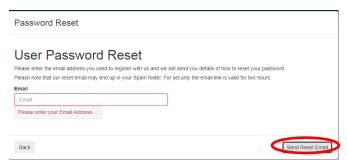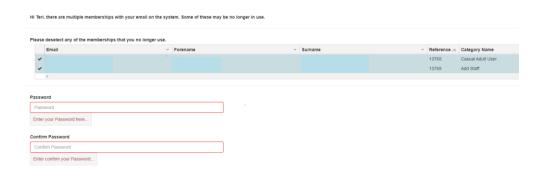# Courses Parent Portal

Logging In

To setup your login click on forgotten password.

Enter the email address you receive courses correspondence to, if you wish to change your email please contact us at courses@pickaquoy.com with the updated address and we can amend our records, and click on Send Reset Email. You will receive an email with a link to setup your password.

Follow the steps on screen to reset the password. Ensure all users required on the same login are selected by using the ticks on the left column and turning them green. Once complete select continue, this will take you back to the login page. Enter the email and password to login.

Switching Users

If more than one user was selected during set up you can switch between them by clicking on the name in the top left corner and selecting from the dropdown list.

Health Questions

This section will have medical details to be entered by yourself; all details will be visible to our instructors on their electronic registers. Please provide as much detail as necessary to allow us to

provide a safe environment for everyone enrolled in our courses. Most questions will be setup with a yes/no answer and a text box to provide further details if required or a simple text box to provide details. These can be updated at any time through the portal or by phone/email. Once all questions have been completed click save and ensure the Last Saved date is correct then click Ok

Customer Health Questions

Please provide details below regarding your child's medical conditions and any other information which will assist our instructors whilst delivering the lesson. If you would like to speak to someone regarding your child's condition please contact us on **courses@pickaquoy.com** with the following details and someone will be in touch: Your Name, Child's Name, Course Attending (incl. day and time) and a contact number.

Last Saved - 21/01/2021   Save

Ok

Does your child suffer from asthma?

○ Yes   ○ No

Please choose ...   Please choose ...

Emergency Contacts

The courses system can store up to 4 emergency contacts against a user. Please enter details as requested on the system. We ask for the first to be an adult who lives at the same address as the user attending courses and is likely to be dropping the user off at their courses, these details will be used for track and trace if required.

| Contact 1 | Contact 2 | Contact 3 | Contact 4 |

Name

Relation

Contact 1

Contact Number

Email

Close   Save

Other Functions

More functions are still to be released once they have been fully tested including the option to pay for courses online

Enrolled courses - shows a list of all courses the selected user are currently enrolled in. You can also view all enrolled courses for the all users linked with the membership using the tick box displayed

My Enrolled Courses **- All Family**

☑ Show All Family Members Bookings

Payment History – shows details of all payments made on the system and can be filtered to show specific time frames including future courses

Update My Details – personal details including address, DOB and contact details can be updated here

Update My Details
Link User
Manage My Membership

Logout