



St Mary's Swim School
St Mary's Calne Sports Club

HOMEPORTAL GUIDE

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01249 857335
swimschool@stmaryscalne.org

www.smcsports.co.uk

HOW TO REGISTER

SCAN THE QR CODE



OR VISIT

<https://stmaryssportscentre.co.uk/homeportal/>

STEP 1

Click the 'Register Now' button

homeportal

Welcome

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

Email Address or Card Number

Password

[Forgotten your password?](#)

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



STEP 2

Enter your child's unique member number,
you can obtain this number from Reception

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

Continue



STEP 3

ANSWER THE SECURITY QUESTIONS

Enter your child's date of birth and the email address given on the initial application form or postcode.

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'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

A circular logo for Swim England's 'Learn to Swim' program, level 1. It features a red star with the number '1' and a cartoon fish.

A circular logo for Swim England's 'Learn to Swim' program, level 2. It features an orange star with the number '2' and two cartoon fish.

A circular logo for Swim England's 'Learn to Swim' program, level 3. It features a yellow star with the number '3' and a cartoon fish.

A circular logo for Swim England's 'Learn to Swim' program, level 4. It features a green star with the number '4' and a cartoon fish.

STEP 4


LINK ADDITIONAL CHILDREN


This allows you to link other children to your HomePortal account (e.g. other family members).


Enter the date of birth of your child and the email address given to reception on the initial application form or postcode.


homeportal

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:

Abigale10000188

Add another member

That's everyone, proceed to finish






STEP 5


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.


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 6

FINISH SCREEN

homeportal

Register Now



Step 1

Locate your member record



Step 2

Answer security questions



Step 3

Link additional members



Step 4

Finalise your registration

Thank you, we have now sent you an email to confirm your account.

Please click the link in the message to complete your registration.

[Go to the HomePortal homepage.](#)



HOW TO LOG IN

SCAN THE QR CODE



OR VISIT

<https://stmaryssportscentre.co.uk/homeportal/>

Log in to HomePortal using your
email address/card number and your password

Welcome

If you already have a St Mary's account, please
login below:

Email Address or Card Number

Password

[Forgotten your password?](#)

Login

On a course with us? Sign up to St Mary's now
to follow your progress online!

Register Now



GENERAL INFORMATION

OVERVIEW SCREEN

It gives you a summary of your child's classes and any actions required. In the below example, a top up payment is required.

The screenshot shows the 'homeportal' interface. On the left is a sidebar with links: Overview (selected), Abbie (user profile), Settings, and Add People. The main content area is titled 'Overview' and includes a sub-header 'Abbie'. Below this, a message states: 'Below are all of the classes currently being attended. Anything requiring your attention will be marked with a yellow box.' A table lists the child's classes. The first row shows 'Stage 2' on 'Sunday 09:30' with a '100%' completion indicator. A red box highlights '2 prepaid sessions remaining'. To the right, it shows the 'Next Session: Sunday, October 11, 2015' and 'Last Session: Sunday, October 18, 2015', with a 'More...' link. A yellow box at the bottom of the table row contains the text 'Payment is required for this course.' and a 'Pay...' button.

Class	Time	Progress	Notes	Next Session	Last Session	More...
Stage 2	Sunday 09:30	100%	2 prepaid sessions remaining	Sunday, October 11, 2015	Sunday, October 18, 2015	More...

Payment is required for this course. [Pay...](#)

ADDING ADDITIONAL CHILDREN

Click on the 'Add People' tab to add more children to your HomePortal account e.g. when more of your family joins the Swim School.

The screenshot shows the 'homeportal' interface with the 'Add Members' screen selected. The sidebar on the left has links: Overview, Abbie, Settings, and Add People (selected). The main content area is titled 'Add Members' and features a four-step process: Step 1 (Locate your member record), Step 2 (Answer security questions), Step 3 (Link additional members), and Step 4 (Finalise your registration). Below the steps, there is a form with a 'Member Number' label, a text input field, and a placeholder text 'enter the participant's member number'. A 'Continue' button is located at the bottom of the form.

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

[Continue](#)

ASSESSMENT/PROGRESS

Click the 'More' button on the Overview screen
OR click the child's name on the menu on the left hand side and this will take you to the below screen.
This screen lists the Competencies and shows your child's progress.

homeportal

Logout

Overview

Abbie

Stage 2

Course History

Badges

Settings

Add People

Abbie

Stage 2 Sunday 09:30

100%

16 sessions remaining
last session is on 24/01/2016

Ellie

Stage 2

Competency	Not Assessed	Needs Practise	Fair	Good	Pass
STAGE 2					
1. Jump in from poolside safely Updated: 06/06/2015					✓
2. Blow bubbles a minimum of 3 times rhythmically with nose and mouth submerged. Updated: 17/06/2015					✓
3. Regain an upright position from the back without support. Updated: 05/05/2015					✓
4. Regain an upright position from the front without support. Updated: 03/06/2015					✓
5. Push from wall and glide on the back. Updated: 14/08/2015					✓
6. Push from wall and glide on the front. Updated: 14/06/2015					✓

HISTORY

Click on Course History on the menu
to see the classes your child has been in previously

homeportal

Logout

Overview

Abbie

Stage 2

Course History

Badges

Settings

Add People

Course History

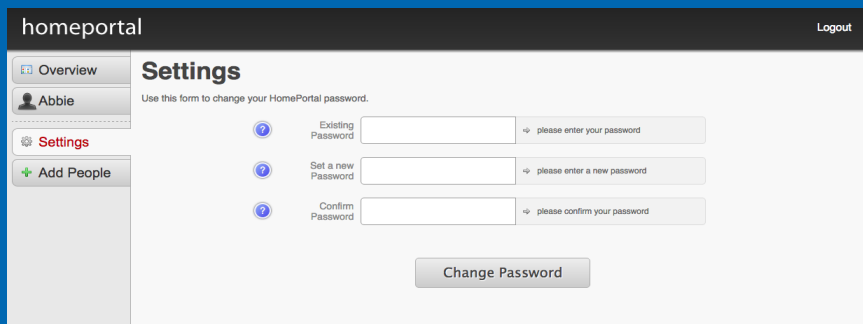
View current and previous classes that you have attended.

Class Name	Date Started	Date Completed	Course
Stage 2	19/07/2015	24/01/2016	Swim School (Continuous)

More...

CHANGING YOUR PASSWORD

Click on the 'Settings' tab in the menu to
change your password



The screenshot shows the HomePortal interface. At the top, the header bar contains 'homeportal' on the left and 'Logout' on the right. A left-hand menu has three items: 'Overview' (selected), 'Abbie' (with a user icon), and 'Settings' (highlighted in red). Below the menu is an 'Add People' button. The main content area is titled 'Settings' and includes the instruction 'Use this form to change your HomePortal password.' It features three rows of input fields, each preceded by a blue circular icon with a question mark. The first row is for the 'Existing Password' with a placeholder 'please enter your password'. The second row is for the 'Set a new Password' with a placeholder 'please enter a new password'. The third row is for the 'Confirm Password' with a placeholder 'please confirm your password'. A 'Change Password' button is located at the bottom center of the form.

CONTACT US

If you are experiencing any problems or have any
queries please visit or contact Reception
on 01249 857335.

Alternatively, you can contact the
Swim School Coordinator on
swimschool@stmaryscalne.org

MOVING A CHILD

WHEN YOUR SWIM SCHOOL HAS FLAGGED THE CHILD TO MOVE STAGE/CLASS

STEP 1

CLICK THE MOVE BUTTON IN THE HIGHLIGHTED SECTION

The screenshot shows the 'homeportal' interface. On the left is a sidebar with 'Overview' (selected), 'Abbie' (profile), 'Settings', and 'Add People'. The main area is titled 'Overview' and contains a message: 'Below are all of the classes currently being attended. Anything requiring your attention will be marked with a yellow box.' Below this is a section for 'Abbie' showing 'Stage 2' on 'Sunday 09:30' with a '100%' progress indicator and '18 prepaid sessions remaining'. It also lists 'Next Session: Sunday, October 11, 2015' and 'Last Session: Sunday, February 07, 2016'. A yellow highlighted box at the bottom states 'Abbie is now ready to move to the next level.' with a 'Move...' button.

STEP 2

THE AVAILABLE CLASSES WILL BE DISPLAYED

Choose the class you prefer and click Move.

The screenshot shows the 'homeportal' 'Movement' page. The sidebar is the same as in Step 1. The main area is titled 'Movement' and shows a transition from 'Current Class...' to 'Moving to...'. The 'Current Class...' is 'Stage 2' on 'Sunday 09:30' with teacher 'Ellie' at 'Swim School (Continuous)' in 'Westminster Leisure Centre'. The 'Moving to...' section shows 'Stage 3' with 'See below...' links for Time, Teacher, Course, and Centre. Below this are two tables for available classes:

Monday				
Course Name	Time	Teacher	Spaces	Course Action
Stage 3	10:00	Ellie	7 spaces	<button>Move</button>

Tuesday				
Course Name	Time	Teacher	Spaces	Course Action
Stage 3	10:00	Duncan	7 spaces	<button>Move</button>

STEP 3

THE BELOW SCREEN IS DISPLAYED TO
CONFIRM YOUR SELECTION

- Click < Back to change your chosen class
- Click Move > to confirm your choice

homeportal

Logout

Overview

Abbie

Stage 2

Course History

Badges

Settings

Add People

Movement

Current Class...

Stage 2

TimeSunday 09:30

TeacherEllie

CourseSwim School (Continuous)

CentreWestminster Leisure Centre

Final Date in CURRENT ClassSunday 4 October

→

Moving to...

Stage 3

TimeMon 10.00am

TeacherEllie

CourseSwim School (Continuous)

CentreWestminster Leisure Centre

First Date in NEW ClassMonday 12 October

< Back

Move >

STEP 4

YOUR MOVEMENT HAS BEEN SUCCESSFUL!

homeportal

Logout

Overview

Abbie

Stage 3

Stage 2

Course History

Badges

Settings

Add People

Movement

Your movement was successful!

HOW TO PAY/TOP UP

STEP 1

Click on the Pay button to the right of the highlighted section.

homeportal Logout

Overview

Abbie

Settings

+ Add People

Overview

Below are all of the classes currently being attended. Anything requiring your attention will be marked with a yellow box.

Abbie				
Stage 2	Sunday 09:30	100%	2 prepaid sessions remaining	Next Session: Sunday, October 11, 2015 Last Session: Sunday, October 18, 2015
Payment is required for this course.				More... Pay...

STEP 2

Click Make Payment button on the right. You will be redirected to Swim School's payment gateway.

homeportal Logout

Make a Payment

Overview

Abbie

Stage 2

Course History

Badges

Settings

+ Add People

Transaction Details

Transaction Details	
Class Booking 25/10/2015 - 24/01/2016 (14 sessions)	£70.00
	£70.00

payments powered by WorldPay

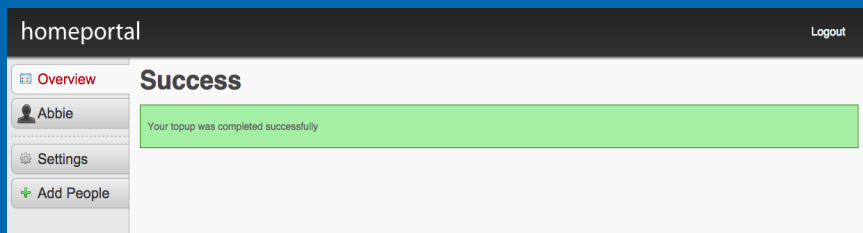
Make Payment

Clicking "Make Payment" will forward you to the payment gateway where they will take your payment. You will then be redirected back to us for a booking confirmation. Please do not close the window after your payment until you have a booking confirmation.



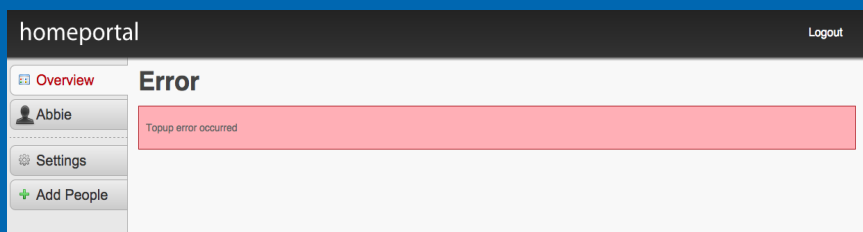
STEP 3

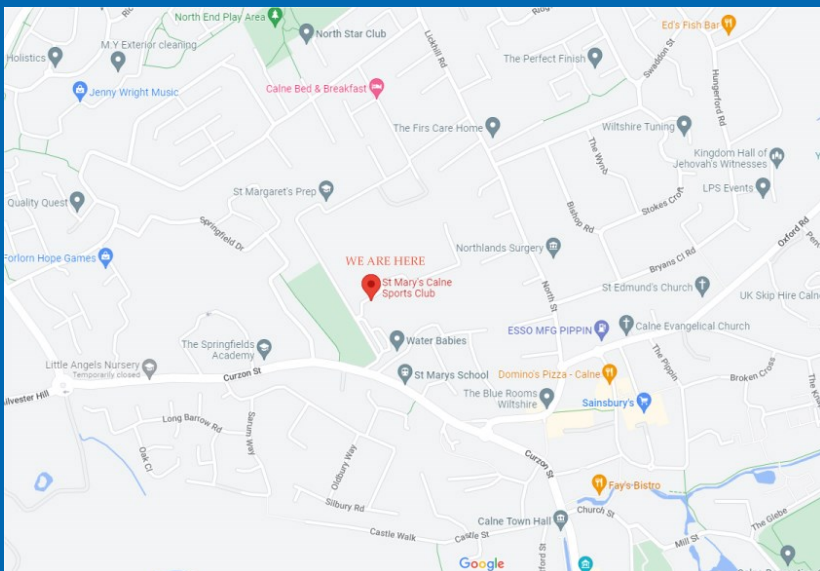
The below screen will appear once your payment has been accepted.



STEP 4

If the below error occurs,
please contact Reception on 01249 857335.





FIND THE SPORTS CLUB: We are situated on Curzon Street between St Mary's and St Margaret's Schools. We have our own car park which is signposted from the main road immediately before the St Mary's School entrance.

ST MARY'S CALNE SPORTS CLUB

STAY UPDATED.

FOLLOW OUR SOCIAL MEDIA ACCOUNTS.

