

Home Portal – Guide to Navigating Home Portal/Adding a Member

Thank you for using Home Portal to manage you/your child's swimming lessons at Glasgow Sport; the website link for Home Portal is <https://glasgowclub.courseprogress.co.uk>

Log in to your Home Portal account by using your email address and password; if this is the first time using your Home Portal, you may need to select the Activate HomePortal option first

Log in to HomePortal

Enter email



swimming@glasgowlife.org.uk

Enter password



.....

Log in

[Forgot password?](#)

Activate HomePortal

Activate HomePortal account to enjoy the following benefits:

- Top up and move classes 24/7.
- View your account details.
- View progress updates on lessons and courses.

Activate

When you log on to Home Portal, you should see the following screen. If you have registered more than one Learn to Swim member, their names should be visible on the left-hand side of the screen. The **Move** button will only be visible when your child has been marked to move to a new level.

The screenshot shows the Home Portal interface with several key sections and annotations:

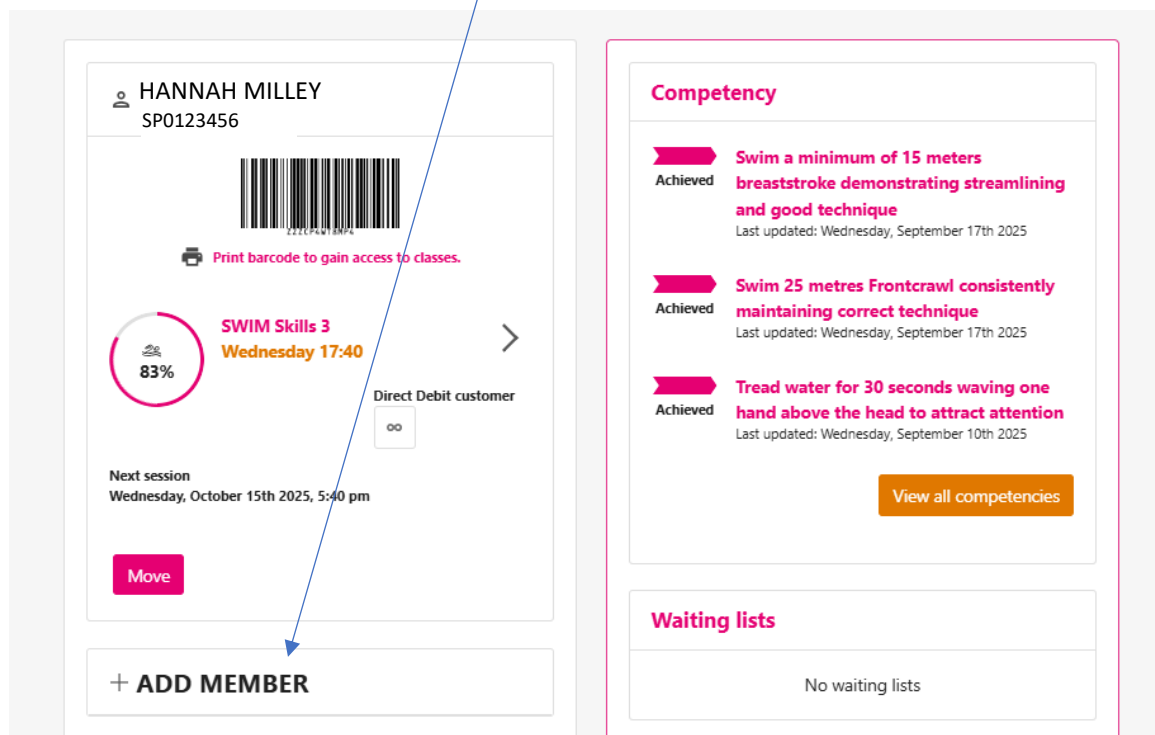
- Swimmers Name and Card (member) ID:** Points to the member name **HANNAH MILLEY** and ID **SP0123456**.
- This barcode can be used to access any venues with barrier controls:** Points to a barcode for the member.
- Print barcode to gain access to class:** A button below the barcode.
- Level, Day and Time of lesson:** Points to the lesson details: **SWIM Skills 3**, **Wednesday 17:40**.
- Current progress of lesson:** Points to a progress indicator showing **83%**.
- Next session:** Displays **Wednesday, October 15th 2025, 5:40 pm**.
- Payment Method (If Top Up, this will show how many credits are remaining):** Points to the **Direct Debit customer** status.
- Option to Move and select new day/time of lesson:** Points to the **Move** button.
- Competency:** A section titled **Competency** showing three achievements:
 - Swim a minimum of 15 meters breaststroke demonstrating streamlining and good technique** (Last updated: Wednesday, September 17th 2025)
 - Swim 25 metres Frontcrawl consistently maintaining correct technique** (Last updated: Wednesday, September 17th 2025)
 - Tread water for 30 seconds waving one hand above the head to attract attention** (Last updated: Wednesday, September 10th 2025)
- Summary of skills learned within level:** Points to the competency section.
- View all competencies:** A button to view more details.
- Waiting lists:** A section titled **Waiting lists** with the text **No waiting**.
- At present, we are not offering the option to add to a waiting list:** A note explaining the current status.
- + ADD MEMBER:** A button to add a new member.
- Option to Add another Member to your Home Portal, managing all members under one log-in:** A note explaining the functionality of the add member button.

If you notice any errors in your selected class or if you later need to make any changes to your class day/time, please email us at swimming@glasgowlife.org.uk and we will be happy to help.

Adding a Member

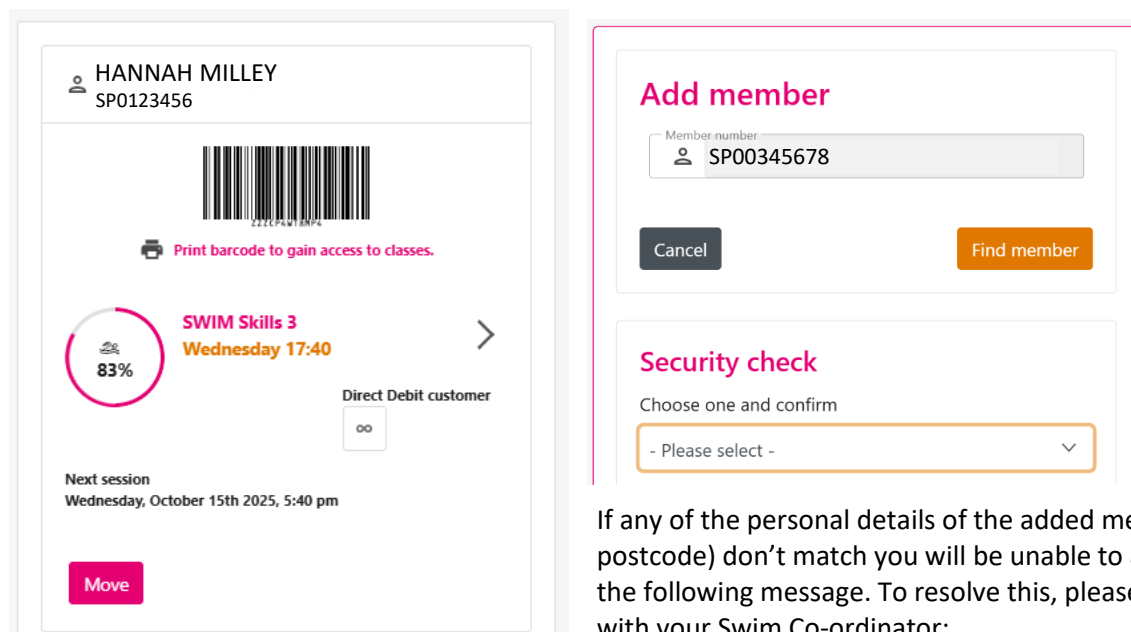
You may wish to add another member to your account i.e. sibling. This lets you manage all accounts under a single log-in; members can only be added if they share the same personal details i.e. home address/email address.

To add a member, select the  button at the bottom left of your screen

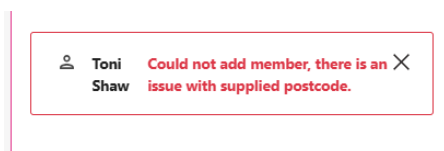


On the right, add the member number (Card ID) or full name of your additional member and select 

You will then be asked to complete the Security Check (this is to confirm either the DOB or postcode); once completed, the new member name will be added to your account, and you can track the progress/view the class details



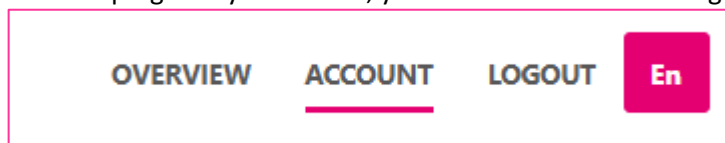
If any of the personal details of the added member (DOB or postcode) don't match you will be unable to add and you may see the following message. To resolve this, please update your details with your Swim Co-ordinator;



Navigating your Home Portal Account

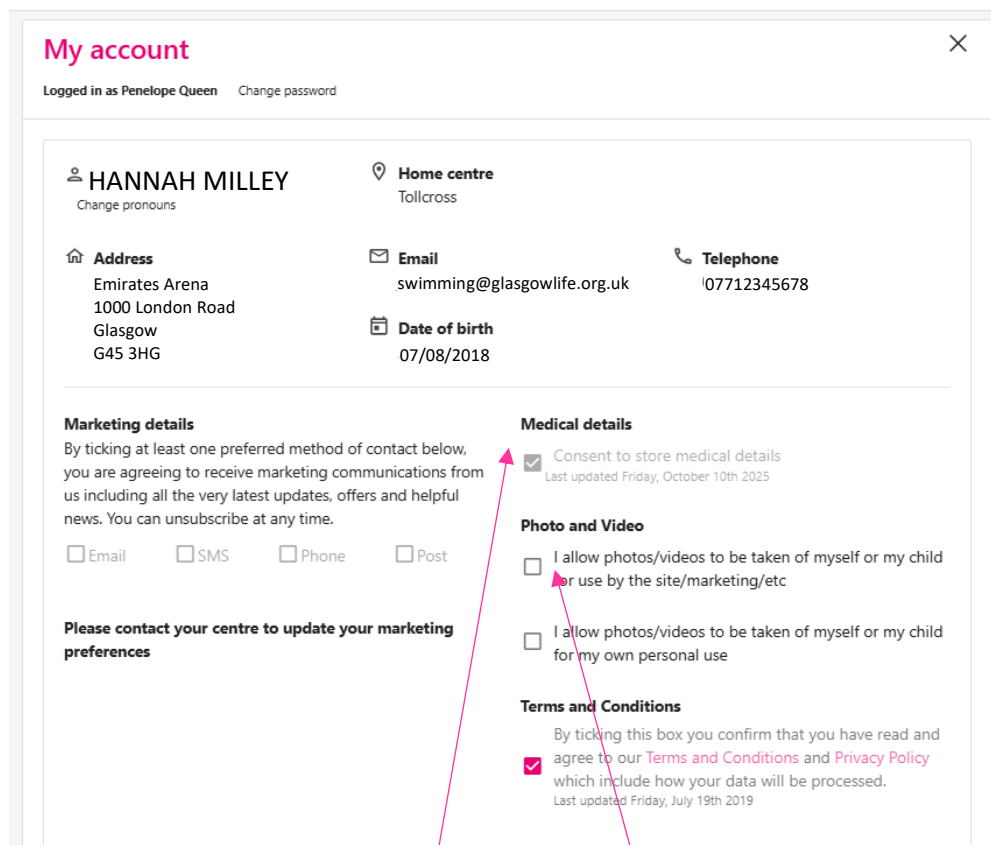
Personal Details

At the top right of your screen, you should see the following options:



Account

All your personal details are visible under the 'Account' option:



Medical Details

If you have provided any medical details, this option will be checked and the date these were last updated is shown

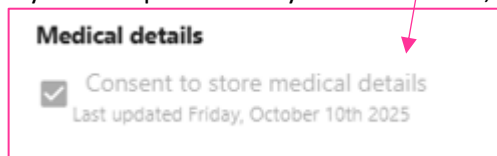


Photo and Video

To promote our lessons and for use in training, we ask for consent to take photos and videos of children/adults' participation in our lessons. If agreeable, please check the box to consent for these to be taken. By checking this box, you are agreeing that you:

- Give Glasgow Life* the right to use this members image in photographs/videography and shared across our Social Media pages and internal/external marketing (by Glasgow Life/Sport/Scottish Swimming & partners)
- Understand that the photographs/video footage taken of me will become part of Glasgow Life's photographic/video library and may be used by or on behalf of Glasgow Life in future for promotional purposes including but not limited to use on the Glasgow Life website, TV/Radio, newspapers, magazines, advertisements and social media sites
- Understand that the photographs/video footage will be used to promote Glasgow Life but that they may also be used for promotional purposes by other organisations and publications authorised Glasgow Life. I understand that I have no copyright or ownership of the photographs/video footage

By checking this box, you permit Glasgow Life to use the image(s) in accordance with data protection legislation from time to time in force. You understand that photographs containing your image may be published or disseminated by or on behalf of Glasgow Life. If you wish to discuss future use of your image at any time, please contact Glasgow Life (swimming

Your contact details shall be used only for the purpose of contacting you in relation to your membership or the photographs/video. Glasgow Life will not use your contact details for any other purpose and will not disclose your contact details to any other person or organisation except where required to do so by law or with your own consent.

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