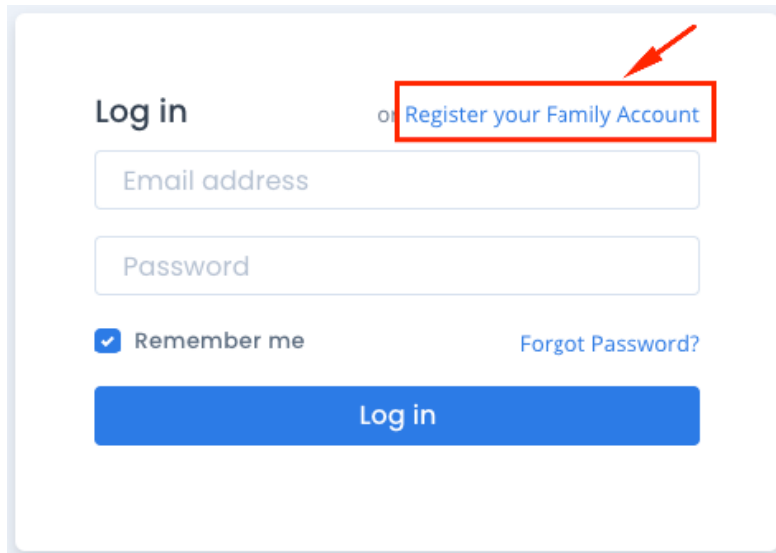


# How to register for our Customer Portal

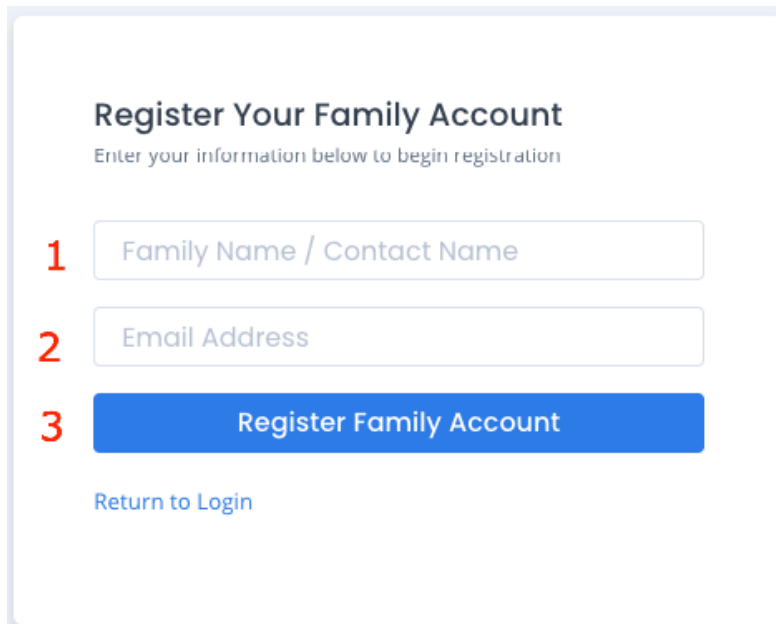
1. Click on the link that was emailed to you.
2. Click on “Register your Family Account”.



The screenshot shows a login form with the following elements:

- Text: "Log in" followed by "or [Register your Family Account](#)". The link is highlighted with a red box and a red arrow points to it.
- Input field: "Email address"
- Input field: "Password"
- Checkbox:  "Remember me"
- Text: [Forgot Password?](#)
- Button: "Log in"

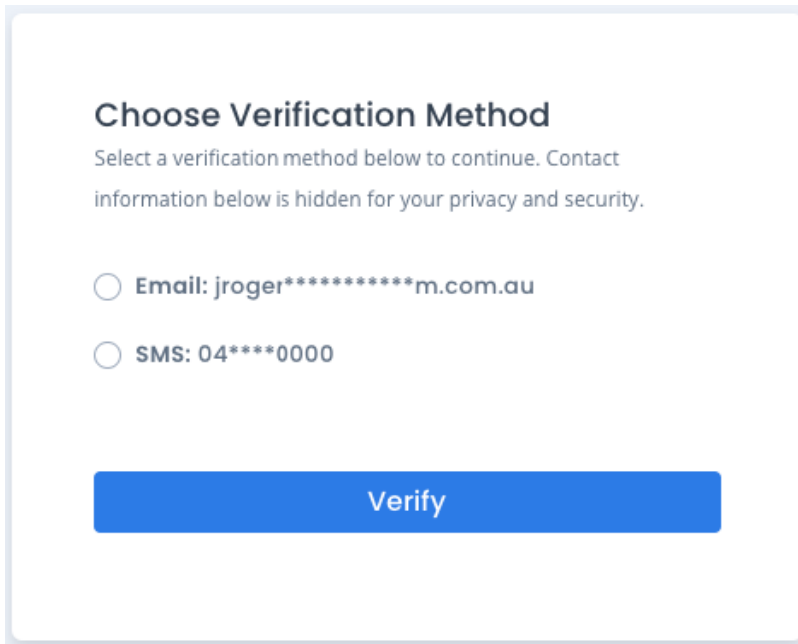
3. Enter your name and email address and click “Register Family Account”.
- Note: You need to use the email address that is on file with your centre.



The screenshot shows the registration page with the following elements:

- Section Header: "Register Your Family Account"
- Text: "Enter your information below to begin registration"
- Step 1: Input field "Family Name / Contact Name"
- Step 2: Input field "Email Address"
- Step 3: Button "Register Family Account"
- Text: [Return to Login](#)

4. Select to receive verification either via email or SMS and click “Verify”.



**Choose Verification Method**

Select a verification method below to continue. Contact information below is hidden for your privacy and security.

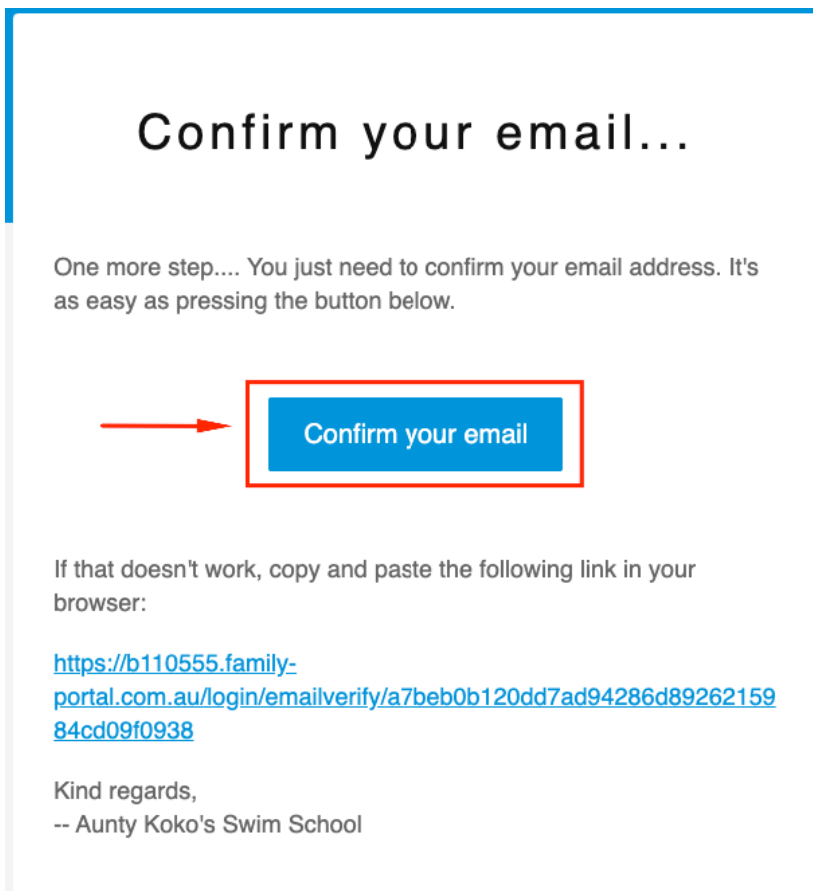
Email: jroger\*\*\*\*\*m.com.au

SMS: 04\*\*\*\*0000

**Verify**


SMS: If you select SMS, you will be sent a verification code via SMS. Enter this into the field and click “Verify”. You will be asked to set a password.

Email: if you select email, you will receive an email to confirm your email address is correct. Click on the “Confirm your email” button, and you will be asked to set your password.



**Confirm your email...**

One more step.... You just need to confirm your email address. It's as easy as pressing the button below.

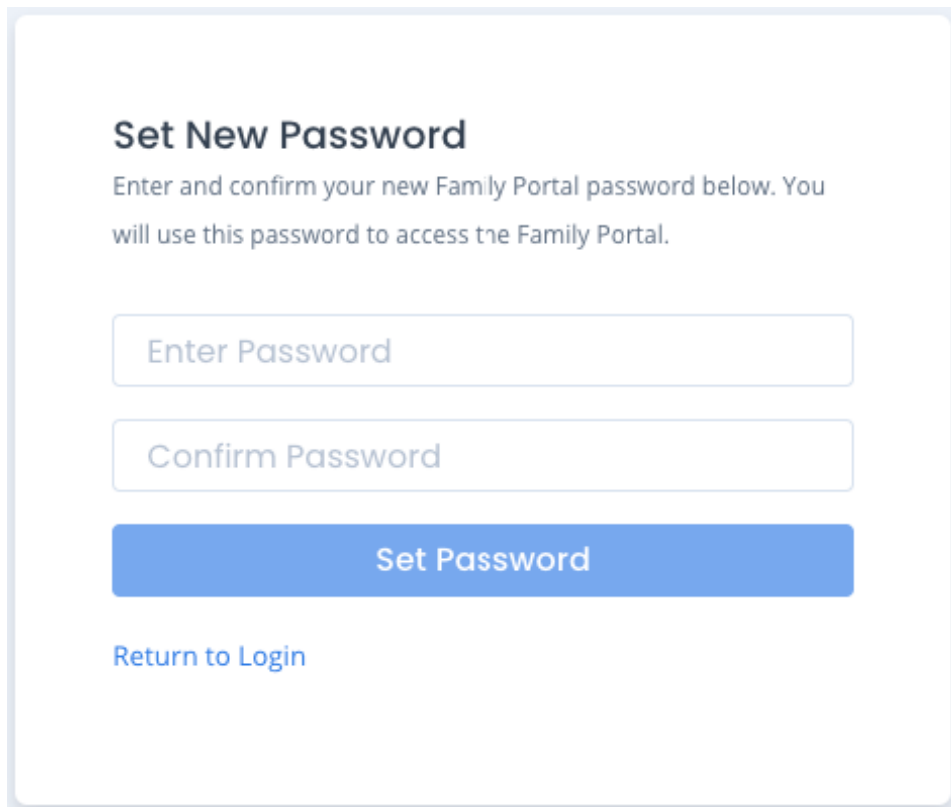
 **Confirm your email**

If that doesn't work, copy and paste the following link in your browser:

<https://b110555.family-portal.com.au/login/emailverify/a7beb0b120dd7ad94286d8926215984cd09f0938>

Kind regards,  
-- Aunty Koko's Swim School

5. Enter and confirm your password and click “Set Password”.



**Set New Password**

Enter and confirm your new Family Portal password below. You will use this password to access the Family Portal.

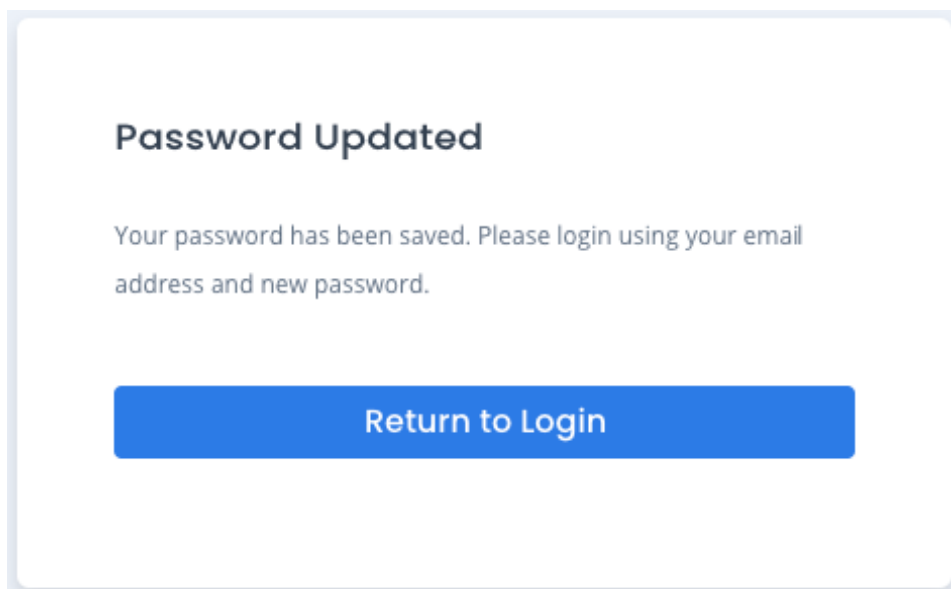
Enter Password

Confirm Password

**Set Password**

[Return to Login](#)

6. Registration is now complete. Click “Return to Login” to access the portal. Login using your email address and password you have created.



**Password Updated**

Your password has been saved. Please login using your email address and new password.

**Return to Login**