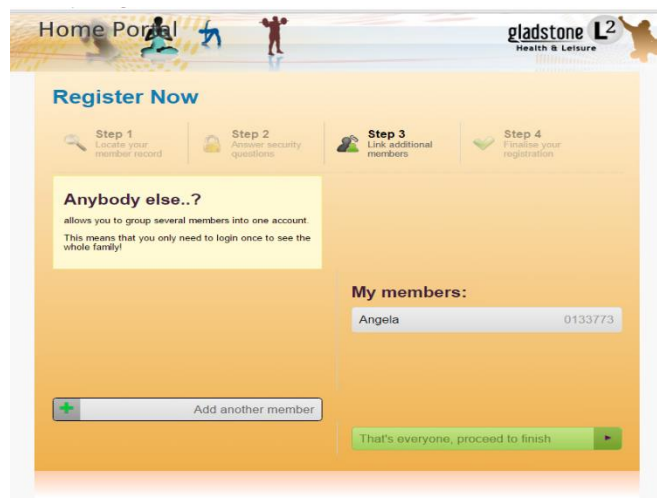
The screenshot shows the 'Register Now' page with a progress bar at the top indicating four steps: Step 1 (Locate your member record), Step 2 (Answer security questions), Step 3 (Link additional members), and Step 4 (Finalise your registration). Step 1 is currently active. Below the progress bar, there is a 'Card ID' input field with a question mark icon on the left and a placeholder text 'enter the participant's card id' on the right. A 'Continue' button is located at the bottom.

Step 4: Enter your child's Date of Birth and the email address that you have provided on their Xcite account. If these do not match you will not be able to register and will need to update contact details at reception



The screenshot shows the 'Register Now' page with the same progress bar as the previous step. Step 2 is now active. Below the progress bar, there are two input fields. The first is for 'Member's Date of Birth' with a question mark icon on the left and a placeholder text 'should be in dd/mm/yyyy format' on the right. The second is for 'Member's Email Address' with a question mark icon on the left and a placeholder text 'enter the participant's email address' on the right. A 'Continue' button is located at the bottom.

Step 5: If you have any other children within the Learn 2 Swim programme select 'add another member and follow Steps 3 & 4. Continue this process until all members have been added.



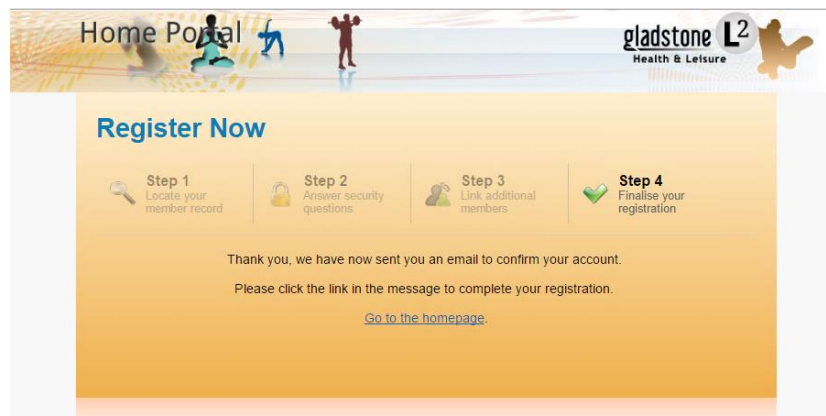
Once complete click 'proceed to finish'

Step 6: Re-enter the email address above along with your password for the account

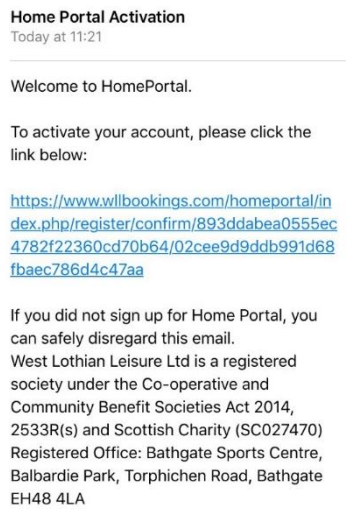


Read through the Terms and Conditions, tick the box to accept and select 'Confirm'

Step 7: You will be sent a confirmation email to the account provided



Step 8: Click the link in the email to verify and activate the account



Step 9: You will be redirected to the Home Portal page where you can login and start to take advantage of the online features.

