

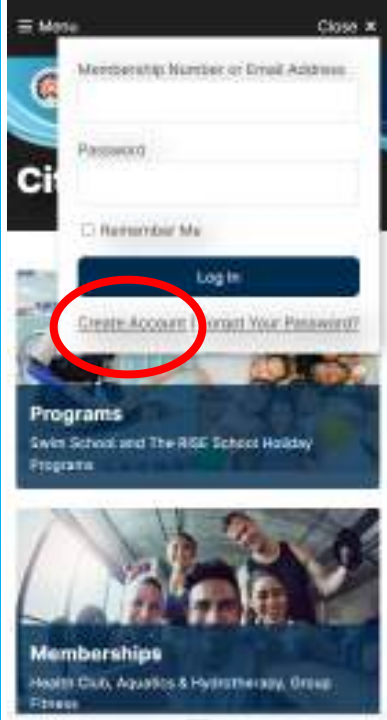


How to Register for an Online Account	Mobile Device Screen Image
<p>1 Type the following URL into your search bar https://phoenix.bayswater.wa.gov.au/</p> <p>OR click on the hyperlink below: URL: City of Bayswater – Bayswater Recreation</p>	
<p>2 When redirected, select Log In at the top RHS of the screen.</p>	
<p>3 Select Create Account from the bottom LHS of screen</p>	

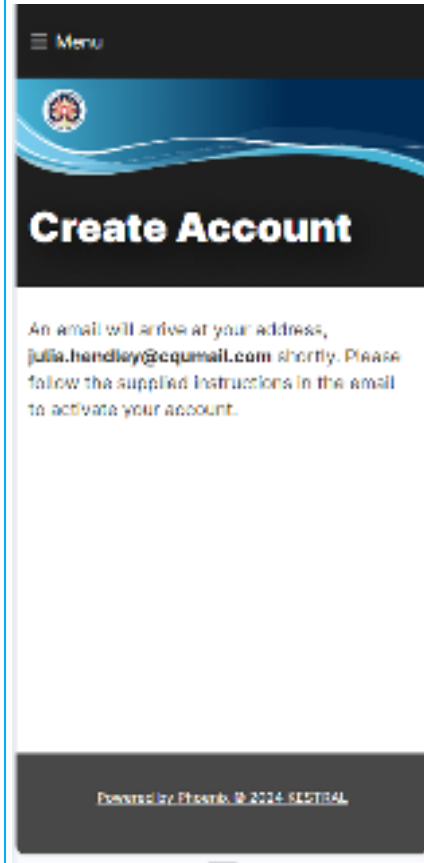
4 *IMPORTANT: Customers can create an account however if you do not use the email used to sign up then your account will not link to our system and will therefore not recognise that you have a membership, enrolment or other type of service.*

Customers must be at least 18 years old to register for an online account. Enter date of birth and email details for the account holder. *Remember to make sure that you register with the same email address that you used when signing up with us. If unsure, please check with staff. Failure to do this will cause your registration to fail.*

Read and acknowledge the Terms and Conditions by selecting the tick box at the bottom of the screen and then click on Create.

5 At the next screen you will be asked to verify your account via email or mobile.
Select your preferred option and click Verify.

6 When prompted follow the account activation instructions on the next screen.



7 **EMAIL** - You will receive an email asking you to click on the link to confirm the account.

An account has been created for this email address. If you did not make this request, please disregard this email.

Copy and paste the following link into your browser to confirm your email address and continue:

https://phoenix.bayswater.wa.gov.au/Account/Confirm?waves.manager@bayswater.wa.gov.au/p0Uv7m6Z_1P1Mhv3UwJK/56rosy_v7sJ/5wGrzcZJ8%3D

PHONE - You will receive a verification code. Once entered you will be presented with the following screen.

8 Once verified you will be redirected to the portal to the reset your password screen.

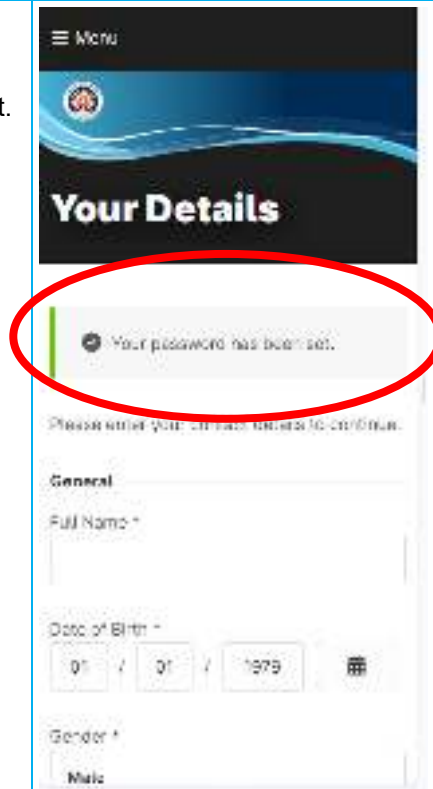
Create a password and select Save

If you get a message stating that your password does not match, then it could be one of two things:

1. Your passwords don't match, or
2. Your password is not strong enough.



9 Once a password is created customers will be redirected to the Your Details screen which will display a message that Your Password has been set.



10 Enter your details to create your personal profile and click on Continue

A screenshot of the "Your Details" form. The "General" section is expanded. The "Full Name *" field contains "Julia Doe". The "Date of Birth *" field shows "01 / 01 / 1978". The "Gender *" section has three options: "Male", "Female", and "Other". The "Female" option is selected and highlighted with a black border. Below this, the "Phone" section is visible, with "Phone Number *" containing "9276 6536" and "Phone Type *" containing "Home".

Medical Conditions

Please check all conditions which apply,

Search



- ADHD/ADD
- Asthma
- Autism Spectrum
- Chronic condition
- Cognitive Disorder
- Epilepsy

Emergency Contact

Emergency Contact Name

Mark Doe

Emergency Contact Number

92766858

Log Out

Continue >

11 You are now registered for the online portal.

