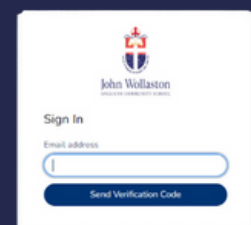
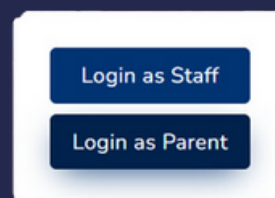




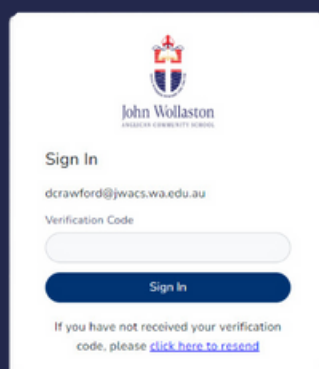
Updating details

1 Click on the following link:
<https://jwacs.paperlyapp.com/sessions/signIn>

2 Click 'Login as Parent' – you will be prompted to enter your email address that is registered with the School.

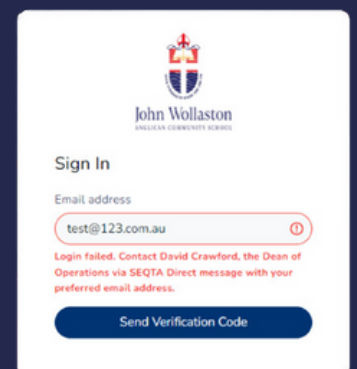


a. If your email address is recognised, it will send a verification code to you. Please enter this to verify your access.



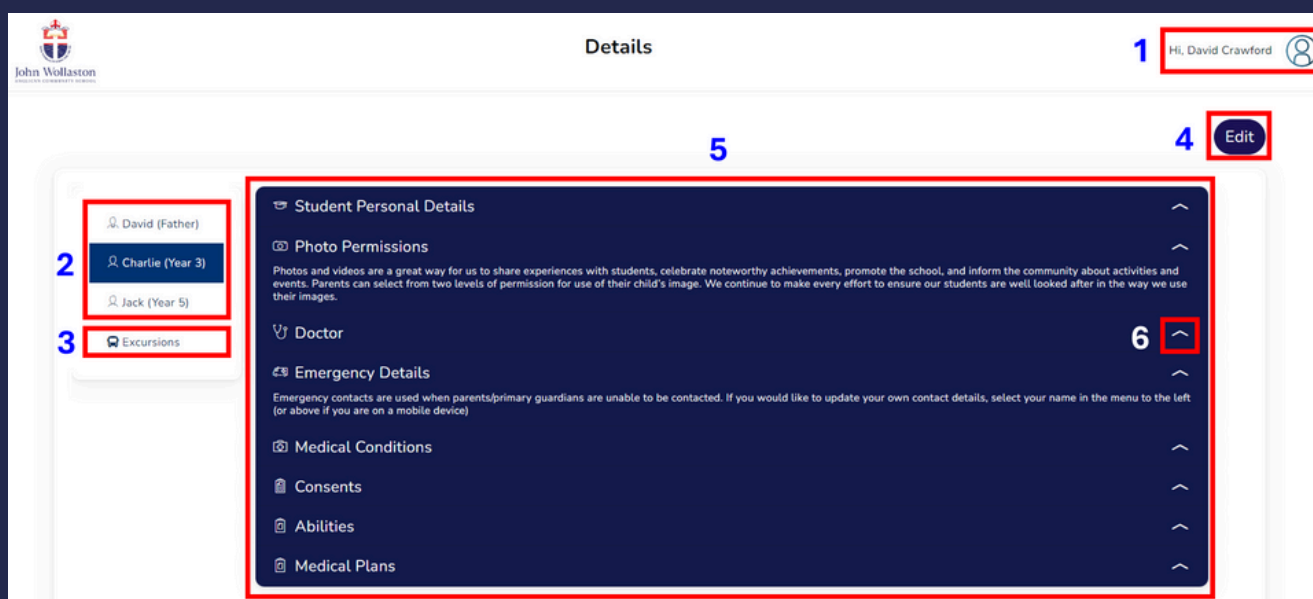
*Be sure to check your junk/spam folder.

b. If your email address isn't recognised, there may need to be an adjustment made in our database. Please send your preferred email address via SEQTA Direct message to David Crawford, Dean of Operations. When advised via SEQTA Direct message, please try again.



3 Once you have logged in, you will be able to view the Primary Guardian who has logged in, including their children. Primary Guardians are the original one or two people who signed the enrolment application.

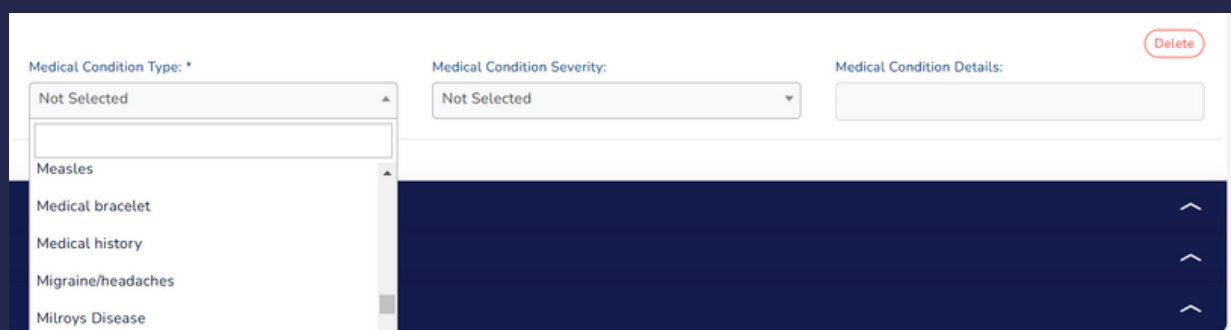
Please note, partners who are not on the enrolment application will not be eligible to access this platform.



The following numbers refer to the above image.

1. Who has logged in. Click on the silhouette to logout.
2. Details that can be changed apply to the names in this section.
3. If your child has an Incursion/Excursion. Permission can be granted through this section.
4. To update any details provided, click this button.
5. All of the details that are available to change. Please note some details may need to be updated through contacting the School in writing.
6. The expansion or reduction arrows allow you to view current information. Clicking the edit option (4), enables you to make changes.

4 Please add all necessary medical information in this section (see below). There are multiple options to select. If you select an option, please provide Medical Condition Details. For example, if Anaphylaxis is selected, please specify what your child is anaphylactic too, e.g. Bee Stings...



5 Adding your child's/children's swimming stage can be done in the Abilities section.

6 When you have made changes, you will need to click, 'Submit Your Update Request' or 'Cancel'



7 Your changes will then remain pending until approved by a staff member.