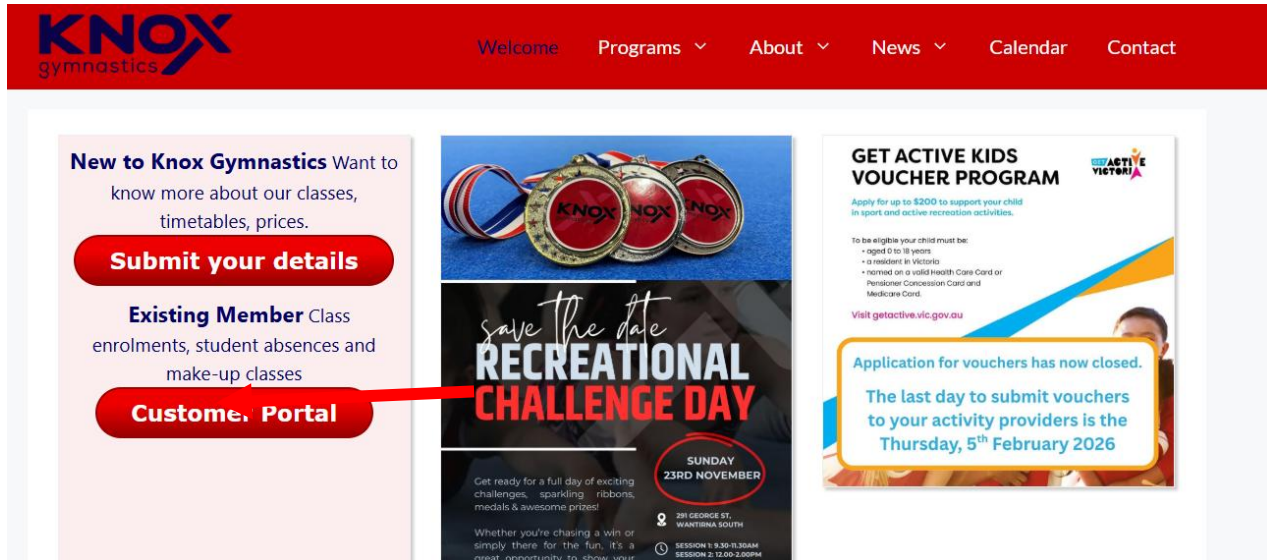


Working instructions on Knox Gymnastics Customer Portal

1. Open your internet browser and head to our website; www.knoxgymnastics.org.au

On the home page locate the “Customer Portal” red button and click on it

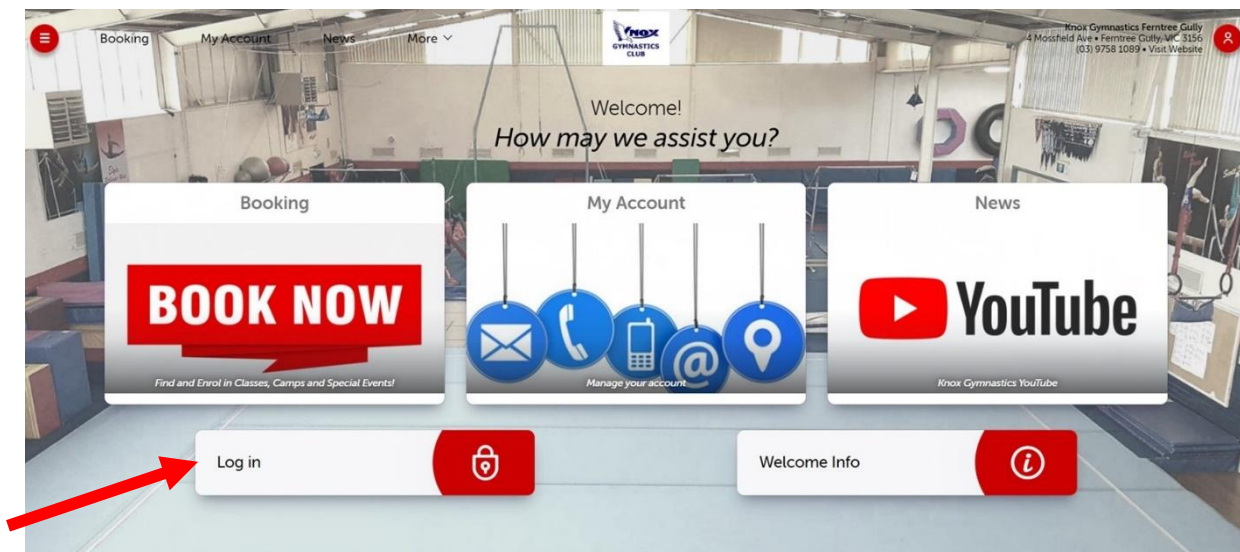


2. Welcome to Knox Gymnastics Club! Select “Click to begin”

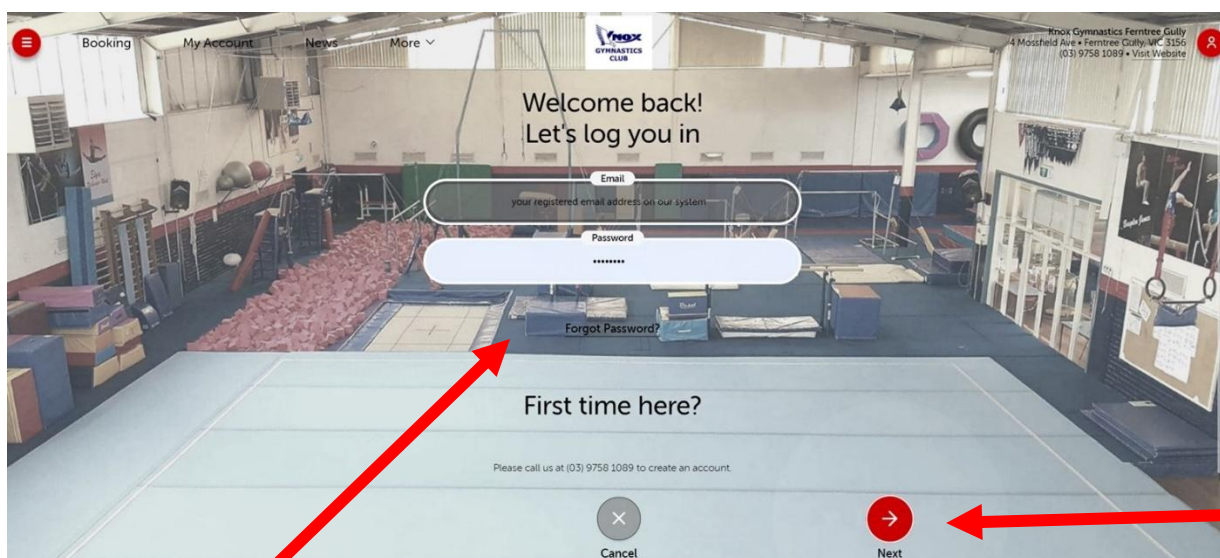


3. This is where you can manage your account; Booking, My Account, News.

Click on “Log in”



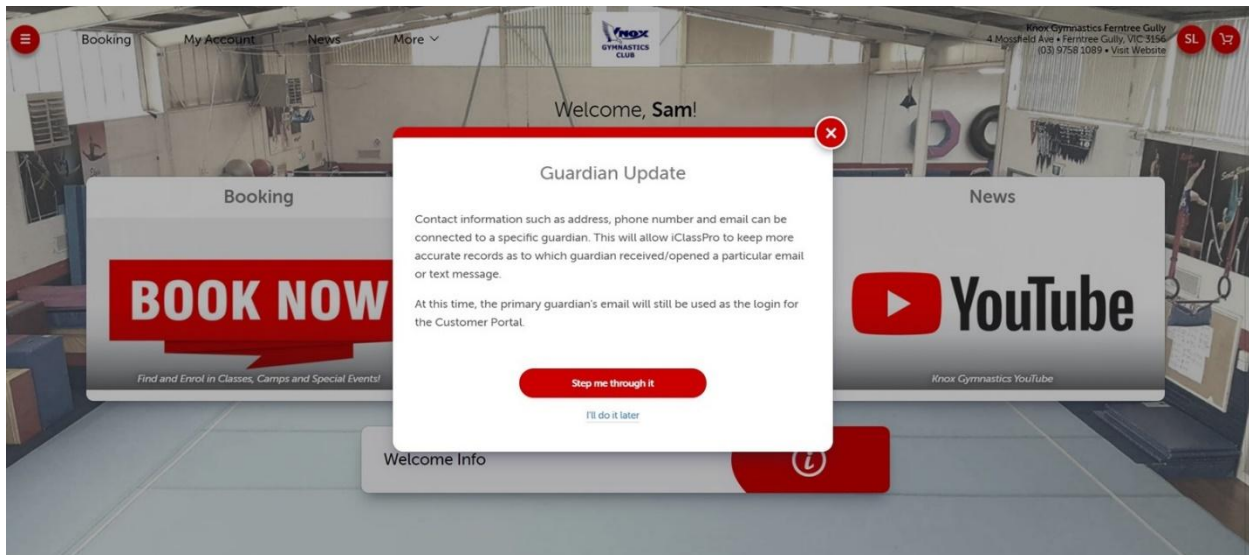
Use the email address we have on our database to log in



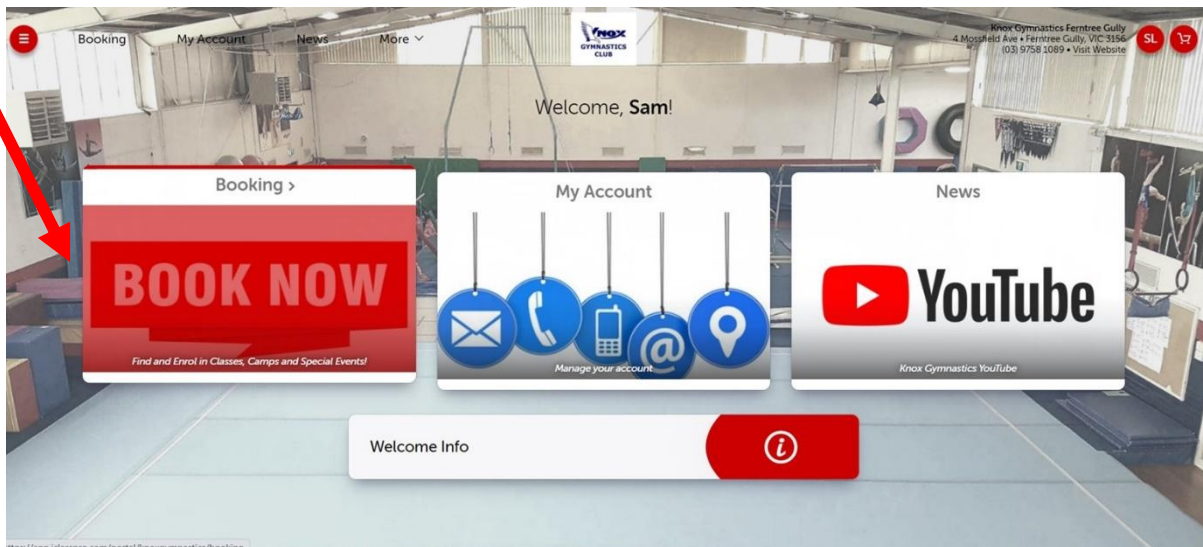
If you have forgotten your password or never created one, simply reset it. You will receive an email in your inbox with details to change your password. (check your junk folder too)

Once you have entered your email and password press **NEXT**

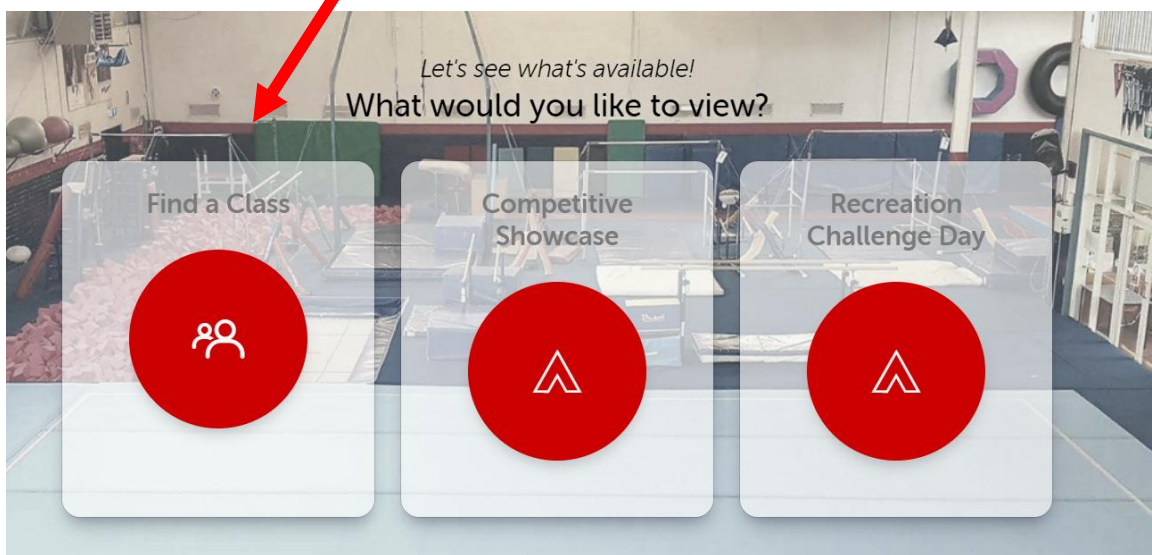
4. You will need to agree to the terms and conditions and required policies before you can proceed any further and you can update your guardian details to ensure all your details are up to date.



5. Now we can begin your class enrolment! Click on the Booking tab “Book Now” image



6. Click on “Find a Class”



7. If you have more than one child it will list all children on our database, select which child you wish to enrol first, there will be a small tick under their name, then select 'see classes' **DO NOT ADD ADDITIONAL CHILDREN TO YOUR PROFILE THAT ARE NOT IN YOUR IMMEDIATE FAMILY**

Classes

Who do you wish to enroll?

Or, skip this step and [view all classes](#)



KG

Knox Gymnastics
12y 10m Female

KK

knox knox
14y 8m Female

8. The class list will appear. You can use the filter option if you wish to just select programs and days! Classes are listed in day order are there will be more than 1 page.

KNOX
gymnastics

*** Beginner 5-6yo Monday 4-5pm Phoebe**

Mon | 4:00 PM – 5:00 PM

[View Available Dates](#)

FULL

KNOX
gymnastics

*** Beginner 10yo+ Monday 4-5pm Keisha**

Mon | 4:00 PM – 5:00 PM

[View Available Dates](#)

2 LEFT!

KNOX
gymnastics

*** Beginner 7-9yo Monday 4-5pm Emily Hud**

Mon | 4:00 PM – 5:00 PM

[View Available Dates](#)

FULL

S M T W T F S

S M T W T F S

S M T W T F S

9. Scroll through all the classes until you find the one that your child has been recommended for on the 2026 enrolment information form.

10. Submit your request.

* Beginner 5-6yo Monday 4-5pm

Sessions: *2024 (29 Jan 2024 - 22 Dec 2024) (Open)

Submit Request

Request a Trial

Available for Gym Nastics

Details

Schedule: Mon | 4:00 PM – 5:00 PM

Instructor:

Program: Recreational-Gymnastics



11. If you have forgotten to select a child on the earlier step it will ask you which child you would like to enrol

BookingMy AccountNewsMore

Knox GYMNASTICS CLUB

New Enrollment

*Rec Blue Monday 4-6pm

Enrolling Student: ☒ Knox Gymnastics(Request)

Sessions: Term 1 (9 Jan 2023 - 6 Apr 2023) (Open)

Anything else we need to know?

12. Add any notes in if required. Click on “Add to cart”

* Beginner 5-6yo Monday 4-5pm

Enrolling Student: ☒ Your Student's Name

Sessions: *2024 (29 Jan 2024 - 22 Dec 2024) (Open)

Anything else we need to know?

Anything we SHOULD or NEED to know about student that will make their class experience better

Add to Cart

Cancel



13. Add more enrolments for other children if required.

Your bank details are already stored on file. Update if required.

1 Cart Item: \$0.00

Item	Price	Item Total Due
*KG 4 year old Kinder Monday 9.30am (Request) Starts 29/01/2024 for Alicia McKay Mon 9:30AM - 10:30AM	\$0.00	\$0.00

[Remove](#)

[Add Enrollments](#)

Total Due: \$0.00

[Complete Transaction](#)

By clicking 'Complete Transaction', I agree to the [Terms & Conditions and Returns, Refunds & Cancellation Policy](#) for this transaction.

14. Complete transaction. There is no payment processed at this stage.

15. Once all students have been enrolled and you complete your transaction, you will get this screen

Booking My Account News More

KNOX GYMNASTICS CLUB

Cart

✓ Thank you for your purchase

Item	Price	Item Total Due	Total Due
*Rec Blue Monday 4-6pm (Request) Starts 09/01/2024 for Emily McKay Mon 4:00PM - 5:00PM	\$0.00	\$0.00	\$0.00

[View My Account](#)

You will receive an automatic email that your class request has been submitted.

If you have a credit on the account, your credit will be used towards this charge.

Your registration will be sent to our Administration team for approval.

Once approved the 2026 Club and Gymnastics Victoria membership fees will be charged to your nominated bank account within 48 hours of approval.

CONGRATULATIONS, YOU ARE NOW FINISHED 😊