



22nd September 2016

Dear Parents,

I hope you have all enjoyed your summer break and the children have settled back into their swimming lessons with us.

I wanted to take this opportunity to promote a new feature available to all parents with Swim School.

Over the Summer we have been working hard to adopt a new computerised system on poolside. You may have noticed during your first week back that teachers are now taking their registers and recording children's progress using a computer tablet, and reception staff are now able to make class transfers, update swimmers details and view the current timetable, amongst an array of other features, with parents on poolside.

An added bonus for parents is the introduction of our new 'Home Portal'. This allows you as parents to view your child/ren's swimming progress with us online, 24 hours a day in the comfort of your own home. You can also update any personal information such as email address or telephone number.

I am encouraging parents to register for this free service as it will provide you with all information required as your child progresses through the Swim School.

Leaflets are currently being handed out on poolside by our reception team explaining to parents how to register for the Home Portal. I have also attached instructions below in case you have not yet received this at poolside. I am sorry if you have already received the paperwork and signed up for Home Portal, please ignore this email if you have already done so!

The link below will take you directly to the Home Portal registration page:

<https://learning4life.courseprogress.co.uk/>

Please do get in touch with us, by either speaking to a member of the reception team on poolside or by telephoning Student Services on 01384 816043, if you require your child's membership ID – this is different to their ULN number which is used to make payment for lessons. I am working hard to try and combine these numbers but it is a rather large job so is work in progress!!

As always, if you have any questions, comments or feedback please do not hesitate to get in touch with us.

Kind Regards

Lisa

Lisa Hall
Operations Manager: Central & Swim School
Learning4Life
The Wordsley School

REGISTERING FOR HOME PORTAL – PARENTS GUIDE

Parent's are now able to view their child's swimming progress online via our home portal.

To register, please enter the following link into your web browser:

<https://learning4life.courseprogress.co.uk/>

homeportal

Welcome

If you already have a HomePortal account, please login below:

On a course with us? Sign up to HomePortal now to follow your progress online!

Email Address or Card Number

Password

[Forgotten your password?](#)

Cap2 solutions

Click the Register Now button.

homeportal

Register Now

Step 1 Locate your member record

Step 2 Answer security questions

Step 3 Link additional members

Step 4 Finalise your registration

Member Number enter the participant's member number

Cap2 solutions

Step 1 - Locate your member record (this will be detailed on your enrolment email, the number start 1000 – swim school reception will be able to reconfirm this if required)

Your child must be a member of Swim School to register for Home Portal.

Enter your member record number for this.

Register Now

- Step 1** Locate your member record
- Step 2** Answer security questions
- Step 3** Link additional members
- Step 4** Finalise your registration

Member's Date of Birth → should be in dd/mm/yyyy format

Now, answer **ONE** of the following:

Member's Email Address → enter the participant's email address

OR

Member's Postcode → enter the participant's postcode

Continue

Step 2 - Answer security questions

Enter the date of birth of the member

AND

The Email Address given to the Swim School upon registration

OR

Postcode of the member

Register Now

- Step 1** Locate your member record
- Step 2** Answer security questions
- Step 3** Link additional members
- Step 4** Finalise your registration

Anybody else..?

HomePortal allows you to group several members into one account.
This means that you only need to login once to see the whole family!

My members:

Abigale 10000188

+ Add another member

That's everyone, proceed to finish ▶

Step 3 - Link additional members

Allows you to link other members to your Home Portal account (e.g. other family members enrolled in Swim School).

Enter the date of birth of the member

AND

The Email Address given to the school upon registration

OR

Postcode of the member

homeportal

Register Now

Step 1 Locate your member record

Step 2 Answer security questions

Step 3 Link additional members

Step 4 Finalise your registration

Please enter login details for your account to finalise the process.

Your Email Address please enter your email address

Set a Password please enter your password

Confirm Password please confirm your password

I have read and accept the [terms and conditions](#).

Confirm

Step 4 - Finalise your registration

Insert a password

Confirm the password

Tick the "I have read the terms and conditions" check box. An email will be sent to you, you must click on the link within the email to activate your account.