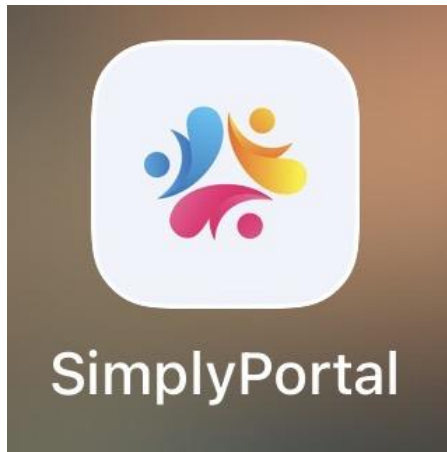
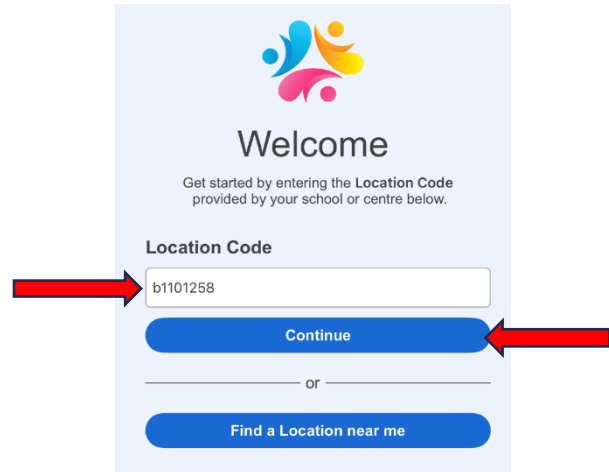


How to Enrol a Student into Learn to Swim on the Simply Portal

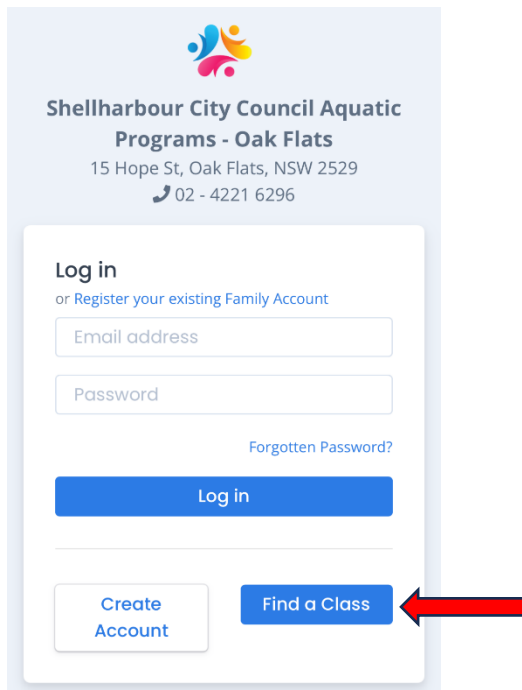
Step 1: Download Simply Portal app from the App Store.



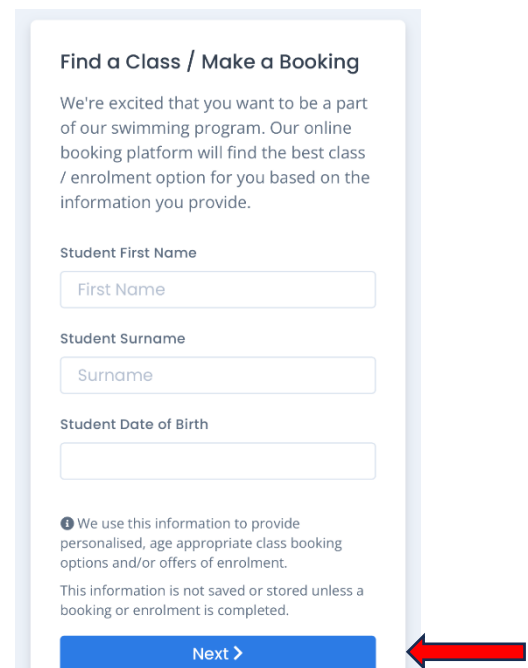
Step 2: Enter location code: **b1101258** and click Continue

The image shows the 'Welcome' screen of the Simply Portal app. At the top is the app's logo. Below it, the word 'Welcome' is displayed. A message says: 'Get started by entering the Location Code provided by your school or centre below.' There is a text input field labeled 'Location Code' containing the text 'b1101258'. A red arrow points to this field. Below the field are two buttons: 'Continue' and 'Find a Location near me'. A red arrow points to the 'Continue' button.

Step 3: Click on 'Find a Class' icon

The image shows the 'Log in' screen of the Simply Portal app. At the top is the app's logo. Below it, the text 'Shellharbour City Council Aquatic Programs - Oak Flats' is displayed, followed by the address '15 Hope St, Oak Flats, NSW 2529' and the phone number '02 - 4221 6296'. There is a 'Log in' section with fields for 'Email address' and 'Password', and a 'Forgotten Password?' link. Below this is a 'Log in' button. At the bottom, there are two buttons: 'Create Account' and 'Find a Class'. A red arrow points to the 'Find a Class' button.

Step 4: Enter the students name and DOB, then click Next .

The image shows the 'Find a Class / Make a Booking' screen of the Simply Portal app. At the top is the app's logo. Below it, the text 'Find a Class / Make a Booking' is displayed. A message says: 'We're excited that you want to be a part of our swimming program. Our online booking platform will find the best class / enrolment option for you based on the information you provide.' There are three text input fields: 'Student First Name' (containing 'First Name'), 'Student Surname' (containing 'Surname'), and 'Student Date of Birth'. Below these fields is a 'Next >' button. A red arrow points to this button.

Step 5: Class options will appear based on the student's age. Select the option best suited to the student. Then click Next.

Find a Class / Make a Booking

We're excited that you want to be a part of our swimming program. Our online booking platform will find the best class / enrolment option for you based on the information you provide.

Learn to Swim School Age
Classes run Monday to Friday from 3.30pm to 6.30pm and Saturday mornings 8am to 12.30pm. Classes are available for all ages and levels of ability.

Squad Program
Child must be able to swim 50m of all strokes competently. Children must be assessed to be accepted into squads.

Assessment Required
You've completed all the questions and still unsure of what level your child needs to be in and would like them assessed.

[Start Over](#) [Next >](#)

Step 6: Answer the skill questions to determine the students correct swimming level.

Shellharbour City Council Aquatic Programs - Oak Flats
15 Hope St, Oak Flats, NSW 2529
02 - 4221 6296

Find a Class / Make a Booking

We're excited that you want to be a part of our swimming program. Our online booking platform will find the best class / enrolment option for you based on the information you provide.

Please provide a response to the question below, then click Next.

Can Liv swim two sequences of freestyle arms and breathe unassisted for 3-5 metres?

☒ Yes
☐ No

[Start Over](#) [Next >](#)

Step 7: Once the student's swimming level is determined, select a class time from the available options. Click Next.

Find a Class / Make a Booking

Using the information you provided we would like to welcome you to our centre for an initial introduction, assessment and facility tour.

Using the information you provided we would like to offer you a place in one of our scheduled classes.

Select a class for Liv :

STARFISH

Monday
5:30pm - 6:00pm (30 mins)
Date of First Lesson: 15/06/2026
\$ 18.00 per lesson/week

Monday
6:00pm - 6:30pm (30 mins)
Date of First Lesson: 15/06/2026
\$ 18.00 per lesson/week

Tuesday
5:30pm - 6:00pm (30 mins)
Date of First Lesson: 09/06/2026
\$ 18.00 per lesson/week

Please Note: A deposit of \$ 38.00 is required to secure your enrolment. This amount will be credited to your Family Account and applied to future lesson costs when your booking is confirmed. The deposit amount shown does not reflect the total cost of future lessons.

[Start Over](#) [Next >](#)

Step 8: If you have an existing account click the 'Log in' icon, otherwise click on the 'Create Account' icon.

You're almost there!

To complete Liv 's enrolment, please log in or create a Family account for Shellharbour City Council Aquatic Programs - Oak Flats.

New to Shellharbour City Council Aquatic Programs - Oak Flats?
Use the 'Sign-up' button below. It only takes a moment to create your Family account and finalise your booking.

Existing Family Log in

Email address

Password

[Forgotten Password?](#)

[Log in](#)

[Create Account](#)

Step 9: Complete your details and pay the deposit. Click on 'Confirm & Pay'.

Shellharbour City Council Aquatic Programs - Oak Flats

Deposit Due Today \$ 38.00
Processing Fee \$ 0.97
Total Amount Due Today \$ 38.97

CONTACT NAME
Brooke Tolar

EMAIL ADDRESS
brooke.tolar@shellharbour.nsw.gov.au

ADDRESS

SUBURB

STATE POSTCODE / ZIP CODE

COUNTRY
-- Select Country --

CARDHOLDER NAME
Cardholder Name

CARD NUMBER
XXXX XXXX XXXX XXXX

MONTH YEAR CVV
05 26 123

[Start Over](#) [Confirm & Pay](#)

Step 10: Enrollment is now complete and the students name and class level will appear on your home screen.

Shellharbour City Council Aquatic Programs - Oak Flats

[View Important Messages](#) - Multiple important messages are available to view.

Family Balance \$0.00

Students

Mackenzie Tolar Seahorse

Bob Tolar Turtle

Enrol New Student