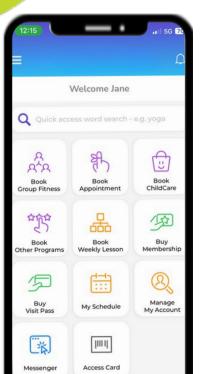
# CHANGE A CLASS GUIDE



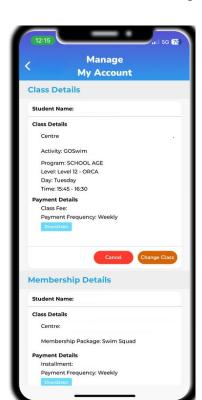
# **Change Class** Confirmation Old Class Details lass Payment: Total Weekly Paym tart Date: 18-04-2023 SCHOOL AGE Level 12 - ORCA 15:45 - 16:30 New Class Details Class Payment: tart Date: 24-01-2024 SCHOOL AGE Program Level 12 - ORCA Level 16:45 - 17:30 Wednesday Day

## 1. Open Activeworld App

Go to home Screen Select 'Manage My Account' icon

# 2. Change Class (day/time/teacher)

 In 'My Account' screen, select 'Change Class' icon



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### 4. Confirm Class Change

- Both old and new classes details will be displayed
- Click on 'Change Class' to confirm class changes

### 3. Choose New Class

- · Available classes will be displayed
- Click on the class you want to move to



12:15	.iii 5G <b>70</b>
Change Class	
SCHOOL AGE  O Area: Programs Pool L	Tuesday 15:45 - 16:30 Lane 3
✓ Available	m All
	Class Type: All
elect Staff All	
Chantelle S SCHOOL AGE	1 spot left Saturday 08:30 - 09:15
Area: 50m Pool Lane 1	
1 Chloe H SCHOOL AGE	You have booked! Tuesday 15:45 - 16:30
Area: Programs Pool Lane 3	
	2 spots left Wednesday 16:45 - 17:30