How to Book a Makeup Session using the Customer Portal

When you open the app, click the down arrow next to **Classes** and then click **Book Makeups** the screen will look like the first image.



Click the **Book makeup link** next to the dates noted that your child has missed.

All the options available will appear to you as per second image.

If not options appear for you, you may need to click the link underneath **Select Dates** to chase the dates for a later week.

SWS ThinkSmart Portal		
	Applied Filters	
ি Home Page 요 My Account ∽	Select Dates	
∰ Students	17/01/2023	
Add Enroliments View Enroliments	Lesson format Standard Day Time	Water G1, For Makeups Tuesday 4:30PM
Book Make-ups	Duration Teacher(s) Date range Classes remaining	30 minutes Joel Wheeler Tue 06.12.22-28.02.23 1
☑ Financials✓☑ Contact Us	First Session Last Session	06/12/2022 17/01/2023
E→ Logout	Lesson format Standard Day	Water G1, For Makeups Tuesday
	Time	<u>4</u> ·30PM