

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 swimming.org account (i.e. for Just Swim Membership) you can skip to step 2:

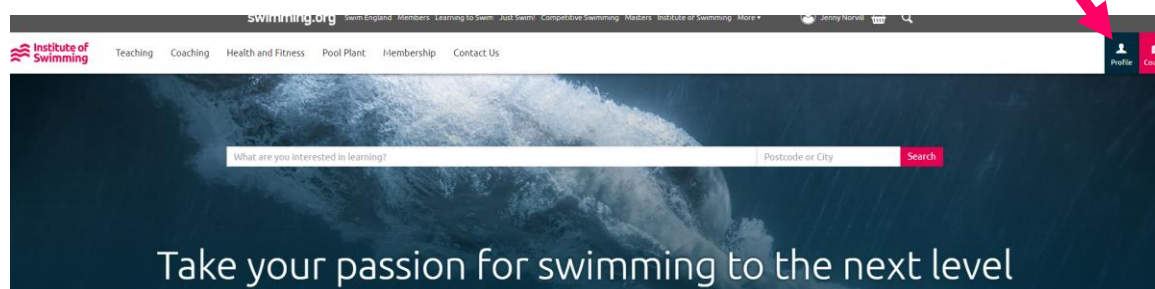
1. Create a personal account on
swimming.org

[Create your account](#)

2. Activate your company profile by
completing this short form

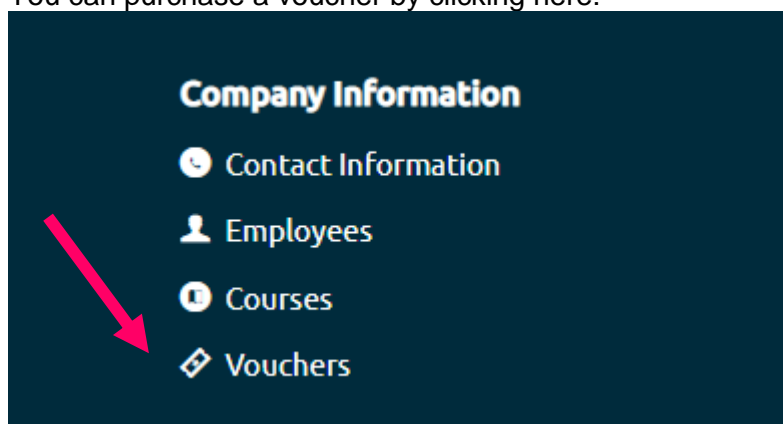
[Activate company profile](#)

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

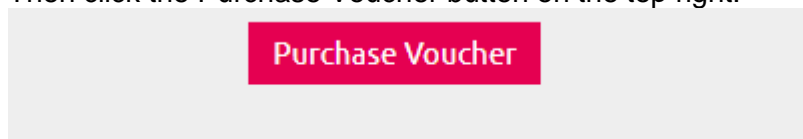


Purchasing Vouchers

You can purchase a voucher by clicking here:



Then click the Purchase Voucher button on the top right:



This page will appear:

Purchase Voucher for "Jenny Norvill Swim School"

Definition Type

Qualification
 CPD

Definition

Contribution

%

Quantity

	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

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.

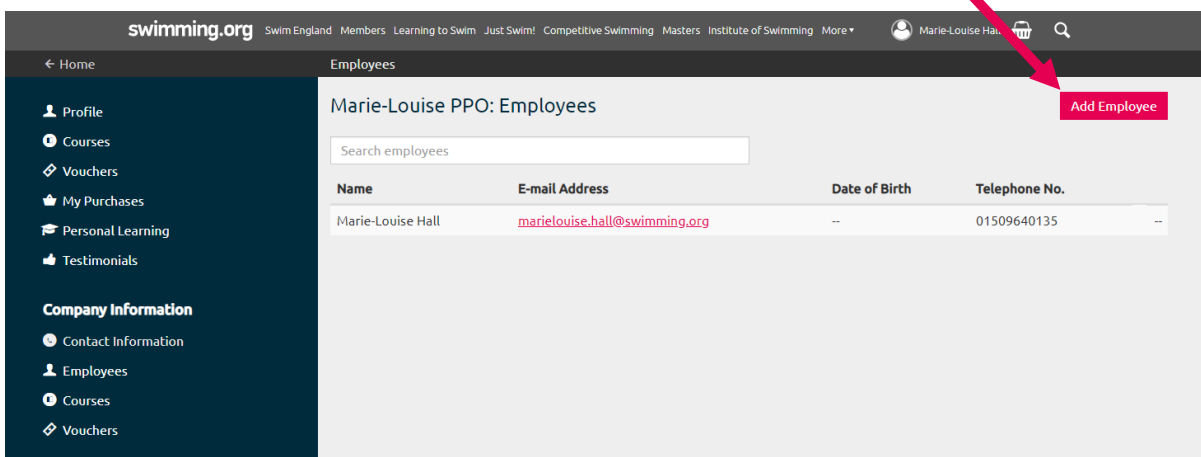
The voucher will then show on your voucher screen:

Unassigned:

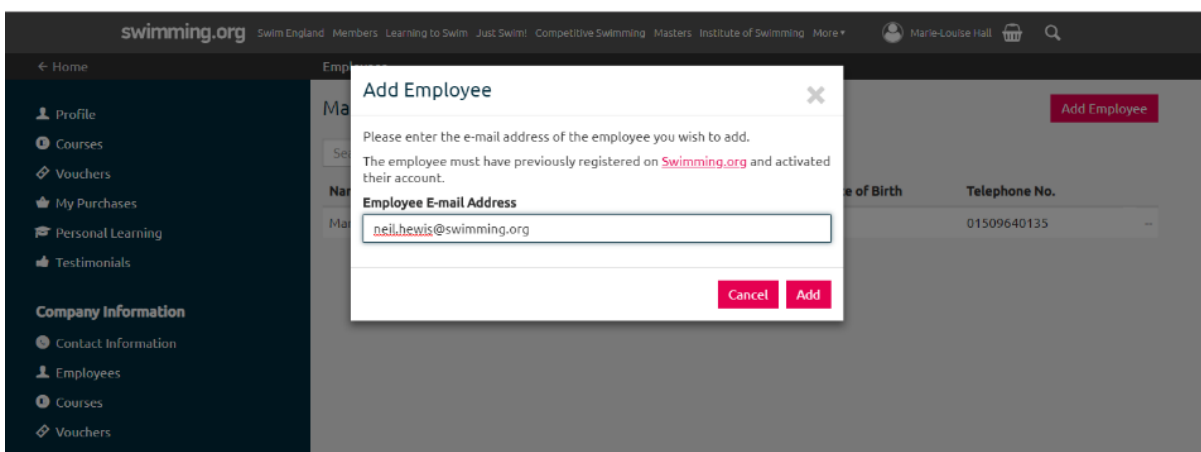
Expiry Date	Contribution %	Voucher ID	Course Type	PO Number	Status	Assign
09/01/2020	100%	536	Pool Plant Operator Revalidation - Online Learning	1230	Active	Assign

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.



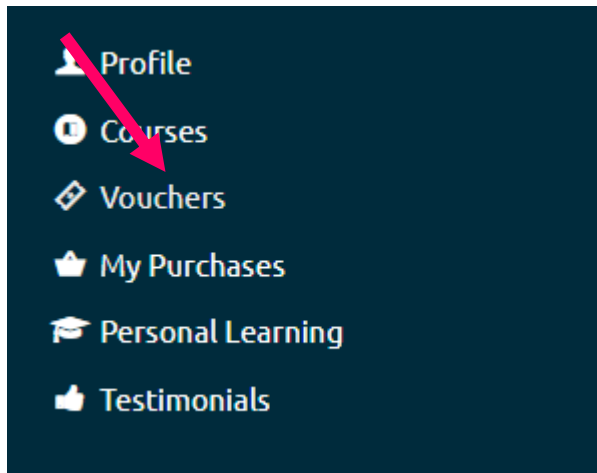
This will bring up the box below. Type in your employees email address (The one they used to create their account on www.swimming.org/ios) then click “Add”.



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 swimming.org 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: josadmin@swimming.org

Tel: 01509 640 640 weekdays 9am to 5pm.