

# Quick Reference Guide

## *Online Portal*

Portal Link - <https://portal.aucklandleisure.co.nz/>

**Welcome to the Auckland Council Pools and Leisure online portal guide.**

**Click on one of the titles below for more information**

1. [Create an account](#)
2. [View the timetable](#)
3. [Book into a session](#)
4. [Cancel a Group Fitness booking](#)
5. [Dashboard](#)
6. [My Account](#)
7. [Buying a Membership](#)
8. [Enrol in a Learn to Swim class](#)
9. [Event Tickets](#)
10. [10-Visit Passes](#)
11. [Enrolling in Term Programmes](#)

# Quick Reference Guide

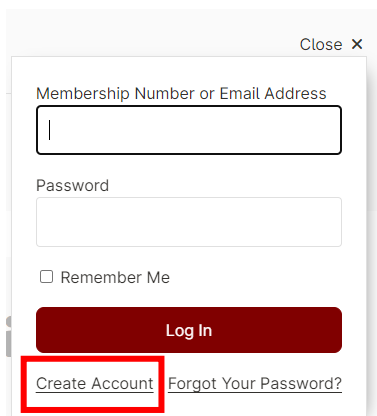
## Online Portal

### Creating an account

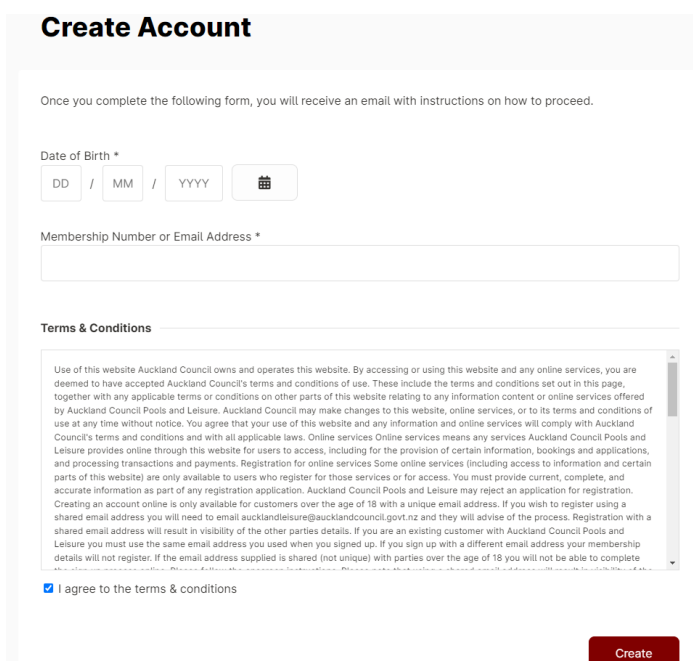
1. Click the link provided to you in the email or the link to myLEISURE is found on the Auckland Leisure website – click the log in button
2. On the landing page, click the log in button (top right-hand side)



3. Click 'Create an account'

A screenshot of a login modal window. At the top right, there is a 'Close X' button. The form contains a text input field for 'Membership Number or Email Address', a password input field, and a checkbox labeled 'Remember Me'. Below these is a red 'Log In' button. At the bottom left, the 'Create Account' button is highlighted with a red rectangular box. To its right is a link for 'Forgot Your Password?'. The modal has a light gray background and a white border.

4. Enter your Date of birth and email address, read the terms and conditions, tick that you agree to the terms and then click create.

A screenshot of the 'Create Account' form. The title 'Create Account' is at the top. Below it, a message states: 'Once you complete the following form, you will receive an email with instructions on how to proceed.' The form includes a 'Date of Birth \*' field with dropdowns for DD, MM, and YYYY, and a calendar icon. Below that is a 'Membership Number or Email Address \*' text input field. A 'Terms & Conditions' section follows, containing a scrollable text area with the website's terms. At the bottom left, there is a checked checkbox for 'I agree to the terms & conditions'. At the bottom right, a red 'Create' button is highlighted with a red rectangular box.

# Quick Reference Guide

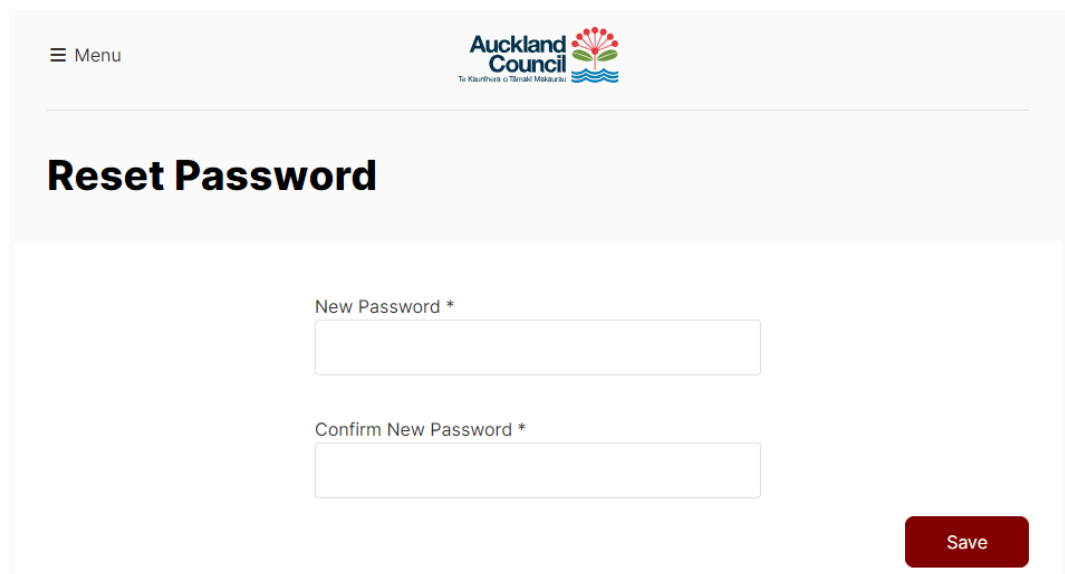
## Online Portal

5. A message will be displayed advising an email has been sent



The screenshot shows the top navigation bar with a 'Menu' icon and the Auckland Council logo. The main heading is 'Create Account'. Below the heading, a message states: 'An email will arrive at your address, eliah@hotmail.com shortly. Please follow the supplied instructions in the email to activate your account.'

6. Click on the link in the email you receive
7. You will now be prompted to enter a password, then click save



The screenshot shows the top navigation bar with a 'Menu' icon and the Auckland Council logo. The main heading is 'Reset Password'. Below the heading, there are two text input fields: 'New Password \*' and 'Confirm New Password \*'. A red 'Save' button is located at the bottom right of the form area.

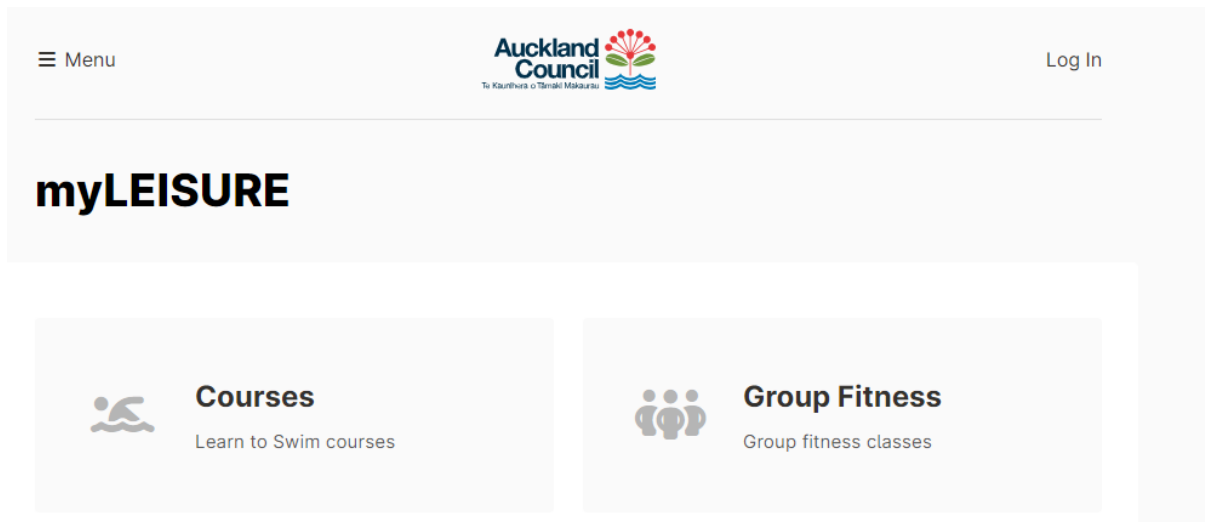
8. Complete your details. (The asterisks are compulsory)
9. Click continue
10. You will now be logged in and ready to book into group fitness classes

# Quick Reference Guide

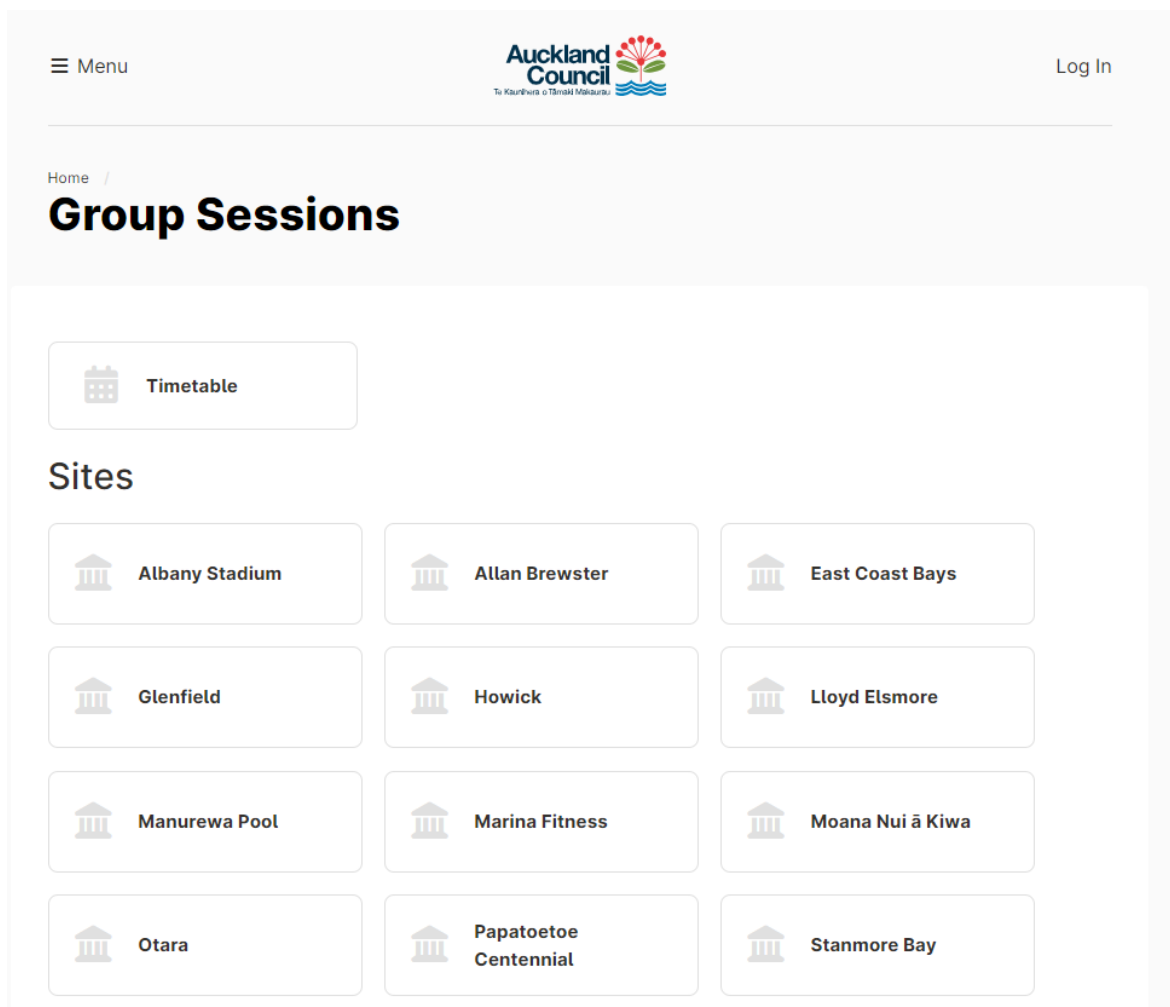
## Online Portal

### View timetable

1. To view the timetable from the home page, click on the Group Fitness tile or alternatively you can click on the menu button on the top left-hand corner and select group fitness from the options.



2. The group sessions page displays



# Quick Reference Guide

## Online Portal

- To narrow down your search, click on the centre you wish to view and scroll to the bottom of the page.  
(Note: this view displays the classes for the day, clicking on the date changes to that day.)

Q

Wed **28** Thu 29 Fri 30 Sat 1 Sun 2 Mon 3 Tue 4 >

### Wednesday, June 28

5:55 PM 45 mins	<b>Elsmore</b> Studio - Lloyd Elsmore	Shane B	<a href="#">Book Now</a>
6:00 PM 1 hr	<b>AquaENERGY(pm) - Lloyd Elsmore</b> Leisure Pool - Lloyd Elsmore	Sureta B	<a href="#">Book Now</a>
6:00 PM 45 mins	<b>RPM® (45) - Lloyd Elsmore</b> RPM Studio - Lloyd Elsmore	Dianne L	<a href="#">Book Now</a>
6:45 PM 45 mins	<b>BODYPUMP® (45) - Lloyd Elsmore</b> Studio - Lloyd Elsmore	Hutokshi	<a href="#">Book Now</a>

- To display the classes for the week, click on timetable at the top after selecting the centre

Home

### Group Sessions

[Timetable](#)

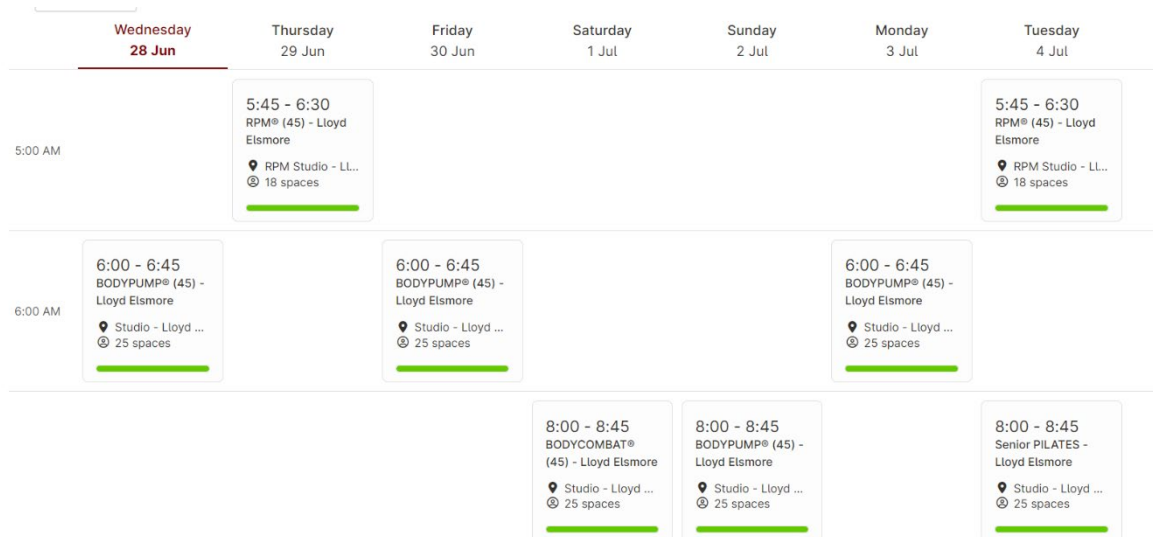
Sites

<a href="#">Albany Stadium</a>	<a href="#">Allan Brewster</a>	<a href="#">East Coast Bays</a>
<a href="#">Glenfield</a>	<a href="#">Howick</a>	<a href="#">Lloyd Elsmore</a>

# Quick Reference Guide

## Online Portal

5. You will now be able to see what sessions are over the next 7 days at your selected centre



### To book into a session

1. From the Group session page, click on the Book Now next to the class you want to attend

Wed Thu Fri Sat Sun Mon Tue

< 28 29 30 1 2 3 4 >

Thursday, June 29

5:45 AM  
45 mins

**RPM® (45) - Lloyd Elsmore**  
RPM Studio - Lloyd Elsmore

Debbie M

**Book Now**

Or alternative from the timetable screen click on the class you want to attend

# Quick Reference Guide

## Online Portal

All classes ▾ All locations ▾ All instructors ▾ All programs ▾ Any time ▾

Clear filters ⓘ

	Wednesday 28 Jun	Thursday 29 Jun	Friday 30 Jun	Saturday 1 Jul	Sunday 2 Jul	Monday 3 Jul	Tuesday 4 Jul
5:00 AM		<div>5:45 - 6:30 RPM® (45) - Lloyd Elsmore RPM Studio - LL... 18 spaces</div>					<div>5:45 - 6:30 RPM® (45) - Lloyd Elsmore RPM Studio - LL... 18 spaces</div>

2. To book into that session click on Join this session


Home / Group Fitness /

## RPM® (45) - Lloyd Elsmore

**TIME** Thursday, 29 June 2023 5:45–6:30 AM

**LOCATION** RPM Studio - Lloyd Elsmore

**INSTRUCTOR**



RPM® is the indoor cycling workout where you ride to the rhythm of powerful music. You'll enjoy the calorie-killing benefits of interval training as you take on the terrain with your inspiring team coach, who leads the pack through hills, flats, mountain peaks, time trials and interval training. Discover your athlete within – sweat and burn to reach your endorphin high.

Your membership enables entry to this session.

[Join this session](#)

3. A confirmation admission ticket will now be displayed

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## Online Portal

Home / Group Fitness / Admissions /

### Admission Ticket

✔ Group session joined successfully.

Present this ticket for entry into your group fitness session.



IDENTIFIER 15000476

SITE Lloyd Elsmore

TYPE RPM® (45) - Lloyd Elsmore

CLASS TIME 29/06/2023 5:45 AM

PEOPLE COUNT 1

[Cancel Admission](#)

## Cancel a group fitness booking

1. From the home page, click on the group fitness tile or alternatively you can click on Menu in the top left hand corner of the screen and select Group Fitness
2. Click view admission tickets

Home / Group Fitness /

### Admission Tickets

Each time you [join a group fitness session](#) online, an admission ticket will be made available here. Tickets are valid until after the class begins.

RPM® (45) - Lloyd Elsmore 29/06/2023 5:45 AM

BODYPUMP® (45) - Lloyd Elsmore 30/06/2023 6:00 AM

3. Click on the class you wish to cancel

Home / Group Fitness / Admissions /

### Admission Ticket

Present this ticket for entry into your group fitness session.



IDENTIFIER 15000476

SITE Lloyd Elsmore

TYPE RPM® (45) - Lloyd Elsmore

CLASS TIME 29/06/2023 5:45 AM

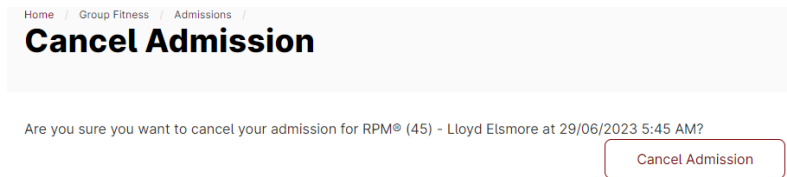
PEOPLE COUNT 1

[Cancel Admission](#)

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## Online Portal

4. Click Cancel admission
5. A message will appear asking you to confirm the cancellation, Click Cancel Admission



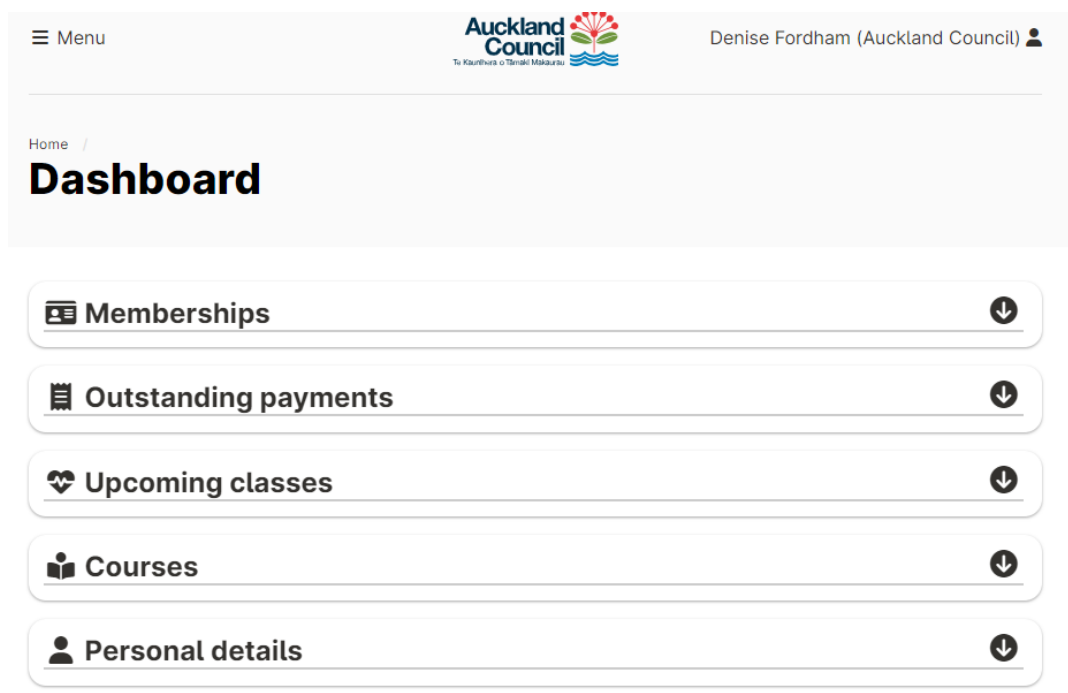
Your booking is now cancelled

## Dashboard Functions

1. Click on your name in the right-hand corner and when a drop down menu appears select my dashboard



2. The following is displayed



**Memberships** – Shows details of your current membership. This is where you would manage your membership i.e. create a suspension

**Outstanding Payments** – This is where missed payments would show for Debit plans and where you can make catch up payments if a payment has defaulted

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**Upcoming classes** – Shows any Group Fitness classes ‘you’ have booked into

**Courses** – Displays current enrolment. You can view progress from here as well as move the time and day

**Personal details** – This is where all your contact information is held and can be edited at any time

## My Account

1. You can access ‘my account’ by clicking on your name (located in the top right-hand corner) and selecting my account from the drop down menu



**Select user** – If you have more than one person on an account, you can switch between users here

**Linked contacts** – Here is where you can unlink people from an account

**My details** – This is where all your contact information is held and can be edited at any time

**My Membership** – Displays membership details including: Type, period of membership, valid at centres, Report lost card (please note this will disable access and put a comment on the customer’s account to say lost card)

**My Dashboard** – Links directly to the dashboard view

**Change email** – Where you can change the email – please note this will not change your login email address

**Change Password** – where you can change your password

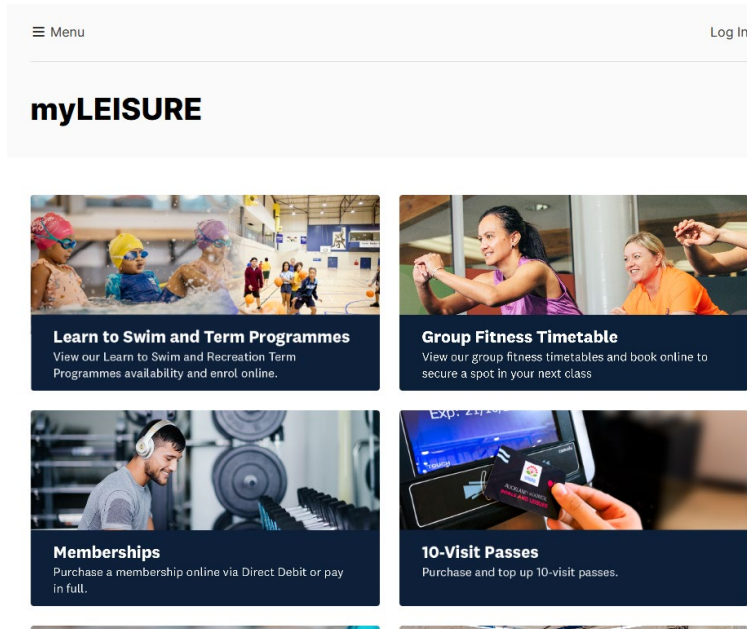
My account is also where you can log out of the portal

# Quick Reference Guide

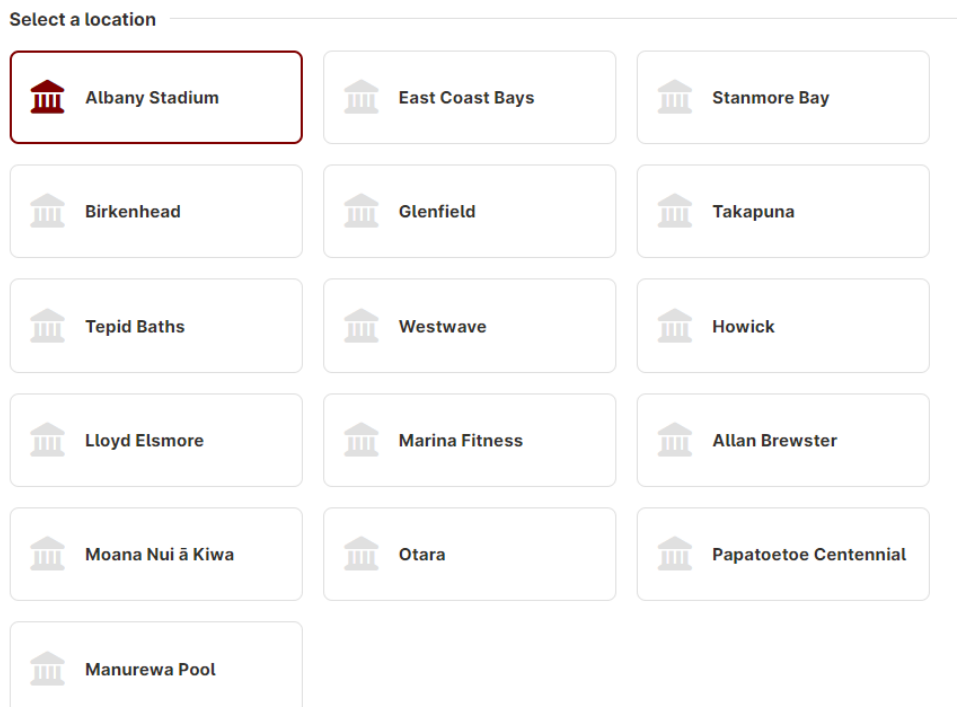
## Online Portal

### Buying a Membership

1. From the home page click the membership tile or alternatively you can click on Menu in the top left hand corner of the screen and select Memberships



2. Select the centre you wish to attend



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## Online Portal

3. Select a Category –If the membership is a gym it, swim it or move it membership select the single site option otherwise select a get into it membership for access to the gym, pool and classes. Select discounted if the customer is eligible for student, community services card or Green prescription, select senior if the customer is over 65+ and select Adult for everyone else.

Select a category

**SILVER Get into it Memberships**

Full Membership with access to gym, swim and classes at all Auckland Council operated facilities with the exception of Marina and Tepid Baths

**SINGLE SITE - Adult Memberships (SILVER)**

Standard rate memberships with full price joining fee.

**SINGLE SITE - Discounted Memberships (SILVER)**

15% discount off an adult membership and a reduced joining fee with valid ID to students, Community Services Card holders and Green Prescription holders.

**SINGLE SITE - Senior (65+) Memberships (SILVER)**

Discounted rate and reduced joining fee for Seniors (65+) with valid ID.

4. Select membership duration. Ongoing is DD and the others are Paid in full

Select a duration

Ongoing

3 months

6 months

12 months

5. Select discounted if the customer is eligible for student, community services card or Green prescription, select senior if the customer is over 65+ and select Adult for everyone else.

Select a get into it - silver

ADULT Memberships

DISCOUNTED Memberships

SENIOR Memberships

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## Online Portal

6. Select type – for ongoing it is the payment frequency for example weekly, fortnightly, or monthly. For paid in full it will default to the membership type select in duration. Click continue.

Select a type

<b>SILVER Get into it (Adult) DD Monthly</b> \$84.50 Upfront + \$50.00 Joining Fee + \$84.50 Monthly	<b>SILVER Get into it (Adult) DD Weekly</b> \$19.50 Upfront + \$50.00 Joining Fee + \$19.50 Weekly	<b>SILVER Get into it (Adult) DD Fortnightly</b> \$39.00 Upfront + \$50.00 Joining Fee + \$39.00 Fortnightly
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7. You now need to create an account – Click create account (or log in if you already have an account)
8. If create account selected enter your Date of birth and email address, read the terms and conditions, tick that you agree to the terms and then click create.

DD / MM / YYYY 

Membership Number or Email Address \*


Terms & Conditions

Use of this website Auckland Council owns and operates this website. By accessing or using this website and any online services, you are deemed to have accepted Auckland Council's terms and conditions of use. These include the terms and conditions set out in this page, together with any applicable terms or conditions on other parts of this website relating to any information content or online services offered by Auckland Council Pools and Leisure. Auckland Council may make changes to this website, online services, or to its terms and conditions of use at any time without notice. You agree that your use of this website and any information and online services will comply with Auckland Council's terms and conditions and with all applicable laws. Online services Online services means any services Auckland Council Pools and Leisure provides online through this website for users to access, including for the provision of certain information, bookings and applications, and processing transactions and payments. Registration for online services Some online services (including access to information and certain parts of this website) are only available to users who register for those services or for access. You must provide correct, complete, and accurate information as part of any registration application. Auckland Council Pools and Leisure may reject an application for registration. Creating an account online is only available for customers over the age of 18 with a unique email address. If you wish to register using a shared email address you will need to email [auckland@aqe.aucklandcouncil.govt.nz](mailto:auckland@aqe.aucklandcouncil.govt.nz) and they will advise of the process. Registration with a shared email address will result in visibility of the other parties details. If you are an existing customer with Auckland Council Pools and Leisure you must use the same email address you used when you signed up. If you sign up with a different email address your membership details will not register. If the email address supplied is shared (not unique) with parties over the age of 18 you will not be able to complete registration.

I agree to the terms & conditions.

Create

9. The following message will display

Menu 

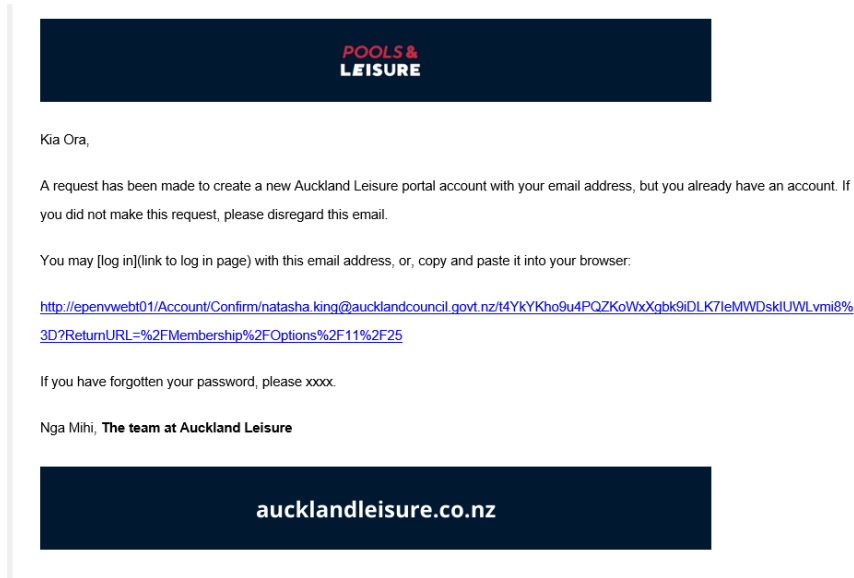
## Create Account

An email will arrive at your address, [eliah@hotmail.com](mailto:eliah@hotmail.com) shortly. Please follow the supplied instructions in the email to activate your account.

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## Online Portal

10. An email will be sent to the customer. Please click on the link within it



11. You will now be prompted to enter a password and click save

Menu

**Auckland Council**  
Te Kaitiaki o Te Whānau Aotearoa

## Reset Password

New Password \*

Confirm New Password \*

Save

12. Complete your personal details and click Continue

## Your Details

✔ Your password has been set.

Please enter your contact details to continue.

**General**

Full Name \*

Date of Birth \*

26 / 08 / 2000

Gender \*

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13. You will now get a summary page as per below – review summary and membership start date. Select your name for membership, Click I have read and agree to membership Terms and conditions, click continue

Home / New Membership /

## Membership Options


MEMBERSHIP TYPE SILVER Get into it (Adult) 6 Months

INSTRUCTIONS Please read the terms and conditions  
[More Information...](#)


COSTS \$507.00 Upfront  
\$50.00 Joining Fee


TOTAL UPFRONT \$557.00

Start Date \*

29 / 06 / 2023 



Who is this membership for?

  
**Elijah McTest**

  
**Someone else**  
You'll be asked to provide their details in the next step.


Note that any discounts available to the currently selected person may not be available to others.

14. A summary of your cart will be displayed. If paid in full membership the customer would be asked to continue to payment.

Menu  Elijah McTest 

Home /

## Your Cart

Item	Quantity	Cost
Membership for Elijah McTest SILVER Get into it (Adult) 6 Months at Albany Stadium Starting Thursday, 29 June 2023		
SILVER Get into it (Adult) 6 Months	1	\$507.00
Joining Fee	1	\$50.00
	<b>Total</b>	<b>\$557.00</b>

Empty Cart


Continue to Payment >

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## Online Portal

Please note: If purchasing a DD you will be asked to set up the regular DD first prior to completing upfront payment


15. Customer will be asked to complete the purchase by paying upfront with a credit card, click Pay upfront with credit card.

Menu  Eliah McTest

Home / **Complete your purchase**

Item	Quantity	Cost
Membership for Eliah McTest SILVER Get into it (Adult) 6 Months at Albany Stadium Starting Thursday, 29 June 2023		
SILVER Get into it (Adult) 6 Months	1	\$507.00
Joining Fee	1	\$50.00
	<b>Total</b>	<b>\$557.00</b>

16. Complete payment details i.e. credit card and click proceed

Auckland Council Online Payment 

1 Make Payment 2 Confirmation 3 Payment Complete

You are about to make a payment to **Auckland Council**. Please provide your personal and payment details to proceed.

**Your Details**

Type: Individual

First Name: Natasha Last Name: King Fortell

Company Name:

Email:  Mobile:  New Zealand (+64)

**Payment Details**

Bill/Invoice Reference: TEST-052a4ed93720410


Amount: 979.50 (NZD)

**Account Details**

Card Number:  Expiry Date:

Name on Card:  CCV:  [What is this?](#)

\*You will be asked to confirm these payment details.

Powered by 

# Quick Reference Guide

## Online Portal

### 17. Summary is displayed – click pay now

1 Make Payment 2 Confirmation 3 Payment Complete

You are about to make a payment to Auckland Council. Please confirm the information provided and click Pay Now.

**Your Details**

Type	Individual	Payment Amount	NZD979.50
		Transaction Fee	NZD0.00
		<b>Total Payment Amount</b>	<b>NZD979.50</b>

First Name: Natalia Last Name: King, Porari  
Email: natalia.king@aucklandcouncil.govt.nz Mobile: [Redacted]

**Payment Details**

Bill/Invoice Reference: TDST624ee05726419  
Amount: NZD979.50 (NZD)  
Note: This transaction will appear on your credit card statement as P&M Merchant 2

**Account Details**

Card Number: \*\*\*\*\*8769 Expiry Date: 5/2021  
Name on Card: Test

Powered by eZidebit

### 18. summary of membership will be displayed

Menu Auckland Council Eliah McTest

Home / Memberships / **Membership Summary**

✔ You have purchased a new membership. An email with further details is on its way.

ℹ This membership will require activation by site staff before it can be used.

MEMBER: Eliah McTest  
MEMBERSHIP NUMBER: 53764000000284443  
MEMBERSHIP TYPE: SILVER Get into it (Adult) 6 Months  
START DATE: Thursday, 29 June 2023  
END DATE: Thursday, 28 December 2023

### 19. The system will generate a confirmation email



Kia ora (null),

Congratulations on purchasing a (null). I'd like to wish you a warm welcome to the (null) family.

Here is the link to our Membership [Terms and conditions](#) for your reference.

The (null) team are really looking forward to helping you make the most of your time with us.

#### What's next

Book your first appointment with us by contacting the centre on (null). In this first appointment we will talk about your goals and draft up a programme for you.

Please come at least 10 minutes before your appointment time to get your membership card issued and membership activated. Please note, if you joined with a concession or senior membership you will need to bring evidence of eligibility i.e. student ID, gold card, community services card and Green prescription card.

We are here to make sure you get the most out of your membership. If you ever want to talk through your programme, please don't ever hesitate to ask.

For more information on what the centre offers please [visit our website](#)

I look forward to seeing you around the centre.

Last but certainly not least, enjoy getting active your way!

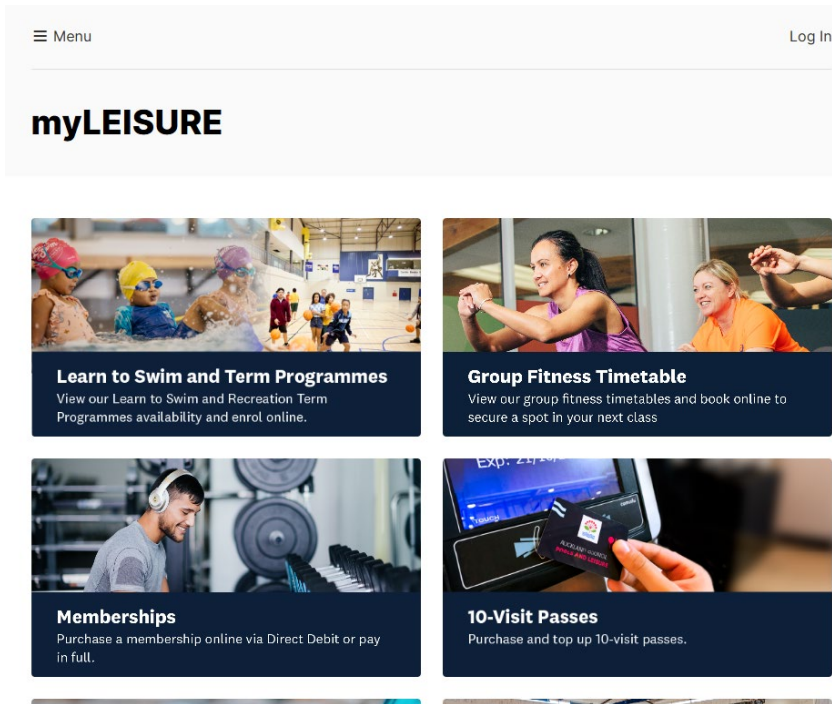
Garth Dawson,  
Network Services Manager

# Quick Reference Guide

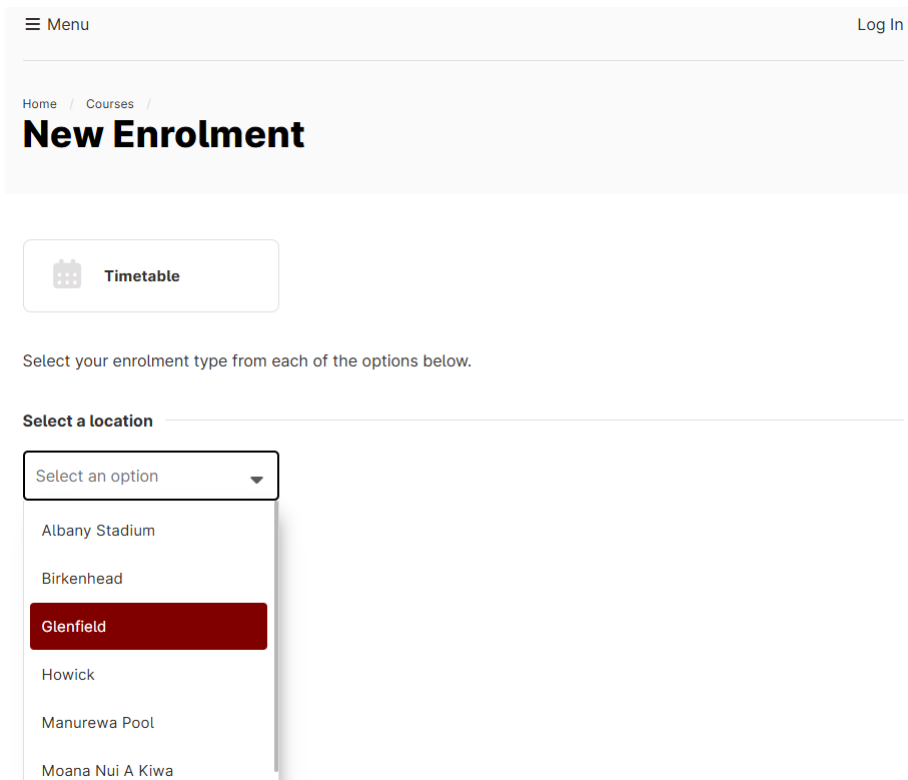
## Online Portal

### Enrolling into Learn to Swim lessons

1. From the home page click on Learn to Swim and Term Programmes or alternatively you can click on Menu in the top left hand corner of the screen and select Courses.



2. Click the Centre you wish to book with



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3. Select program – Learn to Swim  
Please note: A selection must be made for the system to display the next option to select.
4. Select your applicable level and scroll to bottom of the page to click continue  
Please note: determine your level from the flow chart which can be found on the Auckland Leisure website on each Learn to Swim page

The screenshot shows the 'New Enrolment' page on the Auckland Council website. The page has a header with the Auckland Council logo and a 'Log In' link. Below the header, there is a breadcrumb trail: 'Home / Courses / New Enrolment'. The main heading is 'New Enrolment'. Below this, there is a prompt: 'Select your enrolment type from each of the options below.' There are three sections for selection: 'Select a location', 'Select a program', and 'Select a level'. In the 'Select a location' section, there are five buttons: 'Glenfield', 'Manurewa Pool', 'Moana Nui à Kiwa', 'Tepid Baths', and 'Westwave'. The 'Glenfield' button is highlighted with a red border. In the 'Select a program' section, there is one button: 'Learn to Swim', which is also highlighted with a red border. In the 'Select a level' section, there are twelve buttons arranged in a 4x3 grid, each representing a different level and target age group. The 'School Age Intermediate' button is highlighted with a red border.

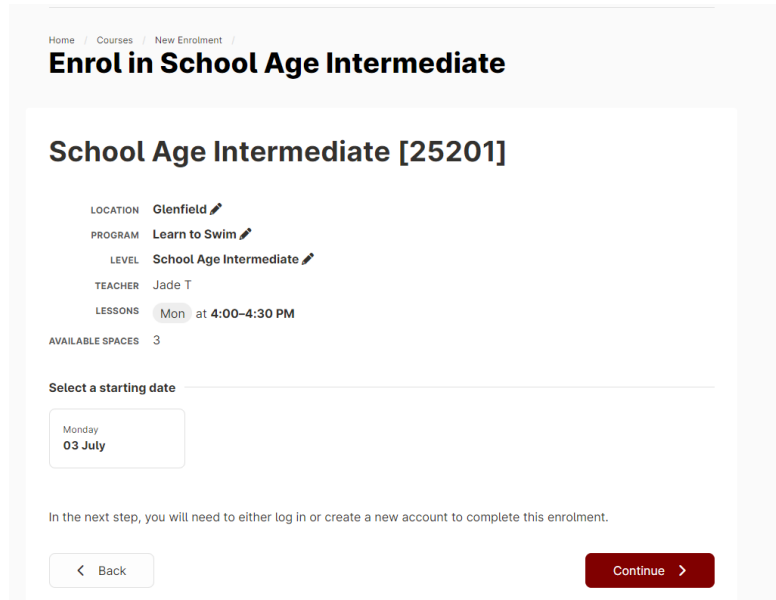
5. Select the day of the week you wish to attend  
Please note: you will see all classes on that day. No available spaces will show a lighter shade of grey and will state no space available

The screenshot shows the 'Enrol in School Age Intermediate' page on the Auckland Council website. The page has a header with the Auckland Council logo and a 'Log In' link. Below the header, there is a breadcrumb trail: 'Home / Courses / New Enrolment / Enrol in School Age Intermediate'. The main heading is 'Enrol in School Age Intermediate'. Below this, there is a confirmation message: 'You have selected to enrol at Glenfield in the Learn to Swim program with the level School Age Intermediate.' Below the confirmation message, there is a prompt: 'Select a class from the options below.' There are seven buttons for selecting a day of the week: 'Any day 35', 'Mon 4', 'Tue 6', 'Wed 6', 'Thu 4', 'Fri 4', 'Sat 5', and 'Sun 6'. The 'Mon 4' button is highlighted with a red border. Below the day selection, there are four class options listed with their respective times and instructors. The first class is 'Mon at 4:00-4:30 PM with Jade T' with 3 spaces available from Monday, 3 July 2023. The second class is 'Mon at 3:30-4:00 PM with Jade T' with no spaces available. The third class is 'Mon at 4:30-5:00 PM with Larissa P' with no spaces available. The fourth class is 'Mon at 5:30-6:00 PM with Jade T' with no spaces available.

# Quick Reference Guide

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6. Click the time slot suitable for you



Home / Courses / New Enrolment /

### Enrol in School Age Intermediate

#### School Age Intermediate [25201]

LOCATION **Glenfield** ✎

PROGRAM **Learn to Swim** ✎

LEVEL **School Age Intermediate** ✎

TEACHER **Jade T**

LESSONS **Mon** at 4:00-4:30 PM

AVAILABLE SPACES 3

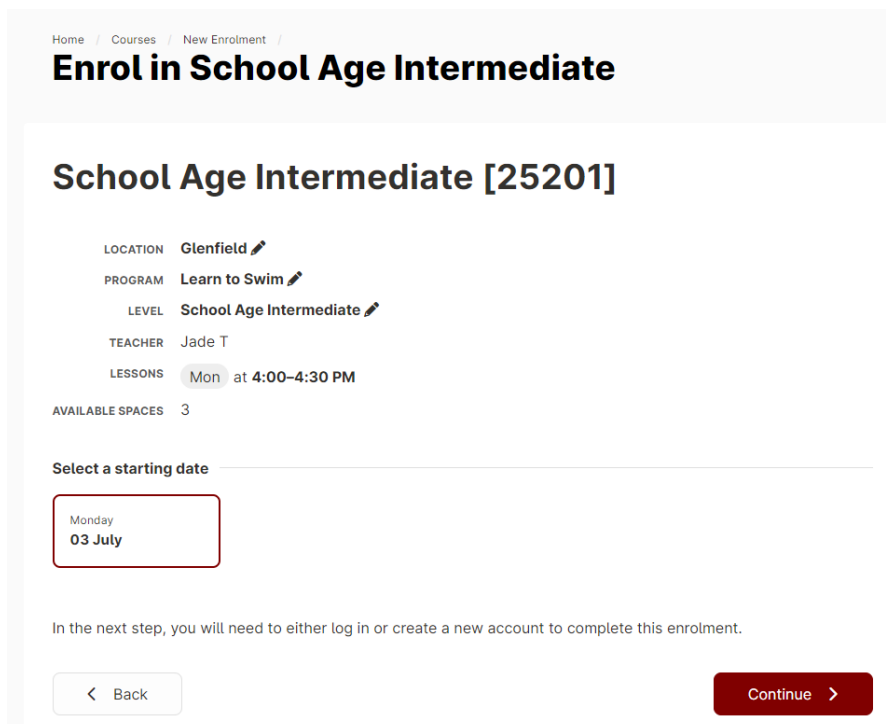
Select a starting date

Monday  
03 July

In the next step, you will need to either log in or create a new account to complete this enrolment.

< Back Continue >

7. Select the start date (if defaults to the next weeks class)



Home / Courses / New Enrolment /

### Enrol in School Age Intermediate

#### School Age Intermediate [25201]

LOCATION **Glenfield** ✎

PROGRAM **Learn to Swim** ✎

LEVEL **School Age Intermediate** ✎

TEACHER **Jade T**

LESSONS **Mon** at 4:00-4:30 PM

AVAILABLE SPACES 3

Select a starting date

Monday  
03 July

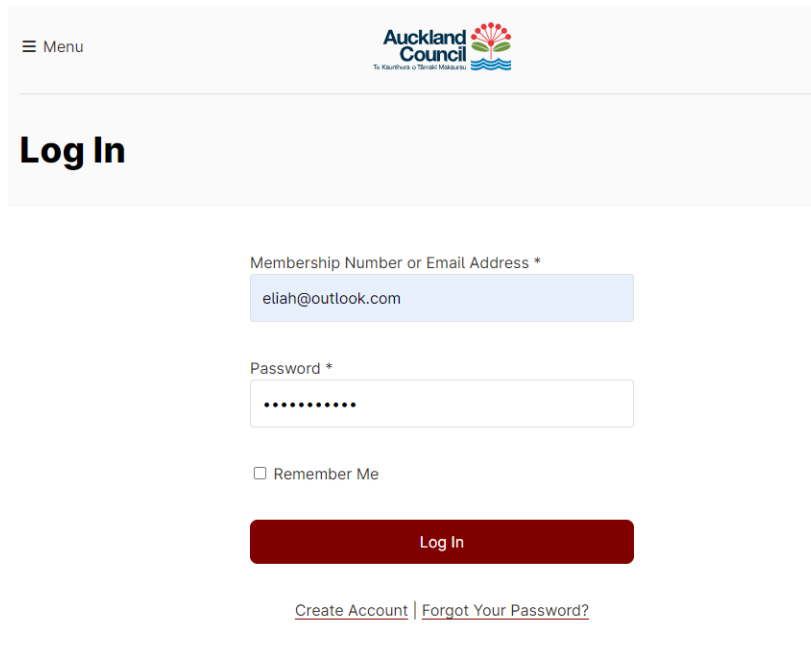
In the next step, you will need to either log in or create a new account to complete this enrolment.

< Back Continue >

# Quick Reference Guide

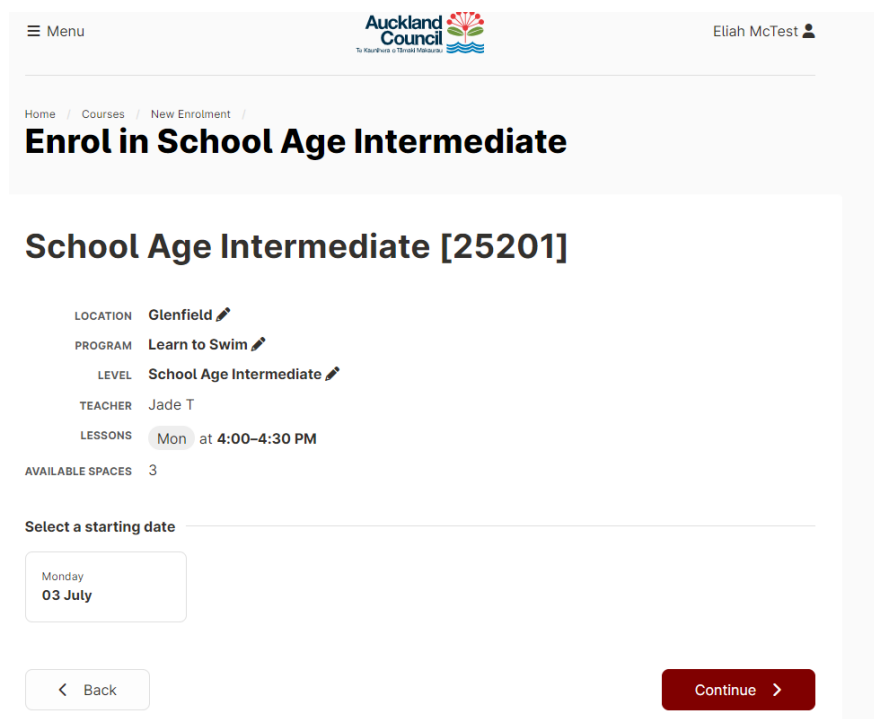
## Online Portal

8. Click continue
9. At the next step you will be prompted to log in (if you aren't already)
10. Enter your email address and password – Click log in



The screenshot shows the login page of the Auckland Council online portal. At the top left is a 'Menu' icon. At the top center is the Auckland Council logo with the text 'Auckland Council' and 'Te Kaitiaki o Te ōhanga Māori'. Below the logo is a large 'Log In' heading. The main content area contains a form with the following elements: a label 'Membership Number or Email Address \*' above a text input field containing 'eliah@outlook.com'; a label 'Password \*' above a password input field with masked characters; a checkbox labeled 'Remember Me'; a dark red 'Log In' button; and two links at the bottom: 'Create Account' and 'Forgot Your Password?'.

11. Once logged in, you will be taken back to your selection, click on the start date and click continue



The screenshot shows the course selection page of the Auckland Council online portal. At the top left is a 'Menu' icon. At the top center is the Auckland Council logo. At the top right is the user name 'Elijah McTest' with a profile icon. Below the logo is a breadcrumb trail: 'Home / Courses / New Enrolment /'. The main heading is 'Enrol in School Age Intermediate'. Below this is a section titled 'School Age Intermediate [25201]'. The details are as follows: LOCATION: Glenfield; PROGRAM: Learn to Swim; LEVEL: School Age Intermediate; TEACHER: Jade T; LESSONS: Mon at 4:00-4:30 PM; AVAILABLE SPACES: 3. Below the details is a section titled 'Select a starting date' with a date picker showing 'Monday 03 July'. At the bottom are two buttons: '< Back' and 'Continue >'.

# Quick Reference Guide

## Online Portal

- Click who this enrolment is for, agree to the terms and conditions and click continue  
Please note: In order for children to display they need to be linked to the account by have the parent or guardian field completed in Envibe and attached to the web account.

The screenshot shows the 'Enrolment Options' page for an Auckland Council swimming course. At the top, there is a navigation menu, the Auckland Council logo, and the user name 'Elijah McTest'. The breadcrumb trail is 'Home / Courses / New Enrolment /'. The main heading is 'Enrolment Options'. Below this, the enrolment details are listed: 'ENROLMENT TYPE Adult Beginner [25296] at Glenfield', 'PAYMENT PLAN Learn to Swim - ongoing', and 'START DATE Monday, 3 July 2023 6:00 PM'. A section titled 'Rate' contains two options: 'Learn to Swim - DD Fortnightly \$15.40 per session' and 'Learn to Swim DD Weekly \$15.40 per session'. Below the rates is a section 'Who Is This Enrolment For?' with two options: 'Elijah McTest' (selected with a red border) and 'Someone else' (with a plus icon and text: 'You'll be asked to provide their details in the next step.'). A note at the bottom states: 'Note that any discounts available to the currently selected person may not be available to others.'

- Select the frequency you wish to pay, weekly or fortnightly, by clicking on the appropriate rate

This screenshot is identical to the previous one, but with a red border around the 'Learn to Swim - DD Fortnightly \$15.40 per session' option in the 'Rate' section, indicating it has been selected.

# Quick Reference Guide

## Online Portal

14. Tick I have read and agree to the Learn to Swim Terms and Conditions, click continue.

**Agreements**

To view terms and conditions, please visit the Auckland Leisure Website

I have read and agree to the Learn to Swim Terms and Conditions

Cancel Continue >

15. Your cart summary will display, Click continue to Debit sign up. (Note: the cost is a zero as you are not paying upfront. You are setting up a DD for payment each week or fortnight.)

Home / **Your Cart**

Item	Quantity	Cost
Enrolment for Eliah McTest in Adult Beginner Starting Monday, 3 July 2023 6:00-6:45 PM Ongoing at \$15.40 per session	1	\$0.00
<b>Total</b>		<b>\$0.00</b>

+ Enrol another student

Empty Cart Continue to Debit Sign up >

16. Summary will display again, click direct debit sign up

Menu Auckland Council  
Te Kaunihera o Tairāhī Māhara Eliah McTest

Home / **Direct debit sign-up**

Item	Quantity	Cost
Enrolment for Eliah McTest in Adult Beginner Starting Monday, 3 July 2023 6:00-6:45 PM Ongoing at \$15.40 per session	1	\$0.00
<b>Total</b>		<b>\$0.00</b>


+ Enrol another student

Cancel Direct Debit Signup

# Quick Reference Guide

## Online Portal

### 17. Complete required fields

Auckland Council Direct Debit Request 

---

You are about to create a Direct Debit Request for **Auckland Council**

#### Customer Details

Please enter your details, including the reference number given to you

**Customer Reference \***

**First Name \***  **Last Name \***

**Email \***  **Mobile No**

**A**  **Address Line 2**

**Ti**  **Postcode \***

---

#### Debit Arrangement – Instructions to Accept Direct Debits

**Debit Arrangement Statement**  
I authorise and request the debit user detailed below to debit payments from my nominated account, as specified below, at intervals and amounts as directed by Auckland Council as per the Terms and Conditions of the Auckland Council agreement and subsequent agreements.

### 18. Complete payment details, agree to T&Cs then click submit

#### Payment Method

Please choose a method of payment. To request a standard paper Direct Debit Authority form to sign and return, please contact the Business

**Type**

**Bank Code / BSB \***  **Account Number \***

**Account Holder Name \***  Payments will appear on your statement as Pilot Merchant 1

**Name of authorised signatory (if different to account name)**

I/We authorize you until further notice to debit my/our account with all amounts which EZIDEBIT (NZ) LIMITED, the registered initiator of Authorization Code 0227418, may initiate by Direct Debit. I/We acknowledge and accept that the bank accepts this authority upon the conditions listed in the terms of this agreement. I confirm that I can operate and have sole authority for the nominated bank account.

---

#### Service Agreement

Terms and Conditions Version 1.4

Parties  
The "Business" means the organisation providing the service for which the Customer is paying.  
The "Customer" means the person or party signing this Payment Contract.  
"Payment Contract" means the Agreement in which the Customer has agreed to pay for the service provided by the Business. Hereafter referred to as the Agreement.  
"Ezidebit" means Ezidebit NZ Ltd, PO Box 5587, Wellington 6145, New Zealand. Phone 0800 394 332, Fax 04 473 6511, www.ezidebit.com/nz. Also referred to as the "Initiator".

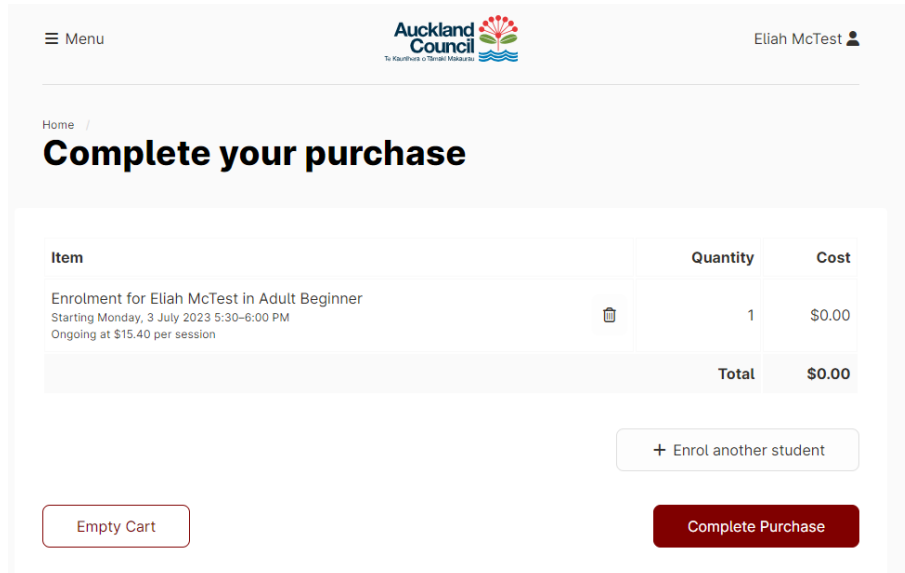
I agree to the Terms and Conditions of the Direct Debit Request and Service Agreement \*

Ezidebit Pty Ltd | NZBN: 9429035265310 | Email: support@ezidebit.co.nz | Telephone: 0800 394 332 | Fax: (4) 473 6511

# Quick Reference Guide

## Online Portal

19. Summary will appear, Click complete purchase

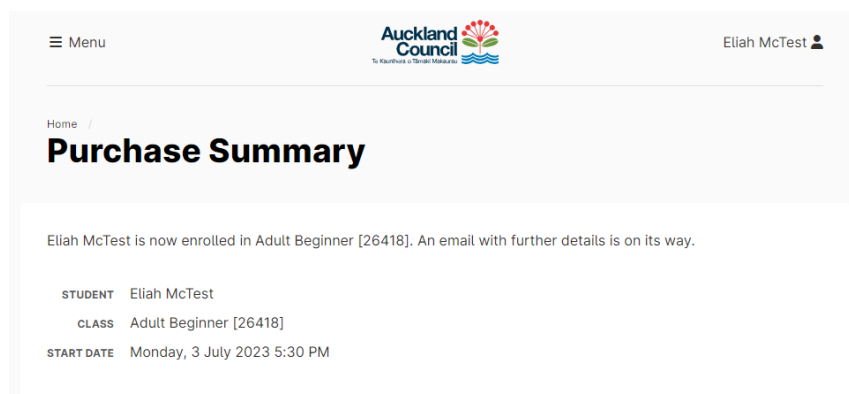


The screenshot shows the 'Complete your purchase' page. At the top, there is a navigation bar with a 'Menu' icon, the 'Auckland Council' logo, and the user name 'Elijah McTest'. Below the navigation bar, the page title 'Complete your purchase' is displayed. A table lists the items in the cart:

Item	Quantity	Cost
Enrolment for Elijah McTest in Adult Beginner Starting Monday, 3 July 2023 5:30–6:00 PM Ongoing at \$15.40 per session	1	\$0.00
<b>Total</b>		<b>\$0.00</b>

Below the table, there is a button '+ Enrol another student' and a red button 'Complete Purchase'. A red-bordered box labeled 'Empty Cart' is also visible.

20. Enrolment is now complete. The customer will be sent a confirmation email



The screenshot shows the 'Purchase Summary' page. At the top, there is a navigation bar with a 'Menu' icon, the 'Auckland Council' logo, and the user name 'Elijah McTest'. Below the navigation bar, the page title 'Purchase Summary' is displayed. The main content area contains the following text:

Elijah McTest is now enrolled in Adult Beginner [26418]. An email with further details is on its way.

**STUDENT** Elijah McTest  
**CLASS** Adult Beginner [26418]  
**START DATE** Monday, 3 July 2023 5:30 PM

# Quick Reference Guide

## Online Portal

### Event Tickets

1. From the home page click on Event Ticketing or alternatively you can click on Menu in the top left hand corner of the screen and select Ticketing.

The screenshot shows the top navigation bar of the myLEISURE website. On the left, there is a 'Menu' button with a hamburger icon. On the right, there is a 'Log In' button. Below the navigation bar, the 'myLEISURE' logo is displayed. The main content area features six large, dark blue tiles with white text and images, each representing a different service:

- Learn to Swim and Term Programmes**: View our Learn to Swim and Recreation Term Programmes availability and enrol online.
- Group Fitness Timetable**: View our group fitness timetables and book online to secure a spot in your next class.
- Memberships**: Purchase a membership online via Direct Debit or pay in full.
- 10-Visit Passes**: Purchase and top up 10-visit passes.
- Event Tickets**: Purchase an event ticket online.
- Facility Availability**: View the availability of our venues including lane, pool, and court availability.

2. Select date of event  
(If there are multiple events across our network, you will need to select the event first)

The screenshot shows the 'Ticketing' page. At the top, there is a breadcrumb trail: 'Home / Ticketing /'. Below this, the word 'Ticketing' is displayed in a large, bold font. Underneath, there is a section titled 'Select a date' with a horizontal line. Below the line, there is a row of seven date selection buttons and a calendar icon button. The buttons are labeled with the day of the week and the date:

<b>Sat</b> 25 Oct	<b>Sun</b> 26 Oct	<b>Mon</b> 27 Oct	<b>Tue</b> 28 Oct	<b>Wed</b> 29 Oct	<b>Thu</b> 30 Oct	<b>Fri</b> 31 Oct	
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# Quick Reference Guide

## Online Portal

3. Select applicable tickets (number of both adults and children if applicable) and click continue (Use the + sign to select number of tickets required)

**Select your tickets**

**Takapuna Women's Only Night**  
Saturday, 25 October 2025 6:30–8:00 PM

Takapuna Women's Only Night - Adult \$10.00	- 0 +
Takapuna Women's Only Night - Girls (0-16) \$5.00	- 0 +
Takapuna Women's Only Night - Boy (0-4) \$5.00	- 0 +

**Total \$0.00**

**Continue >**

4. Read the terms and conditions and tick the box. Click continue

Home / Ticketing /

## Ticket Options

**Agreements**

Takapuna women's only swimming

- Event is open to women and girls and boys under 5 years old
- Tickets for this event are non-refundable in the event of non-attendance
- Tickets are valid for access between 6.30pm and 8pm only on the ticket date
- If attending with children, supervision ratios must be followed
- Please follow the instructions of staff at all times

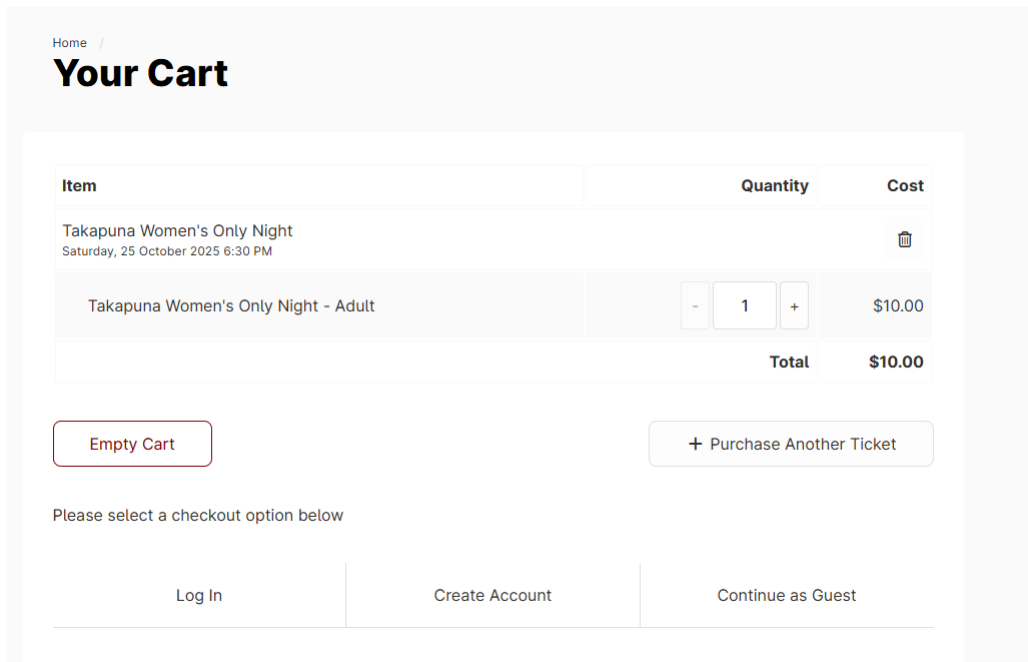
I have read and agree to the terms and conditions.

**Cancel** **Continue >**

# Quick Reference Guide

## Online Portal

5. If you are already a member please click log in, if you want to create an account click create account or alternatively select continue as Guest.



6. If using guest access - Enter your information and click continue as guest  
If you are a member - Enter your login credentials and click log in

### Guest login screen

Your details

Full Name \*

Email Address \*

Mobile Number \*

[Continue as Guest >](#)

# Quick Reference Guide

## Online Portal

### Member login screen

Please select a checkout option below

Log In

Create Account

Continue as Guest

Membership Number or Email Address \*

Password \*

Remember Me

Log In

[Create Account](#) | [Forgot Your Password?](#)

7. Review your selection and click pay upfront with credit card or members click continue to payment

### Guest view

Home /

## Complete your purchase

Item	Quantity	Cost
Takapuna Women's Only Night Saturday, 25 October 2025 6:30 PM		
Takapuna Women's Only Night - Adult	1	\$10.00
	<b>Total</b>	<b>\$10.00</b>

Empty Cart

Pay Upfront with Credit Card

# Quick Reference Guide

## Online Portal

### Member view

Home / **Your Cart**

Item	Quantity	Cost
Takapuna Women's Only Night Saturday, 25 October 2025 6:30 PM		
Takapuna Women's Only Night - Adult	- 1 +	\$10.00
<b>Total</b>		<b>\$10.00</b>

[Empty Cart](#) [+ Purchase Another Ticket](#)

[Continue to Payment >](#)

### 8. Enter your card information and click proceed

1 Make Payment 2 Confirmation 3 Payment Complete

You are about to make a payment to Auckland Council. Please provide your personal and payment details to proceed.

#### Your Details

Type  
Individual

First Name \*  
Nataasha

Last Name \*  
King

Company Name

Email  
nataasha.king@aucklandcouncil.govt.nz

Mobile  
New Zealand (+54)

#### Payment Details

Bill/Invoice Reference \*  
TEST-78ds32e729e8409

Amount \*  
10.00 (NZD)

#### Account Details

Card Number \*

Expiry Date \*  
MM  / YYY

Name on Card \*

CCV \*  [What is this?](#)

\*You will be asked to confirm these payment details.

[Proceed](#)

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A division of globalpayments

# Quick Reference Guide

## Online Portal

9. Confirmation screen will appear, click pay now

1 Make Payment    2 Confirmation    3 Payment Complete

You are about to make a payment to Auckland Council. Please confirm the information provided and click Pay Now.

### Your Details

Type	Individual	Payment Amount	\$10.00
First Name	Natasha	Last Name	King
Email	natasha.king@aucklandcouncil.govt.nz	Mobile	+6402102288405
Transaction Fee			\$0.00
Total Payment Amount			\$10.00

[Pay Now](#) [Cancel](#)

### Payment Details

Bill/Invoice Reference: TEST-76d52e729a8409


Amount: \$10.00 (NZD)

Note: This transaction will appear on your credit card statement as EZ\*AUUCKLANDCITYCOUN

### Account Details

Card Number: \*\*\*\*\*002    Expiry Date: 5/2026

Name on Card: test

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A division of governments

10. Your summary will appear and you will be send a confirmation email

### Guest view


Home / Ticketing /

## Purchase Summary

Thank you for your purchase. A copy of your ticket and receipt will be emailed to you shortly.

Create an account to manage your tickets online.

[Create Account](#)



IDENTIFIER 17  
SESSION Takapuna Women's Only Night  
TYPE Takapuna Women's Only Night  
TIME Saturday, 25 October 2025 6:30 PM  
FOR Natasha King


### Member view

# Quick Reference Guide

## Online Portal

Home / Ticketing /

### Purchase Summary




IDENTIFIER 29  
SESSION Takapuna Women's Only Night  
TYPE Takapuna Women's Only Night  
TIME Saturday, 25 October 2025 6:30 PM  
FOR Natasha King

Members can also view their tickets at any time, Log in and click on Event Tickets to get the following view:

Home /

### Ticketing

 Buy Tickets

Select a session below to see your purchased tickets for that session.

**Takapuna Women's Only Night**

🕒 Saturday, 25 October 2025 6:30 PM

📍 Takapuna Women's Only Night

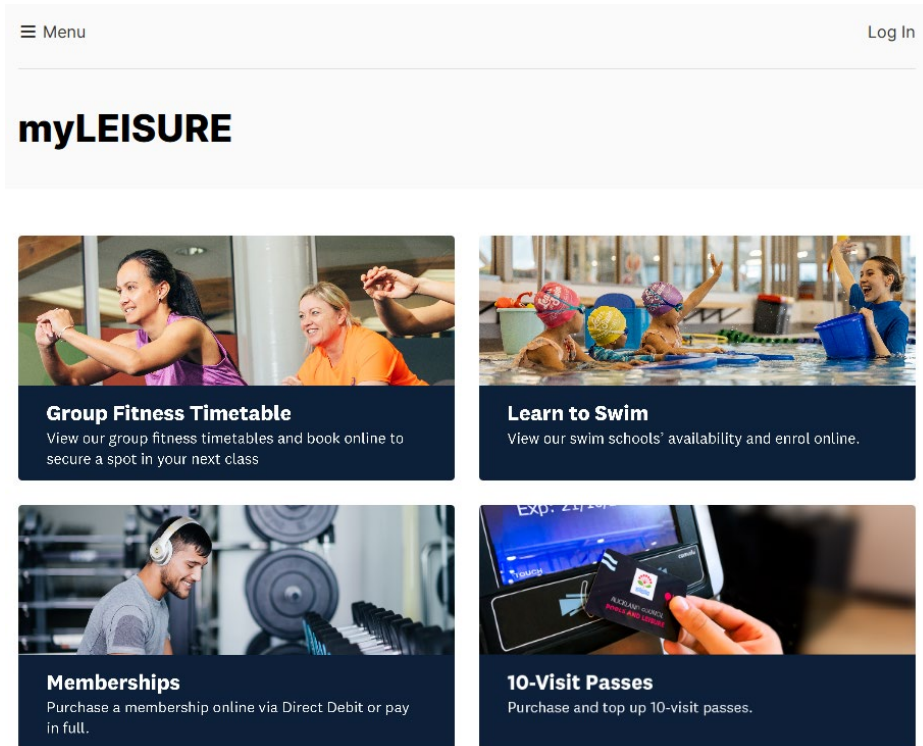
[VIEW PURCHASED TICKETS](#)

# Quick Reference Guide

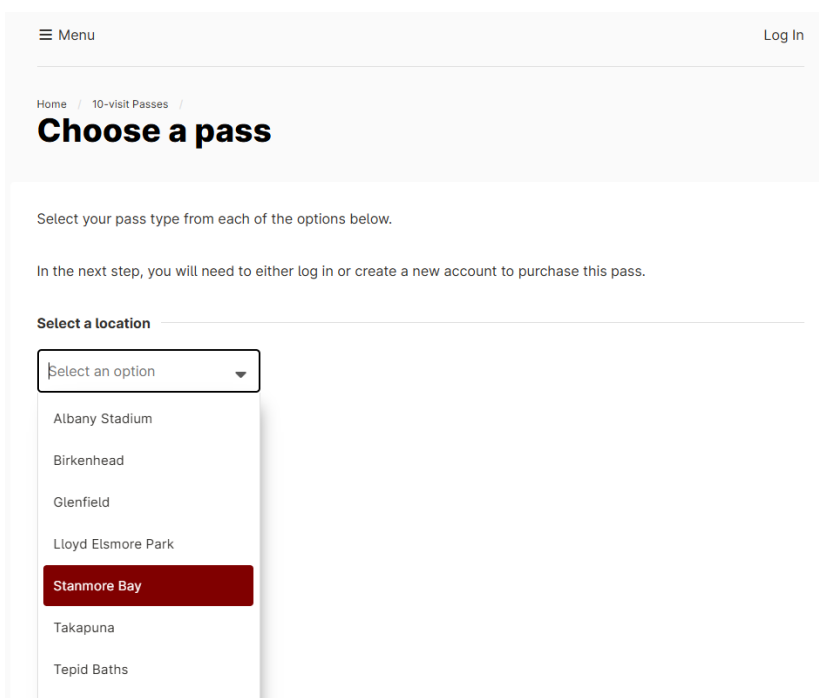
## Online Portal

### 10-Visit Passes

1. From the home page click on 10-Visit Passes or alternatively you can click on Menu in the top left hand corner of the screen and select 10-Visit Passes.



2. Select the location you wish to purchase a 10 pass for



# Quick Reference Guide

## Online Portal

3. Select the pass category. The category determines the activity you wish to purchase

**Select a category**

**Swim 10-visit passes**  
Swim only visit passes for Adult (Standard rate) and Concession (Discounted rate for seniors, students, Community Services Card holders with valid ID)

**Swim Plus 10-visit passes**  
Swim Plus visit passes includes Spa/Sauna/Steam\* for Adult (Standard rate) and Concession (Discounted rate for seniors, students, Community Services Card holders with valid ID)  
\*at available sites only

4. Select the type of pass – Adult or concession (valid ID must be provided on your first visit for concession passes)

**Select a type**

**Swim Only (Adult) 10-visit pass**  
\$74.00

**Swim Only (Concession) 10-visit pass**  
\$44.10

5. Click continue
6. You will need to log in or create an account (see creating an account above)
7. Please read the terms and conditions and tick the applicable box

Home / 10-visit Passes /

## New Pass Options

PASS TYPE Swim Only (Adult) 10-visit pass  
COST \$74.00  
VISITS 10

**Agreements**

Terms and Conditions apply. Please follow all rules displayed on site

I have read and agree to the [10-visit pass Terms and Conditions](#)

[< Back](#) [Continue >](#)

# Quick Reference Guide

## Online Portal

8. Click continue

9. Summary of your cart will display; Click continue to payment

Menu Natasha King

Home / **Your Cart**

Item	Quantity	Cost
Natasha King [Swim Only (Adult) 10-visit pass]		
Adult Swim 10	1	\$74.00
<b>Total</b>		<b>\$74.00</b>

Empty Cart

Discount code  [Apply](#)

[Continue to Payment >](#)

10. To complete your purchase, click 'Pay upfront with Credit Card'

Menu Natasha King

Home / **Complete your purchase**

Item	Quantity	Cost
Natasha King [Swim Only (Adult) 10-visit pass]		
Adult Swim 10	1	\$74.00
<b>Total</b>		<b>\$74.00</b>

Empty Cart

[Pay Upfront with Credit Card](#)

# Quick Reference Guide

## Online Portal

### 11. Enter your card details and click proceed

**1 Make Payment**    **2 Confirmation**    **3 Payment Complete**

You are about to make a payment to Auckland Council. Please provide your personal and payment details to proceed.

#### Your Details

Type  
Individual

First Name \*    Last Name \*  
Natasha    King

Company Name

Email    Mobile  
natasha.king@aucklandcouncil.govt.nz    New Zealand (+64)    02102298405

#### Payment Details

Bill/Invoice Reference \*  
TEST-76sd32e729a8409

Amount \*  
10.00 (NZD)


#### Account Details

Card Number \*    Expiry Date \*  
    MM    YYYY



Name on Card \*    CCV \*  
        [What is this?](#)

\*You will be asked to confirm these payment details.

**Proceed**

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### 12. Click Pay Now

Auckland Council    Online Payment     

**1 Make Payment**    **2 Confirmation**    **3 Payment Complete**

You are about to make a payment to Auckland Council. Please confirm the information provided and click Pay Now.

#### Your Details

Type Individual	Payment Amount \$74.00	
First Name Natasha	Last Name King	Transaction Fee \$0.00
Email tashking77@hotmail.com	Mobile +6402102298405	Total Payment Amount \$74.00

**Pay Now**    **Cancel**

#### Payment Details

Bill/Invoice Reference  
TEST-49693ae1409b4ee


Amount  
\$74.00 (NZD)

Note:  
This transaction will appear on your credit card statement as EZI/AUCKLANDCITYCOUN

#### Account Details

Card Number    Expiry Date  
\*\*\*\*\*0002    5/2025

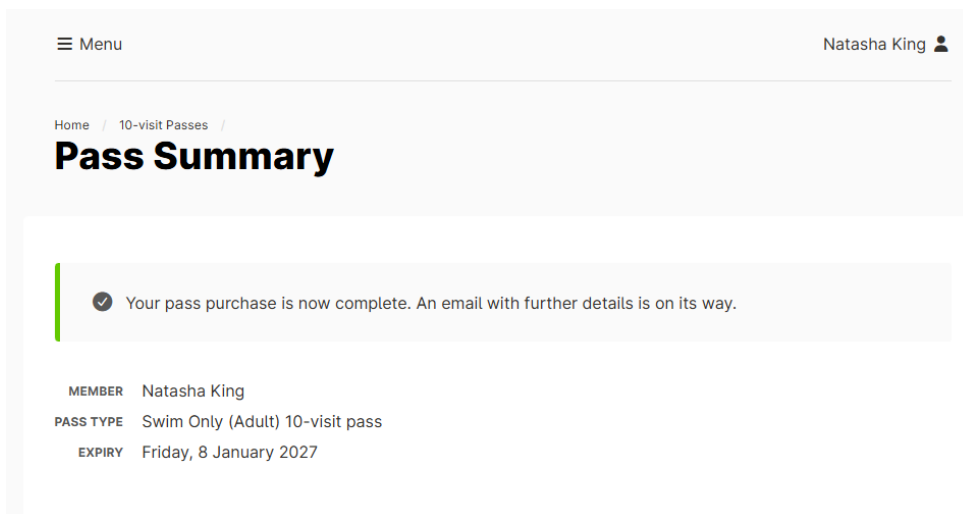
Name on Card  
Test Test

Powered by  A member of ezidebit.com

# Quick Reference Guide

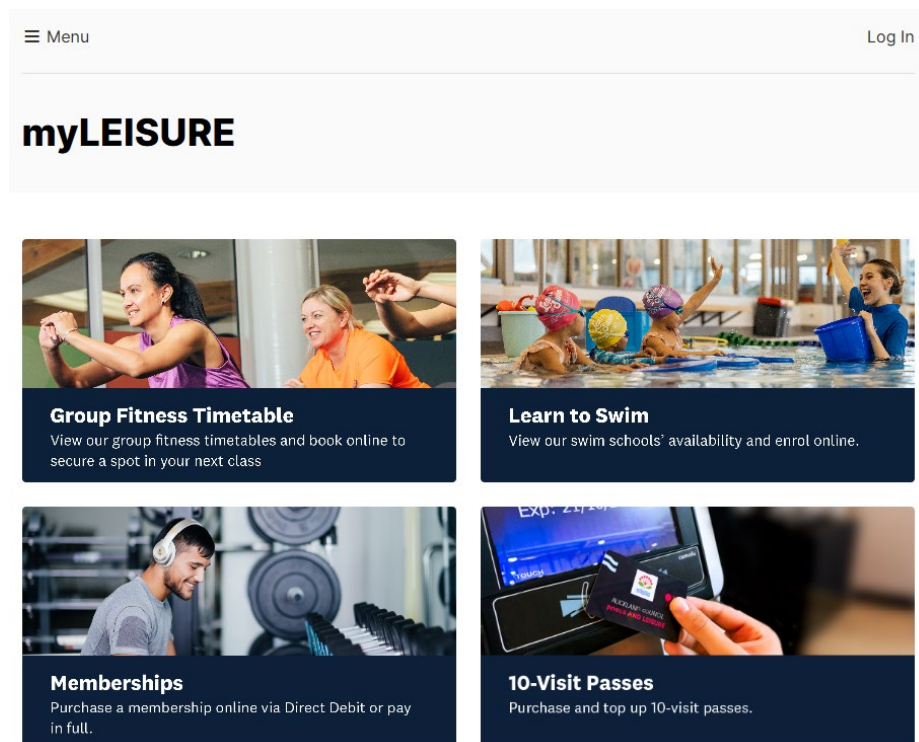
## Online Portal

13. The confirmation of purchase will display on the screen



### Top up your 10-Visit Pass

1. Log into myLEISURE
2. From the home page click on 10-Visit Passes or alternatively you can click on Menu in the top left hand corner of the screen and select 10-Visit Passes.



3. Your existing pass will display (please note: your pass will display while its valid even with no visits left. If your pass has expired, please follow the purchase a new pass process above)

# Quick Reference Guide

## Online Portal

4. Click top up

Home /

### My Passes

---

Buy Pass

## Adult Swim 10 (this pass has no sessions available to join)

EXPIRY 8/01/2027

REMAINING VISITS 10

APPLICABLE LOCATIONS Albany Stadium

[+ Top up](#)

5. Ensure your pass type is selected and click continue

Home / 10-visit Passes /

### Choose a top-up type

Select your pass type from each of the options below.

Select a type

**Swim Only (Adult) 10-visit pass**  
\$74.00

[Continue >](#)

6. Read and accept the terms and conditions

Home / 10-visit Passes /

### Pass Top Up Options

PASS TYPE Swim Only (Adult) 10-visit pass

COST \$74.00

ADDITIONAL VISITS 10

Agreements

Terms and Conditions apply. Please follow all rules displayed on site

I have read and agree to the [10-visit pass Terms and Conditions](#)

[< Back](#) [Continue >](#)

# Quick Reference Guide

## Online Portal

7. Review details and click continue to payment

Home / **Your Cart**

Item	Quantity	Cost
Natasha King [Natasha King Adult Swim 10]		
Adult Swim 10	1	\$74.00
<b>Total</b>		<b>\$74.00</b>

[Empty Cart](#)

Discount code  [Apply](#)

[Continue to Payment >](#)

8. Click 'Pay upfront with credit card'

Home / **Complete your purchase**

Item	Quantity	Cost
Natasha King [Natasha King Adult Swim 10]		
Adult Swim 10	1	\$74.00
<b>Total</b>		<b>\$74.00</b>

[Empty Cart](#)

[Pay Upfront with Credit Card](#)

# Quick Reference Guide

## Online Portal

### 9. Enter your card details and click proceed

**1 Make Payment**   **2 Confirmation**   **3 Payment Complete**

You are about to make a payment to Auckland Council. Please provide your personal and payment details to proceed.

**Your Details**

Type  
Individual

First Name \*      Last Name \*  
Natasha      King

Company Name

Email      Mobile  
natasha.king@aucklandcouncil.govt.nz      New Zealand (+54)      02102298405

**Payment Details**

Bill/Invoice Reference \*  
TEST-765d32a729a8409


Amount \*  
10.00 (NZD)

**Account Details**



Card Number \*      Expiry Date \*  
      MM      YYYY

Name on Card \*      CCV \*  
      Enter CCV      [What is this?](#)

\*You will be asked to confirm these payment details.

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A Division of publicworks

### 10. Click pay now

Auckland Council      Online Payment       

**1 Make Payment**   **2 Confirmation**   **3 Payment Complete**

You are about to make a payment to Auckland Council. Please confirm the information provided and click Pay Now.

**Your Details**

Type Individual	Payment Amount \$74.00	
First Name Natasha	Last Name King	Transaction Fee \$0.00
Email tashking77@hotmail.com	Mobile +6402102298405	Total Payment Amount \$74.00

**Payment Details**

Bill/Invoice Reference  
TEST-4a693ae1459b4ee


Amount  
\$74.00 (NZD)

**Account Details**

Card Number      Expiry Date  
\*\*\*\*\*0092      5/2028

Name on Card  
Test Test

Note:  
This transaction will appear on your credit card statement as EZI/AUCKLANDCITYCOUN

Powered by  ezidebit  
A Division of publicworks

# Quick Reference Guide

## *Online Portal*

11. Confirmation of your purchase will display on the screen

Home / 10-visit Passes /

### **Pass Summary**

✔ Your pass purchase is now complete. An email with further details is on its way.

**MEMBER** Natasha King

**PASS TYPE** Swim Only (Adult) 10-visit pass

**EXPIRY** Tuesday, 12 January 2027

# Quick Reference Guide

## Online Portal

### Enrolling in a Term Programme

1. From the Home page, click on Learn to Swim and Term Programmes

The screenshot shows the myLEISURE homepage. At the top left is a 'Menu' icon and at the top right is a 'Log In' link. Below the header is the myLEISURE logo. The main content area features four promotional cards:

- Learn to Swim and Term Programmes**: View our Learn to Swim and Recreation Term Programmes availability and enrol online.
- Group Fitness Timetable**: View our group fitness timetables and book online to secure a spot in your next class.
- Memberships**: Purchase a membership online via Direct Debit or pay in full.
- 10-Visit Passes**: Purchase and top up 10-visit passes.

2. Select the location you wish to enrol at

The screenshot shows the 'New Enrolment' page. At the top left is a 'Menu' icon and at the top right is a 'Log In' link. Below the header is a breadcrumb trail: 'Home / Courses /'. The main heading is 'New Enrolment'. Below this is a 'Timetable' button with a calendar icon. A text prompt reads: 'Select your enrolment type from each of the options below.' Underneath is a section titled 'Select a location' with a dropdown menu. The dropdown menu is open, showing the following options:

- Select an option
- Albany Stadium
- Allan Brewster
- Birkenhead
- Glenfield
- Howick
- Manurewa Pool

# Quick Reference Guide

## Online Portal

### 3. Click on Term Programme

Select your enrolment type from each of the options below.

Select a location \_\_\_\_\_

Howick ▼

Select a program \_\_\_\_\_

Term Programme

### 4. Select the correct class and age group applicable for you or your child

Select a level \_\_\_\_\_

<b>Baby Gymnastics (1-2yrs) (NEW)</b> Target age 1 year	<b>Toddlers Gymnastics (NEW)</b> Target age 2 to 4 years	<b>Afterschool Gymnastics (NEW)</b> Learn in small groups graded to ability with your own coach. Rotations include different apparatus to learn and practice different skills.
<b>Afterschool Gymnastics Level 1&amp;2 (NEW)</b> Learn in small groups graded to ability with your own coach. Rotations include different apparatus to learn and practice different skills.	<b>Afterschool Gymnastics Level 3 (NEW)</b> Learn in small groups graded to ability with your own coach. Rotations include different apparatus to learn and practice different skills.	<b>Basketball Skills (NEW)</b>
<b>Basketball Skills 5-8yrs (NEW)</b> Target age 5 to 7 years	<b>Basketball Skills 9-11yrs (NEW)</b> Target age 9 to 10 years	<b>Basketball Skills 12-15yrs (NEW)</b> Target age 12 to 14 years

# Quick Reference Guide

## Online Portal

5. Scroll to the bottom and Click continue

The screenshot shows a grid of course options. The first option, 'Afterschool Gymnastics Level 1&2 (NEW)', is highlighted with a red border. Below it are 'Basketball Skills 5-8yrs (NEW)', 'Basketball Skills 9-11yrs (NEW)', and 'Basketball Skills 12-15yrs (NEW)'. The next row contains 'Pre School Kiwee Sport (NEW)', 'Afterschool Kiwee Sport (NEW)', and 'Home-School Kiwi Sport (5-8yrs) (NEW)'. The final row has 'Homeschool Kiwee Sports (9+yrs) (NEW)'. A red 'Continue >' button is at the bottom right.

6. Click the class time and date you wish to book into (there might only be one option for most classes)

The screenshot shows the enrolment page for 'Afterschool Gymnastics Level 1&2 (NEW)'. The breadcrumb trail is 'Home / Courses / New Enrolment /'. The page title is 'Enrol in Afterschool Gymnastics Level 1&2 (NEW)'. A summary box states: 'You have selected to enrol at **Howick** in the **Term Programme** program with the level **Afterschool Gymnastics Level 1&2 (NEW)**'. Below this, it says 'Select a class from the options below.' There is a row of buttons for days: 'Any day 1', 'Mon 0', 'Tue 1', 'Wed 0', 'Thu 0', 'Fri 0', 'Sat 0', and 'Sun 0'. The 'Any day 1' button is highlighted with a red border. Below the buttons, it shows 'Tue at 3:45-4:45 PM with Ellyse Y' and '40 spaces available from Tuesday, 28 April 2026'. A '< Back' button is at the bottom left.

# Quick Reference Guide

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7. Review your selection details and click on the starting date and then click continue

### After School Gymnastics Level 1 & 2 [40860]

LOCATION **Howick** ✎

PROGRAM **Term Programme** ✎

LEVEL **Afterschool Gymnastics Level 1&2 (NEW)** ✎

TEACHER **Ellyse Y**

CLASS STARTS ON **Tuesday, 28 April 2026**

CLASS ENDS ON **Tuesday, 23 June 2026**

LESSONS **Tue** at **3:45-4:45 PM**

AVAILABLE SPACES **40**

Select a starting date

Tuesday  
**28 April**

In the next step, you will need to either log in or create a new account to complete this enrolment.

[← Back](#) [Continue >](#)

8. You will need to log in or create an account (see creating an account above)
9. Select who the enrolment is for, agree to the terms and conditions and click continue (you may need to create a new profile, you can do this by selecting someone else and completing their details)

### Enrolment Options

ENROLMENT TYPE **After School Gymnastics Level 1 & 2 [40860] at Howick**

PAYMENT PLAN **Recreation**

START DATE **Tuesday, 28 April 2026 3:45 PM**

INSTRUCTIONS **Please read the terms and conditions**  
[More Information...](#)

SESSION FEES **\$81.00 (9 sessions at \$9.00 per session)**

Who Is This Enrolment For?

**Natasha King**

**Sheree King**

**Tash King (AC)**

**Someone else**  
You'll be asked to provide their details in the next step.

Note that any discounts available to the currently selected person may not be available to others.

Agreements

Please click on the link below to read the terms and conditions  
[Holiday and Recreation programmes Terms and Conditions](#)

I have read and agree to the [Holiday and Recreation Terms and Conditions](#)

[Cancel](#) [Continue >](#)

# Quick Reference Guide

## Online Portal

10. Click continue
11. Review your cart then select continue to payment

Home / **Your Cart**

Item	Quantity	Cost
Enrolment for Sheree King in Afterschool Gymnastics Level 1&2 (NEW) Starting Tuesday, 28 April 2026 3:45-4:45 PM	1	\$81.00
<b>Total</b>		<b>\$81.00</b>

[Empty Cart](#) [+ Enrol Another Student](#)

Discount code  [Apply](#)

[Continue to Payment >](#)

12. Click pay upfront with credit card

Home / **Complete your purchase**

Item	Quantity	Cost
Enrolment for Sheree King in Afterschool Gymnastics Level 1&2 (NEW) Starting Tuesday, 28 April 2026 3:45-4:45 PM	1	\$81.00
<b>Total</b>		<b>\$81.00</b>

[Empty Cart](#)

[Pay Upfront with Credit Card](#)

# Quick Reference Guide

## Online Portal

### 13. Enter your card details and click proceed

**1 Make Payment**   **2 Confirmation**   **3 Payment Complete**

You are about to make a payment to Auckland Council. Please provide your personal and payment details to proceed.

---

**Your Details**

Type  
Individual

First Name \*      Last Name \*  
Natasha      King

Company Name

Email      Mobile  
natasha.king@aucklandcouncil.govt.nz           

---

**Payment Details**

Bill/Invoice Reference \*  
TEST:705512e720a8409

Amount \*  
10.00 (NZD)


---

**Account Details**

Card Number \*      Expiry Date \*  
           

Name on Card \*      CCV \*  
            [What is this?](#)


\*You will be asked to confirm these payment details.

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# Quick Reference Guide

## Online Portal

### 14. Click pay now

Auckland Council Online Payment 

1 Make Payment 2 Confirmation 3 Payment Complete

You are about to make a payment to Auckland Council. Please confirm the information provided and click Pay Now.

**Your Details**

Type	Individual	Payment Amount	\$81.00
First Name	Natasha	Transaction Fee	\$0.00
Last Name	King	Total Payment Amount	\$81.00
Email	tashking77@hotmail.com		
Mobile	+5402102206405		

**Payment Details**

Bill/Invoice Reference: TEST-73e0e057c0e411


Amount: \$81.00 (NZD)

**Account Details**

Card Number	Expiry Date
*****0092	9/2026

Name on Card: Test

Note: This transaction will appear on your credit card statement as E2\*AUCKLANDCITYCOUN

Powered by 

### 15. A summary of your purchase will now display

Home / Courses /

## Purchase Summary

Sheree King is now enrolled in After School Gymnastics Level 1 & 2 [40860]. An email with further details is on its way.

**STUDENT** Sheree King

**CLASS** After School Gymnastics Level 1 & 2 [40860]

**START DATE** Tuesday, 28 April 2026 3:45 PM