



FISHERMEN'S BEND GYMNASTICS

PARENT PORTAL GUIDELINES

Fishermen's Bend Gymnastics Club is excited to announce its transition to an online enrolment/re-enrolment process. This is just the first steps and we hope to continually improve the features available with assistance from the portal provided.

The parent portal can be used to request the following:

- New enrolments
- Change of class
- Re-enrolments
- Holiday Programs
- Change of details

If you have attended Fishermen's Bend Gymnastics Club before and have completed a registration form the email address you supplied will be your login email. This is the email address that is currently receiving statements and invoices.

Please click on "forgot password" to have a temporary password issued so as to gain access and create your own password. You do not need to create a new account.

If the system does not recognize the email you provide, but you have attended FBGC and completed a registration form **DO NOT CREATE A NEW ACCOUNT**, please contact us.

If you have not attended FBGC before and have not previously completed a registration form, please create a new account.

Please ensure that you click on each child to enter any medical conditions if required.

IMPORTANT NOTE: Due to a limitation in the portal, emergency contact details have not carried across. In the parent portal, the third line under Responsible Parties is for your EMERGENCY CONTACT. The third Phone Number should match that person.

FREQUENTLY ASKED QUESTIONS:

The email used to login with is the primary account holder. This is the email that statements and invoices will automatically be sent to. If you need this changed, please see the office.

Unfortunately, the system at the moment only allows for one login per family account. If you require a split bill or alternate access, please see the office.

All requested enrolments and class changes will be reviewed by FBGC. You will be sent a confirmation email once your request has been reviewed and finalised.

You can see your invoices and charges on the portal but at this time we don't accept online payments. We hope to add that feature in the future. Payments can be made via Internet Banking, EFTPos in the office or by cheque.