

# Accessing the customer portal

Welcome to HBF Stadium. We are super excited that you wish to join one of our programs. To enrol into any of our programs, please follow the below steps:

1. Visit the HBF Stadium Website: [www.hbfstadium.com.au](http://www.hbfstadium.com.au)
2. Click the login button (circled in red) to get to our customer portal page.



## Existing accounts – you or your child have used or enquired about our swim school program previously

1. You already have an account created and only need to login.

If you or your child have ever used our facilities before, you will automatically have an account. Please do not create a duplicate account.  
Please sign in!

Sign in with your email. If you don't know your log in, use the "forgot password" function to re-activate!

Login	Password
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Remember me Forgot password?

**Login**

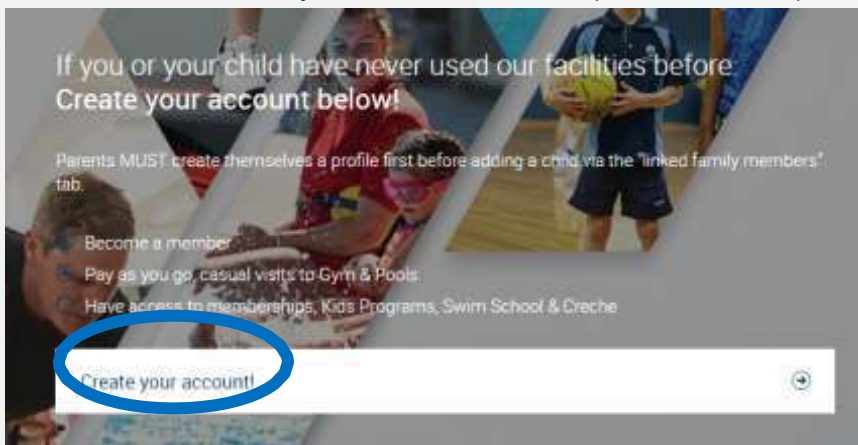
2. Your login is your registered email address.
3. Your password is what you have registered previously:  
If you have never logged in before you can activate a password by using the forgotten password link. If you have any difficulties, get in touch with us.
4. Once logged in you can:
  - Update all details except Date of Birth and Email address
  - Add linked family members
  - View all bookings for yourself and linked family members
  - Update your payment source
  - Process outstanding payments
  - Enrol into programs/classes
  - Freeze swimming lessons for holidays
  - View yours and linked family members skills
  - Purchase other products





## New Customers – you or child have never been booked into or enquired about our swim school program before

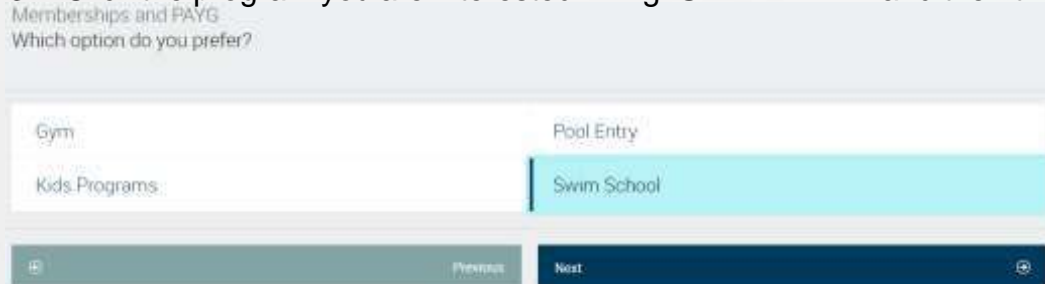
1. Click the Create your account button (circled in Blue)



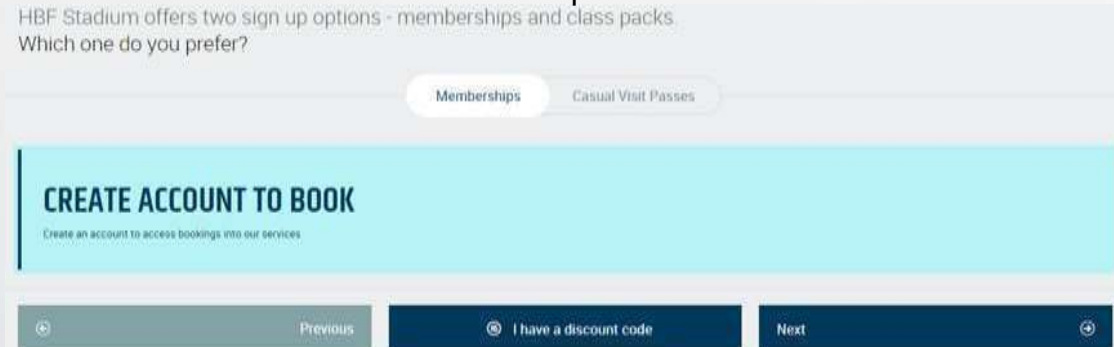
2. Select your chosen Venue and then the next button



3. Click the program you are interested in “eg: Swim School” and then the next button.



4. Click the “Create account to book” option and then the next button.



5. **Enter parent registration details initially** and then click the create account button. If children need to be added do this at the next step.
6. Add children by clicking “Linked Family Members” and repeat steps 2 to 5 for each child. **Children do not require an email address or phone number.**
7. Add your chosen payment source by clicking **Account**, then



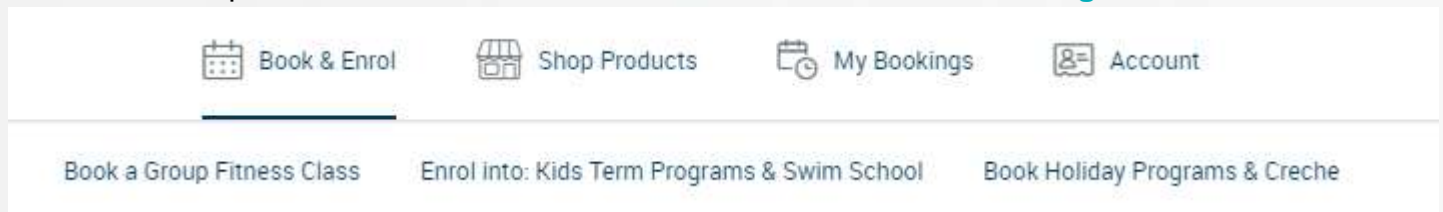
## Payment Settings and Add new payment method

Your swim school class will only be processed correctly if you include payment details.

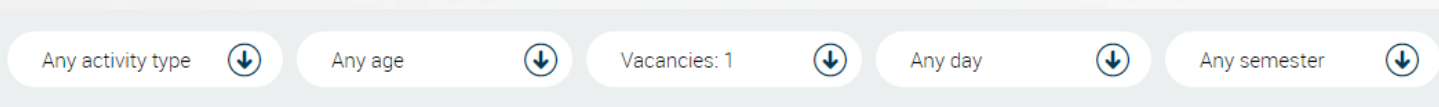
**\*\*Show us your HBF health insurance card to get a 10% discount on applicable bookings\*\***

# Enrolling into swimming lessons

1. If you are unsure of your child's swim level, please use our website [Swim Level Finder](#)
2. Log into the customer portal and check you and your child's details are correct
3. **Select** the options **Book and Enrol** and then **Enrol into: Kids Term Programs & Swim School**



4. Filter the options to the desired program and click enrol.



### a. Continuous Swim Enrolment:

- i. Choose activity type matching child's level (eg: HBFS School Age Level 1-2)
- ii. Choose the correct level (eg: Level 2)
- iii. Select the day you wish to attend (eg: Tuesday)
- iv. All available spaces will have the enrol option next to the class: click the enrol button of the class you wish to attend, then next to the child you wish to enrol follow the assess level prompts to confirm your level and then click enrol and follow the online prompts

### b. Holiday Swim Enrolment:

- i. Choose activity type matching the child's level (eg Holiday Swim School Age Level 1-2)
- ii. Choose the correct level (eg Level 2)
- iii. Then select the semester you wish to attend (eg Holiday Swim Week 1 2023)
- iv. All available spaces will have the enrol option next to the class, click the enrol button and then choose the child you wish to book into the class and follow the online prompts that lead to processing payment.

5. Your booking is now complete and you can check your booking using the [My Bookings](#) option in your customer portal.
6. Repeat the above processes when enrolling for multiple weeks/children.

