

How to Move a Member on Home Portal

1. When you have received your email to book your new class. Log in to your account and click on the heading overview on the left-hand column.

homeportal Logout

Overview

Below are all of the classes currently being attended. Anything requiring your attention will be marked with a yellow box.

Abbie

Stage 2 Sunday 09:30 **100%** **18** prepaid sessions remaining Next Session: Sunday, October 11, 2015 Last Session: Sunday, February 07, 2016 [More...](#)

Abbie is now ready to move to the next level. [Move...](#)

2. Click the 'Move' button in the yellow highlighted section
3. The available classes will be displayed like in the screen shot below:

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Movement

Current Class...

Stage 2

Time: Sunday 09:30
Teacher: Ellie
Course: Swim School (Continuous)
Centre: Westminster Leisure Centre

→

Moving to...

Stage 3

Time: See below...
Teacher: See below...
Course: Swim School (Continuous)
Centre: Westminster Leisure Centre

Monday					
Course Name	Time	Teacher	Spaces	Course Action	
Stage 3	10:00	Ellie	7 spaces	Move	

Tuesday					
Course Name	Time	Teacher	Spaces	Course Action	
Stage 3	10:00	Duncan	7 spaces	Move	

Wednesday					
Course Name	Time	Teacher	Spaces	Time	Course Action
Stage 3	10:00	Rebecca	7 spaces		Move

4. Click the 'Move' button within the section for the class you wish to move to.

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Overview

Abbie

- Stage 2
- Course History
- Badges

Settings

+ Add People

Movement

Current Class...

Stage 2

Time Sunday 09:30

Teacher Ellie

Course Swim School (Continuous)

Centre Westminster Leisure Centre

Final Date in CURRENT Class Sunday 4 October

< Back

→

Moving to...

Stage 3

Time Mon 10.00am

Teacher Ellie

Course Swim School (Continuous)

Centre Westminster Leisure Centre

First Date in NEW Class Monday 12 October

Move >

5. The above screen is displayed to confirm your selection.
6. Click < Back to change your chosen class.
7. Click Move > to confirm your choice.

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Overview

Abbie

Settings

+ Add People

Success

Your topup was completed successfully

Your movement has been successful!