



KING'S
SCHOOL
SWIM SCHOOL

Instructions for iClass Pro

Step 1 Creating Access

- For Computer [Click here to go to IclassPro](#)

OR

- For Mobile - download the App to your phone

Start by locating our app for download. Go to either “Google Play” (for Android devices) or the “App Store” (for iOS devices). Once there, search for “The iClassPro App”, download it and click “Install.” It’s that simple, and FREE.

You can also find our app by navigating directly to these links:

Android - <https://play.google.com/store/apps/details?id=com.iclasspro.customerportal>

iOS - <https://itunes.apple.com/app/id1331001591>

Step 2 login - Existing Swim School Customers (previously enrolled)

When launching our Mobile App for the first time, you will be prompted to enter the name (code) for our organisation. Once entered, click “Submit”.

CODE IS - [kingschoolremuera](#)

After clicking “Submit”, you will be prompted to either “Log In” or “Create an Account”. Choose to “Login In”

We have already set up your account and your registered email is the email address where you received BOOKING CONFIRMATIONS - Please enter this as your user email. Then you will NEED to create your own password by clicking on "FORGOT MY PASSWORD". Follow the steps to reset and then use your email and new password to LOGIN.

Step 2 Login - New Swim School Customers (families who have NEVER been enrolled before)

When launching our Mobile App for the first time, you will be prompted to enter the name (code) for our organization. Once entered, click "Submit".

CODE IS - [kingschoolremuera](#)

After clicking "Submit", you will be prompted to either "Log In" or "Create an Account". Choose to "Create an Account"

Then follow the steps to establish a new account. You will be asked to agree to our policies as well during these steps.

Step 3 Edit / Update & View Account

Once logged in, you will be directed to your "Account Dashboard" where you can Edit/ update and view your child's account;

Bookings

By clicking on this you can view all sports classes that you can book your child into. Filter options by clicking "PROGRAMS"

Select the Class, Select which Child and click Submit Request.

All bookings will then be accepted or declined before being confirmed and payment can be made.

My Account

By clicking on this you can check your son's information which includes - [Enrolments](#), [Attendance](#), [Future Absences](#), [Edit student](#), [Makeups](#)

On the header bar you also have the option to view - [Payments](#), [Transaction History](#), [Account Information](#), [Family Custom Fields](#) and [Login/Security](#).

News

By clicking on this you can view Swim School Updates

Step 4 Payments & Check Out

Cart checkout is easy and must be done in order to complete any enrolments. Within 15 days of the booking being accepted the payment must be made or otherwise it will be *cancelled*.

To complete the checkout process, navigate to the "Cart" tab in the corner of the screen or "Payment" tab under **My Account**. From there, make sure to verify the class information showing. Next, verify the payment method you wish to use (bank Transfer or credit card).

When you are ready to complete your checkout, click "Complete Transaction" which will allow the system to attempt to run a payment. You will be notified if there is an error.