

Dear Members,

We are excited to announce that we will be transferring to a new system for 2020, due to this everyone will be required to complete a new registration. This will need to be completed on the 2nd December 2019 to secure your child's spot in the appropriate class, you will need to follow these steps to do so;

- Visit www.phoenixgymnastics.com.au
- Scroll down to find the appropriate class (see example below)

Phoenix Academy  of Gymnastics

CLASS INFORMATION


Baby Gym (6 months - 2yrs)

Baby Gym is a sensory based play class for 6 month – 2 years olds.
This class gives parents and babies the chance to grow, learn and explore in a fun and safe environment.

Register	Class	Days	Times	Gender	Ages	Openings	Class Starts	Class Ends	Session	Tuition
Register	Baby Gym	Mon	9:15am-10:00am	Both	0.5 - 2	8	13/01/2020	11/04/2020	2020 Term 1	40.00
	Baby Gym	Tue	10:00am-10:45am	Both	0.5 - 2	8	13/01/2020	11/04/2020	2020 Term 1	40.00

- Click “Register” and complete the registration form
- Click Submit Registration
- Follow the steps log in to your online portal
- We have attached an online instruction video for your convience
<https://help.jackrabbitclass.com/help/instructions-access-parent-portal>

 Jackrabbit Help Center

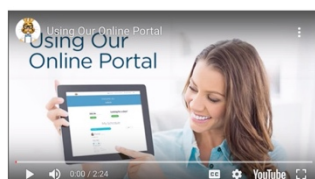
Search using keywords, e.g., drop student c 



Add a link to the video below in the introductory email to your customers.

Portal Instructional Video

Jackrabbit provides a free generic Portal instruction video called *Using Our Online Portal*. This short video (2:22) showcases how to log in and highlights the main benefits of using the Parent Portal.



You can add a link to the video on your Parent Portal login page. To automatically include this video on your Parent Portal login page go to Tools > Parent Portal > Settings and select **Show link to Portal video on Login Page**. Be sure to **Save Changes**.

Once all the steps above are followed your child will then successfully be enrolled for 2020. Please note that we will be going paperless We are really excited about this positive change. This will ensure everyone is receiving our letters and help to keep you all fully informed. This will also help us to improve our carbon footprint, we will only be doing enrolments via the portal, if you do not have access to the internet please see the phoenix staff prior to the end of the year and we will assist you in enrolling.

We appreciate all your support and we extremely excited to share 2020 with you all!