



**NUNAWADING GYMNASTICS AND  
SPORTS CLUB INC.**

**PARENT PORTAL INFORMATION**

**REG. No:** A0095333G **ABN:** 99 529 711 655

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## **Created & Reviewed By**

NG&SC Committee of Management

## **Version Control**

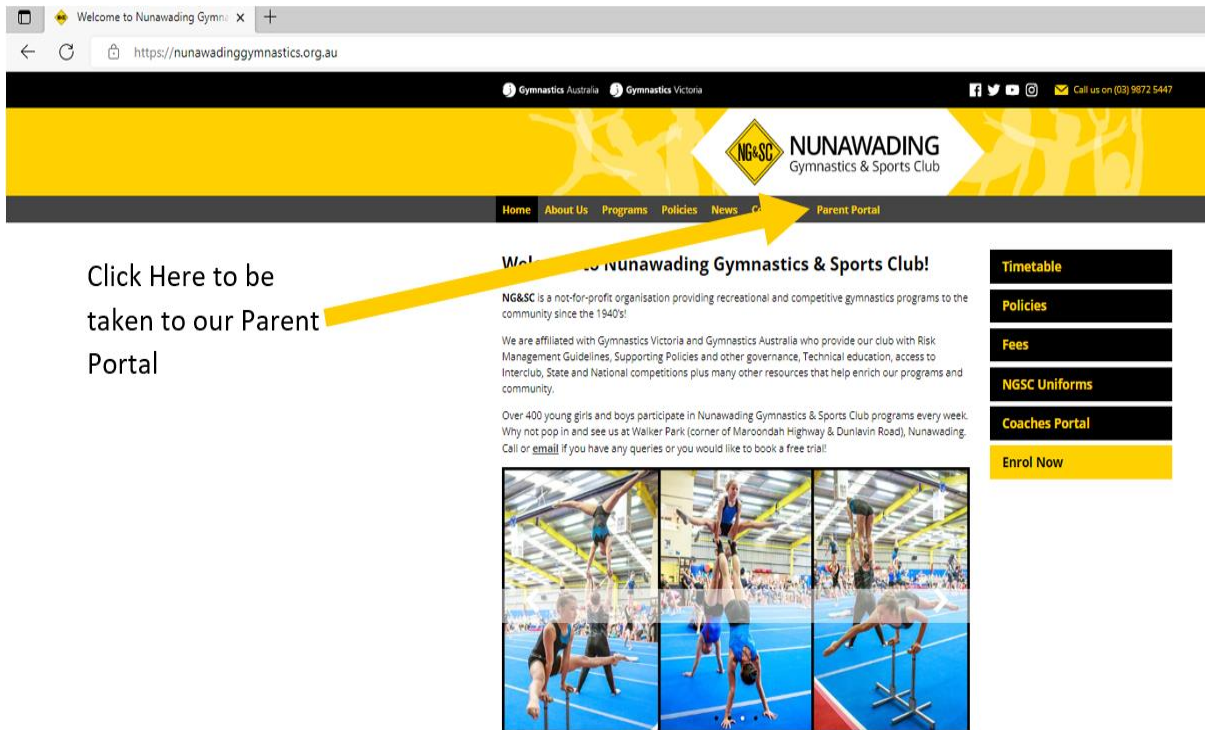
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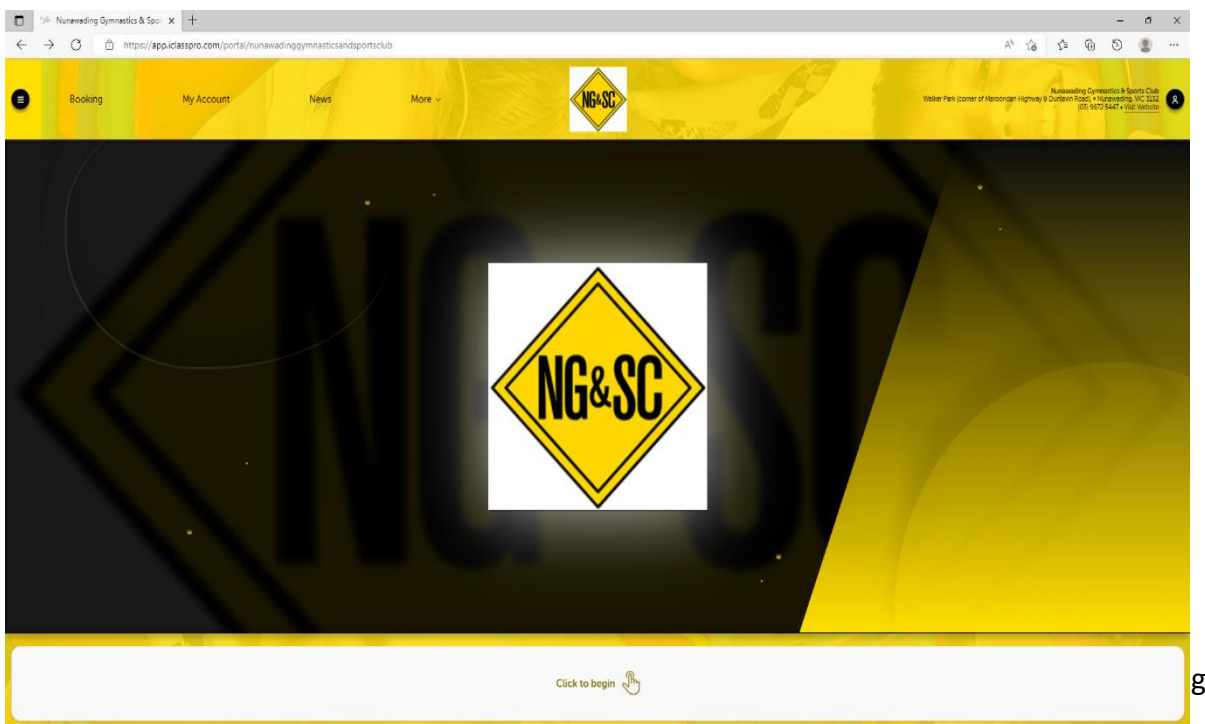
Parent Portal Information

Our Parent Portal is the one location to manage your enrolments, absences, and payments. You can find it via our website or simply **Google – Nunawading Gymnastics** and click on the link to the Parent Portal located on the top menu bar.

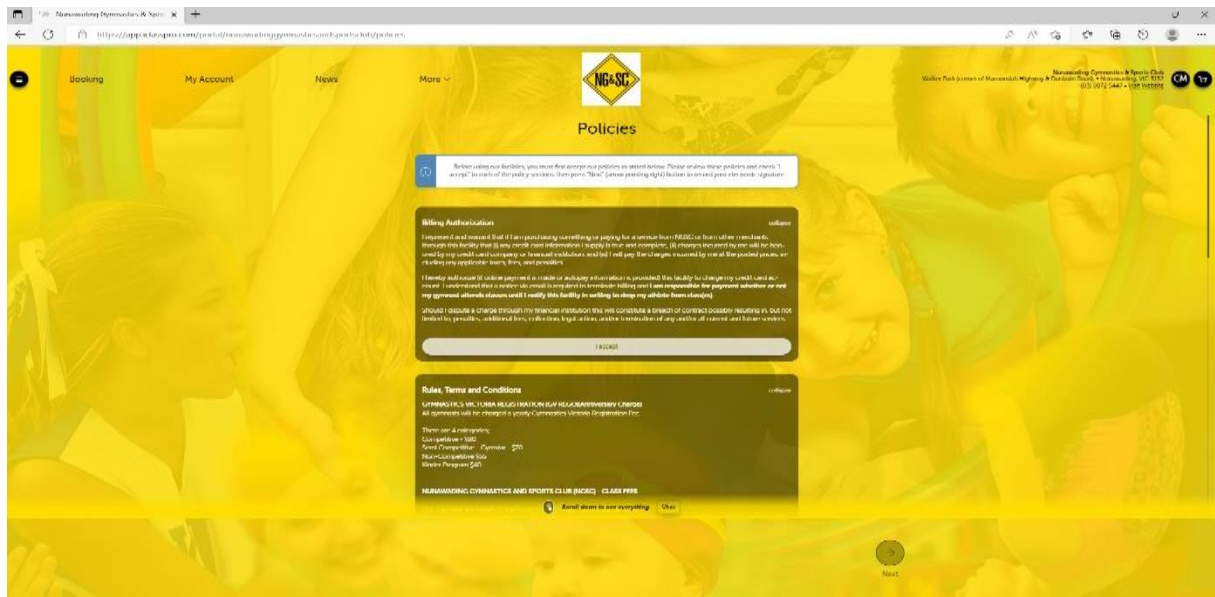


**Nunawading Gymnastics and Sports Club Parent Portal Link:**

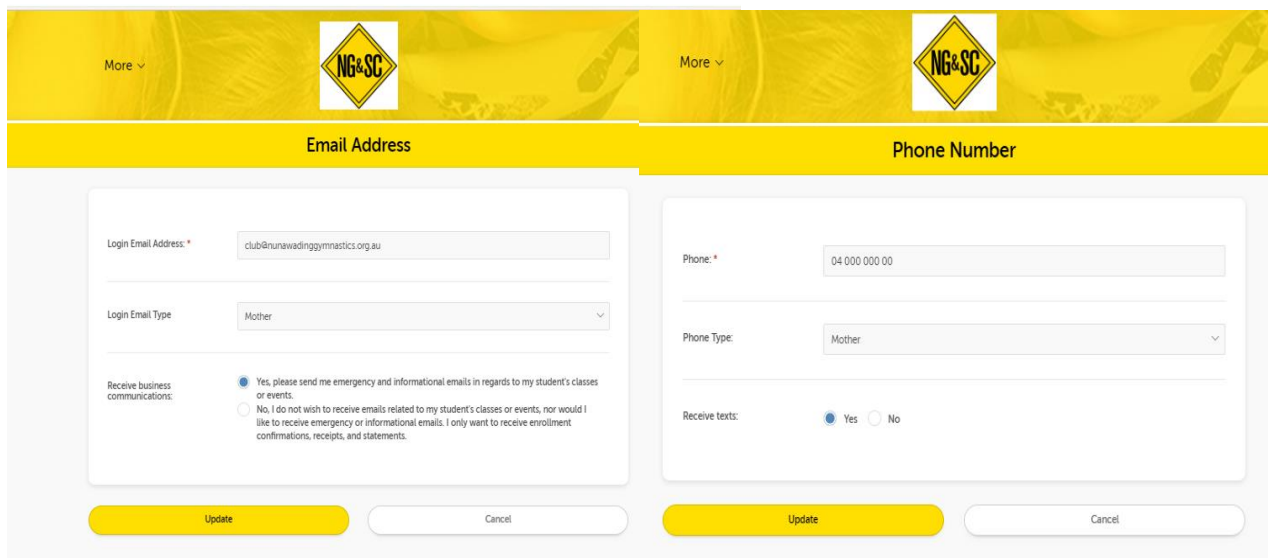
<https://app.iclasspro.com/portal/nunawadinggymnasticsandsportsclub/>



<https://nunawadinggymnastics.org.au/policies/>



Please do not unsubscribe from email or text policies when signing up to the portal as we use the portal for notifications about classes, waitlists and the like.



You can also download the Parent Portal (iClassPro) App to your mobile device. Account name/ Organisation Name is **Nunawadinggymnasticsandsportsclub** – (used when registering your account to the app)

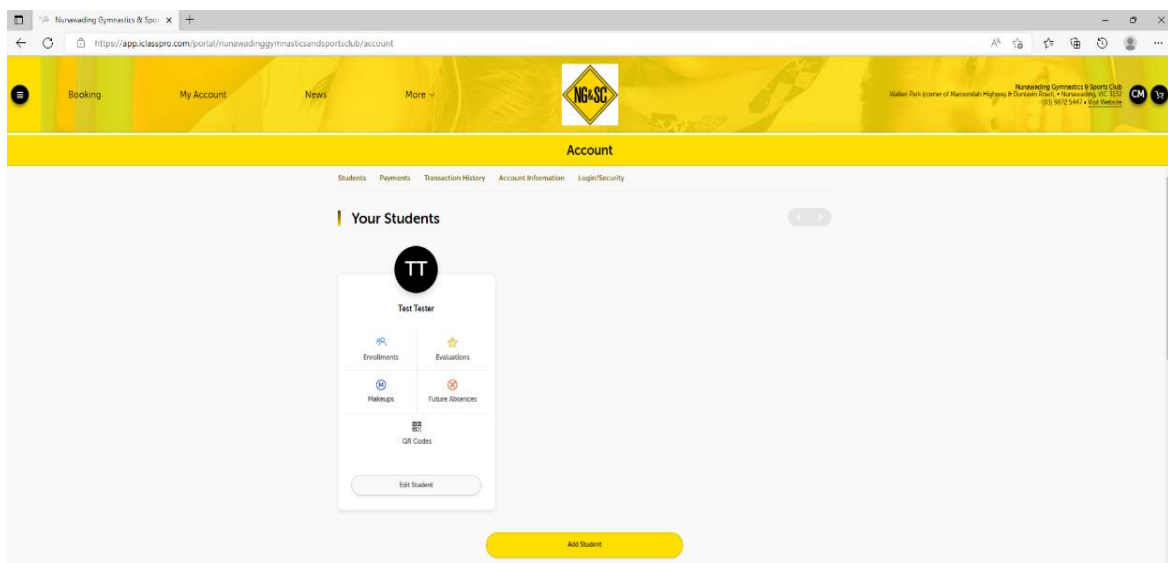
[Click Here](#) to download the app to you apple device

[Click Here](#) to download the app to you android device

If you have the Parent Portal (iClassPro) App available on your mobile device, you will also receive push notifications from the club.

## What can I do in the Portal?

- You can see which classes have openings, enrol, trial or waitlist in classes or request a Makeup class using your allocated Makeup token (from a missed class).
  - If the class you are looking to join is full, we recommend waitlisting. This lets us plan for opening additional spaces or classes. If you waitlist and a place becomes available, we will contact you prior to enrolling you in your waitlisted class.
  - You can request a drop in classes (discontinue). Please note 2 weeks notice is required.
  - You can view your statement, arrange payment and adjust/update your billing method; stored bank card only. Payment will be processed on 25<sup>th</sup> of each month via direct debit.
  - You can advise absences. If you advise an absence 48 hours in advance you can gain a makeup token.
  - You can request a makeup class by using a makeup token (allocated after a missed class).
  - You can update and add contact details – It is always ideal to have more than one contact.
- Please ensure your details are kept up to date as emails are our main form of communication.**
- You can read news articles including info on Classes, Events, Payment Security, Covid Controls.



## What are Makeup Tokens?

- If you advise us via the Parent Portal with 48 hours notice that you will be absent from a class, once the absence occurs you will automatically gain a makeup token on your account once approved by club administration.
- Makeup Tokens can be used to enrol in another class of a similar type. Tokens are limited to **1 per term** and you have **30 days** to use them for gymnasts who have an active enrolment.

## How does Billing work?

- Nunawading Gymnastics and Sports Club bills for classes in advance on the 20th of the month and processes the payment on the 25<sup>th</sup> of the month. We bill 1 month in advance; For example, November fees are due on the 25th October.
  - All classes are of an ongoing nature and carry over between terms; You can find our [Timetable](#) and [Calendar](#) on our website. If there are changes to class times between terms, we will contact you to confirm.
- If you wish to withdraw from classes, please place a Drop Request via the portal with at least 2 weeks advanced notice otherwise you will take a place in the same class in the following term.
- Membership is charged as a yearly Gymnastics Victoria Registration fee at the start of the enrolment. This fee is separate to class tuition. Gymnastics Victoria Registration expires on 31<sup>st</sup> December each year.

## How do I request a trial class?

- Once you've created an account on the Parent Portal and added your gymnast you can request to trial in any of the classes available. However, if the class is showing open spots available but doesn't let you request a trial, contact the club via phone 03 98 725 447 or email [club@nunawadinggymnastics.org.au](mailto:club@nunawadinggymnastics.org.au) to find out more information.