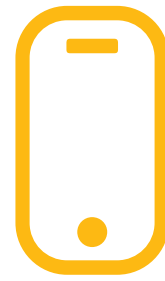




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iClassPro App How-to Guide



● Notify an absence

- 1 Click Account
- 2 Select the student
- 3 Click "Future Absences" tab
- 4 Select "By Date"
- 5 Select date of future absence
- 6 Submit



● Book a makeup class

- 1 Click Account
- 2 Select the student
- 3 Click "Makeups" tab
- 4 Click "Use Makeup Token"
- 5 Click the class you want to attend and redeem the Makeup Token



● Transfer day or time of enrolment

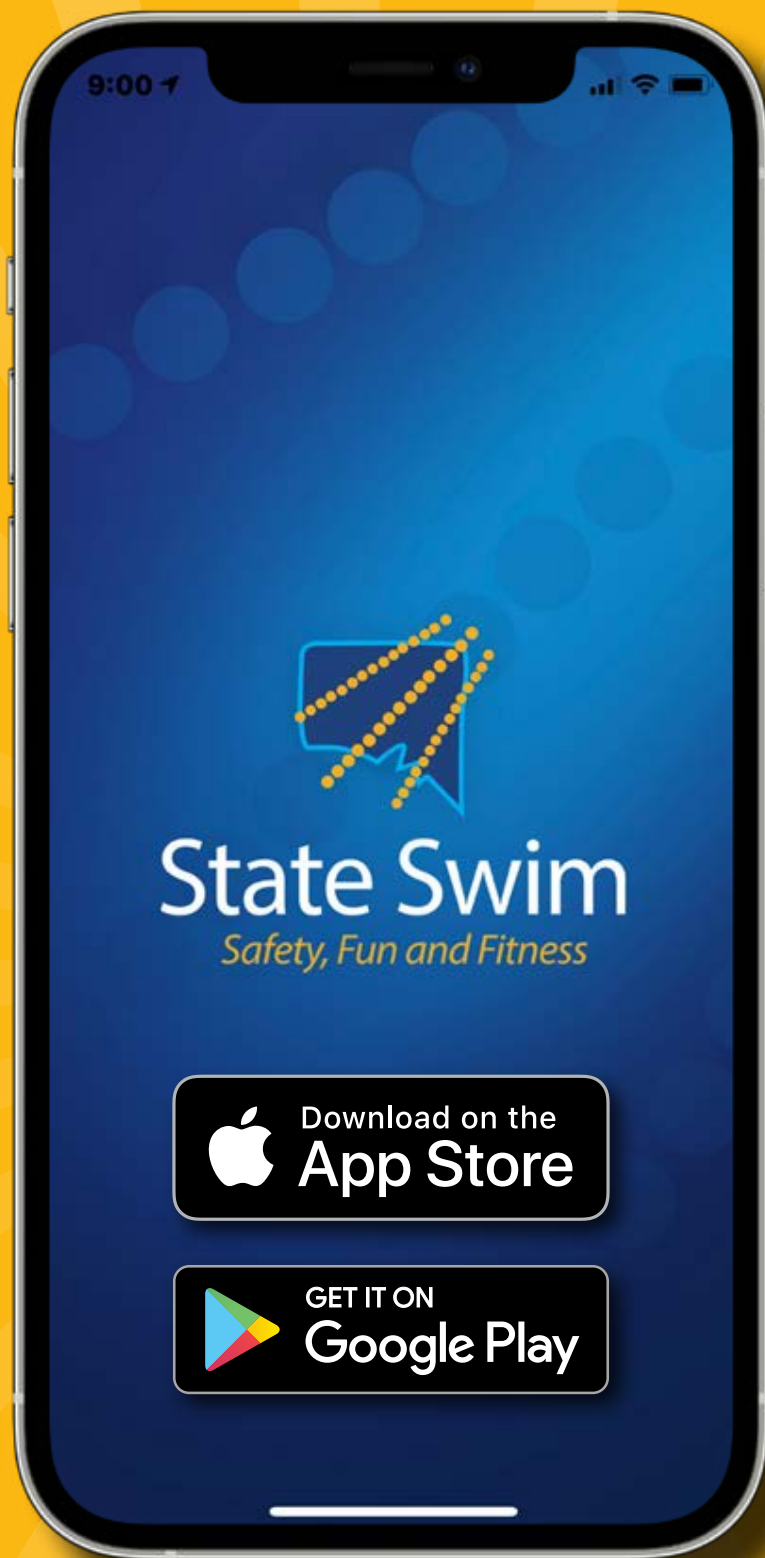
- 1 Click Account
- 2 Select the student
- 3 Click "Enrolments" tab
- 4 Click "Transfer Enrolment" and select new class
- 5 Enter transfer date and click "Yes, please transfer"



● Add billing details

- 1 Click Account
- 2 Click "Enter Payment Info"
- 3 Choose Credit Card or Bank Account
- 4 Fill in your personal details and billing information
- 5 Save and submit





State Swim App

Available to download from the
Mac App Store or **Google Play Store**



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