

# Quick Reference Guide

## *Online Portal*

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

**Welcome to the Auckland Council Pools and Leisure online portal guide.**

**Click on one of the titles below for more information**

1. [Create an account](#)
2. [View the timetable](#)
3. [Book into a session](#)
4. [Cancel a Group Fitness booking](#)
5. [Dashboard](#)
6. [My Account](#)
7. [Buying a Membership](#)
8. [Enrol in a Learn to Swim class](#)

# Quick Reference Guide

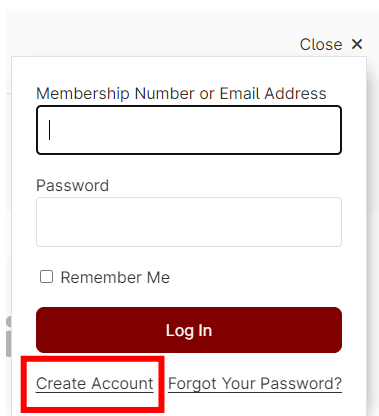
## Online Portal

### Creating an account

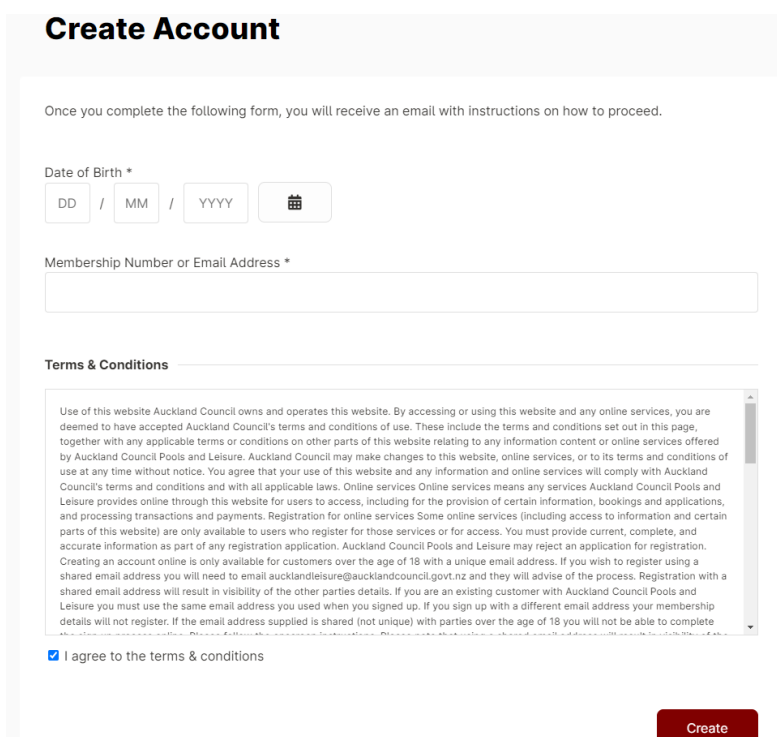
1. Click the link provided to you in the email or the link to myLEISURE is found on the Auckland Leisure website – click the log in button
2. On the landing page, click the log in button (top right-hand side)



3. Click 'Create an account'

A screenshot of a login modal form. The form has a 'Close' button in the top right corner. It contains a text input field for 'Membership Number or Email Address', a text input field for 'Password', and a checkbox labeled 'Remember Me'. Below these fields is a large red 'Log In' button. At the bottom left of the form, there is a 'Create Account' button highlighted with a red box, and a link for 'Forgot Your Password?'.

4. Enter your Date of birth and email address, read the terms and conditions, tick that you agree to the terms and then click create.

A screenshot of the 'Create Account' form. The form is titled 'Create Account' and includes a sub-header: 'Once you complete the following form, you will receive an email with instructions on how to proceed.' The form contains a 'Date of Birth' field with dropdown menus for 'DD', 'MM', and 'YYYY', and a calendar icon. Below this is a 'Membership Number or Email Address' field. A 'Terms & Conditions' section follows, with a scrollable text area containing the terms. At the bottom, there is a checkbox labeled 'I agree to the terms & conditions' which is checked. A red 'Create' button is located at the bottom right of the form.

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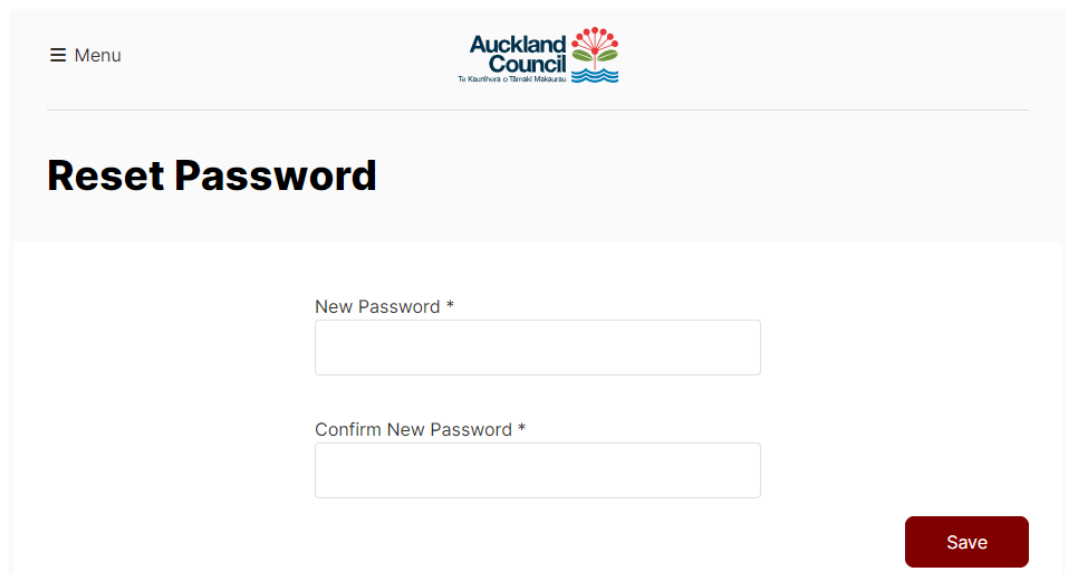
## Online Portal

5. A message will be displayed advising an email has been sent



The screenshot shows the top navigation bar with a 'Menu' icon and the Auckland Council logo. The main heading is 'Create Account'. Below the heading, a message states: 'An email will arrive at your address, eliah@hotmail.com shortly. Please follow the supplied instructions in the email to activate your account.'

6. Click on the link in the email you receive
7. You will now be prompted to enter a password, then click save



The screenshot shows the top navigation bar with a 'Menu' icon and the Auckland Council logo. The main heading is 'Reset Password'. Below the heading, there are two text input fields: 'New Password \*' and 'Confirm New Password \*'. A red 'Save' button is located at the bottom right of the form area.

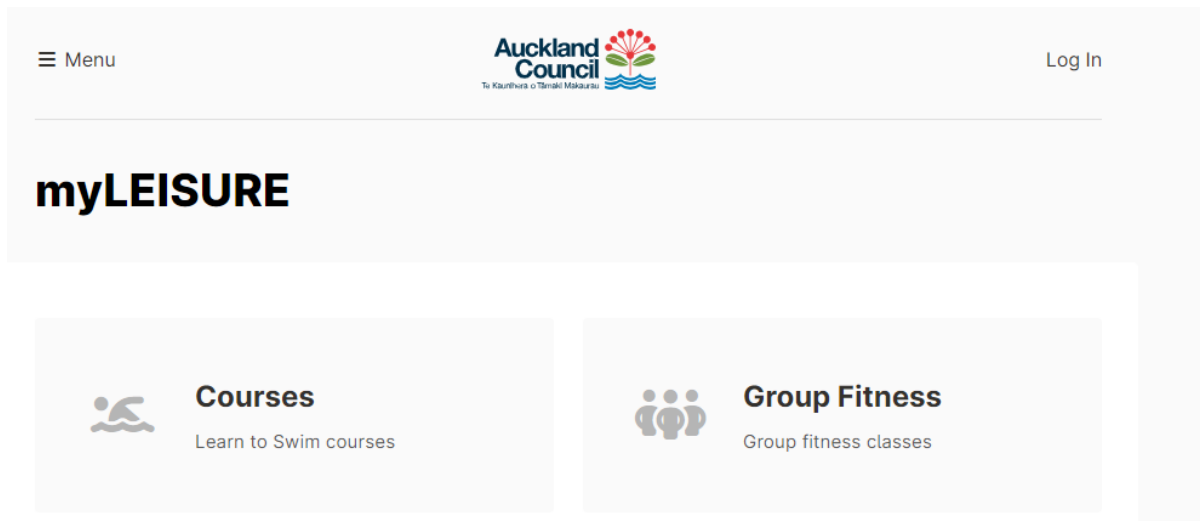
8. Complete your details. (The asterisks are compulsory)
9. Click continue
10. You will now be logged in and ready to book into group fitness classes

# Quick Reference Guide

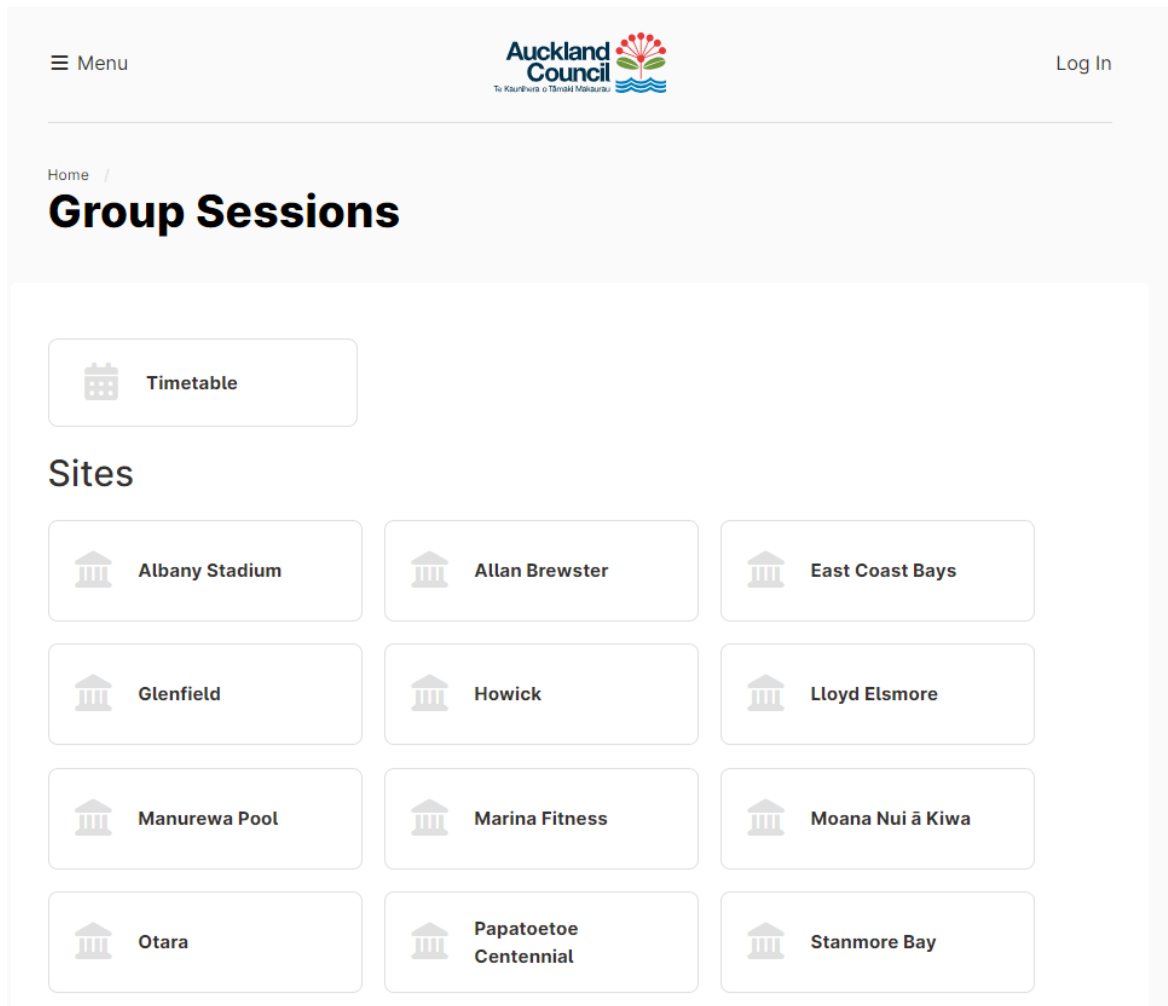
## Online Portal

### View timetable

1. To view the timetable from the home page, click on the Group Fitness tile or alternatively you can click on the menu button on the top left hand corner and select group fitness from the options.




2. The group sessions page displays



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## Online Portal

- To narrow down your search, click on the centre you wish to view and scroll to the bottom of the page.  
(Note: this view displays the classes for the day, clicking on the date changes to that day.)



Wed **28** Thu 29 Fri 30 Sat 1 Sun 2 Mon 3 Tue 4 >


### Wednesday, June 28

5:55 PM 45 mins	<b>Elsmore</b> Studio - Lloyd Elsmore	Shane B	<a href="#">Book Now</a>
6:00 PM 1 hr	<b>AquaENERGY(pm) - Lloyd Elsmore</b> Leisure Pool - Lloyd Elsmore	Sureta B	<a href="#">Book Now</a>
6:00 PM 45 mins	<b>RPM® (45) - Lloyd Elsmore</b> RPM Studio - Lloyd Elsmore	Dianne L	<a href="#">Book Now</a>
6:45 PM 45 mins	<b>BODYPUMP® (45) - Lloyd Elsmore</b> Studio - Lloyd Elsmore	Hutokshi	<a href="#">Book Now</a>







- To display the classes for the week, click on timetable at the top after selecting the centre

Home /

## Group Sessions

 [Timetable](#)

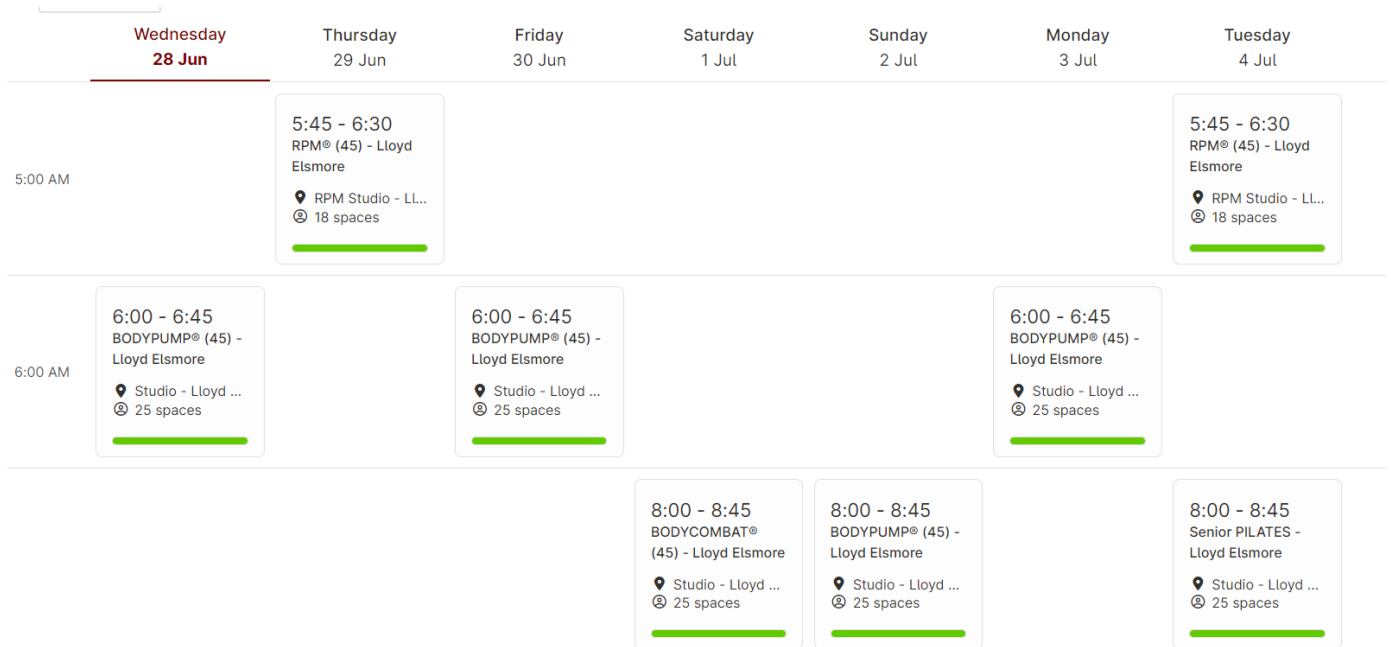
### Sites

 Albany Stadium	 Allan Brewster	 East Coast Bays
 Glenfield	 Howick	 <b>Lloyd Elsmore</b>

# Quick Reference Guide

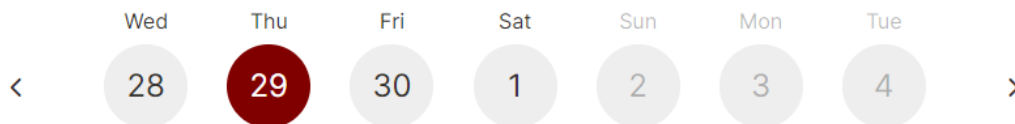
## Online Portal

5. You will now be able to see what sessions are over the next 7 days at your selected centre



### To book into a session

1. From the Group session page, click on the Book Now next to the class you want to attend



Thursday, June 29

5:45 AM  
45 mins

**RPM® (45) - Lloyd Elsmore**  
RPM Studio - Lloyd Elsmore

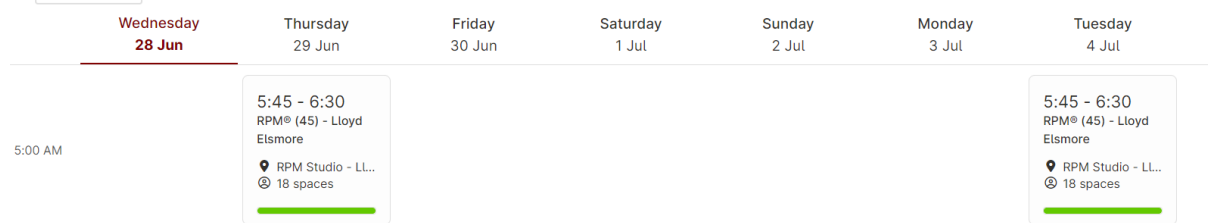
Debbie M

[Book Now](#)

Or alternative from the timetable screen click on the class you want to attend

All classes  All locations  All instructors  All programs  Any time

Clear filters



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## Online Portal

2. To book into that session click on Join this session


Home / Group Fitness /

## RPM® (45) - Lloyd Elsmore

**TIME** Thursday, 29 June 2023 5:45–6:30 AM

**LOCATION** RPM Studio - Lloyd Elsmore

**INSTRUCTOR**



Debbie M

RPM® is the indoor cycling workout where you ride to the rhythm of powerful music. You'll enjoy the calorie-killing benefits of interval training as you take on the terrain with your inspiring team coach, who leads the pack through hills, flats, mountain peaks, time trials and interval training. Discover your athlete within – sweat and burn to reach your endorphin high.

---

Your membership enables entry to this session.

[Join this session](#)


3. A confirmation admission ticket will now be displayed

Home / Group Fitness / Admissions /

## Admission Ticket

✔ Group session joined successfully.

Present this ticket for entry into your group fitness session.



**IDENTIFIER** 15000476

**SITE** Lloyd Elsmore

**TYPE** RPM® (45) - Lloyd Elsmore

**CLASS TIME** 29/06/2023 5:45 AM

**PEOPLE COUNT** 1

---

[Cancel Admission](#)

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### Cancel a group fitness booking

1. From the home page, click on the group fitness tile or alternatively you can click on Menu in the top left hand corner of the screen and select Group Fitness
2. Click view admission tickets

Home / Group Fitness /

## Admission Tickets

Each time you [join a group fitness session](#) online, an admission ticket will be made available here. Tickets are valid until after the class begins.

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RPM® (45) - Lloyd Elsmore 29/06/2023 5:45 AM

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BODYPUMP® (45) - Lloyd Elsmore 30/06/2023 6:00 AM

3. Click on the class you wish to cancel

Home / Group Fitness / Admissions /

## Admission Ticket

Present this ticket for entry into your group fitness session.



IDENTIFIER 15000476

SITE Lloyd Elsmore

TYPE RPM® (45) - Lloyd Elsmore

CLASS TIME 29/06/2023 5:45 AM

PEOPLE COUNT 1

---

Cancel Admission

4. Click Cancel admission
5. A message will appear asking you to confirm the cancellation, Click Cancel Admission

Home / Group Fitness / Admissions /

## Cancel Admission

Are you sure you want to cancel your admission for RPM® (45) - Lloyd Elsmore at 29/06/2023 5:45 AM?

Cancel Admission

Your booking is now cancelled



# Quick Reference Guide

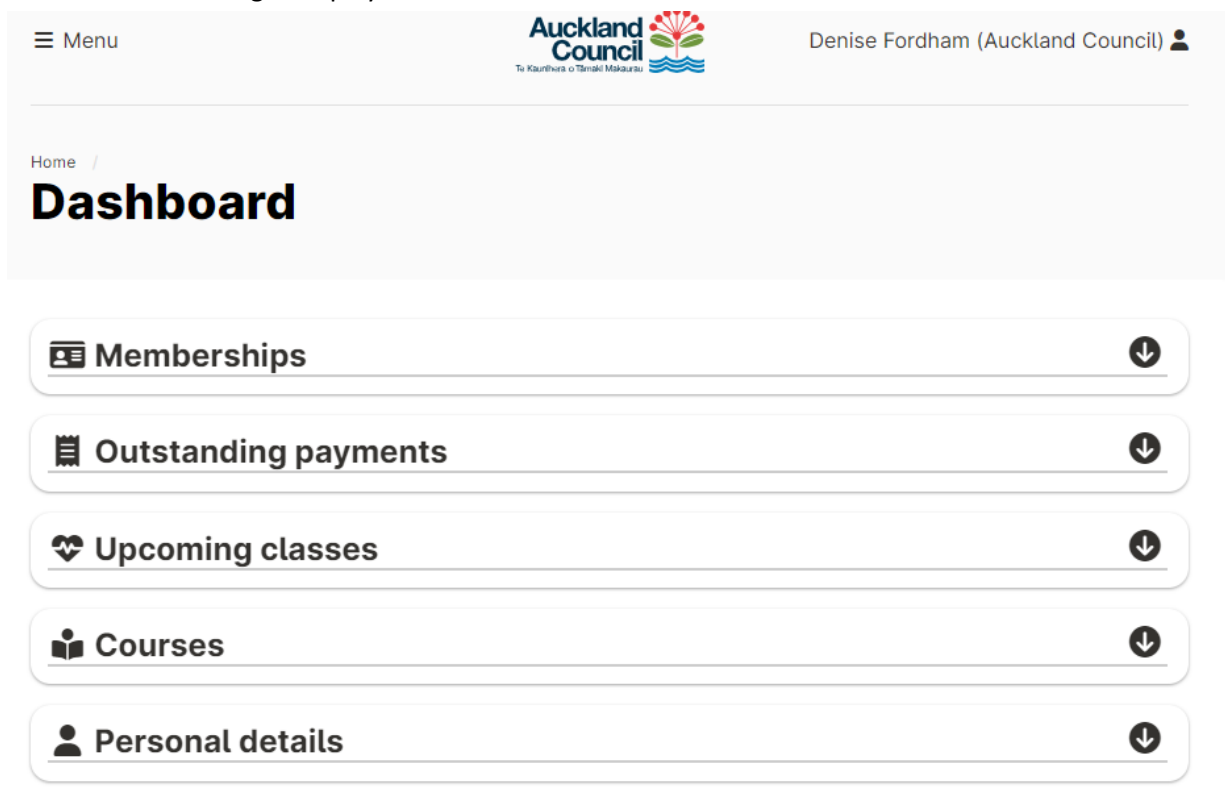
## Online Portal

### Dashboard Functions

1. Click on your name in the right hand corner and when a drop down menu appears select my dashboard



2. The following is displayed



**Memberships** – Shows details of your current membership. This is where you would manage your membership i.e. create a suspension

**Outstanding Payments** – This is where missed payments would show for Debit plans and where you can make catch up payments if a payment has defaulted

**Upcoming classes** – Shows any Group Fitness classes ‘you’ have booked into

**Courses** – Displays current enrolment. You can view progress from here as well as move the time and day

**Personal details** – This is where all your contact information is held and can be edited at any time

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### My Account

1. You can access 'my account' by clicking on your name (located in the top right-hand corner) and selecting my account from the drop down menu



**Select user** – If you have more than one person on an account, you can switch between users here

**Linked contacts** – Here is where you can unlink people from an account

**My details** – This is where all your contact information is held and can be edited at any time

**My Membership** – Displays membership details including: Type, period of membership, valid at centres, Report lost card (please note this will disable access and put a comment on the customer's account to say lost card)

**My Dashboard** – Links directly to the dashboard view

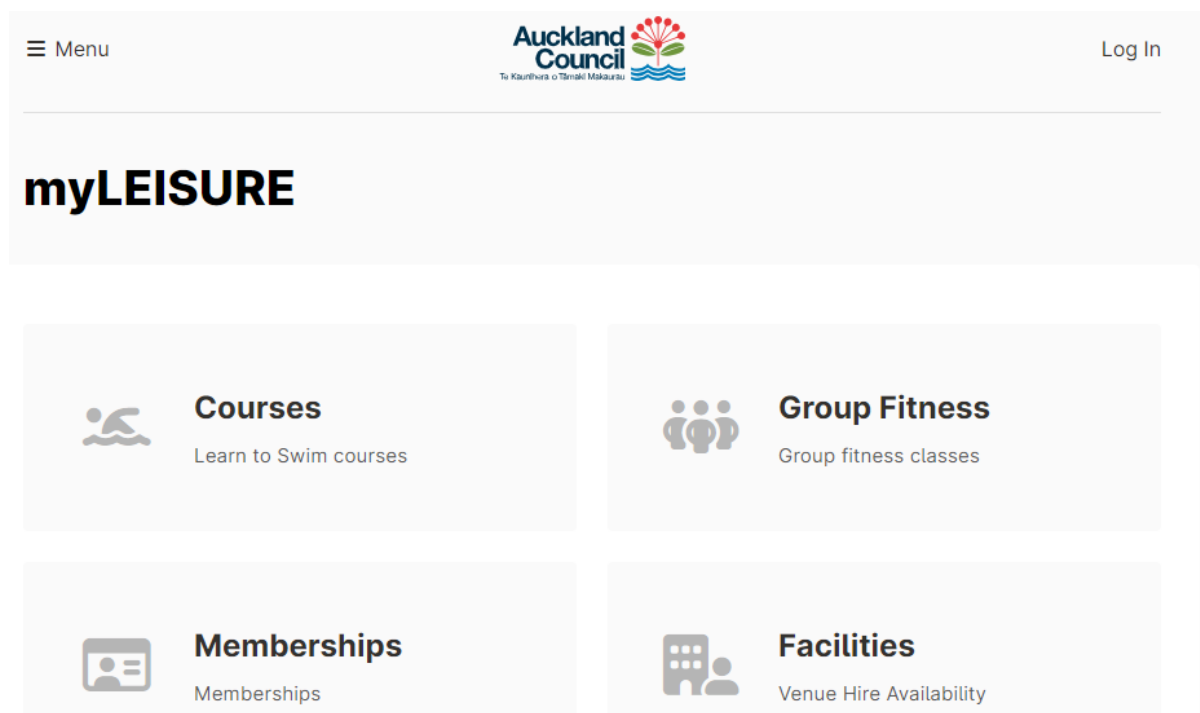
**Change email** – Where you can change the email – please note this will not change your login email address

**Change Password** – where you can change your password

My account is also where you can log out of the portal

### Buying a Membership

1. From the home page click the membership tile or alternatively you can click on Menu in the top left hand corner of the screen and select Memberships



















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2. Select the centre you wish to attend

Select a location

 <b>Albany Stadium</b>	 <b>East Coast Bays</b>	 <b>Stanmore Bay</b>
 <b>Birkenhead</b>	 <b>Glenfield</b>	 <b>Takapuna</b>
 <b>Tepid Baths</b>	 <b>Westwave</b>	 <b>Howick</b>
 <b>Lloyd Elsmore</b>	 <b>Marina Fitness</b>	 <b>Allan Brewster</b>
 <b>Moana Nui ā Kiwa</b>	 <b>Otara</b>	 <b>Papatoetoe Centennial</b>
 <b>Manurewa Pool</b>		

3. Select a Category –If the membership is a gym it, swim it or move it membership select the single site option otherwise select a get into it membership for access to the gym, pool and classes. Select discounted if the customer is eligible for student, community services card or Green prescription, select senior if the customer is over 65+ and select Adult for everyone else.

Select a category

<b>SILVER Get into it Memberships</b> Full Membership with access to gym, swim and classes at all Auckland Council operated facilities with the exception of Marina and Tepid Baths	<b>SINGLE SITE - Adult Memberships (SILVER)</b> Standard rate memberships with full price joining fee.	<b>SINGLE SITE - Discounted Memberships (SILVER)</b> 15% discount off an adult membership and a reduced joining fee with valid ID to students, Community Services Card holders and Green Prescription holders.
<b>SINGLE SITE - Senior (65+) Memberships (SILVER)</b> Discounted rate and reduced joining fee for Seniors (65+) with valid ID.		

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4. Select membership duration. Ongoing is DD and the others are Paid in full

### Select a duration

Ongoing

3 months

6 months

12 months

5. Select discounted if the customer is eligible for student, community services card or Green prescription, select senior if the customer is over 65+ and select Adult for everyone else.

### Select a get into it - silver

ADULT Memberships

DISCOUNTED Memberships

SENIOR Memberships

6. Select type – for ongoing it is the payment frequency for example weekly, fortnightly, or monthly. For paid in full it will default to the membership type select in duration. Click continue.

### Select a type

**SILVER Get into it (Adult) DD  
Monthly**

\$84.50 Upfront + \$50.00 Joining Fee  
+ \$84.50 Monthly


**SILVER Get into it (Adult) DD  
Weekly**

\$19.50 Upfront + \$50.00 Joining Fee  
+ \$19.50 Weekly

**SILVER Get into it (Adult) DD  
Fortnightly**

\$39.00 Upfront + \$50.00 Joining Fee  
+ \$39.00 Fortnightly

7. You now need to create an account – Click create account (or log in if you already have an account)
8. If create account selected enter your Date of birth and email address, read the terms and conditions, tick that you agree to the terms and then click create.

DD / MM / YYYY 

Membership Number or Email Address \*

**Terms & Conditions**

Use of this website Auckland Council owns and operates this website. By accessing or using this website and any online services, you are deemed to have accepted Auckland Council's terms and conditions of use. These include the terms and conditions set out in this page, together with any applicable terms or conditions on other parts of this website relating to any information content or online services offered by Auckland Council Pools and Leisure. Auckland Council may make changes to this website, online services, or to its terms and conditions of use at any time without notice. You agree that your use of this website and any information and online services will comply with Auckland Council's terms and conditions and with all applicable laws. Online services Online services means any services Auckland Council Pools and Leisure provides online through this website for users to access, including for the provision of certain information, bookings and applications, and processing transactions and payments. Registration for online services Some online services (including access to information and certain parts of this website) are only available to users who register for those services or for access. You must provide current, complete, and accurate information as part of any registration application. Auckland Council Pools and Leisure may reject an application for registration. Creating an account online is only available for customers over the age of 18 with a unique email address. If you wish to register using a shared email address you will need to email [aucklandleisure@aucklandcouncil.govt.nz](mailto:aucklandleisure@aucklandcouncil.govt.nz) and they will advise of the process. Registration with a shared email address will result in visibility of the other parties details. If you are an existing customer with Auckland Council Pools and Leisure you must use the same email address you used when you signed up. If you sign up with a different email address your membership details will not register. If the email address supplied is shared (not unique) with parties over the age of 18 you will not be able to complete


I agree to the terms & conditions

Create

# Quick Reference Guide

## Online Portal

9. The following message will display

☰ Menu 

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## Create Account

An email will arrive at your address, **eliah@hotmail.com** shortly. Please follow the supplied instructions in the email to activate your account.

10. An email will be sent to the customer. Please click on the link within it

**POOLS & LEISURE**

Kia Ora,

A request has been made to create a new Auckland Leisure portal account with your email address, but you already have an account. If you did not make this request, please disregard this email.

You may [log in](link to log in page) with this email address, or, copy and paste it into your browser:


<http://epenweb101/Account/Confirm/natasha.king@aucklandcouncil.govt.nz/t4YkYK9u4PQZKoWxXgbk9iDLK7ieMWDskIUWLvmi8%3D?ReturnURL=%2FMembership%2FOptions%2F11%2F25>

If you have forgotten your password, please xxxx.

Nga Mihi, **The team at Auckland Leisure**

**aucklandleisure.co.nz**

11. You will now be prompted to enter a password and click save

☰ Menu 

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## Reset Password

New Password \*

Confirm New Password \*

**Save**

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## Online Portal

12. Complete your personal details and click Continue

### Your Details

✔ Your password has been set.

Please enter your contact details to continue.

General

Full Name \*

Date of Birth \*

 /  /  

Gender \*

13. You will now get a summary page as per below – review summary and membership start date. Select your name for membership, Click I have read and agree to membership Terms and conditions, click continue

Home / New Membership /



## Membership Options

MEMBERSHIP TYPE	SILVER Get into it (Adult) 6 Months
INSTRUCTIONS	Please read the terms and conditions <a href="#">More Information...</a>
COSTS	\$507.00 Upfront \$50.00 Joining Fee
TOTAL UPFRONT	\$557.00

Start Date \*

 /  /  

Who is this membership for?

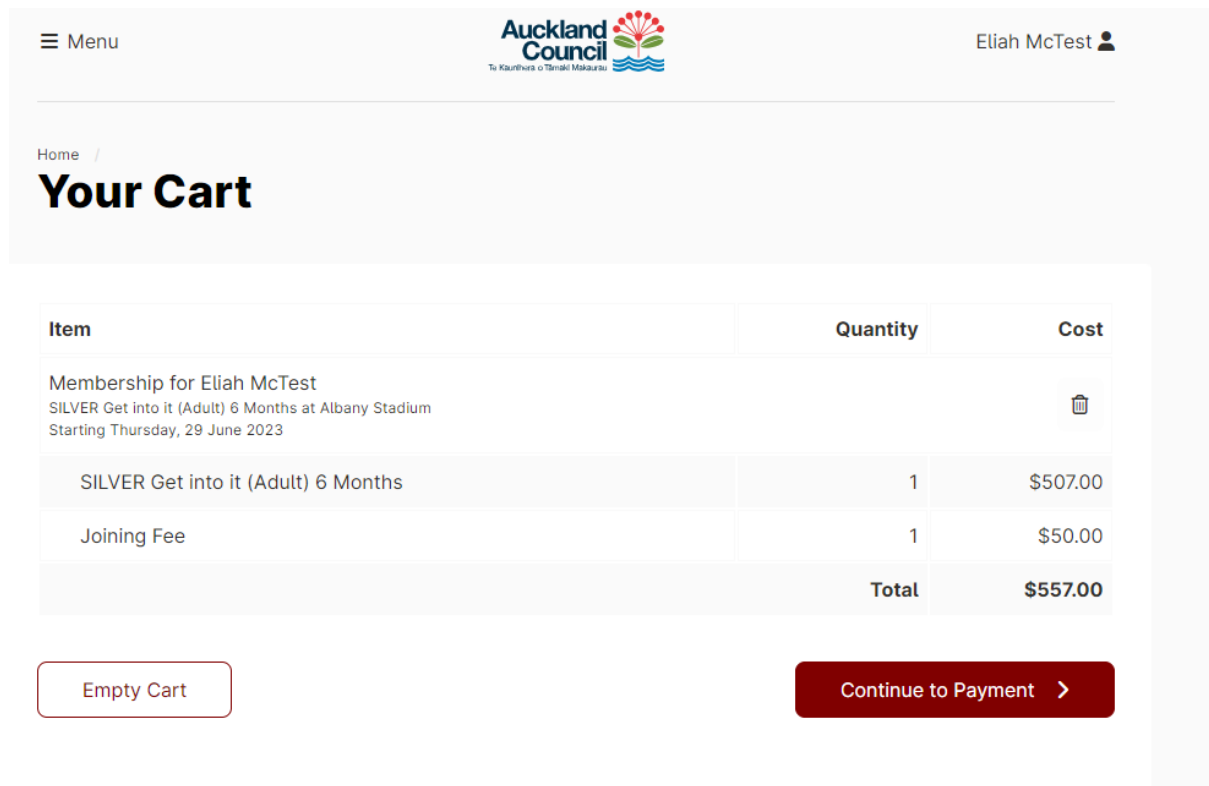
 <b>Elijah McTest</b>	 <b>Someone else</b> You'll be asked to provide their details in the next step.
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Note that any discounts available to the currently selected person may not be available to others.

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14. A summary of your cart will be displayed. If paid in full membership the customer would be asked to continue to payment.



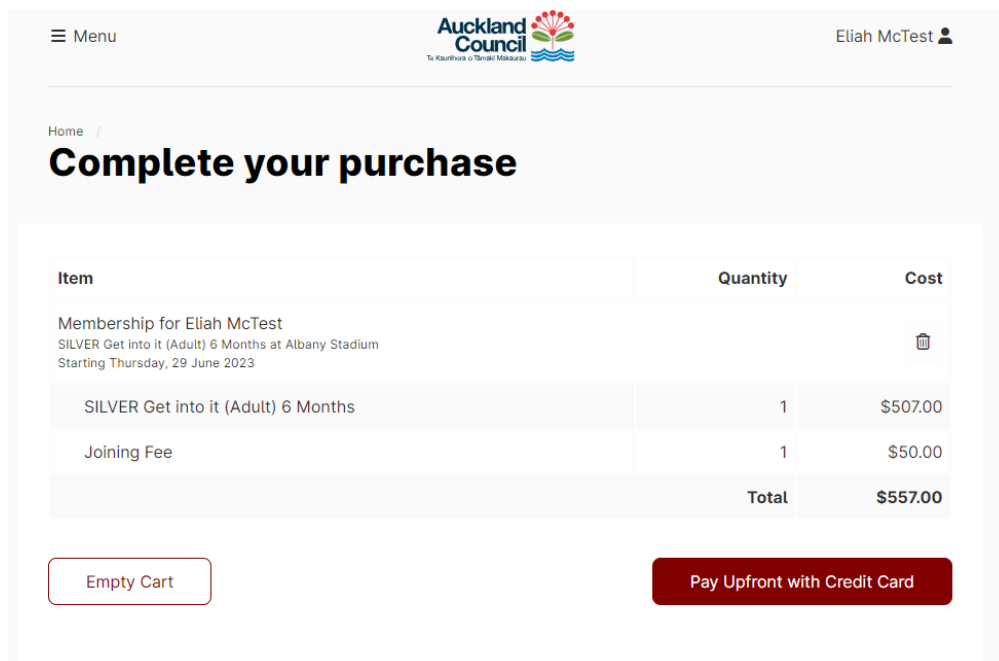
The screenshot shows the 'Your Cart' page on the Auckland Council website. At the top, there is a navigation bar with a 'Menu' icon, the Auckland Council logo (with the Māori name 'Te Kaunhara o Tairāhaki Mākaruru'), and the user name 'Elijah McTest'. Below the navigation bar, the breadcrumb 'Home /' is followed by the heading 'Your Cart'. The main content area features a table with the following items:

Item	Quantity	Cost
Membership for Elijah McTest SILVER Get into it (Adult) 6 Months at Albany Stadium Starting Thursday, 29 June 2023		
SILVER Get into it (Adult) 6 Months	1	\$507.00
Joining Fee	1	\$50.00
	<b>Total</b>	<b>\$557.00</b>

Below the table, there are two buttons: 'Empty Cart' and 'Continue to Payment >'. The 'Continue to Payment' button is highlighted in red.

Please note: If purchasing a DD you will be asked to set up the regular DD first prior to completing upfront payment

15. Customer will be asked to complete the purchase by paying upfront with a credit card, click Pay upfront with credit card.



The screenshot shows the 'Complete your purchase' page on the Auckland Council website. At the top, there is a navigation bar with a 'Menu' icon, the Auckland Council logo (with the Māori name 'Te Kaunhara o Tairāhaki Mākaruru'), and the user name 'Elijah McTest'. Below the navigation bar, the breadcrumb 'Home /' is followed by the heading 'Complete your purchase'. The main content area features a table with the following items:

Item	Quantity	Cost
Membership for Elijah McTest SILVER Get into it (Adult) 6 Months at Albany Stadium Starting Thursday, 29 June 2023		
SILVER Get into it (Adult) 6 Months	1	\$507.00
Joining Fee	1	\$50.00
	<b>Total</b>	<b>\$557.00</b>

Below the table, there are two buttons: 'Empty Cart' and 'Pay Upfront with Credit Card'. The 'Pay Upfront with Credit Card' button is highlighted in red.

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16. Complete payment details i.e. credit card and click proceed

Auckland Council

Online Payment



1 Make Payment
2 Confirmation
3 Payment Complete

You are about to make a payment to **Auckland Council**. Please provide your personal and payment details to proceed.

### Your Details

**Type**  
Individual

**First Name \***  **Last Name \***

**Company Name**

**Email**  **Mobile**

### Payment Details

**Bill/Invoice Reference \***  
TEST-b52a4ed3720416

**Amount \***  
979.50 (NZD)

### Account Details


**Card Number \***  **Expiry Date \***

**Name on Card \***  **CCV \***  [What is this?](#)

\*You will be asked to confirm these payment details.

Proceed

Powered by



A division of globalpayments

17. Summary is displayed – click pay now

1 Make Payment
2 Confirmation
3 Payment Complete

You are about to make a payment to **Auckland Council**. Please confirm the information provided and click Pay Now.

### Your Details

<b>Type</b> Individual	<b>Payment Amount</b> NZD979.50	
	<b>Transaction Fee</b> NZD0.00	
<b>First Name</b> Natasha	<b>Last Name</b> King Portal	<b>Total Payment Amount</b> NZD979.50
<b>Email</b> natasha.king@aucklandcouncil.govt.nz	<b>Mobile</b>	<span style="background-color: #28a745; color: white; padding: 2px 10px; border-radius: 5px;">Pay Now</span> <span style="background-color: #6c757d; color: white; padding: 2px 10px; border-radius: 5px;">Cancel</span>

### Payment Details

**Bill/Invoice Reference**  
TEST-b52a4ed3720416

**Amount**  
NZD979.50 (NZD)


### Account Details

**Card Number** \*\*\*\*\*8769 **Expiry Date** 5/2021

**Name on Card**  
Test

Note:  
This transaction will appear on your credit card statement as Pilot Merchant 2

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A division of globalpayments



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18. A summary of membership will be displayed

Menu  Eliah McTest 

Home / Memberships /

## Membership Summary

 You have purchased a new membership. An email with further details is on its way.

 This membership will require activation by site staff before it can be used.

MEMBER	Eliah McTest
MEMBERSHIP NUMBER	5376400000284443
MEMBERSHIP TYPE	SILVER Get into it (Adult) 6 Months
START DATE	Thursday, 29 June 2023
END DATE	Thursday, 28 December 2023

19. The system will generate a confirmation email



Kia ora (null),

Congratulations on purchasing a (null). I'd like to wish you a warm welcome to the (null) family.

Here is the link to our Membership [Terms and conditions](#) for your reference.

The (null) team are really looking forward to helping you make the most of your time with us.

#### What's next

Book your first appointment with us by contacting the centre on (null). In this first appointment we will talk about your goals and draft up a programme for you.

Please come at least 10 minutes before your appointment time to get your membership card issued and membership activated. Please note, if you joined with a concession or senior membership you will need to bring evidence of eligibility i.e. student ID, gold card, community services card and Green prescription card.

We are here to make sure you get the most out of your membership. If you ever want to talk through what your membership plan covers, need a chat, some advice on choosing a class or want to change your programme, please don't ever hesitate to ask.

For more information on what the centre offers please [visit our website](#)

I look forward to seeing you around the centre.

Last but certainly not least, enjoy getting active your way!

Garth Dawson,  
Network Services Manager

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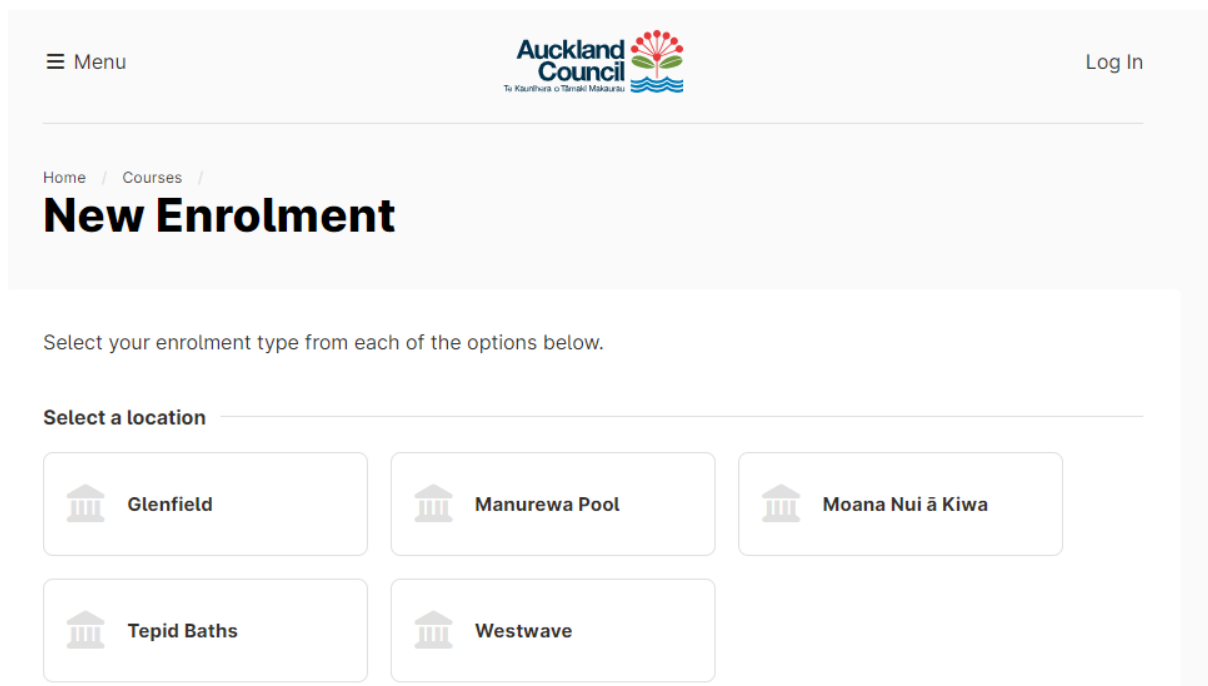
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### Enrolling into Learn to Swim lessons

1. From the home page click on Courses or alternatively you can click on Menu in the top left hand corner of the screen and select Courses.




2. Click the Centre you wish to book with



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3. Select program – Learn to Swim  
Please note: A selection must be made for the system to display the next option to select.
4. Select your applicable level and scroll to bottom of the page to click continue  
Please note: determine your level from the flow chart which can be found on the Auckland Leisure website on each Learn to Swim page






Menu  Log In

Home / Courses /

## New Enrolment

Select your enrolment type from each of the options below.

Select a location

-  **Glenfield**
-  **Manurewa Pool**
-  **Moana Nui ā Kiwa**
-  **Tepid Baths**
-  **Westwave**

Select a program

- Learn to Swim**


Select a level

<b>Babies</b> Target age: 6 months to 12 months	<b>Toddler Beginner</b> Target age: 12 months to 3 years	<b>Toddler Intermediate</b> Target age: 12 months to 3 years
<b>Pre School Beginner</b> Target age: 3 years to 5 years	<b>Pre School Intermediate</b> Target age: 3 years to 5 years	<b>Pre School Advanced</b> Target age: 3 years to 5 years
<b>School Age Beginner</b> Target age: 5 years or older	<b>School Age Intermediate</b> Target age: 5 years or older	<b>School Age Advanced</b> Target age: 5 years or older
<b>School Age Breather</b> Target age: 5 years or older	<b>School Age Breather Intermediate</b> Target age: 5 years or older	<b>School Age Breather Advanced</b> Target age: 5 years or older

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5. Select the day of the week you wish to attend  
Please note: you will see all classes on that day. No available spaces will show a lighter shade of grey and will state no space available

Menu  Log In

Home / Courses / New Enrolment / **Enrol in School Age Intermediate**

You have selected to enrol at **Glenfield** in the **Learn to Swim** program with the level **School Age Intermediate**.

Select a class from the options below.

Any day 35	<b>Mon</b> 4	Tue 6	Wed 6	Thu 4	Fri 4	Sat 5	Sun 6
---------------	-----------------	----------	----------	----------	----------	----------	----------

Mon at 4:00-4:30 PM with Jade T  
3 spaces available from Monday, 3 July 2023

Mon at 3:30-4:00 PM with Jade T  
No spaces available

Mon at 4:30-5:00 PM with Larissa P  
No spaces available

Mon at 5:30-6:00 PM with Jade T  
No spaces available

6. Click the time slot suitable for you

Home / Courses / New Enrolment / **Enrol in School Age Intermediate**

### School Age Intermediate [25201]

LOCATION **Glenfield**

PROGRAM **Learn to Swim**

LEVEL **School Age Intermediate**

TEACHER **Jade T**

LESSONS **Mon at 4:00-4:30 PM**

AVAILABLE SPACES **3**

Select a starting date

Monday  
**03 July**

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

[Back](#) [Continue](#)

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

Home / Courses / New Enrolment /

### Enrol in School Age Intermediate

#### School Age Intermediate [25201]

LOCATION **Glenfield** ✎

PROGRAM **Learn to Swim** ✎

LEVEL **School Age Intermediate** ✎

TEACHER **Jade T**

LESSONS **Mon** at **4:00-4:30 PM**

AVAILABLE SPACES **3**

Select a starting date

Monday  
**03 July**

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

[< Back](#) [Continue >](#)

8. Click 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

≡ Menu

**Auckland Council**  
Te Kaitiaki o Te ōhaki Māori

## Log In

Membership Number or Email Address \*

eliah@outlook.com

Password \*

.....

Remember Me

[Log In](#)

[Create Account](#) | [Forgot Your Password?](#)

# Quick Reference Guide

## Online Portal

11. Once logged in, you will be taken back to your selection, click on the start date and click continue

Menu **Auckland Council** To Kōwhiri o Tāmaki Makaurau Eliah McTest

Home / Courses / New Enrolment /

## Enrol in School Age Intermediate

### School Age Intermediate [25201]

LOCATION **Glenfield** ✎

PROGRAM **Learn to Swim** ✎

LEVEL **School Age Intermediate** ✎

TEACHER **Jade T**

LESSONS **Mon** at 4:00–4:30 PM

AVAILABLE SPACES **3**

Select a starting date

Monday  
**03 July**

< Back Continue >

12. Click who this enrolment is for, agree to the terms and conditions and click continue  
Please note: In order for children to display they need to be linked to the account by have the parent or guardian field completed in Envibe and attached to the web account.

Menu **Auckland Council** To Kōwhiri o Tāmaki Makaurau Eliah McTest

Home / Courses / New Enrolment /

## Enrolment Options

ENROLMENT TYPE **Adult Beginner [25296] at Glenfield**

PAYMENT PLAN **Learn to Swim - ongoing**

START DATE **Monday, 3 July 2023 6:00 PM**

Rate

**Learn to Swim - DD Fortnightly**  
\$15.40 per session

**Learn to Swim DD Weekly**  
\$15.40 per session

Who Is This Enrolment For?

**Elijah McTest**

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

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

# Quick Reference Guide

## Online Portal

13. Select the frequency you wish to pay, weekly or fortnightly, by clicking on the appropriate rate

ENROLMENT TYPE Adult Beginner [25296] at Glenfield

PAYMENT PLAN Learn to Swim - ongoing


START DATE Monday, 3 July 2023 6:00 PM


### Rate

**Learn to Swim -  
DD Fortnightly**  
\$15.40 per session

**Learn to Swim DD  
Weekly**  
\$15.40 per session

### Who Is This Enrolment For?

  
**Elijah McTest**

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

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

14. Tick I have read and agree to the Learn to Swim Terms and Conditions, click continue.

### Agreements

To view terms and conditions, please visit the Auckland Leisure Website

[I have read and agree to the Learn to Swim Terms and Conditions](#)

Cancel

Continue >

15. 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 Elijah McTest in Adult Beginner Starting Monday, 3 July 2023 6:00-6:45 PM Ongoing at \$15.40 per session	1	\$0.00
<b>Total</b>		<b>\$0.00</b>

+ Enrol another student



Empty Cart

Continue to Debit Sign up >


# Quick Reference Guide

## Online Portal

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

Menu  Eliah McTest 


Home / **Direct debit sign-up**

Item	Quantity	Cost
Enrolment for Eliah McTest in Adult Beginner Starting Monday, 3 July 2023 6:00–6:45 PM Ongoing at \$15.40 per session 	1	\$0.00
<b>Total</b>		<b>\$0.00</b>

[+ Enrol another student](#)

[Cancel](#) [Direct Debit Signup](#)

17. Complete required fields

Auckland Council **Direct Debit Request** 

You are about to create a Direct Debit Request for **Auckland Council**

### Customer Details

Please enter your details, including the reference number given to you

**Customer Reference \***  
6708560

**First Name \*** Princess **Last Name \*** King

**Email \*** XXXX XXXX XXXX **Mobile No**

**Address Line 1 \*** XXXX XXXX XXXX **Address Line 2**

**Town / City \*** EDEN TERRACE **Postcode \*** 1021

### Debit Arrangement – Instructions to Accept Direct Debits

#### Debit Arrangement Statement

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.



# Quick Reference Guide

## Online Portal

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

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 \*

Name of authorised signatory (if different to account name)

Payments will appear on your statement as Pilot Merchant 1

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

### 19. Summary will appear, Click complete purchase

Menu Auckland Council Eliah McTest

Home /

## Complete your purchase

Item	Quantity	Cost
Enrolment for Eliah McTest in Adult Beginner Starting Monday, 3 July 2023 5:30–6:00 PM Ongoing at \$15.40 per session	1	\$0.00
<b>Total</b>		<b>\$0.00</b>

+ Enrol another student

Empty Cart Complete Purchase

### 20. Enrolment is now complete. The customer will be sent a confirmation email

Menu Auckland Council Eliah McTest

Home /

## Purchase Summary

Eliah McTest is now enrolled in Adult Beginner [26418]. An email with further details is on its way.

STUDENT Eliah McTest

CLASS Adult Beginner [26418]

START DATE Monday, 3 July 2023 5:30 PM