



# PARENTS' GUIDE

## TO HOME PORTAL:

### COURSE PRO:

is the new software we have purchased to allow us to manage our bookings and payments for our swimming lessons.

### HOME PORTAL:

is part of this software where all parents/guardians can keep track of how the swimmer is doing in their lessons.



## HOME PORTAL ALLOWS YOU TO:

- View your booking
- See the stage the swimmer is working towards
  - View the swimmer's progression
- See all of the badges they have been awarded
  - Move classes



## ALREADY CREATED AN ACCOUNT?

If you have already created an account, you can log in to Home Portal by clicking the button below.

[Click here](#)

### Log in to HomePortal

Enter email



Enter password



Log in

[Forgot password?](#)

## DON'T HAVE AN ACCOUNT YET?

If you haven't created a Home Portal account, please click the button below to create one:

[Click here](#)

### Add member

Member number



Cancel

Find member

### Security check

Choose one and confirm

- Please select -

- Please select -

Date of birth

Postcode

### You will need:

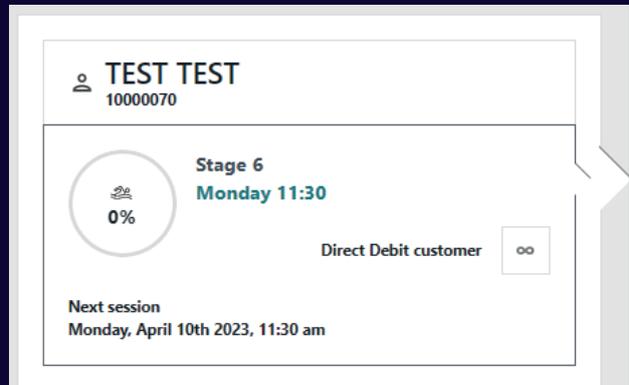
- The swimmer's member number which can be found on your confirmation email after signing up, or please email our Swim Coordinator if you are unable to find it: [swimacademy@blcgroup.co.uk](mailto:swimacademy@blcgroup.co.uk)
- The swimmer's date of birth or postcode



# WHAT YOU CAN SEE IN YOUR HOME PORTAL ACCOUNT

## CLASSES

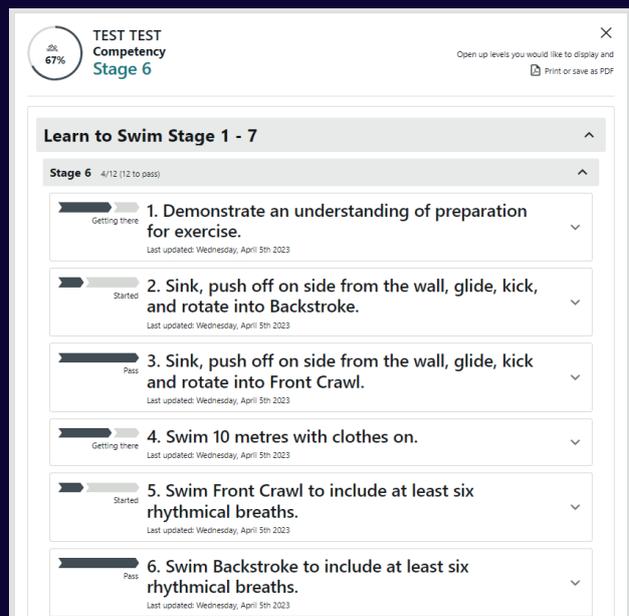
- The class name
- The day and time of the session
- The next session



## COMPETENCIES

In the 'Competency' section of Home Portal, you can see:

- All the skills the swimmer is currently working on
- Which ones they have completed
- Which ones they are yet to complete.



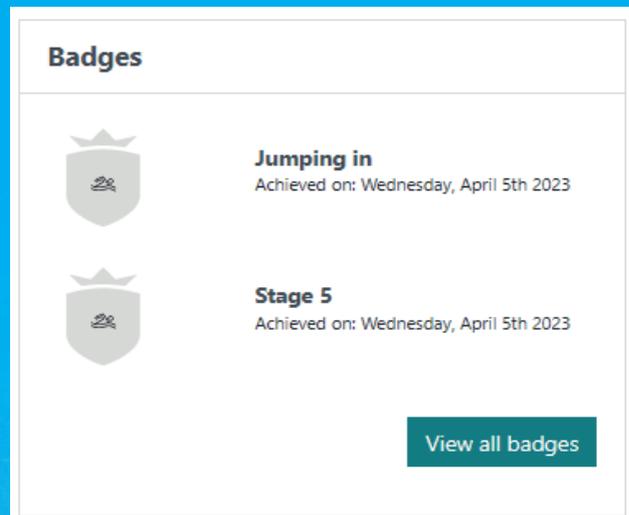
## BELOW ARE WHAT THE ABBREVIATIONS MEAN:

- **N/A** – not yet assessed on this skill
- **N/P** – need practice – this will stay on the date originally marked off as NP until moved to NT or passed, even though the skill may be practiced a few times
- **NT** – needs technique
- **P** – passed this skill

# BADGES

## You will be able to see:

- Previous badges awarded
- Date stamp of when badges have been achieved

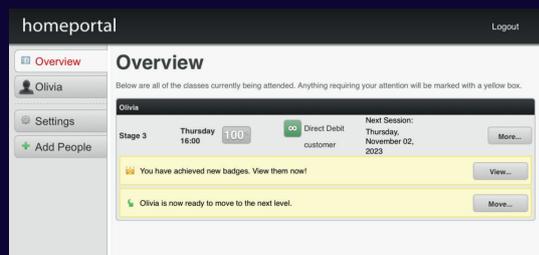


# MOVEMENTS

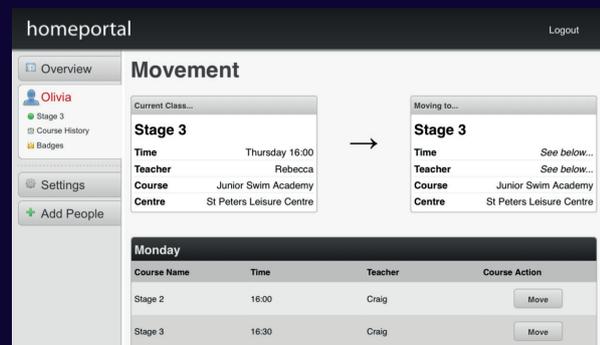
## To move your child on completion of a stage.

Once your child has achieved 100% your swimming instructor will mark your child off on their Ipad to move up groups. This move will then come through to our swim coordinator to release a email to you to your home portal. These are the steps to choosing your new class and moving your child

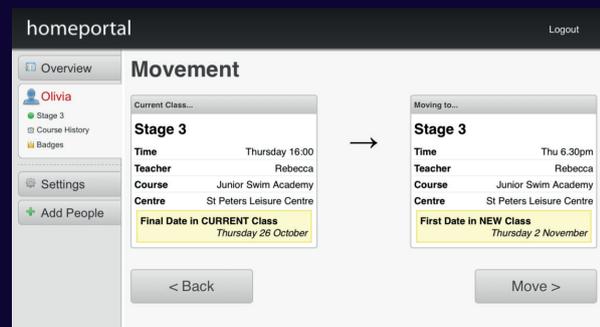
1. Click on Overview



2. Select your new day/time of your new lesson that is suitable for you



3. Confirm and move.



If you experience any problems, please email [swimacademy@blcgroup.co.uk](mailto:swimacademy@blcgroup.co.uk) and we will deal with your enquiry as soon as possible.

We hope your child enjoys their swimming lessons and we're always here to help should you require any assistance.

Thank you for your patience,

**The Burnley Leisure & Culture Team**

