

Membership Portal

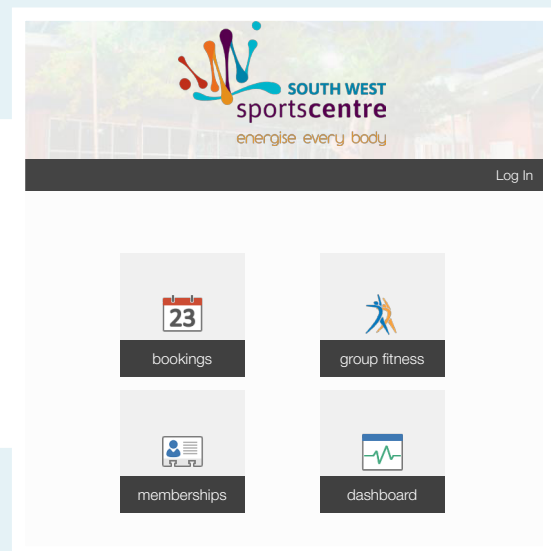
NEW ACCOUNT STEP BY STEP GUIDE

New web account for existing members

- Please note if you are an existing member, you will need to use the same email address we have listed under your account
- The membership portal will allow you to:
 - Purchase a membership
 - Update personal and payment details
 - Make squash court bookings
 - Join Group Fitness sessions either via membership or visit pass
 - Cancel your Group Fitness session
 - Make payments for any overdue membership fees

STEP ONE Home page

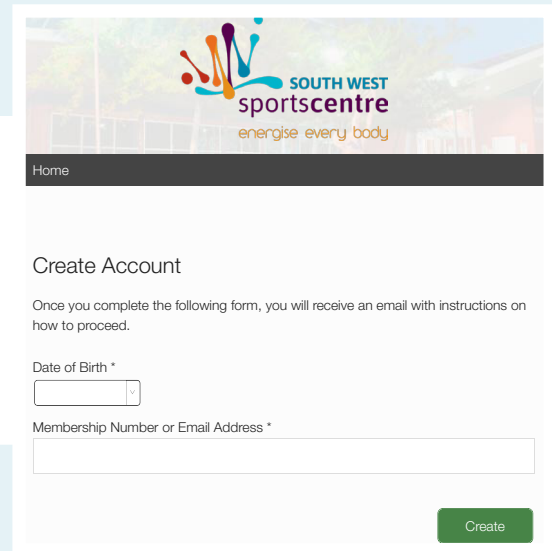
- Access the membership portal
<http://www.southwestsportscentre.com.au/Pages/Membership-Portal.aspx>
- Click on *Log In* at the top right hand corner



STEP TWO

Create account

- Enter in your Date of Birth and either your membership number or email address
- Click on *Create* at the bottom right hand corner

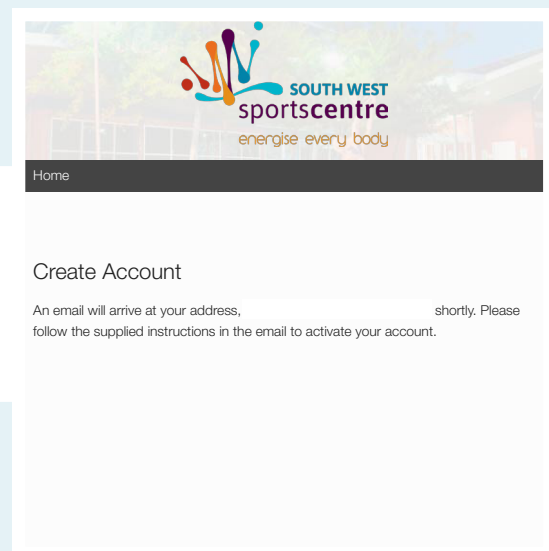


The screenshot shows the South West Sports Centre website header with the logo and tagline 'energise every body'. Below the header is a navigation bar with 'Home'. The main content area is titled 'Create Account' and contains the following text: 'Once you complete the following form, you will receive an email with instructions on how to proceed.' Below this text are two input fields: 'Date of Birth *' with a dropdown arrow and 'Membership Number or Email Address *'. A green 'Create' button is located at the bottom right of the form.

STEP THREE

Account link

You will be advised that an email has been sent to your email address

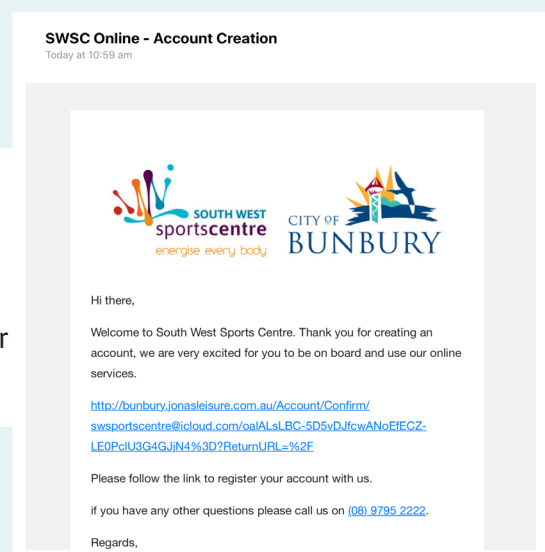


The screenshot shows the South West Sports Centre website header with the logo and tagline 'energise every body'. Below the header is a navigation bar with 'Home'. The main content area is titled 'Create Account' and contains the following text: 'An email will arrive at your address, shortly, Please follow the supplied instructions in the email to activate your account.'

STEP FOUR

Email confirmation

You will receive an email with a link back to the portal. Please click this link to verify your account.

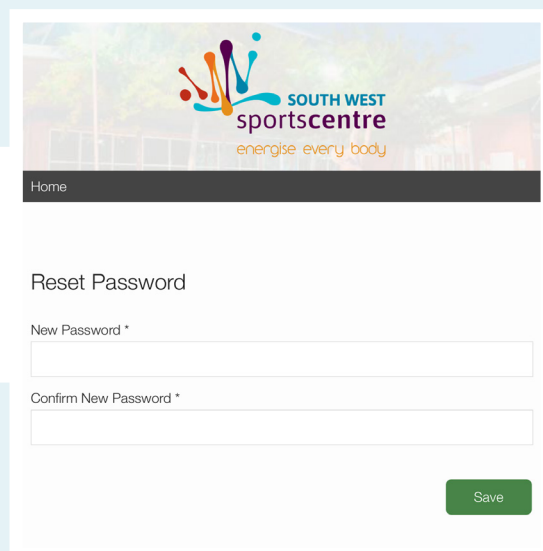


The screenshot shows an email titled 'SWSC Online - Account Creation' received 'Today at 10:59 am'. The email content includes the South West Sports Centre logo and the City of Bunbury logo. The text reads: 'Hi there, Welcome to South West Sports Centre. Thank you for creating an account, we are very excited for you to be on board and use our online services.' Below this is a blue hyperlink: <http://bunbury.jonasleisure.com.au/Account/Confirm/swsportscentre@icloud.com/oalALslBC-5D5vDjfcwANoEfEGZ-LE0PclU3G4GJN4%3D?ReturnURL=%2F>. The email concludes with: 'Please follow the link to register your account with us. if you have any other questions please call us on (08) 9795 2222. Regards,'

STEP FIVE

Reset password

Enter the password you wish to use for your online account.

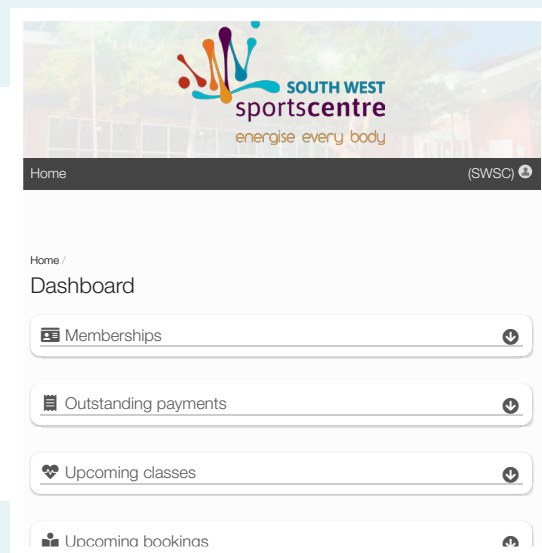


The screenshot shows the South West Sportscentre website header with the logo and tagline 'energise every body'. Below the header is a navigation bar with 'Home'. The main content area is titled 'Reset Password' and contains two input fields: 'New Password *' and 'Confirm New Password *'. A green 'Save' button is located at the bottom right of the form.

STEP SIX

Dashboard

- Once you have entered in a password, your account is now live and you can access the Dashboard
- From here you can access your membership details, outstanding payments, upcoming classes and bookings

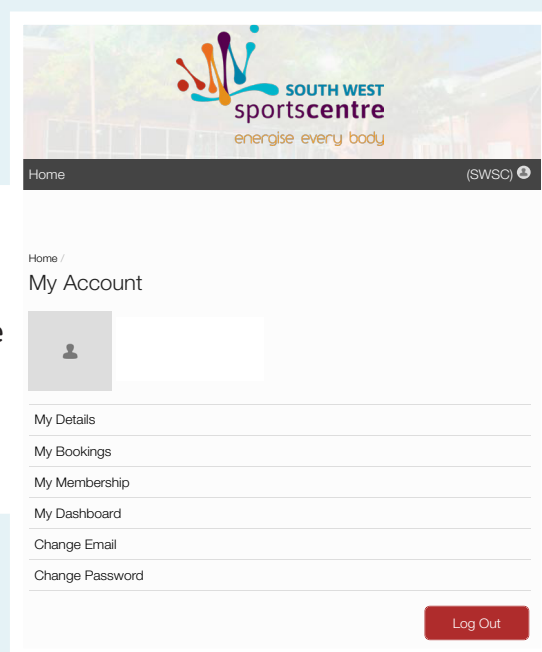


The screenshot shows the South West Sportscentre website header and navigation bar. The main content area is titled 'Dashboard' and contains four menu items: 'Memberships', 'Outstanding payments', 'Upcoming classes', and 'Upcoming bookings'. Each menu item has a dropdown arrow on the right side.

STEP SEVEN

Log out

- Once you wish to log out, click on your name shown at the top right hand corner
- Then click on **Log Out** in the bottom right hand corner



The screenshot shows the South West Sportscentre website header and navigation bar. The main content area is titled 'My Account' and contains a list of links: 'My Details', 'My Bookings', 'My Membership', 'My Dashboard', 'Change Email', and 'Change Password'. A red 'Log Out' button is located at the bottom right of the page.