

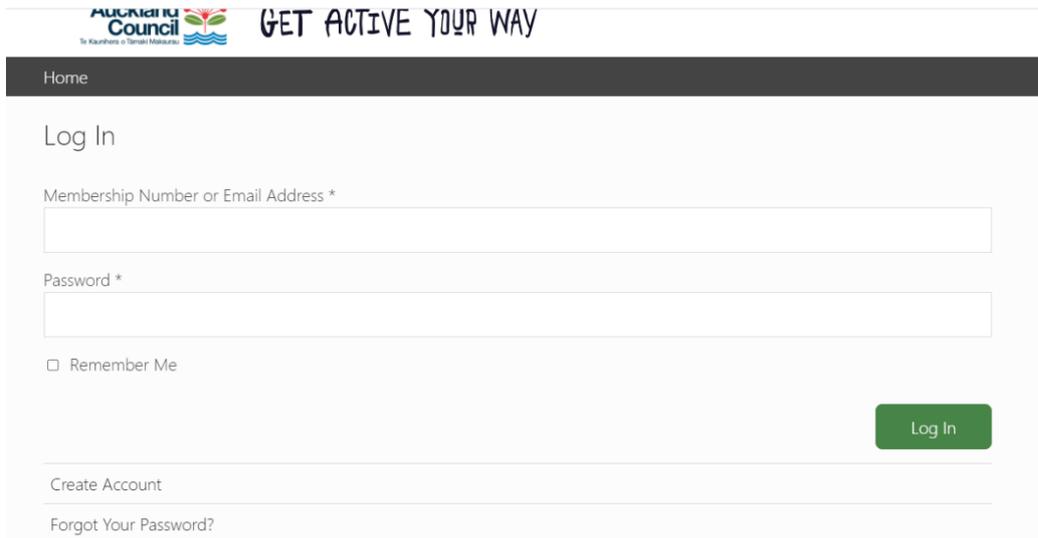
Beginners Guide – Enrolling into Learn to Swim lessons via myLEISURE

Portal Link - <https://portal.aucklandleisure.co.nz/>

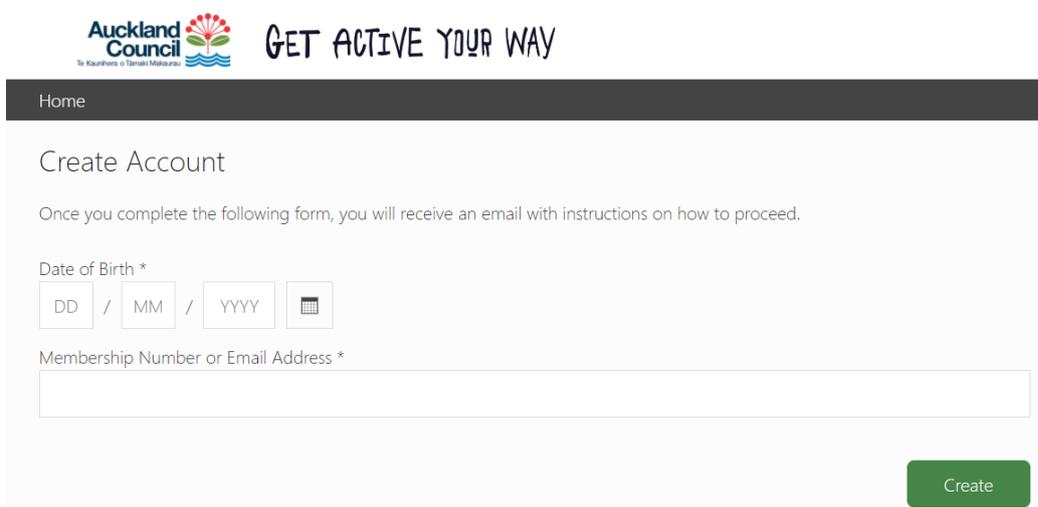
Creating an account

To create an account:

1. click Log in from the Auckland Leisure website. The following will display



2. Click 'Create account' – the following screen will display



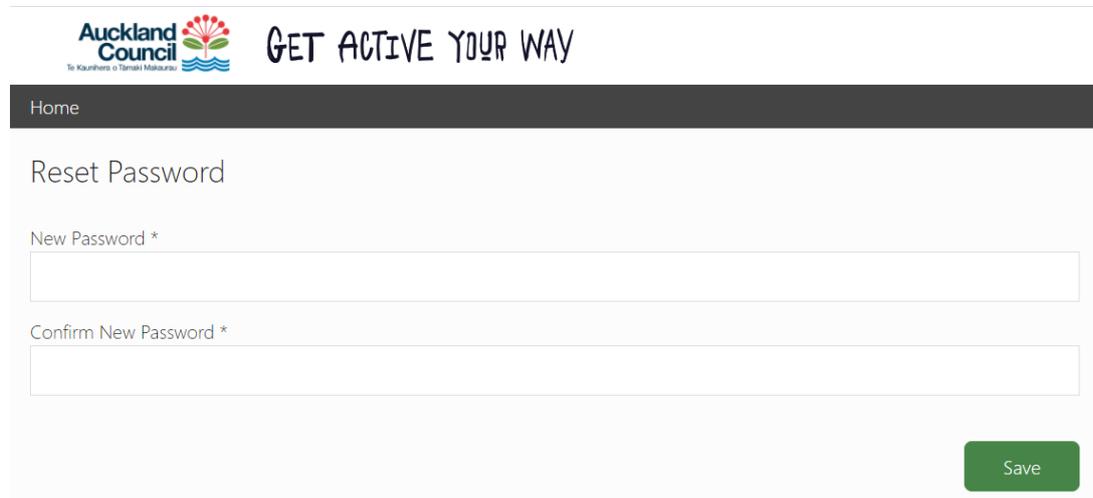
3. Enter date of birth and email address then click 'create'

A message will display advising an email is to be sent



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NOTE: The email will come from Auckland Council Leisure Services. In the email is a link to click on (this is a verification). Once you click on the link you will be asked to create a password



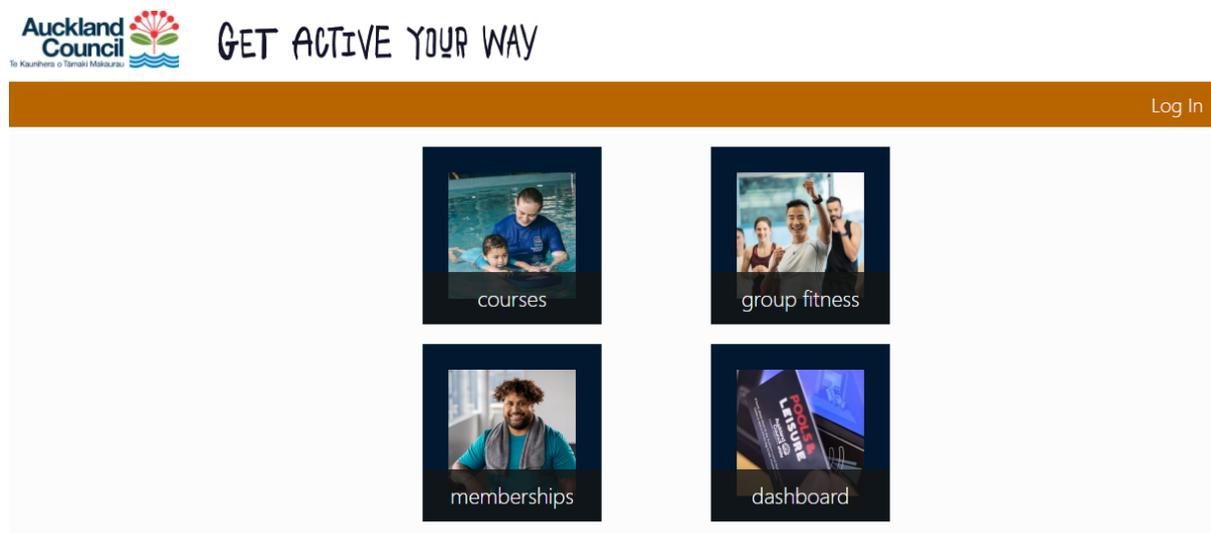
The screenshot shows the Auckland Council logo and the slogan "GET ACTIVE YOUR WAY". Below the logo is a dark grey navigation bar with the word "Home" in white. The main content area is white and contains the heading "Reset Password". There are two text input fields: "New Password *" and "Confirm New Password *". A green "Save" button is located at the bottom right of the form.

4. Enter a password and click save
5. They will then need to fill out all their details – the astricks ones are compulsory
6. Click Continue

Account is now created and you are all set to use the self-service portal

Enrolling into a Learn to Swim lesson

1. From the landing page, click on Courses



The screenshot shows the Auckland Council logo and the slogan "GET ACTIVE YOUR WAY". Below the logo is a dark orange navigation bar with the text "Log In" in white. The main content area is white and contains four large, dark blue buttons with white text and images. The buttons are labeled "courses", "group fitness", "memberships", and "dashboard".

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2. Click the Centre you wish to book with



GET ACTIVE YOUR WAY

Home Log In

Home / Courses /

New Enrolment

Select your enrolment type from each of the options below.

Site:

Albany Stadium	Birkenhead	Glenfield	Manurewa Pool	Moana Nui A Kiwa	Stanmore Bay	Takapuna	Tepid Baths
Westwave							

3. Select program – Learn to Swim

Home / Courses /

New Enrolment

Select your enrolment type from each of the options below.

Site:

Albany Stadium	Birkenhead	Glenfield	Manurewa Pool	Moana Nui A Kiwa	Stanmore Bay	Takapuna	Tepid Baths
Westwave							

Program:

Learn to Swim

4. Select your applicable level (Note: determine your level from the flow chart which can be found on the Auckland Leisure website on each Learn to Swim page)

Program:

Learn to Swim

Level:

Toddler Beginner	Pre School Beginner	Pre School Intermediate	Pre School Advanced	School Age Beginner	
School Age Intermediate	School Age Advanced	School Age Breather	School Age Breather Intermediate	School Age Breather Advanced	
Youth Beginner	Youth Intermediate	Stroke	Stroke Intermediate	Stroke Advanced	Private

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5. Select the day of the week you wish to attend

Home / Courses / New Enrolment /

Enrol in Pre School Beginner

SITE
Takapuna

PROGRAM
Learn to Swim - Web

LEVEL
Pre School Beginner

Select a class from the options below.

Day of week:

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
--------	----------------	-----------	----------	--------	----------

6. Click the time slot suitable for you (Note: you will see all classes on that day. No available spaces will show a lighter shade of grey)

Select a class from the options below.

Day of week:

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
--------	----------------	-----------	----------	--------	----------

Time slot:

10:00–10:20 a.m. Sara G Available: 27/07/2021	10:20–10:40 a.m. Sara G No available spaces	12:30–12:50 p.m. Sara G No available spaces	1:10–1:30 p.m. Sara G No available spaces	3:30–3:50 p.m. Amber Jordan No available spaces	4:10–4:30 p.m. Amber Jordan Available: 27/07/2021
--	---	---	---	---	---

7. Select the start date (It defaults to the next weeks class)

Day of week:

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
--------	----------------	-----------	----------	--------	----------

Time slot:

10:00–10:20 a.m. Sara G Available: 27/07/2021	10:20–10:40 a.m. Sara G No available spaces	12:30–12:50 p.m. Sara G No available spaces	1:10–1:30 p.m. Sara G No available spaces	3:30–3:50 p.m. Amber Jordan No available spaces	4:10–4:30 p.m. Amber Jordan Available: 27/07/2021
--	---	---	---	---	---

Start date:

Tuesday, 27 July 2021 1 space available

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8. Click continue

Day of week:

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
--------	----------------	-----------	----------	--------	----------

Time slot:

10:00–10:20 a.m. Sara G Available: 27/07/2021	10:20–10:40 a.m. Sara G No available spaces	12:30–12:50 p.m. Sara G No available spaces	1:10–1:30 p.m. Sara G No available spaces	3:30–3:50 p.m. Amber Jordan No available spaces	4:10–4:30 p.m. Amber Jordan Available: 27/07/2021
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Start date:

Tuesday, 27 July 2021
1 space available

You have selected to enrol starting **Tuesday, 27 July 2021** at **10:00–10:20 a.m.**.

In the next step, you will need to either log in or create a new account to complete this enrolment.

Continue

9. At the next step you will be prompted to log in (if you aren't already)

10. Enter your email address and password – Click log in

Log In

Membership Number or Email Address *

natasha.king@aucklandcouncil.govt.nz

Password *

.....

Remember Me

Log In

Create Account

Forgot Your Password?

11. Once logged in, you will be taken back to your selections, Click continue

Day of week:

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
--------	----------------	-----------	----------	--------	----------

Time slot:

10:00–10:20 a.m. Sara G Available: 27/07/2021	10:20–10:40 a.m. Sara G No available spaces	12:30–12:50 p.m. Sara G No available spaces	1:10–1:30 p.m. Sara G No available spaces	3:30–3:50 p.m. Amber Jordan No available spaces	4:10–4:30 p.m. Amber Jordan Available: 27/07/2021
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Start date:

Tuesday, 27 July 2021
1 space available

You have selected to enrol starting **Tuesday, 27 July 2021** at **10:00–10:20 a.m.**.

Continue

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12. Summary of selection is displayed, Select the frequency you wish to pay, weekly or fortnightly

Home / Courses / New Enrolment /

Enrolment Options

ENROLMENT TYPE
Pre School Beginner [21872] at Takapuna [Change](#)

START DATE
27/07/2021 10:00 a.m.

PAYMENT PLAN
LTS DD - Ongoing

Fees and Charges

Rate
Learn to Swim DD Weekly (\$14.50 per session) ▼

13. Click who this enrolment is for, agree to the terms and conditions and click continue

Who Is This Enrolment For?

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

Little One King

Natasha King (Auckland Council)

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

Enrolment Options

I have read and agree to the Learn to Swim Terms and Conditions

[Continue](#)

[Cancel](#)

14. Your cart summary will display, Click continue to Debit sign up. (Note: the cost is a zero as you are not paying upfront. You are setting up a DD for payment each week or fortnight.

Home /

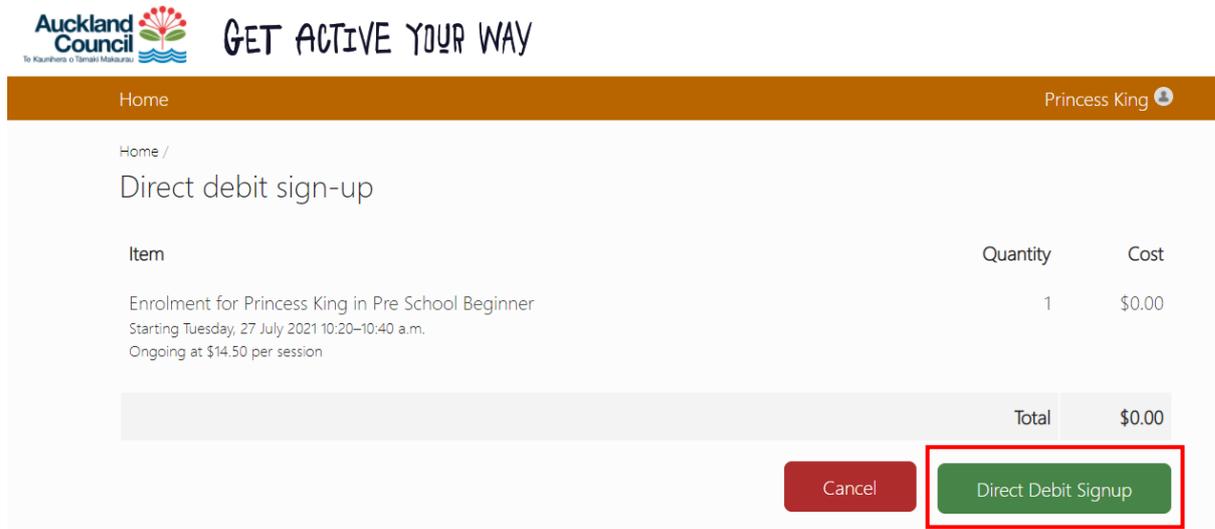
Your Cart

Item	Quantity	Cost
Enrolment for Little One King in Pre School Beginner Starting Tuesday, 27 July 2021 10:00–10:20 a.m. Ongoing at \$14.50 per session	1	\$0.00
Total		\$0.00

[Cancel](#) [Continue to Debit Sign Up](#)

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15. Summary will display again, click direct debit sign up

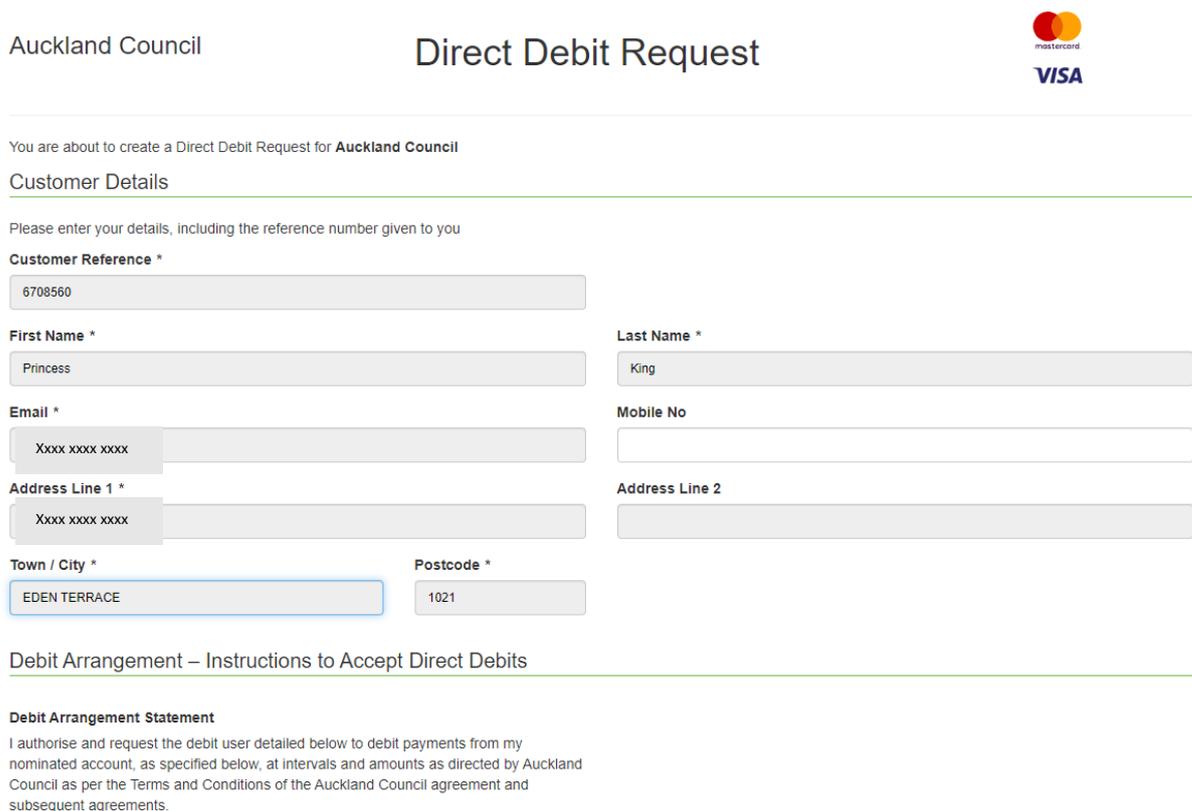


The screenshot shows the Auckland Council website with the slogan "GET ACTIVE YOUR WAY". The user is logged in as "Princess King". The page title is "Direct debit sign-up". Below the title is a table with the following content:

Item	Quantity	Cost
Enrolment for Princess King in Pre School Beginner Starting Tuesday, 27 July 2021 10:20–10:40 a.m. Ongoing at \$14.50 per session	1	\$0.00
Total		\$0.00

At the bottom right of the table, there are two buttons: a red "Cancel" button and a green "Direct Debit Signup" button, which is highlighted with a red box.

16. Complete required fields



The screenshot shows the "Direct Debit Request" form for Auckland Council. The form is titled "Direct Debit Request" and includes the Auckland Council logo and the logos for Mastercard and Visa. The form contains the following fields:

- Customer Reference ***: 6708560
- First Name ***: Princess
- Last Name ***: King
- Email ***: XXXX XXXX XXXX
- Mobile No**: (empty)
- Address Line 1 ***: XXXX XXXX XXXX
- Address Line 2**: (empty)
- Town / City ***: EDEN TERRACE
- Postcode ***: 1021

Below the form, there is a section titled "Debit Arrangement – Instructions to Accept Direct Debits" and a "Debit Arrangement Statement" which reads: "I authorise and request the debit user detailed below to debit payments from my nominated account, as specified below, at intervals and amounts as directed by Auckland Council as per the Terms and Conditions of the Auckland Council agreement and subsequent agreements."

17. Complete payment details, agree to T&Cs then click submit

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Payment Method

Please choose a method of payment. To request a standard paper Direct Debit Authority form to sign and return, please contact the Business

Type

Bank Account

Bank Code / BSB *

Account Number *

Account Holder Name *

Payments will appear on your statement as Pilot Merchant 1

Name of authorised signatory (if different to account name)

I/We authorize you until further notice to debit my/our account with all amounts which EZIDEBIT (NZ) LIMITED, the registered initiator of Authorization Code 0227418, may initiate by Direct Debit. I/We acknowledge and accept that the bank accepts this authority upon the conditions listed in the terms of this agreement. I confirm that I can operate and have sole authority for the nominated bank account.

Service Agreement

Terms and Conditions Version 1.4

Parties
The "Business" means the organisation providing the service for which the Customer is paying.
The "Customer" means the person or party signing this Payment Contract.
"Payment Contract" means the Agreement in which the Customer has agreed to pay for the service provided by the Business. Hereafter referred to as the Agreement.
"Ezidebit" means Ezidebit NZ Ltd, PO Box 5587, Wellington 6145, New Zealand. Phone 0800 394 332, Fax 04 473 6511, www.ezidebit.com/nz. Also referred to as the "Initiator".

I agree to the Terms and Conditions of the Direct Debit Request and Service Agreement *

Submit

Ezidebit Pty Ltd | NZBN: 9429035266310 | Email: support@ezidebit.co.nz | Telephone: 0800 394 332 | Fax: (4) 473 6511

18. Summary will appear, Click complete purchase

Home Princess King

Home /

Complete your purchase

Item	Quantity	Cost
Enrolment for Princess King in Pre School Beginner Starting Tuesday, 27 July 2021 10:20–10:40 a.m. Ongoing at \$14.50 per session	1	\$0.00
Total		\$0.00

[Cancel](#) [Complete Purchase](#)

19. Enrolment is now complete. You will now be sent a confirmation email

Home Princess King

Home / Courses /

Enrolment Summary

STUDENT
Princess King

CLASS
Pre School Beginner [21857]

START DATE
27/07/2021 10:20 a.m.