

New booking website Now Live!

If you want to purchase vouchers for your employees or club members, you can do so by setting up as a company on our new site.

Activate your company account

Our new booking website launched on the 9th January 2019 on the swimming.org network.

This has made searching for and booking courses quicker. You can also purchase and manage your employee vouchers, part-pay for courses, and see when they have been used.

To create a company account on our new website, you just need to complete these two steps. If you already have a <u>swimming.org</u> account (i.e. for Just Swim Membership) you can skip to step 2:



Once we have activated your account you need to visit your profile section on www.swimming.org/ios:





Purchasing Vouchers

You can purchase a voucher by clicking here:



Then click the Purchase Voucher button on the top right:

		Purchase	Voucher	
This pag	ge will a	appear:		
Purchase V	oucher fo	or "Jenny Norvill Swin	n School"	
Definition Type				
 Qualification CPD 				
Definition				
Contribution				
100		%		
Quantity				
1				
	RRP (£)	Company Discount (%)	Discounted Course Price (£)	Company Contribution (%)
Per Unit:	£0.00	0%	£0.00	£0.00 (100%)
Quantity × 1	£0.00	0%	£0.00	£0.00 (100%)
Total:		0%	£0.00	£0.00 (100%)
Purchase Order	Number			
Purchase				

Select Qualification or CPD under Definition Type.

Then click on the definition list and pick the title you wish to purchase.

Enter the % contribution you wish to make and the voucher quantity, then add your Purchase Order Number. If you don't use a PO number system, please add a numerical reference which will help you when the invoice arrives.



The voucher will then show on your voucher screen:

Unassigned:				-		
Expiry Date	Contribution %	Voucher ID	Course Type	PO Number	Status	Assign
09/01/2020	100%	536	Pool Plant Operator Revalidation - Online Learning	1230	Active	Assign

You are then ready to assign your voucher to an employee. Employees must be added in the Employees screen before trying to assign them a voucher.

Once your employee has created their own account, click "Add Employee" towards the top right.

swimming.org swim	England Members Learning to Swim	Just Swim! Competitive Swimming Masters Institute	e of Swimming More • 🛛 🔗 Marie	e-Louise Hai. 💮 🔍
← Home	Employees			
L Profile	Marie-Louise PP	Marie-Louise PPO: Employees		Add Employe
Courses	Search employees			
♦ Vouchers	Name	E mail Address	Data of Bisth	Telephone No
👉 My Purchases	Name	E-mail Address	Date of Birth	Telephone No.
🖻 Personal Learning	Marie-Louise Hall	marielouise.hall@swimming.org		01509640135
🖕 Testimonials				
Company Information				
Contact Information				
L Employees				
Courses				
♦ Vouchers				

This will bring up the box below. Type in your employees email address (The one they used to create their account on <u>www.swimming.org/ios</u>) then click "Add".

swimming.org Swim Engla	d Members Learning to Swim Just Swim! Competitive Swimming Masters Institute of Swimming More	er 🕘 Mari	e-Louise Hall 📆 🔍
← Home	Empl		
👤 Profile	Add Employee 🗙		Add Employee
Courses	Please enter the e-mail address of the employee you wish to add.		
♦ Vouchers	The employee must have previously registered on <u>Swimming.org</u> and activated their account.	a of Diath	Telephone No
🍲 My Purchases	Employee E-mail Address	e or birth	Telephone No.
🖻 Personal Learning	Mai neil.hewis@swimming.org		01509640135
📫 Testimonials			
Company Information Contact Information	Cancel Add		
🚨 Employees			
Courses			

This will bring up your employees name and DOB to ensure that you have selected the correct person. If this is correct, please click "Add".



Your employee must have created a <u>swimming.org</u> login and given you their email address before you can add them to the employee screen.

Once assigned, your employee will then find the voucher here:



They will also receive an email with a link to take them to their voucher and the booking page.

If you have any questions please contact us:

Email: iosadmin@swimming.org Tel: 01509 640 640 weekdays 9am to 5pm.