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Understanding the Diary

The Swim School Diary provides access to most features required in the day-to-day operation of the Splash system. It enables you to display the sessions for a selected block along with the related bookings. Inside the diary you have the ability to update attendance, update achievements, receive payments, and transfer students from one session to another.

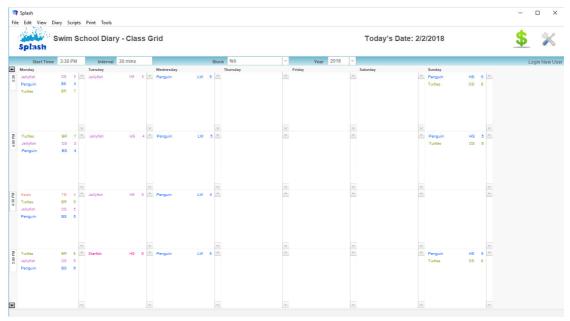
Swim School Diary

This format provides the flexibility of being able to display all sessions for a defined weekday within a block in a specified year. You may also refine the list by selecting up to three class types.

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4:00PI	/ Turtles	BR	1	7				S	hift Afte	moon			05/02	12/02	19/02	26/02										
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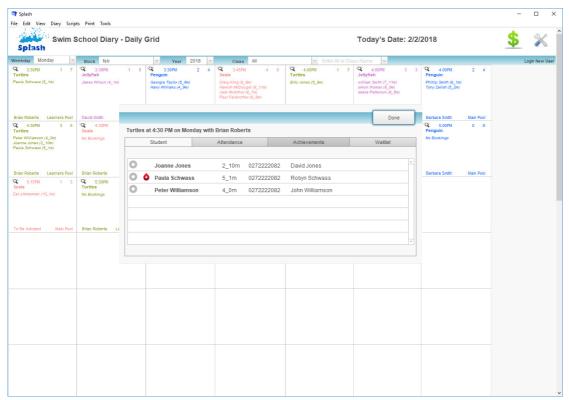
Daily Grid

Unlike the Swim School Diary, the grid displays classes for all days of the week in one view. Display a list of who is booked into a class by hovering your cursor above the class name or by clicking directly on the required class. This view is not available for printing.



Class Grid

Unlike the other two options for display, the class grid displays all classes for a selected day and shift. This view shows the students booked into each session. Click once on the session display icon to display more detail for the selected class.



Working in the Swim School Diary

The content of Swim School Diary is based on three key fields; the day of the week, the block, and the year. In addition to these three fields you may also filter by Class.

In the second	a Splash ile Edit View Diary Scripts Print Tools			- 0
Image: Section 2000 JulySin & 4:00 PM on Monday with David Smith Image: Section 2000 Section 2000 Image: Section	Swim School Diary		Today's Date: 2/2/2018	\$ 🌶
In the second	Specify Monday v feb v 2018	Jellyfish @ 4:00 PM on Monday with David Smith		Login New
2. Select the Block you wish to view. 3. Select the Year you wish to view. 4. Select the specific Class(es) you wish to view (optional). 5/stel 6/select the specific Class(es) you wish to view (optional). 5/stel 5	Class All Entr / All of Classmanne version of the second s	Bookings Wating Li Session ID 3604 Class ID JEL Class Name Jelifysh Class Vel 4 Class Level 4 Max Size 6 Location Main Pool Stat Date Shift Atmoon 6 Od 478 6511 Mary Patterson C sinon thomas 8_fm O 0478 6514 Mary Patterson C sinon thomas 8_fm O 0272222082 anice thomas C william Smith 8_om	Instructor DS David Smith Telephone: 027 27314897	+ Add Makeup + Add Watist
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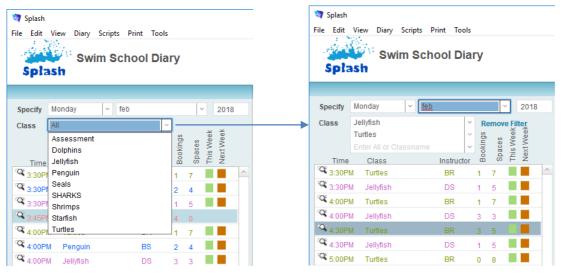
Filtering the Diary for Specific Classes

Rather than display the entire list of sessions you may elect to display sessions for a selected class type or multiple class types.

- 1. Ensure the Swim School Diary is displayed on your screen.
- 2. Select the required Day, Block and Year at the top of the diary screen.

Splash File Edit	View Diary Scripts Print	Tools										с <u>—</u> с	
Swim School Diary									Today's Date: 2	2/2/2018		\$	×
												L	.oqin New l
Specify	Monday v feb			~	2018	Turtles @ 4	1:30 PM	on Monday with B	Brian Roberts				
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	Enter All or Classname Enter All or Classname Class Instr	, v	Bookings	Spaces This Week	Next Week	Session ID Class Name		Class ID TUR	Instructor	BR Brian Roberts	Telephone:	+ Ad	ld Booking
Q 3:30PM	I Turtles BR		1 7		^				Comments				
Q 3:30PM	l Penguin BS		2 4			Class Level Location	2 Learners P	Max Size 8	Comments			+Ad	d Makeup
3:30Pl/	l Jellyfish DS I Seals TB/		15 40			Start Date	5/2/2018	End Date 26/2/2018				+ Ac	dd Waitlist

- 3. Select the class you wish to display from the drop-down list provided.
- 4. Repeat step 3 until all the required classes are displayed.



Updating Session Details

Elements of the session can be updated within the diary. Updating session information here will automatically update the original session record and any active bookings.

Your ability to edit session information is dependent upon your access privileges. The Edit Session checkbox must be selected in your user account if you wish to update session information.

Viewing Bookings for a Session

- 1. Ensure the correct day, block and year are displayed at the top left of your screen.
- 2. Use the list on the left of your screen to click the class name for session you wish to display.
- 3. All bookings for the selected session will be displayed within the panel on the right of the screen.

Specify	Monday y feb			~	2018	Seals @ 3:45 PM or	n Monday with To	Be A	dvis	ed					
Class	All		~			Bookings	-			1	Vaiting List			Achievements	
Time	Enter All or Classname Enter All or Classname Class	Instructo	Bookings	Spaces	Next Week	Class Name Seals	Class ID SEA					Instructor	TBA	To Be Advised Telephone: 027 2222084	+ Add
3:30PI	I Turtles	BR	1		^	Class Level 6	Max Size 4					Comments			
	I Penguin	BS	2	4		Location Main Pool	max SIZE 4					Comments			+Add
	l Jellyfish	DS	1	5		Start Date 5/2/2018	End Date 26/2/2018								+ Add
^{1Q} 3.45PI	l Seals	TBA	4	0		Shift Afternoon	2002/2010	0	2	2	2				- Add
	I Turtles	BR	1			Shin Anerhoon		05/02	12/02	19/02	26/02				
	I Penguin	BS	2			🔍 Craig King	9_6m								\$ 4
	l Jellyfish	DS	3	~ ~		0 0272222082	Nathan King								<u> </u>
	I Turtles	BR	3			🔍 Hamish McDougal	8_11m								\$ 🖸
	I Penguin	BS	1	-		0272222082	Mary McDougal								
	l Jellyfish	DS	1			C Jack McArthur	8_7m								\$ 4
4:30PI		TBA	0			0 04 566 7894	Andrew McArthur	_							~ •
	I Turtles I Penguin	BR	0			C Paul Fairbrother	8_9m								\$ 💠
	l Penguin I Jellyfish	BS DS	0			0272222082	Mark Fairbrother								
S:00P		TBA	1	~											
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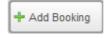
Creating a New Booking in the Diary

Bookings may be made within the diary or within the Sessions module. The diary provides a more efficient method of booking a student into a session.

- 1. Select the required Day, Block and Year at the top of the diary screen to locate the session you wish to book the student in to.
- 2. Use the list on the left of your screen to click the class name for the session you wish to book the student in to.

Splash File Edit	File Edit View Diary Scripts Print Tools Splash Splash										
Specify	Monday	~ feb			~	2018					
Class	All Enter All or Clas Enter All or Clas Class		Instructor	sbu	Spaces	This Week Next Week					
3:30P			BR	1	7		^				
3:30P			BS	2	4						
3:30P	M Jellyfish		DS	1	5						
Q 3:45P	M Seals		TBA	4	0						
4:00P			BR	1	7						
A 4:00P	M Penguin		BS	2	4						
4:00P			DS	3	3						
4:30P			BR	3	5						
4:30P	M Penguin		BS	1	5						

3. All bookings for the selected session will be displayed on the right of your screen.



4. Click once on the **Add Booking** button to display the **Select a Student** dialog. Your cursor will be flashing in the filter field.

	of the student name name from the list		ver records.	Fil	ter: w	
Jessop	William	4_10m	04 478 3215	180 Essex St, Ngaio, Wellington 4007	Turtles	1
Smith	william	8_0m	0272222082	123 Any St, Wellington	Jellyfish	
watkins	Jamie	4_10m			Jellyfish	
White	Jane	7_2m	0272222082	76 Moorefield Road, Johnsonville, Wellington	Starfish	
Williams	Benjamin	4_4m	0272222082	171 Chapel St, Khandallah, Wellington 4005	Turtles	
Williams	Harry	4_9m	0272222082	171 Chapel St, Khandallah, Wellington 4005	Penguin	
Villiams	Jenny	5_2m	0272222082	171 Chapel St, Khandallah, Wellington 4005	Turtles	
Villiams	Sam	2_8m	0272222082	171 Chapel St, Khandallah, Wellington 4005		
Villiams	Sarah	1_5m	0272222082	171 Chapel St, Khandallah, Wellington 4005		
Villiamson	Peter	4_0m	0272222082	987 Essex St, Masterton 5886	Turtles	
Vilson	James	4_1m	0272222082	123 Any St, Wellington 4000	Jellyfish	

5. Begin typing either the student first name or last name (or part thereof) in the **Filter** box to display a list of all students who match the text entered. The list of students will be revised as you type.

ect the family	name from the list	Delow		Fil	L.:	1
essop	William	4_10m	04 478 3215	180 Essex St, Ngaio, Wellington 4007	Turtles	1
mith	william	8_0m	0272222082	123 Any St, Wellington	Jellyfish	
ratkins	Jamie	4_10m			Jellyfish	
/hite	Jane	7_2m	0272222082	76 Moorefield Road, Johnsonville, Wellington	Starfish	
/illiams	Benjamin	4_4m	0272222082	171 Chapel St, Khandallah, Wellington 4005	Turtles	
/illiams	Harry	4_9m	0272222082	171 Chapel St, Khandallah, Wellington 4005	Penguin	
/illiams	Jenny	5_2m	0272222082	171 Chapel St, Khandallah, Wellington 4005	Turtles	
/illiams	Sam	2_8m	0272222082	171 Chapel St, Khandallah, Wellington 4005		
/illiams	Sarah	1_5m	0272222082	171 Chapel St, Khandallah, Wellington 4005		
/illiamson	Peter	4_0m	0272222082	987 Essex St, Masterton 5886	Turtles	
/ilson	James	4_1m	0272222082	123 Any St, Wellington 4000	Jellyfish	

- 6. Click once on the line that contains the name, age and address of the student you wish to add to the class.
- 7. The Enter New Booking dialog will be displayed on your screen. The student and session details will be completed for you.

💐 Create N	ew Bo	ooking									×
	Er	nter New Bool	kin	g Detail	s						
						N	lust pa	y a	it time of	booking	
	San	n Williams					# B	looki	ngs This Bloc	k 2	
		l Chapel St, Khandalla ephone: 0272222082	h, W	/ellington 400)5						
	Age	e: 2_8m Gender:									
		s been booked in to Po Barbara Smith	eng	uin lessons	onl	Mon	day at 4:	00	РМ		
	End	rt Date 5/2/18 I Date 26/2/18 of Lessons 4									
(Cost o	f Lessons		Dire	ct De	bit			Comr	nents	
		Cost Per Session			×	@	\$20	.00	Initial Cost	\$80.00	
Discount F	Rate	10 Discount T	уре	Percent	~		C	Disco	ount Applied	\$8.00	
								Cr	edit Applied		
		Payment Due	Ву	5/2/2018			Value	of Fr	ee Lessons	\$0.00	
		Payment by Direct De	ebit		~			E	alance Due	\$72.00	
🕷 Canc	el									Done ؇	

- 8. Confirm the **Start Date** and number of sessions for the new booking.
- 9. Customise any pricing if necessary and click the **Done** button to save the booking and return to the diary screen.

Understanding the Payment Status Icons

- 1. Select the required Day, Block and Year at the top of the diary screen.
- 2. Use the list on the left to click once on the session you wish to display.

Types of Booking Status Icons

When displayed in the diary, each student booking is preceded by a payment status icon. The icon has four states of display: Unpaid, Part Paid, Fully Paid, Credit.

1. Hover your cursor over the status icon to display the current balance of the booking.

		Negative	e Status Icon – Booking in credit		
q	Jack McArthur 😂 04 566 7894	8_7m Andrew McArthur		\$ +	×
q	Paul Fairbrother	8_9m Mark Fairbrother		\$ +	×

Viewing Booking Comments

Comments may be entered on any booking record. Comments are initially copied from the student file, however additional comments may be added. When comments are entered a small yellow note icon will appear below the students' name in the diary.

Displaying the Student Comments

When displayed in the diary, a student booking which contains comments is displayed with a yellow note icon.

1. Hover your cursor over the note to display the comments that have been entered.

 General Hamish McDougal ✓ ♥ 0272222082 	8_11m Mary McDougal	* *
Jack Needs to be assesse		<u>\$</u> 💠 🗶

Viewing Student Medical Conditions

Each student booking which contains a notified medical condition is displayed with the health symbol in the diary.

1. Hover your cursor over the health symbol to display a message containing the notified medical condition.

C Jack McArthur C Jack McArthur 04 566 7894	8_7m Andrew McArthur	<u>\$</u> 4	• \$	*	
Paul Fa Impaired Hearing	8_9m Mark Fairbrother	\$ 4	• \$	×	

Viewing Other Bookings for a Student who has Multiple Bookings

Each student with multiple bookings in the current block will be displayed with an asterisk to the left of the student name when it is viewed in the diary.

1. Hover your cursor over the asterisk to display a message containing a list of the other bookings for the selected student.

Georgia Taylor	* 5_10m	\$ 	×	^	
C Harry Williams 0272222082	Wed 9:00 AM Fri 10:00 AM Malcolm Williams	\$ ÷	×		

Updating Student Attendance (One Booking at a Time)

Student attendance can be updated from either the diary or within the booking record. When updating attendance manually the diary is the most efficient place to work. The following default attendance settings have been defined in Splash (go to Preferences to amend the list if required):

P = Present A = Absent NA = Notified Absence C - Cancelled (by Swim School) PH = Public Holiday

NB: Attendance reporting by default uses **P** to indicate a student was **Present** at a session. If you wish to use another code, simply update the preferences to reflect your choice.

1. Select the required Day, Block and Year at the top of the diary screen.

2. Use the list on the left of your screen to select the session you wish to update.

	fiew Diary Scripts Pr	rint Tools																	-		×
Spla		ool Dia	ry											Today'	s Date:	2/2/2	018		\$	-	X
																				Login N	New User
Specify	Monday 🗸 Jan			~ 2018		Seals @ 3	45 PM o	n Monda	with To	Be A	dvise	ed									
Class	AI	~					Bookings						Vaiting	List				Achievements			
	Enter All or Classname Enter All or Classname		Bookings	Spaces This week Next week		Session ID	3444	Clas	SID SEA						Instructor	TBA	To Be Advised			dd Booki	ing
Time	Class	Instructor	B	g ⊨ z		Class Name	Seals										Telephone	2: 027 2222084	<u> </u>	in Doola	ing
3:30PM		BR	1		^	Class Level	6	Max	Size 4						Comments				+AC	d Make	
	Penguin	BS	2	4		Location	Main Pool														
³ 3:30PM		DS	1	5		Start Date	8/1/2018	End Date	29/1/2018										+ A	dd Waiti	ist
^Q 3:45PM		TBA	4	0		Shift	Afternoon			5	Ξ	Ξ	Ξ								
4:00PM		BR	1	7						08/01	15/01	22/01	29/01								
4:00PM		BS	2	4		Craig King	1	9_6m		P	P	P	A						¢ .	• ×	^
4:00PM			3			0	0272222082	Nathan King											Ψ	F •	
4:30PM		BR 💾	3	5		G Hamish M	IcDougal	8_11m		P	P	P	P						•	• ×	
4:30PM		BS	1	5		0	0272222082	Mary McDou	gal										Ψ.	r •	
^Q 4:30PM		DS	1	5		G Jack McA	rthur	8 7m		P	NA	P	P						¢ .	• ×	
4:30PM		TBA	0	4		00	04 566 7894	Andrew McA	thur											F ^	
³ 5:00PM		BR	0	8		C Paul Fairt	orother	8_8m		P	P	P	P						•	• ×	
S:00PM	Penguin	BS	0	6		0 0	0272222082	Mark Fairbro	ther											r •	
S-00PM	lallyfich	D9		a																	-

3. All bookings for the selected session will be displayed in the panel on the right of the screen.

Splash File Edit	view Diary Scripts P	rint Tools																<u>.</u>		×
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	Monday - Jan			~	2018		Se	als @ 3:	45 PM 0	n Monda	y with To	Be Ad	vised							
	All	~		2					Bookings					Waiting L	ist		Achievements			
	Enter All or Classname Enter All or Classname	0	Bookings	Spaces This Week	Next Week		~	Session ID	3444	Cla	ass ID SEA				Instructor	TBA	To Be Advised	-	d Bookin	_
Time	Class	Instructor	B	s t	ž			Class Name	Seals								Telephone: 027 2222084	L	a boolan	_
^{CQ} 3:30PM		BR	1	7		^		Class Level	6	Ма	x Size 4				Comments			-	d Makeu	
3:30PM		BS	2	4				Location	Main Pool									-AU	umakeu	<u> </u>
	Jellyfish	DS	1	5				Start Date		End Date	29/1/2018								d Waitis	
^{1Q} 3:45PM		TBA	4	0					Afternoon	2110 0 010	LOTILOTO			-				L	o mano	
4:00PM	Turtles	BR	1	7				Shin	Alternoon			08/01	22/01	29/01						
4:00PM	Penguin	BS	2	4			9	Craig King		9 6m		PF								^
4:00PM	Jellyfish	DS	3	3					0272222082	Nathan Kin	a			~				\$ 4	* *	
4:30PM	Turtles	BR 🗗	3	5			3	Hamish M		8 11m		PF	р	P						
4:30PM	Penguin	BS	1	5					0272222082	Mary McDo	ugal			A				\$ 4	* *	
	Jellyfish	DS	1	5			3	Jack McA		8 7m		PI		C						4
4:30PM		TBA	0	4					04 566 7894	Andrew Mc	Arthur	P I	WA P	NA				\$ 4	×	
9 5:00PM		BR	0	8			4	Paul Fairb		8 8m		PF	p	P						
9 5:00PM	Penguin	BS	0	6					0272222082	Mark Fairb	other	(C) (PH				\$ 4	• *	

- 4. Update attendance by choosing the appropriate attendance code from the drop-down menu displayed for the required date.
- **NB:** See the Bookings User Guide for instructions on updating attendance in bulk.

Booking a Catchup/Makeup Lesson

Catchup lessons can only be created from the diary. Bookings can only be made in a session that has vacancies. If the class has future catchups scheduled (which makes the class full on those dates) you may be unable to enter additional bookings.

- 1. Select the required Day, Block and Year at the top of the diary screen to display the session you want to book the student in.
- 2. Use the panel on the left of your screen to select the session you would like to book a catchup lesson for.
- 3. All bookings for the selected session will be displayed in the panel on the right of your screen.

Splash Edit View Diary Scripts	Print Tool	ls															_		;
Swim Sc Splash	chool Dia	ary										То	day's Date: :	2/2/2	2018		\$	2	K
																	l	oqin Nev	N
pecify Monday v I	Feb			~ 2018	8	Tu	rtles @ 4:30 PM o	n Monday with E	Brian	Rob	er								
lass All Enter All or Classnam		× 5		eek eek			Bookings				_	Waiting List				Achievements			1
	18	Bookings	Spaces	This Week Next Week		q	Session ID 3565	Class ID TUR					Instructor	BR	Brian Roberts		-	d Booking	-
Time Class	Instructo	n e	Sp	Thi Ne			Class Name Turtles									Telephone:	- A0	d Booking	_
3:30PM Turtles	BR	1	7		^		Class Level 2	Max Size 8					Comments				-	d Makeup	_
3:30PM Penguin	BS	2					Location Learners Pool										-Au	amaxeup	-
3:30PM Jellyfish	DS	1	5				Start Date 5/2/2018	End Date 26/2/2018									+ 4	d Waitlist	1
3:45PM Seals	TBA	4					Shift Afternoon		0	2	0	2 2							-
4:00PM Turtles	BR	1	7				onin vitemoon		05/02	12/02	1000	26/02							
4:00PM Penguin	BS	2	4			0	Joanne Jones *	2_10m		1	1						\$ 4		^
4:00PM Jellyfish	DS	3	3					David Jones									•	~ ~	
4:30PM Turtles	BR	3	5			0	Paula Schwass *	5_1m											
4:30PM Penguin	BS	1	5					Robyn Schwass									1	•	
4:30PM Jellyfish	DS	1	5			0	Peter Williamson	4_0m									\$ 4		
4:30PM Seals	TBA	0	4					John Williamson									- 7	•	
5:00PM Turtles	BR	0																	
5:00PM Penguin	BS	0																	
5:00PM Jellyfish	DS	1	5																
5:15PM Seals	TBA	1	3																
5:30PM Turtles	BR	0	8																
5:30PM Penguin	BS	0	6																
5:30PM Jellyfish	DS	1	5																
					~														~

4. Click once on the Add Catchup/Makeup button to display the Select a Student dialog.

	rt of the student nam ily name from the list			ere ere	Filter: sm	
Smith	Jacob	5_6m	0272222082	6A Erlestoke Crescent, Churton Park,	Penguin	
Smith	Jason	6_5m	0272222082	89 Roberta Road, Tawa 4008	Turtles	
Smith	Jennifer	2_9m	0272222082	89 Roberta Road, Tawa 4008	Turtles	
Smith	john	5_8m	0272222082	89 Roberta Road, Tawa 4008		
Smith	Lucas	5_8m	0272222082	6A Erlestoke Crescent, Churton Park,	Penguin	
Smith	Nicholas	6_3m	0272222082	6A Erlestoke Crescent, Churton Park,	Turtles	
Smith	Phillip	6_2m	0272222082	89 Roberta Road, Tawa 4008	Penguin	
Smith	Sam	6_3m	0272222082	6A Erlestoke Crescent, Churton Park,	Penguin	
Smith	william	8_0m	0272222082	123 Any St, Wellington	Jellyfish	

- 5. Begin typing either the student first name or last name to display a list of all students with a matching name. The list will be revised as you type.
- 6. Click once on the line, which contains the student name, age, and address you wish to book the catchup for.
- 7. The Enter New Catchup Details dialog will be displayed on your screen. The student and session details will be completed for you.

💐 Create N	lew Booking	\times
đ	Enter New Catchup Details	
	Must Pay at Time of Booking	
	Jason Smith	
	89 Roberta Road, Tawa 4008 Telephone: 0272222082	
	Age: 6_5m Gender: Male	
	Has been booked in to Turtles lessons on Monday at 4:30 PM with Brian Roberts	
	Start Date 5/2/18	
Comment		
🗱 Canc	Done 💜]

- 8. Update the **Start Date** to display the date the catchup lesson is being taken.
- 9. Click the **Done** button to save the booking and return to the diary screen.

NB: An "Active" catchup lesson will appear in green text. A catchup is regarded as active if the date of the catchup is within 7 days of the current date. Students entered for catchup lessons will automatically appear on printed listings while they are active. The status of a catchup lesson will revert to "Exited" when outside the active timeframe. A past catchup is displayed in red text, while a future catchup is displayed in orange text.

Identifying Upcoming Spaces for Catchups/Makeups

Upcoming spaces for either this week or next week are represented as green and oranges boxes in the diary. Simply click the box to create a catchup/makeup lesson.

- A green box represents a space this week,
- An orange box represents a space next week.

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Time '3:30PI '3:30PI			oking	This seek		Turtles 2 Learners Po	Max S	s ID TUR		Instructor Comments	BR Brian Roberts	Telephone:	+Ad	d Bookin 1 Makeu	1P
	W Seals	TBA	4 0		Start Date		End Date	26/2/2018	~ ~ ~ ~				+ A0	d Waitlis	±
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4:00PI	M Penguin M Jellyfish	BS DS	2 4 3 3		G Joanne Jo	nes 0272222082	* 2_10m David Jones						\$ 4	×	^

Updating Student Achievements

Student achievements can be updated from either the diary, the booking record or from the iPad. Each row in the achievement portal contains four fields:

The Goal – displays a description of the goal a student is working towards.

Progress Status – contains a drop-down list of possible stages in respect to the swimmers progress towards the selected goal. The menu may be changed within your preferences.

Comments –a free text field that enables you to enter any comments about the students' progress towards the selected goal.

Date of Completion – the date of completion should be completed when a child has successfully demonstrated the assigned task.

- 1. Select the required Day, Block and Year at the top of the diary screen.
- 2. Use the list on the left of your screen to select the session you wish to update.

Symbol - <th></th> <th></th> <th></th> <th></th> <th></th> <th></th> <th></th> <th></th> <th>-</th> <th>-</th> <th></th> <th></th> <th></th> <th></th> <th>-</th> <th></th> <th></th> <th></th> <th></th>									-	-					-				
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3. Click the achievement tabcard.

- 4. A list of all students in the selected session will be displayed on the top right of your screen.
- 5. Click once on each student name to display their progress towards goals..
- 6. Update assessment details for each goal as required.

	Bookings			Wa	iting List	Ac	chievements			
Curr	rent Bookings									
q	Joanne Jones	2_10m	0272222082			Level : TURTLES				1
q	Paula Schwass	5_1m	0272222082			Level : TURTLES				
Q,	Peter Williamson	4_0m	0272222082			Level : TURTLES				
Q,	Jason Smith	6_5m	0272222082			Level : TURTLES				
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Transferring the Student to Another Session

Use the transfer command to move a student from one session to another, this command should be used when you do not need to keep a record of the original booking. If you wish to keep a record of the original booking, use the Exit process and rebook the child in a new session.

- 1. Select the required Day, Block and Year at the top of the diary screen.
- 2. Use the list on the left of your screen to select the session you wish to update.
- 3. Locate the booking you wish to move.

	View Diary Scripts F Swim Sch													Т	loday'	s Date:	: 2/2	2/201	18		_	\$	×	>
Specify	Monday - Fet	5		~ 2018	Т	urti	es @ 4	1:30 PM	1 on	Monday with E	rian	Robe	rts									Loc	in New U	Jser
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3:30P	Enter All or Classname Enter All or Classname Class M Turtles	Instructor	Bookings	7	<u>_</u>	Cla	ession ID as Name Iss Level	Turtles		Class ID TUR						Instructo		۲ I	Brian Roberts	Telepho	one:	+ Add E		
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- 4. Click once on the transfer button displayed to the right of the booking record.
- 5. You will be asked to confirm your request to move the selected student to another class.

Transfer Student to Anothe	er Session
Are you sure you want to tr another session?	ransfer Peter Williamson into
	Cancel OK

6. You will be prompted to select the session you would like to move the student into.

Pick Another Session		
Please choose the session Williamson in to.	n you want to transfer Peter	
	Cancel OK	

- 7. Display the new session details on your screen by updating the Day, Bock and Year settings at the top of the diary screen.
- 8. Click once on the session you wish to move the student in to.

Processing a Payment

- 1. Ensure the Diary is displayed on your screen.
- 2 Click the \$ button displayed on the top right of the window

	Fools						÷ '	
Swim School I Splash	Diary			Tod	lay's Date: 8/2/20	118	\$	0
pecify Monday - Feb	× 2018	Seals @ 3:45 PM or	n Monday with To	Be Advised			Logi	in N
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3:30PM Turtles BR 3:30PM Penguin BS		Class Level 6	Max Size 4		Comments		+Add Ma	ake
3:30PM Jellyfish DS 3:45PM Seals TBA		Location Main Pool Start Date 5/2/2018	End Date 26/2/2018				+ Add W	Vaitli
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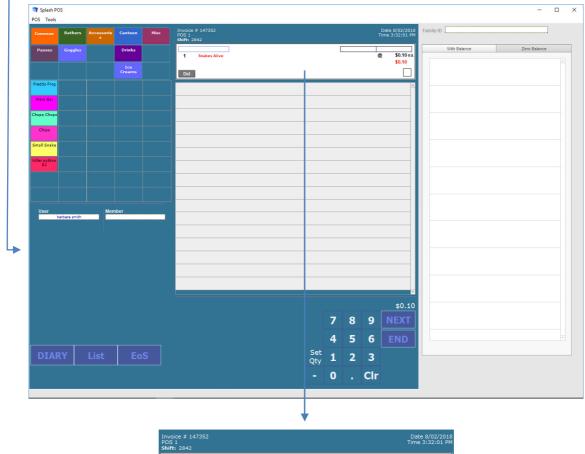
- 3. The POS interface will be displayed on your screen.
- 4. Use the panel on the top left of the screen to select the category which contains the button for the item being sold.

Common	Bathers	Accessorie s	Canteen	Misc
Passes	Goggles		Drinks	
			Ice Creams	

5. Click once on the product you wish to include in your sale.

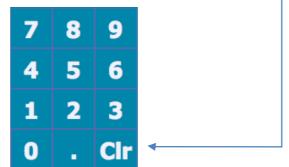
Freddo Frog		
Mars Bar		
Chupa Chups		
Chips		
Small Snake		
killer python \$1		

6. The item you have selected will move across to the Sale Item box



Invoice # 147352 POS 1 Shift: 2842	Date 8/02/2018 Time 3:32:01 PM
1 Snakes Alive	@ \$0.10 ea. \$0.10
Del	

7. If you are selling multiple items of the same product click the **CIr** button, then select the actual quantity being sold.



- 8. Repeat steps 4 through 7 until all products have been define for the sale.
- 9. As you enter additional items they will move further down the scree within the sale items area of the screen.

POS	oice # 147352 5 1 ft: 2842	Date 6/02/2011 Time 3:32:01 PM
1	Cometto	@ \$3.50 ea \$3.50
1	Snakes Alive	\$0.10
1	Chupa Chups	\$0.60
1	Mars Bar	\$2.00
1	Fredddo Frog	\$0.60
1	Aquastream	\$12.95

10. When all items have been defined, click the END button.



11.You will be asked to define the payment method for the selected sale. Choose EftPOS or Cash to complete the sale and return to the POS screen. Click Cancel to export the dialog box without completing the sale.

Payment Method		
Ca	encel EftPOS	Cash

Entering a Quick Sale for a Booking

Clicking the green dollar symbol displayed within the booking line triggers a quick sale for the selected booking. After selecting the dollar sign a sale will be created, the family will be selected and the selected booking information will be added to the sale.

- 1. Ensure the Diary is displayed on your screen.
- 2. Click the \$ displayed in the row for the booking you wish to pay.

ব্ব Splash	×
File Edit View Diary Scripts Print Tools Splash Swim School Diary	Today's Date: 12/2/2018 💲 💥
	Lõgin New Use
Specify Monday ~ Feb ~ 2018	Seals @ 3:45 PM on Monday with To Be Advised
Class All	Bookings Waiting List Achievements
Enter All or Classname Source Source	Class ID SEA Instructor TBA To Be Advised Telephone: 027222084
🔍 3:30PM Turtles BR 1 7 📕 📥 🔶	
📽 3:30PM Penguin BS 2 4	Class Level 6 Max Size 4 Comments
3:30PM Jellyfish DS 1 5	Start Date 5/2/2018 End Date 26/2/2018
A 16PM Baars TBM James Wilson (4_1m)	
4:00PM Turtles BR 1 7	Shift Afternoon
4:00PM Penguin BS 2 4	🔍 Craig King 9_6m
🍳 4:00PM Jellyfish DS 3 3	0 0272222082 Nathan King
🍳 4:30PM Turtles BR 💾 2 6	C Hamish McDougal 8_11m
4:30PM Penguin BS 1 5	✓ 027222082 Mary McDougal
4:30PM Jellyfish DS 1 5	🔍 Jack McArthur 8_7m S 🐟 🛠
4:30PM Seals TBA 0 4	🏶 🔷 04.566.7894 Andrew McArthur
S:00PM Turtles BR 1 7	🔍 Paul Fairbrother 8_9m S 💠 🛠
S:00PM Penguin BS 0 6	- 0272222082 Mark Fairbrother
5:00PM Jellyfish DS 1 5	
S:15PM Seals TBA 1 3	
S:30PM Turtles BR 0 8	
SI30PM Penguin BS 0 6	
S30PM Jelydon DS 1 5	
×	×

- 3. The POS interface will be displayed on your screen.
- 4. The selected booking will be moved to the sale item portal and all bookings for the selected family will be displayed in the panel on the right of the screen.

Splash PO POS Tools	DS										- 🗆 ×
Common	Bathers	Accessorie S	Canteen	Misc	Invoice # 147371 POS 1 Shift: 2842				Date 12/02/2018 Time 1:30:11 PM Andrew McArthur	Family ID 23 MCARTHUR (Andrew McA	rthur)
Passes	Goggles		Drinks		Lesson					With Balance	Zero Balance
			Ice Creams		1 Jack McArthur - Seals - 3:45 PM Mon (Block Feb 2018)				8 \$22.00 ea. \$22.00	Jack McArthur Seals - 3:45 PM Mon (Term Jun 2017) Percent Disc 10	\$54.00
									<u>*</u>	Jack McArthur Seals - 3:45 PM Mon (Term Jul 2017) Percent Disc 10	\$90.00
										Jack McArthur Seals - 3:45 PM Mon (Term Aug 2017) Percent Disc 10	\$72.00
										Jack McArthur Seals - 3:45 PM Mon (Term Sep 2017)	\$72.00
										Jack McArthur Seals - 3:45 PM Mon (Term Oct 2017) Percent Disc 10	\$72.00
User		Men	nber							Jack McArthur Seals - 3:45 PM Mon (Block Nov 2017)	\$72.00
	barbara smith		23 Andrew Mc	Arthur						Percent Disc 10 Jack McArthur Seals - 3:45 PM Mon (Block Dec 2017) Percent Disc 10	\$54.00
										Jack McArthur Seals - 3:45 PM Mon (Block Jan 2018) Percent Disc 10	\$54.00
										Melanie McArthur Penguin - 3:30 PM Wed (Block Jan 2018) Percent Disc 10	\$72.00
						7	8	9	\$22.00	Melanie McArthur Penguin - 3:30 PM Wed (Block Feb 2018) Percent Disc 10	\$72.00
						4	5	6			
DIAF	RY				Si Qi	et y 1	. 2	3			
					-	C)	Clr			

- 5. Select additional bookings or amend the payment amount of the existing item.
- When all items for the sale have been selected, click the END or NEXT button to complete the sale.

Defining Alternative Payment Methods

1. Ensure the Diary is displayed on your screen.



END

2. Click the \$ button displayed on the top right of the window.

Splash PC OS Tools													-	
	Bathers	Accessorie S	Canteen	Misc	Invoice # 147352 POS 1 Shift: 2842					ate 8/02/2018 ne 3:32:01 PM	Family ID]	
Passes	Goggles		Drinks		1 Snakes Alive				@	\$0.10 ea.		With Balance	Zero Balance	
			Ice Creams		Del					\$0.10				
eddo Frog										<u>^</u>				
fars Bar														
ipa Chups														
Chips														
mall Snake														
ler python \$1														
User b	barbara smith	Men	iber											
										\$0.10				
							7	8	9	NEXT				
							4	5	6	END				
DIAF	RY	List				Se Qt ^r		2	3					
						Qt -			Clr					
									GIL					

3. The POS interface will be displayed on your screen.

- 4. Click once in the Family ID field on the right of the screen.
- 5. The Select Family dialog will be displayed on your screen. Enter the family name (or part thereof) in the filter field. The content of the list will be revised as you type.

	art of the family name to mily name from the list b		ls.	Fiter: smith	
Select tile Tal	mily name from the list t	1010 W			
Smith	Unknown	0272222082			1
Smith	Bridget	0272222082	1243 Any Street, Wellington		
Smith	Barbara	0272222082	6A Erlestoke Crescent, Churton Park, Wellington 4001	Jacob, Sam, Nicholas, Lucas	
Smith	Daniel	0272222082	89 Roberta Road, Tawa 4008	Jason, Phillip, Jennifer, john	

- 6. When you have identified the correct family simply click anywhere within the required row.
- 7. You will be returned to the POS screen, all existing bookings for the selected family will be displayed in the panel on the right of the screen. This area is displayed in two cards ; with balance and zero balance.

💐 Splash PC	DS																-	
POS Tools																		
	Bathers	Accessorie 5	Canteen	Misc	Invoice # 147 POS 1 Shift: 2842								Date 8/02/2018 me 3:39:53 PM Barbara Smith	Family ID 2	SMITH (E	arbara Smitl	1)	
Passes	Goggles		Drinks		Less]					barcod	e	With B	alance		Zero Balance	
					1 Nich	olas Smith	- Turtles - 11:00 AM	Thu (Term Sep 20	17)			æ	\$59.40 ea. \$59.40	Jacob (Jake)	Smith		\$73.8	0
			Ice Creams		Del									Penguin - 3:3	0 PM Mon (Blo	ck Sep 2017)		
Freddo Frog					1 Jacob (Jake) Smith	h - Penguin - 3:30 F	PM Mon (Block Au	ig 2017)				\$73.80	Percent	Disc	10		
Mars Bar					1 Lucas S	Smith - Pen	guin - 4:30 PM Mor	n (Term Aug 201)	7)				\$72.00					
							furtles - 11:00 AM	· · ·					\$74.25					
Shupa Chups							guin - 4:30 PM Mor						\$72.00	Jacob (Jake) Penguin - 3:3	Smith 0 PM Mon (Blo	ck Oct 2017)	\$73.8	0
Chips					1 Lucas e	Smith - Pen	iguin - 4130 PM Mor	n (Term Sep 201)	·)				\$72.00	Percent	Disc	10		
Small Snake														Lucas Smith	0 PM Mon (Ter		\$72.0	0
killer ovthon																		
killer python \$1														Percent Nicholas Sm		10	\$59.4	0
														Turtles - 11:0	0 AM Thu (Teri	n Oct 2017)		
														Percent Jacob (Jake)	Disc	1	\$64.5	
															0 PM Mon (Blo	ck Nov 2017)	φ04.c	•
User cat	adonatantib e		nber card mur Barbara Si											Percent	Disc	10		- 11
			Barbara Si	mita										Lucas Smith Penguin - 4:3	0 PM Mon (Blo	ck Nov 2017)	\$69.5	0
														Percent	Disc	10		-81
														Nicholas Sm Turtles - 11:0	th 0 AM Thu (Bloc	:k Nov 2017)	\$69.9	5
														Percent	Disc	1	\$69.5	
														Jacob (Jake) Penguin - 4:0	O PM Mon (Blo	ck Nov 2017)	\$69.5	0
													\$351.45	Percent Jacob (Jake)	Disc	10	\$55.3	5
										-	•				0 PM Mon (Blo	ck Dec 2017)	900.0	
										7	8	9	NEXT	Percent	Disc	10		- 11
										4	5	6		Jacob (Jake) Penguin - 410		nek Dec 2017)	\$55.3	5
DIAF	RY								Set Qty	1	2	3						
										•		Clr						
										0		Cir						

- 8. Click once on the booking you wish to process a payment for. The booking details will be copied to the sale item area of the screen.
- 9. Repeat step 8 until all bookings have been defined for the sale.
- 10. When all bookings and products have been defined for the sale, click the **Next** button to define the method of payment.



11. The End Sale dialog will be displayed on your screen.

000							Splas	h POS			
	Payment Met	hod	Amount	Invoi POS	ce # 147177 1					т	Date 3/02/2015 ime 1:31:44 PM
DEL (CreditC	ard 2842	259.5	2842							Sam Brown
DEL				1	Missile Goggles \$30						\$30.00 🔶
				1	Celia Brown - Turtles	- 9:30 AM Tue (Terr	n 1 2014)				\$135.00
L			Total	1	Celia Brown - Turtles	- 9:00 AM Sun (Ter	m 2 2014)				\$94.50
			▼ \$259.50	_							
			Change								
			CHA\$0:00								
CAS	SH	EFTPOS	CREDIT								
			CARD								
GIF VOUC		CHEQUE	AMEX								
INTER	RNET	MANAGE- MENT	PROMO								
DIRE DEB		SESSION PASS	JOURNAL								
										Total :	\$259.50
							\$5	7	8	9	BACK
							\$10) 4	5	6	END
							\$20	1	2	3	
DIA		List	EoS				\$50	0		Clr	
							φσe				

12. Choose the payment method by clicking the appropriate payment buttons on the left of your screen.

CASH	EFTPOS	CREDIT CARD
GIFT VOUCHER	CHEQUE	AMEX
INTERNET	MANAGE- MENT	PROMO
DIRECT DEBIT	SESSION PASS	JOURNAL

13.Payments may be split across multiple payment types. Simply select the required method of payment and update the amount being paid for each selection.

DEL	CreditCard	2842	\$200.00
DEL	Cash	2842	151.45
DEL			

END

14.To complete the sale, click the **End** button.

15.Complete the sale by clicking the **End** or **Next** button.

Removing an Item from the Sale

An item may be deleted from the sale while it is displayed at the top of the sale item screen. If the item you wish to remove is not displayed at the top of the list, simply click on it to return it to the top. An item cannot be removed from the sale after the sale has been completed.

Splash PC OS Tools	S				x
Common	Bathers	Accessorie 5	Canteen	Misc	Invoice # 147353 Date 9/02/2018 Family 10 2 POS 1 Time 3:39:35 PM SMiftr 2842 Barbara Smith SMITH (Barbara Smith)
Passes	Goggles		Drinks		Lesson barcode With Balance Zero Balance 2 de Statuto d
			Ice		\$59.40 Jacob (Jake) Smith \$73.80
			Creams		Del Penguin - 330 PM Mon (Block Sep 2017)
reddo Frog					1 Jacob (Jake) Smith - Penguin - 3:30 PM Mon (Block Aug 2017)
Mars Bar					1 Lucas Smith - Penguin - 4:30 PM Mon (Term Aug 2017) \$72.00
hupa Chups					1 Nicholas Smith - Turtles - 11:00 AM Thu (Term Aug 2017) \$74.25 Jacob (Jake) Smith \$73.80
Chips					1 Lucas Smith - Penguin - 4:30 PM Mon (Term Sep 2017) \$72.00 Penguin - 3:30 PM Mon (Block Oct 2017)
nali Snake					Locas Smith \$72.00 Penguin - 4:30 PM Non (Term Oct 2017)
ller python \$1					
					Nicholas Smith \$59.40 Turties - 11.00 AM Thu (Term Oct 2017)
					Percent Disc 1
					Jacob (Jake) Smith \$64.50 Penguin - 3:30 PM Non (Block Nov 2017)
User cat	adaratanito e	er Merr	iber card mun	iber	Percent Disc 10
			Barbara Si	nith	Lucas Smith \$69.50 Penguin - 4:30 PM Mon (Block Nov 2017)
					Percent Disc 10
					Nicholas Smith \$59.95 Turties - 11:00 AM Thu (Block Nov 2017)
					Percent Disc 1 Jacob (Jake) Smith \$59,50
					Penguin - 4:00 PM Mon (Block Nov 2017)
					Bercent Disc 10
					\$351.45 Jacob (Jake) Smith \$55.35 Penguin - 3:30 PM Mon (Block Dec 2017)
					7 8 9 NEXT @ Percent Disc 10
					4 5 6 END Jacob (Jake) Smith \$55.35
DIAF	εγ	List	Eo		Set 1 2 3
					Quy
					- 0 . Clr

- 1. Ensure the item you wish to remove is displayed in the sale item area at the top of the screen.
- 2. If the items is not displayed at the top of the list, simply click the required item.
- 3. Click the **Del** button
- 4. Complete your sale by clicking the End or Next button.

Discounting a Sale Item

1. Ensure the Diary is displayed on your screen.



- 2. Click the \$ button displayed on the top right of the screen.
- 3. The POS interface will be displayed on your screen.
- 4. Select the product you wish to sell.
- 5. A discount can be applied to an item while it is displayed at the top of the sale item list.
- 6. Click the Discount box at the right of the sale item screen to display the Staff Discount screen.

Invoice # 147355 POS 1 Shift: 2842	Date 8/02/2018 Time 3:49:49 PM
1 Vorgee Missile Goggles	@ \$30.00 ea. \$30.00
Del	



- 7. Either click an existing discount button or enter the amended price on the right of the screen.
- 8. Click Commit to return to your sale screen.
- 9. A cross will be displayed in the discount box when an item has been discounted.



10.Complete your sale by clicking the End or Next button.

NB: A history of all discounts is recorded in the Discounts area of Splash POS.

Applying a Part Payment to a Booking

Part payments are only available for bookings. Products must be paid in full at the time of purchase.

1. Ensure the Diary is displayed on your screen.



- 2. Click the \$ button displayed on the top right of the screen.
- 3. The POS interface will be displayed on your screen.
- 4. Select the booking you wish to process a payment for.
- 5. A part payment can only be defined while the booking appears in the sale item area at the top of the list.
- 6. Click the unit price written in black.



- 7. The Part Payment of Booking dialog will be displayed on your screen.
- 8. Enter the amount of the payment you would like to apply and click OK.

Part Payment of Booki	ing
Please specify the amou	unt of the part payment.
Payment Amount	
Payment Amount	
-	Cancel OK

9. The booking will be displayed with a revised unit price..

1	Lesson Phillip Smith - Penguin - 4:00 PM Mon (Term Jun 2017)	@ \$25.00 ea. \$25.00
Del		

10. Repeat steps 4 through 9 until all relevant bookings have been selected.

11.Complete your sale by clicking the **End** or **Next** button.

NB: The above command does not reduce the price of the initial booking, it simply applies a part payment to the outstanding balance.

Managing the Waiting List

Adding a Student to a Waiting List

- 1. Select the required Day, Block and Year at the top of the diary screen.
- 2. Use the list on the left of your screen to select the session you wish to update.
- 3. Click the **Waiting List** tabcard. All students wait listed for the selected session will be displayed on the lower right corner of your screen.

Splash					- 🗆 ×
Edit View Diary Scripts Print Tools Swim School Diary Splash			Today's Date: 9/	2/2018	\$ 🕺
ipecify Friday V Feb	2018 Starfish	@ 9:15 AM on Friday with	Lice Wilcon		Login New User
class All	starrish	Bookings		Achievements	
Enter All or Classmanne view of the	Class La	ID 3578 Class ID ST me Startish vvel 5 School Age	Wating List	5.44m	\$ + × ^
9:30AM Turtles TBA 0 8	Start E	Date 2/2/2018 End Date 23/2/201	3		
	Start I	me 9:15 AM Weekday Friday			
		ock Feb Year 2018			
	INO. OF LESS				
		tion Main Pool			
11:30AM Penguin TBA 🚩 0 6					
	Cost of Ses Cost Meth				
		ost \$20.00 DD Cost \$20.50			
	Default To				
	Instructor D	tor LW Lisa Wilson			
		Telepho	ne:		
	Comments				×
			Print Waiting List		+ Add Waitlist
			1 9/02/18 Q Jane White		+ * -
	×				~

4. Add a new student to the waiting list by clicking the Add Waitlist button.

	Print Waiting List	+ Add Waitlis	4	
	ିଙ୍କୁ 9/02/18 ିଙ୍କୁ Jane White	+ ×	^	
×			<u> </u>	

- 5. The Select a Student dialog will be displayed on your screen. You cursor will be flashing in the Filter field.
- 6. Begin typing either the first name or the surname of the swimmer you wish to waitlist. The list will be revised as you type.
- 7. Click once on the line containing the name of the student you wish to add to the waiting list.

Sele	ct a Stude	nt				
	f the student name name from the list		wer records.	6 6	ilter: h	
Hargreaves	Gregory	6_7m	0272222082	24 Iane St, Wallaceville, Upper Hutt 5014	Starfish	^
Hargreaves	Jessica	4_9m	0272222082	24 Iane St, Wallaceville, Upper Hutt 5014	Jellyfish	
Harper	Amelia	1_6m	0272222082	76 Colombo Road, Tawa, Wellington 4010		
Harper	Annabelle	2_5m	0272222082	45 Whangaehu Valley Rd, Masterton 5886		
Harper	Robert	5_9m	0272222082	76 Colombo Road, Tawa, Wellington 4010	Turtles	
Hughson	Hayden	6_0m	0272222082	98 Barrett St, Ngaio, Wellington 4007	Turtles	
Hughson	Stephanie	3_10m	0272222082	98 Barrett St, Ngaio, Wellington 4007	Jellyfish	
McDougal	Hamish	8_11m	0272222082	118 South St, Newlands, Wellington 4006	Seals	
Williams	Harry	4_9m	0272222082	171 Chapel St, Khandallah, Wellington 4005	Penguin	

8. The Enter New Wait List dialog will be displayed on your screen.

💐 Create New	/ Wait List			×
🗐 Ent	er New	Waitlist		
Name	Gregory Ha	rgreaves		
Telephone	027222208	2		
Address	24 Iane St,	Wallaceville, Upper Hutt	5014	
Age	6_7m	Gender	Male	
Class ID	STA	Session ID	3578	
Class Name	Starfish			
Instructor	Lisa Wilson	1		
Start Time	9:15 AM	Block	Feb	
Weekday	Friday	Year	2018	
Notes			^	
			\sim	
Current		ooked in Starfish on Tue:	sday at 🔷	
Booking	5:00 PM wit	h Harry Sims	~	
	_			_
🕷 Cancel			Done ؇	
				-

9. Enter any additional comments and click the **Done** button to return to the diary.

Transferring a Student from the Waiting List to the Session

- 1. Select the required Day, Block and Year at the top of the diary screen.
- 2. Select the session containing the waitlist by clicking on the waiting list icon in the left panel on your screen.

Specify	Friday ~ Feb)		~	2018
Class	All Enter All or Classname Enter All or Classname	~	Bookings	Spaces	This Week Next Week
Time	Class	Instructor	_		⊨ž
R 8:30A		TBA	1	5	
R 8:45A		LW	1	5	
9:00AM	M Turtles	TBA	Û	8	
9:15A		LW 💾	1	3	
9:30AM		TBA	0	8	
^{CQ} 10:00/	AM Turtles	TBA	0	8	
^{10:00/}		LW	2	2	
^{CC} 10:30/		тва 🏲	0	6	
^{CC} 10:45/		LW	0	4	
³³ 11:00/	AM Penguin	TBA	2	4	
^{CC} 11:30/	AM Penguin	тва 🏴	0	6	

- 3. You will be taken to the waitlist screen. All students wait listed for the selected session will be displayed on the lower right corner of your screen.
- 4. Click the four directional arrow to the right of the student name in the wait list.

7 Splash Ie Edit View Diary Scripts Print Tools			- D X
Swim School Diary		Today's Date: 9/2/2	018 💲 💥
			Login New User
Specify Friday ~ Feb ~ 2018	Starfish @ 9:15 AM on Friday with L		
Class All	Bookings	Waiting List	Achievements
Time Class Instructor	Session ID 3578 Class ID STA	G Bobby Thomson	5_11m
Time Class Instructor 읍 여 두 풀	Class Name Starfish	Bobby Inomson O 027222082 Anthony Thomson	\$ 💠 💥
State Benguin TBA 1 5 6 6 6 7 8:45AM Jellyfish LW 1 5 6 6 7 1 <th1< <="" td=""><td>Class Level 5</td><td>•••</td><td></td></th1<>	Class Level 5	•••	
S:45AM Jellyfish LW 1 5 6 S:00AM Turtles TBA 0 8 6	Programme School Age		
9 9 154M Startish			
🗣 9:30AM Turtles TBA 0 8	Sessions Details Start Date 2/2/2018 End Date 23/2/2018		
🕰 10:00AM Turtles TBA 0 8 📕 📕	Start Time 9:15 AM Weekday Friday		
🍳 10:00AM Seals LW 2 2 📕	Block Feb Year 2018		
🍳 10:30AM Penguin 🛛 TBA 🏴 0 6 📕 📕	No. of Lessons 4		
🍳 10:45AM Starfish LW 0 4	Frequency Weekly ~		
C 11:00AM Penguin TBA 2 4	Location Main Pool		
🌱 11:30AM Penguin 🛛 TBA 🚩 0 6 🔳 📕	Cost of Session		
	Cost Method Cost Per Session		
	Default Cost \$20.00 DD Cost \$20.50		
	Default Total \$80.00 DD Total \$82.00		
	Instructor Details		
	Instructor LW Lisa Wilson		
	Telephone:		
	Comments		
		Print Waiting List	+ Add Wallet
		Q 9/02/18 Q Jane White	+× -
			••
×			×

5. A message will be displayed asking if you wish to transfer the student from the waiting list into the selected session.

Transfer Student to Se	ssion
Are you sure you want class at 9:15AM?	to transfer Jane White into the Starfish
	Cancel OK

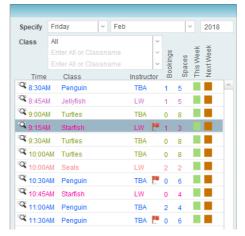
6. Click **OK** to continue.

💐 Create Ne	w Booking	×
Edit Tools		
	Enter New Booking Details	
	Jane White #Bookings This Block 2	
	76 Moorefield Road, Johnsonville, Wellington 4001 Telephone: 0272222082	
	Age: 7_2m Gender: Female	
	Has been booked in to Starfish lessons on Friday at 9:15 AM with Lisa Wilson	
	Start Date 2/2/18	
	End Date 23/2/18	
	No. of Lessons 4	
C	ost of Lessons Direct Debit Comments	
	Cost Per Session \vee @ \$20.00 Initial Cost \$80.00	
Discount R	ate 10 Discount Type Percent ~ Discount Applied \$8.00	
	Credit Applied	
	Payment Due By 2/2/2018 🔲 Value of Free Lessons \$0.00	
	Payment by Direct Debit Balance Due \$72.00	
🗱 Cance	Done 🖋	

- 7. The Enter New Booking dialog box will be displayed on your screen.
- 8. Update the booking details to include the correct start date, number of sessions and cost.
- 9. Click **Done** to continue and return to the diary.

Removing a Student from the Waiting List

- 1. Ensure the Swim School Diary is displayed on your screen.
- 2. Select the required Day, Block and Year at the top of the diary screen.
- 3. Use the list on the left of your screen to select the session you wish to update.



- 4. Click the **Waiting List** tabcard or the red flag in the left panel for the required session. All students wait listed for the selected session will be displayed on the lower right corner of your screen.
- 5. Click the **Delete** button to the right of the student name in the waiting list.



6. A message will be displayed asking if you wish to remove the student form the waiting list. Click OK to delete the waitlist entry or Cancel to close the dialog without making a change.



Printing the Waiting List

- 1. Ensure the Swim School Diary is displayed on your screen.
- 2. Select Waiting List from the Print menu.

I Splash File Edit View Diary Scripts Print Tools		– 🗆 X
Swim Sc Splash Skim Sc Chart Showing	Today's Date: 9/2/2018	\$ 💥
Class Grid		Login New User
Specify Friday v F	Starfish @ 9:15 AM on Friday with Lisa Wilson	
Class All Weekly Booking Statistics		chievements
Enter All or Classname Enter All or Classname Time Class Instructor	Class ID STA Class ID STA Sobby Thomson 5_11m	
Time Class Instructor 🛱 🔗 두 Ž	Class Name Starfish	\$ 💠 🗶 🗌
C 8:30AM Penguin TBA 1 5	Class Level 5 Q Jane White 7_2m	
🕿 8:45AM Jellyfish LW 1 5	Programme School Age O 0 0272222082 Julie White	<u>\$</u> 💠 🗶
9:00AM Turtles TBA 0 8	Gunderrige	
9:15AM Starfish LW 💾 2 2	Sessions Details	
State THE TEA 0 8 State 10:00AM Turtles TEA 0 8	Start Date 2/2/2018 End Date 23/2/2018	
	Start Time 9:15 AM Weekday Friday	
10:00AM Seals LW 2 2	Block Feb Year 2018	
Control TBA Penguin TBA Penguin Control Contro Contro Control<	No. of Lessons 4	
	Frequency Weekly ~	
California TBA 2 4 California TBA TBA 0 6	Location Main Pool	
→ 11:30AM Penguin IBA 😭 0 6	Cost of Session	
	Cost Method Cost Per Session	
	Default Cost \$20.00 DD Cost \$20.50	
	Default Total \$80.00 DD Total \$82.00	
	Instructor Details	
	Instructor LW Lisa Wilson	
	Telephone:	
	Comments	
	commenta	
		~
	Print Waiting List	+ Add Waltist
	Q 9/02/18 Q Gregory Hargreaves	💠 💥 🗠
×.		×

3. The Locate Waiting List Records dialog will be displayed on your screen. Enter the Block and Year for the waitlist records you wish to display and click OK.

Locate Waiting List Records	
Please specify the term and year.	
Block	
Feb	
Year	
2018	
	Cancel OK

4. The second Locate Waiting List Records dialog will be displayed on your screen. Enter the Classname and/or student name if you wish to print a specific list, otherwise **leave blank for all waitlist records** in the selected Block and Year and click OK.

Locate Waiting List Record	s
Please specify the class and	/or student.
Classname	
Student Name	
	Cancel OK

Specify Sort Order			
Would you like the report sorte Name	d by Class Nan	ne or Student	
	Student	Class	

5. The report will be previewed on your screen. The status panel (at the top of the screen) lets you view other pages. When you have finished viewing the report click the **Continue** button on the status panel (or press ENTER).

Splash Fige Records Tools	- D X
Pages Total Save as force! Save as Spreid Save as S	
Layout: WL_PRT Waiting List 🔹 Wew As: 📰 📰 Exit Preview	Script paused Continue
6.	

List of Waitliste	d Students					
Penguin						
peter jessop	04 478 3215	10:30 AM	Fri	TBA	9/2/18	
stuart pearson	027222082	11:30 AM	Fri	ТВА	9/2/18	
Barry Robinson	027222082	3:30 PM	Wed	LW	9/2/18	
brenda thomas	027222082	3:30 PM	Wed	LW	9/2/18	
Starfish						
Gregory Hargreaves	027222082	9:15 AM	Fri	LW	9/2/18	
Turtles						
Georgia Taylor	027222082	10:00 AM	Wed	BR	9/2/18	
Georgia Taylor	0272222082	10:30 AM	Wed	BR	9/2/18	
9/2/2018 : 12	:41:41 PM					Page 1

7. The **Message** dialog will be displayed on your screen.

Print Report	
Would you like to print the	waiting list report?
	Cancel OK

8. Click **OK** to print the report or **Cancel** to return to your original screen without printing.

Transferring the Waiting List to the Next Block

At the end of each term you will create your schedule for the coming block. Splash provides the ability to automatically rollover both the sessions and the bookings to assist you with recreating the bookings. In addition to the rollover of bookings and you can also transfer your waiting list entries from one block to the next. This command is only successful after you have rolled over the session details.

1. Ensure the diary is displayed on your screen.

Splash File Edit		Scripts Print Tools											-		×
Spl	Swi ash	Set My POS Location Turn Sharing On or O View Waiting List	ff						Today	's Date: 9	9/2/2018		\$	2	6
		Rollover Waiting List											L	ogin Ne	w User
Specify	Wednesday	- Feb	~	2018	Penguin (0 3:30 PM	I on Wednesd	lay witl	h Lisa Wilson						
Class	All	~		× ×		Bookings			Waiting List			Achievements			
Tim		lassname v lassname v Instructor v	Spaces	Inis week Next Week	Class Name		Class ID F	PEN		Instructor	LW Lisa Wilson	Telephone:	+ Add	1 Booking	
Q 9:00/	M Turtles	BR 2 BR 0	8		Class Leve Location	3 Main Pool	Max Size 6	3		Comments			+Add	I Makeup	
Q 10:30	AM Turtles AM Turtles M Penguin	BR 💆 0 BR 💆 0 LW 💆 1	8			7/2/2018 Afternoon	End Date 28/2/2	018	07/02 14/02 21/02 28/02				+ Add	d Waitlist	

- 2. Select Rollover Waiting List from the Scripts menu.
- 3. The Locate Waiting List Records dialog will be displayed on your screen. Enter the name of the Block and Year for the records you wish to rollover.

Locate Waiting List Records							
Please specify the block and year to be rolled over.							
Block							
Jan							
Year							
2018							
2010							
	Cancel OK						
	Cancel OK						

4. The rollover will be performed, any flags displayed in the original block will now be displayed on the next block.

Printing Reports

Printing a List of Students for the Supervisor

- 1. Ensure the Swim School Diary is displayed on your screen.
- 2. Select the required Day, Block and Year at the top of the diary screen.
- 3. Select List of ... Students for the Supervisor from the Print menu.

💐 Splash				– 🗆 X
File Edit View Diary Scripts	Print Tools			
Swim Sc Splash	List of Summary of Chart Showing	Students for the Supervisor	Today's Date: 9/2/2018	\$ 💥
	Class Grid			Login New User
Specify Monday - F	Waiting List	Turtles @ 9:30 AM on Wednesday w	ith Brian Roberts	
Class All	Weekly Booking Statistics	Bookings	Walting List Achiever	mante
Enter All or Classname Enter All or Classname Time Class 3:30PM Turtles	Next We	Class ID 3569 Class ID TUR Class Name Turtles	Instructor BR Brian Roberts Teleph	+ Add Booking
C 3:30PM Penguin		Class Level 2 Max Size 8	Comments	+Add Makeup
3:30PM Penguin	BS 2 4	Location Learners Pool ~		
3:45PM Seals	TBA 4 0	Start Date 7/2/2018 End Date 28/2/2018		+ Add Waitlist
4:00PM Turtles	BR 1 7	Shift Morning	07/02 14/02 21/02 28/02 28/02	
4:00PM Penguin	BS 2 4		5 51 77 03	
4:00PM Jellyfish	DS 3 3			^
4:30PM Turtles	BR 🏴 2 6			
4:30PM Penguin	BS 1 5			
A:30PM Jellyfish	DS 1 5			
4:30PM Seals	TBA 0 4			
S:00PM Turtles	BR 1 7 📕			
S:00PM Penguin	BS 0 6 📕 📕			
S:00PM Jellyfish	DS 1 5			
Seals	TBA 1 3 📕 📕			
S:30PM Turtles	BR 0 8 📕 📕			
S:30PM Penguin	BS 0 6 📕 📕			
S:30PM Jellyfish	DS 1 5 📕 📕			

4. The report will be previewed on your screen. The status panel (at the top of the screen) lets you view other pages. When you have finished viewing the report click the **Continue** button on the status pagel (or press ENTER)

report click the Continue b		ווכ	uie	510	alu	s p	an	ei (U	pre	500			.n).	
blash														- 0	1
Records Tools															
Pages Save as PDF Print Print Setup (80_PRT Supervisor List View As: Image: Comparison List Exst Preview														Script paused	Contin
Attendance List															
Attendance List															
Supervisor Listing for Monday															
3:30 PM - Turtles (Learners Pool) Brian Roberts	s (1 Stud	lent	s)												
Brian Roberts	5/2	12/2	19/2	26/2										B locks	
💭 🌢 Paula Schwass 5_1m Robyn Schwa	iss						-	-	-		-	-	-	11	
3:30 PM - Jellyfish (Main Pool) David Smith (1 S	Students	9													
David Smith	5/2	12/2	19/2	26/2										B bcks	
James Wilson 4_1m Mary Wilson														2	
3:30 PM - Penguin (Main Pool) Barbara Smith ((2 Studer	nts)													
Barbara Smith	5/2	2/2	9/2	6/2										octics	

					-	-											88
00	Georgia Taylor	5_10m	Martha Taylor					-	-	-	-	-	-	-			14
0	Harry Williams	4_9m	Malcolm Willia														9
3:45 PM - Seals (Main Pool) To Be Advised (4 Students)																	
To E	Be Advised			5/2	12/2	19/2	26/2										B locks
0	Craig King	9_6m	Nathan King														9
V	Hamish McDougal	8_11m	Mary McDougal							-							9
* 0	Jack McArthur	8_7m	Andrew McArthu														9
-0	Paul Fairbrother	8_9m	Mark Fairbroth						-	-	-	-	-	-	-	-	9

5. The Message dialog will be displayed on your screen.

Message
Do you want to print the Supervisor list?
No Yes

6. Click **Yes** to print the report or **No** to return to your original screen without printing or emailing.

Printing the Class Grid

- 1. Ensure the Swim School Diary is displayed on your screen.
- 2. Select the required Day, Block and Year at the top of the diary screen.
- 3. Select **Class Grid** from the Print menu.

💐 Splash		– 🗆 X
File Edit View Diary Scripts Print Tools		
Swim Sc Summarian		
Contribution Summary of	Today's Date: 9/2/2018	5 💥
Splash Chart Showing		
Class Grid		Login New User
Specify Monday V F	Turtles @ 9:30 AM on Wednesday with Brian Roberts	
Weekly Booking Statistics		
	Bookings Waiting List Achievements	
Enter All or Classname	Class ID TUR Instructor BR Brian Roberts	
Enter All or Classname Enter All or Classname Time Class Instructor	Class Name Turtles	+ Add Booking
3:30PM Turtles BR 1 7	Charles Tarity	
3:30PM Penguin BS 2 4		+Add Makeup
Si30PM Jellyfish DS 1 5	Location Learners Pool ~	
3:45PM Seals TBA 4 0		+ Add Waitlist
4:00PM Turtles BR 1 7	2 211/02 2 211/02 2 211/02 2 211/02 2 211/02 2 211/02 2 211/02 2 2002 2	
4:00PM Penguin BS 2 4	21	
4:00PM Jellyfish DS 3 3		<u>^</u>
4.00PM Jennish DS 3 3		
S:00PM Penguin BS 0 6		
S:00PM Jellyfish DS 1 5		
S:15PM Seals TBA 1 3		
S:30PM Turtles BR 0 8		
S:30PM Penguin BS 0 6		
S:30PM Jellyfish DS 1 5		
×		×

4. The report will be previewed on your screen. The status panel (at the top of the screen) lets you view other pages. When you have finished viewing the report click the **Continue** button on the status panel (or press ENTER).

Splash File Edit View Insert Format Diary	Scripts Tools Window Help		-		×
Pages 1 Total	Save as Excel Save as PDF	The Company of the Co			
Layout: SSD PRT Class Grid 21 • View As:			Script pau	sed Cor	ntinue

3:30pm Furtles Paula Schi	wass (5_1m)	7 3:30pm Jellyfish James Wilson		3:30pm Penguin Georgía Taylor Harry Williams	·(5_9m)	3:45pm Seals Craig King (9_6 Hamish McDou	Sm)	4:00pm Turtles Billy Jones		Jellyfish william Smith (7_11m) simon thomas (8_0m)	3 4:00pm 2 Penguin Phillip Smith (6_1m) Tony Zelish (5_2m)	4
						(8_11m) Jack McArthur Paul Fairbrothe				debra Patterson (8_5m)		
BR	Learners Po	of DS	Main Pool	BS	Main Pool	ТВА	Main Pool	BR	Learners Pool	DS Main Po	el BS Main	Pool
4:30pm	2	6 4:30pm	04	4:30pm	15	4:30pm	15	5:00pm	17		5 5:00pm 0	6
Turtles	nes (2_10m)	Seals No Bookings		Jellyfish Jamie watkins	(1.10)	Penguin Lucas Smith (5		Turtles	amson (4 0m)	Jellyfish Jamie Anderson (3 6m)	Penguin No Bookings	
	wass (5_1m) ith (6_5m) *											
BR	Learners Po	ol TBA	Main Pool	DS	Main Pool	BS	Main Pool	BR	Learners Pool	DS Main Po	BS Main	Pool
5:15pm	1	3 5:30pm	08	5:30pm	15	5:30pm	06					
Seals		Turtles		Jellyfish	(1.0.)	Penguin						
zac zimme	erman (10_1m	No Bookings		Corey Morrisor	1 (4_2m)	No Bookings						
TBA	Main Po	ol BR Le	arners Pool	DS	Main Pool	B\$	Main Pool					

5. The Print Report dialog will be displayed on your screen.

Print Report		
Would you like to print the	selected report?	
	Cancel	ОК

6. Click **OK** to print the report or **Cancel** to return to your original screen without printing.

Printing Weekly Booking Statistics

Weekly booking statistics are a series of six pre written reports. Simply enter a start and an end date and Splash will locate the relevant records and produce the following six reports.

- 1. Ensure the Swim School Diary is displayed on your screen.
- 2. Select Weekly Booking Statistics from the Print menu.

💐 Splash																-		×
File Edit	View Diary Scripts	Print Tools																
dis.	Swim Sc	List of		•													D.	0
		Summary of		•							Tod	ay's Date:	9/2/2018			35		6
Spl	ash	Chart Showing	9	•												-		0
		Class Grid														b	ogin New	User
Engelie	Monday V F	Waiting List			Turtlag @	0.20 AM	on Wednesday	unith D	rion I	Deb	orto							
		Weekly Booki	ng Statistics		Turties @		on wednesday	WITH B	rian i									_
Class	All Enter All or Classname					Bookings					Waiting List				Achievements			
		cing .	Wei		Session ID	0500	Class ID TU					Instructor	00	Roberts		_		
Time	Class	v sbuiyo v linstructor	Spaces This Week Next Week		Class Name		Class ID TO	ĸ				Instructor	BR Bhan	Robens	Telephone:	+ Add	Booking	
	M Turtles	BR 1	7	^								_			rerepriorie.			-
	M Penguin	BS 2	4		Class Level		Max Size 8					Comments				+Add	Makeup	
	M Jellyfish	DS 1	5			Learners Por		×										1
		TBA 4			Start Date		End Date 28/2/201									+ Ad	d Waitlist	
	M Turtles	BR 1			Shift	Morning		07/02	14/02	21/02	28/02							
	M Penguin	BS 2						0	÷	0	8							-
	M Jellyfish	DS 3	3														^	
	M Turtles	BR 🏲 2	6															
	M Penguin	BS 1	5															
	M Jellyfish	DS 1																
	M Seals	TBA 0																
	M Turtles	BR 1	7															
	M Penguin	BS 0	6															
	M Jellyfish	DS 1	5															
	M Seals	TBA 1	3															
	M Turtles		8															
	M Penguin	BS 0	6															
	M Jellyfish		5															
				~													~	-

- 3. The Specify Start and End Dates for Reporting dialog will be displayed on your screen.
- 4. Enter the date range for reporting. Dates should be entered as dd/mm/yy. Splash will use this date range (including the two specified) to locate data for each report. Click OK.

Specify Start and End Dates for Reporting Please enter the start date and the end date for the week you wish to report.
Week Start
3/2/18
Week End
9/2/18
ОК

- 5. The Specify Term and Year dialog will be displayed on your screen.
- 6. Enter the Term/Block and Year to be included in your reporting and click OK.

Specify Term and Year	
Please enter the Term and Year for reporting	
Term	
feb	
Year	
2018	
	ОК

7. Splash will now locate the relevant records for reporting. The following six reports will be displayed on your screen.

Report 1 – Summary of Attendance

This report displays the total number of swimmers with a specified attendance code who were active at the time specified for your report.

- 9. The Specify Attendance Code dialog will be displayed on your screen.
- 10.Enter the attendance code you wish to have counted.

Specify Attendance Coc	de
Please specify the attend on.	lance code you would like to report
Attendance Code	
	Cancel OK

- 10. In the example below P has been used to define a student as present for a lesson. The summary report shows a count of how many P's were entered for each date.
- 11. The report will be previewed on your screen. The status panel (at the top of the screen) lets you view other pages. When you have finished viewing the report click the **Continue** button on the status panel (or press ENTER).

mmary of Attendance endance Code : P														
ck Feb - 2018														
Monday			12/02											
Jellyfish	22	0	0	0	0	0	0	0	0	0	0	0	0	0
		0	0	0	0	0	0	0	0	0	0	0	0	0
Penguin		0	0	0	0	0	0	0	0	0	0	0	0	0
Seals		0	0	0	0	0	0	0	0	0	0	0	0	0
Turtles		0	0	0	0	0	0	0	0	0	0	0	0	0
Tuesday	8	6/02 0	13/02 0	20/02 0	27/02 0	0	0	0	0	0	0	0	0	0
Jellyfish	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Starfish		0	0	0	o	0	0	0	0	0	0	0	0	o
[14/02									· ·		
Wednesday	9	0	0	0	0	0	0	0	0	0	0	0	0	0
Penguin		0	0	0	0	0	0	0	0	0	0	0	0	0
Turtles		0	0	0	0	0	0	0	0	0	0	0	0	0
Thursday		1/02	8/02	15/02	22/02									
-	14	0	0	0	0	0	0	0	0	0	0	0	0	0
Shrimps		0	0	0	0	0	0	0	0	0	0	0	0	0
Turtles		0	0	0	0	0	0	0	0	0	0	0	0	0
Friday		2/02		16/02										
1-11-P-1-	7	0	0	0	0	0	0	0	0	0	0	0	0	0
Jellyfish		0	0	0	0	0	0	0	0	0	0	0	0	0
Penguin		0	0	0	0	0	0	0	0	0	0	0	0	0
Seals		0	0	0	0	0	0	0	0	0	0	0	0	0
Starfish		0	0	0	0	0	0	0	0	0	0	0	0	0

12. The **Print Report** dialog will be displayed on your screen.

Message
Would you like to print the Attendance Summary?
Cancel PDF Print

13.Click **Print** to print the report, PDF to save the report as a PDF or **Cancel** to return to your original screen without printing or saving.

Report 2 – Summary of Bookings

This report displays a count of the number of bookings, exits and catchups which

14. The report will be previewed on your screen. The status panel (at the top of the screen) lets you view other pages. When you have finished viewing the report click the **Continue** button on the status panel (or press ENTER).

	Number	Number	Number
	of Bookings	of Exits	of Catchups
erm: Feb 2018	66	0	0
Monday	22	0	0
Jellyfish	7	0	0
Penguin	5	0	0
Seals	5	0	0
Turtles	5	0	0
Tuesday	8	0	0
Jellyfish	4	0	0
Starfish	4	0	0
Wednesday	9	0	0
Penguin	7	0	0
Turtles	2	0	0
Thursday	14	0	0
Shrimps	6	0	0
Turtles	8	0	0
Friday	7	0	0
Jellyfish	1	0	0
Penguin	3	0	0
Seals	2	0	0
Starfish	1	0	0
Sunday	6	0	0
Dolphins	1	0	0
Penguin	5	0	0
otal Reported	66	0	0

15. The **Message** dialog will be displayed on your screen.

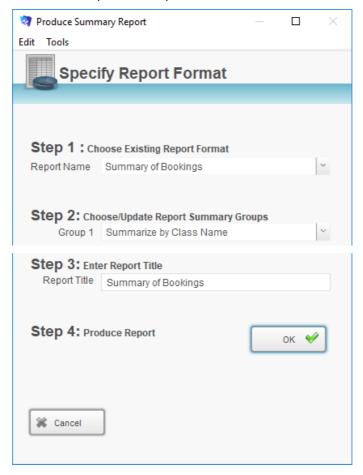
Message	
Do you want to print the selected report?	
Cancel PDF	Print

16.Click **Print** to print the report, PDF to save the report as a PDF or **Cancel** to return to your original screen without printing or saving.

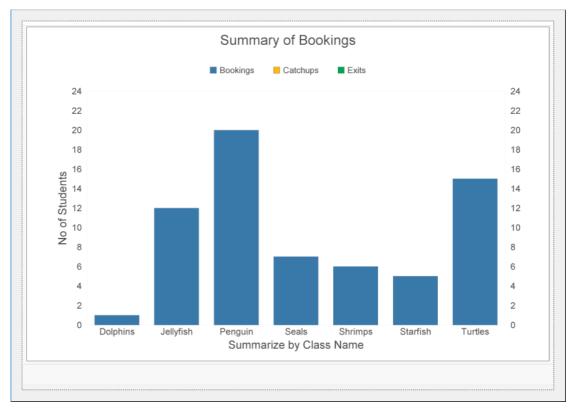
Report 3 – Chart Showing Summary of Bookings

This report shows the same information as displayed in report 2, however it is represented as a chart.

- 16. The Produce Summary Report dialog will be displayed on your screen.
- 17. You may elect to leave this dialog exactly as displayed and simply click the OK button. OR you may change the format of the report by amending the selections at Step 1 and Step 2.



18. The report will be previewed on your screen. The status panel (at the top of the screen) lets you view other pages. When you have finished viewing the report click the **Continue** button on the status panel (or press ENTER).



19. The Print Report dialog will be displayed on your screen.

Message			
Do you want to p	print the selected	report?	
	Cancel	PDF	Print

20.Click **Print** to print the report, PDF to save the report as a PDF or **Cancel** to return to your original screen without printing or saving.

Report 4 – List of Outstanding Balances

This report displays a list of all outstanding accounts for the selected block and year.

21. The report will be previewed on your screen. The status panel (at the top of the screen) lets you view other pages. When you have finished viewing the report click the **Continue** button on the status panel (or press ENTER).

Bookings - Current Balance of Balance as at 9/2/2018		
		Balance
Anderson (David Anderson) Jamie : Jellyfish 5:00 PM Mon block F Sally : Shrimps 10:00 AM Thu block F		\$126.00
Aplin (Sylvia Aplin) Peter : Penguin 5:00 PM Wed block F	0272222082 eb 2018 (\$72.00)	\$72.00
Apollo (Martha Apollo) Anthony : Turtles 11:00 AM Thu block Peter : Shrimps 10:00 AM Thu block F		\$108.00
Brown (Sam Brown) Amanda : Penguin 3:30 PM Sun block	0272222082 (Feb 2018 (\$72.00)	\$72.00
Buchanan (Debbie Buchanan) Frederick : Penguin 5:30 PM Sun bloc Gareth : Jellyfish 4:00 PM Tue block F		\$144.00
Fairbrother (Mark Fairbrother) Jonathan : Jellyfish 3:30 PM Tue block	0272222082 k Feb 2018 (\$72.00)	\$72.00
Hargreaves (Susan Hargreaves) Gregory : Starfish 5:00 PM Tue block Jessica : Jellyfish 4:30 PM Tue block i		\$160.00
Harper (Edith Harper) Robert : Turtles 10:00 AM Thu block F	0272222082 Feb 2018 (\$60.00)	\$60.00
Hughson (Ngaire Hughson) Hayden : Turtles 9:00 AM Wed block I Stephanie : Jellyfish 8:45 AM Fri block		\$126.00
jessop (Tony Jessop) peter : Penguin 5:00 PM Sun block Fe William : Turtles 10:30 AM Thu block I		\$136.00
Jones (David Jones) Billy : Turtles 4:00 PM Mon block Feb Joanne : Turtles 11:00 AM Thu block I Joanne : Turtles 4:30 PM Mon block F sam : Dolphins 6:00 PM Sun block Fe william : Jellyfish 4:00 PM Mon block I	Feb 2018 (\$54.00) Feb 2018 (\$54.00) b 2018 (\$80.00)	\$320.80
Kimble (Amanda Kimble) Janet : Starfish 5:00 PM Tue block Fe	0272222082 b 2018 (\$72.00)	\$72.00
King (Nathan King) Craig : Seals 3:45 PM Mon block Feb David : Penguin 11:00 AM Fri block Fe		\$144.00
9/2/2018 : 12:58:36 PM	•	Page 1

22. The Print Report dialog will be displayed on your screen.

Message		
Do you want to print the selec	ted report?	
Cancel	PDF	Print

23.Click **Print** to print the report, PDF to save the report as a PDF or **Cancel** to return to your original screen without printing or saving..

Report 5 – Summary of New Bookings

This report shows a summary of new bookings that have been received in the date range specified.

24. The report will be previewed on your screen. The status panel (at the top of the screen) lets you view other pages. When you have finished viewing the report click the **Continue** button on the status panel (or press ENTER).



Summary of Bookings Summary of New Bookings	Number of Bookings	Number of Exits	Number of Catchups
Term: Feb 2018	1	0	0
Friday	1	0	0
Starfish	1	0	0

25. The Print Report dialog will be displayed on your screen.

Message		
Do you want to print the selec	ted report?	
Cancel	PDF	Print
Cancer	PDF	Print

26.Click **Print** to print the report, PDF to save the report as a PDF or **Cancel** to return to your original screen without printing or saving.

Report 6– Summary of Exits

This report shows a summary of any bookings that have been terminated within the specified timeframe.

27. The report will be previewed on your screen. The status panel (at the top of the screen) lets you view other pages. When you have finished viewing the report click the **Continue** button on the status panel (or press ENTER).

Summary of Bookings Summary of Exits	Number of Bookings	Number of Exits	Number of Catchups
Financial	1	1	0
Other Commitments	1	1	0
Total Reported	2	2	0

28. The **Print Report** dialog will be displayed on your screen.

Print Report
Would you like to print the Summary of Exits?
Cancel PDF OK

29.Click **Print** to print the report, PDF to save the report as a PDF or **Cancel** to return to your original screen without printing or saving.

Logging in as a New User

Each user account contains a personalised set of access privileges. At times you may not have the level of access needed to perform a selected function. If this occurs you can get another user to login using an alternative account. You do NOT need to exit the Splash program in order to switch user accounts.

- 1. Ensure the Swim School Diary is displayed on your screen.
- 2. Click once on the **Login New User** button displayed on the right of the blue stripe.
- 3. You will be asked to enter your username and password.
- 4. Enter the required details and click OK

🕈 Splash				– 🗆 ×
le Edit View Diary Scr Splash		,	Today's Date: 9/2/2018	\$ %
sprasn	Feb 2016	Turtles @ 9:30 AM on Wednesday with Brian Roberts Bookings Wating Li Class Io Tur 0500 Class ID Tur Class Name Turtles 0 0 Class Name Turtles 0 0 0 Start Data 28/2018 8 0 0 0 0 Start Data 7/2018 End Data 28/2018 0 <td< th=""><th>(</th><th>Add Booking Add Booking Add Booking Add Watter</th></td<>	(Add Booking Add Booking Add Booking Add Watter
				~

Welcome to Splash	
Username	
Password	
	Cancel OK