

Selwyn Sports Centre Holiday Programme Online Booking Process

Please note:

- This is the first time we have implemented the online holiday programme booking system so please bear with us as we work through improving this system for you.
- The Selwyn Sports Centre team are here to help, feel free to contact us at via email at Sports.Centre@selwyn.govt.nz or phone on (03) 347 2888
- Children are referred to as 'Student' in the online booking process.
- If there are long periods of screen inactivity during the booking process, errors may occur, and you will need to sign-in again to complete the process.
- Any errors that occur at any point, please send a screenshot along with details of the error and send to sports.centre@selwyn.govt.nz for us to resolve.
- At any point, you may register and pay for the holiday programme at the Selwyn Sports Centre reception, we are not able to take registrations over the phone.

Instructions

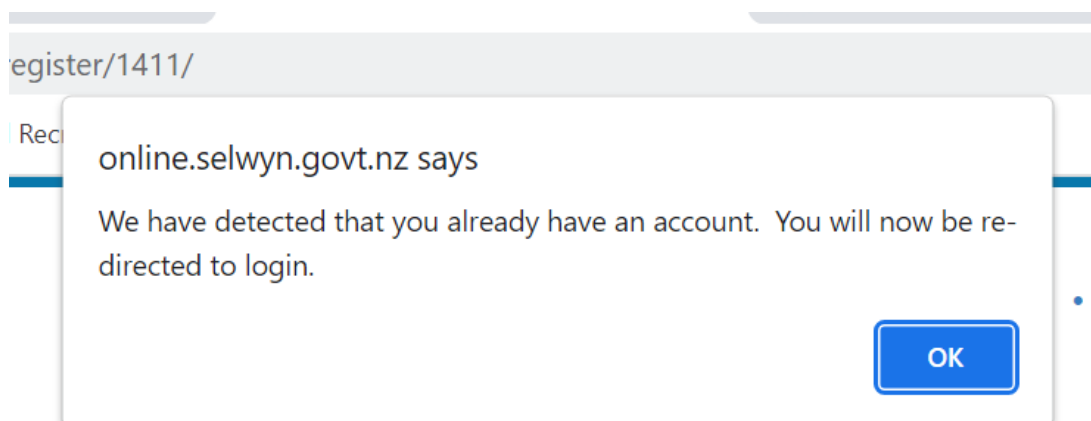
1. Enter your details in the required fields. Click 'Next'

Please enter Parent or Responsible person details

First Name :	<input type="text"/>	*
Last Name :	<input type="text"/>	*
Email Address :	<input type="text"/>	*

2. If the following pop-up appears at the top of the screen, this means you already have an account with the Selwyn District Council (SDC). Select 'OK' to continue.

a. if you do not have an account, you will be prompted to add additional details for yourself (not your child). Click 'Confirm Registration'.



3. Enter your log-in details. Click 'Login'.

- a. If you've never logged into your account before, for instance, to book a group fitness class or swimming lesson online, click 'First time logging in?' and follow the prompts.
- b. If you've forgotten your password click 'Forgot password?' and follow the prompts.

The screenshot shows the login interface for 'Sport & Recreation Online Services'. At the top, there's a header with the service name. Below it, a message says 'If we have your email address on file [click here](#) to set your password.' A section titled 'Login below' contains two input fields: 'Username' with the placeholder 'Enter email' and 'Password' with the placeholder 'Enter password'. Below these fields are two links: 'First time logging in?' and 'Forgot password?'. A blue 'Login' button is positioned at the bottom right of the login section.

4. Select the location: Your Name (Selwyn Sports Centre). Click 'Continue Login'.

- a. If there are duplicate names, contact the Selwyn Sports Centre on (03) 3472888 to get this resolved.

The screenshot displays a screen titled 'Please select the location you would like to log into and press continue.' It features a dropdown menu with 'YOUR NAME (Selwyn Sports Centre)' selected. A blue 'Continue Login' button is located at the bottom right of the screen.

5. The following screen should appear. Click 'Holiday Programs', located under the 'Filter Results' heading.

- a. if the below screen doesn't appear, try logging in again.

Sport & Recreation self service portal

[Home](#) [My Profile](#) [Buy Online](#) [Book Online](#) [Logout](#)

[No items in Cart](#)

Browse Classes

Filter Results

No classes match your criteria.

☒ Weekly Classes

☐ Holiday Programs

Levels

[Apply Filters](#)

Day

[Apply Filters](#)

Time Range

5:00AM - 10:00PM

6. The following screen should appear. Click the 'Book' tab under the week you'd like to book.

No items in Cart

Browse Holiday Programs

Select book to select which days to attend

Active Holiday
Jul 3 2023 to Jul 7 2023

Day	Time	Vacancies	Payment
Monday	9:00 am - 3:00 pm	28	Term
Tuesday	9:00 am - 3:00 pm	28	Term
Wednesday	9:00 am - 3:00 pm	24	Term
Thursday	9:00 am - 3:00 pm	27	Term
Friday	9:00 am - 3:00 pm	28	Term

Book

Girls On The Go
Jul 10 2023 to Jul 13 2023

Day	Time	Vacancies	Payment
Monday	9:00 am - 3:00 pm	27	Term
Tuesday	9:00 am - 3:00 pm	30	Term
Wednesday	9:00 am - 3:00 pm	25	Term
Thursday	9:00 am - 3:00 pm	27	Term

Book

7. The following screen should appear. Select the tick box next to the child you want to book into the holiday programme, located above the 'New Student' button. Click 'Add to Cart'.

a. If your child's name doesn't appear, click the 'New Student' button to create them an account in a separate pop-box. Click 'Save student' when complete.

Add Student Booking ✕

All form fields are required.

Day Monday
9:00 am - 3:00 pm

Level Active Holiday
Type HOLIDAY PROGRAMME
Payment Term
Term 2023 July Holiday Block 1 (Jul 3 - Jul 7)
Book Myself ☐

CHILD NAME ☐

New Student

Cancel

Add to Cart

8. Select the days you want your child to attend and click 'Add to cart >>'. You will then be taken to the payment screen.

Add to cart

Checkout: 1 items in cart

This program allows you to select which days you want to attend

Day	Times	Level	Payment	Add To Cart
Monday	9:00 am - 3:00 pm	Active Holiday	Term	<input type="checkbox"/>
Tuesday	9:00 am - 3:00 pm	Active Holiday	Term	<input type="checkbox"/>
Wednesday	9:00 am - 3:00 pm	Active Holiday	Term	<input type="checkbox"/>
Thursday	9:00 am - 3:00 pm	Active Holiday	Term	<input type="checkbox"/>
Friday	9:00 am - 3:00 pm	Active Holiday	Term	<input checked="" type="checkbox"/>

Student Details

CHILD NAME

9. If you wish to make additional bookings, click 'Continue Shopping' and complete steps 6 onwards. If you're ready to checkout, ensure all the details are correct, read the terms and conditions, check 'I Agree' and then enter your card details. Click 'Confirm and Pay'.

Continue Shopping or Checkout below

Class Fees							
Day	Times	Level	Start Date	Cease Date	Price	Fee/Pro Rata	Payment
Wednesday	9:00 am - 3:00 pm	Girls On The Go	Jul 12 2023	Jul 12 2023	\$40.00 per class	\$40.00	Term

Class Fees	
Registration Fees :	\$0.00
Class Fees/Pro Rata :	\$40.00
Total Billed Today :	\$40.00

USE OF FACILITIES

- Individuals must comply with the rules of Selwyn Sports Centre (SSC) and the activities run by SSC.
- Individuals must act with courtesy, honesty and respect towards other users at all times.
- A briefing will take place at SSC each morning regarding the rules of SSC and the Holiday Programme.
- A copy of the rules will be available upon request.

HEALTH AND SAFETY

- Caregivers are required to disclose any health related information to SSC or on the SSC Holiday Programme registration from upon enrolment.
- When applicable to the registered event or activity, the child's health on arrival is your responsibility. If you have any questions or concerns about your child's health when exercising it is your responsibility as a caregiver to have them examined by a doctor before attending the registered event or activity.
- We will comply with our obligations under health and safety legislation.
- The participant is expected to comply with all instructions from staff and volunteers.
- Recreational activities at any level carry an inherent risk of physical injury. SSC Staff will take all reasonable measures to avoid any possible injury to those participating in a set event or activity.

Selwyn District Council, SSC and its Staff do not accept any obligation, responsibility, liability for:

1. Loss, theft or damage to or of any personal belongings whatsoever
2. Loss, accident, illness, injury, death to or of any player, participant, visitor, invitee, attendee or other person at the SSC event or activity
3. Any matter or thing beyond control * SSC Staff may seek medical attention for participants if it is required. A trained first-aiders will be

I Agree ☐

Amount to bill \$40.00

Name on Card

CVV

Card Number

Expiration Date



Confirm and Pay

10. From here, you will receive a confirmation email. The Selwyn Sports Centre will then email you with an Additional Information form to collect emergency contact details, authorised to pick-up details, photo consent and medical information for your child.