

Register your child for Learn to Swim

Already have an account? Go to Step 2

Step 1 – Register for a Pool Portal Account

1. Go to www.dubbo.nsw.gov.au/aquatic
2. Click on the **Learn to Swim** drop-down
3. Click on the **Online Bookings Learn to Swim** button
4. In the Pool Portal, click **Log In**
5. Click **Create Account**
6. Enter your **email address**
7. Click **Create**
An email will be sent to your account*
8. Check your **Email Inbox**
9. **Click the link** to open the Password Reset page
10. **Set a password** for your account
11. **Add all relevant details** to your account
12. Click **Create**



Congratulations! Your account is now active and you're ready to book your child into a class!

*Please note that @hotmail and @outlook email accounts sometimes block the password verification email. If you use one of these accounts, please call 6801 4490 once you have created your account and staff will manually email you the password link.

Did you know?

- You only need to create your account once and can re-use the same account each season
- Children can be linked under a parent account
- Use the same email address to link all your family's accounts

Having trouble?

Call our friendly staff on 6801 4490 or send us an email aquatic@dubbo.nsw.gov.au

Step 2 – Identify the correct course for your child

1. Go to www.dubbo.nsw.gov.au/aquatic
2. Click on the **Learn to Swim** drop-down
3. Open the [Choosing a Skill Level for Your Child poster \(PDF 712.1KB\)](#) and use it to choose the correct class to match your child's current skills
4. Use the Course Calendar to choose a time, date and course at the facility of your choosing

Step 3 – Book a Course

1. Click on the **Online Bookings Learn to Swim** button
2. **Log In** to your account
3. Click **Courses**
4. Click **New Enrolment**
5. Select the desired course **Location**
6. Select the **Program i.e "Learn to Swim Term 4"**
7. Select the **Level** for your child, click **Continue**
8. Select a class from the options displayed
9. Select the **Start Date**
10. Under **Who is this Enrolment for?** Select your **Child's name** or add a child by clicking **Someone Else** (you will be prompted to enter their information in the next step)
11. Select the correct **Rate:**
 - a. Full Fee – No Voucher
 - b. Active Kids/First Lap Voucher
12. Accept the [Terms & Conditions](#)
13. Click **Continue**
14. Double-check your cart and click **Continue to Payment**
15. Click **Pay upfront with Credit Card**
16. Complete the **Payment Details** and **Check Out**
17. You will receive a confirmation email with your child's course information



Using an Active Kids or First Lap Voucher?

You MUST email your voucher/s through to learntoswim@dubbo.nsw.gov.au within 24hrs of booking or you will be liable for the full fee or your child will be removed from the register.

Please contact us via learntoswim@dubbo.nsw.gov.au if you have any questions or require support.