### Mill Park Leisure

Thomastown Recreation & Aquatic Centre City of Whittlesea

# ACTIVE WORLD MAKE-UP GUIDE



# 1. Open Activeworld App

- Go to home Screen
- Select "My Schedule" icon





#### 2. Mark Student Absent

- Click on Class to open class details
- Click "Notify Absence"
- Enter Reason for Absence





#### **3. Select Make-Up Class**

- Book "Make-Up" class prompt appears
- Select "Book Class"





# 4. Book Make-Up Class

- . Identify appropriate class that best suits
- Select "Book"
- Follow the prompts & select "Book"





## 5. Confirm Make-up Class

- Return to home Screen
- Select "My Schedule" icon
- Click on Make-Up class to view class details







