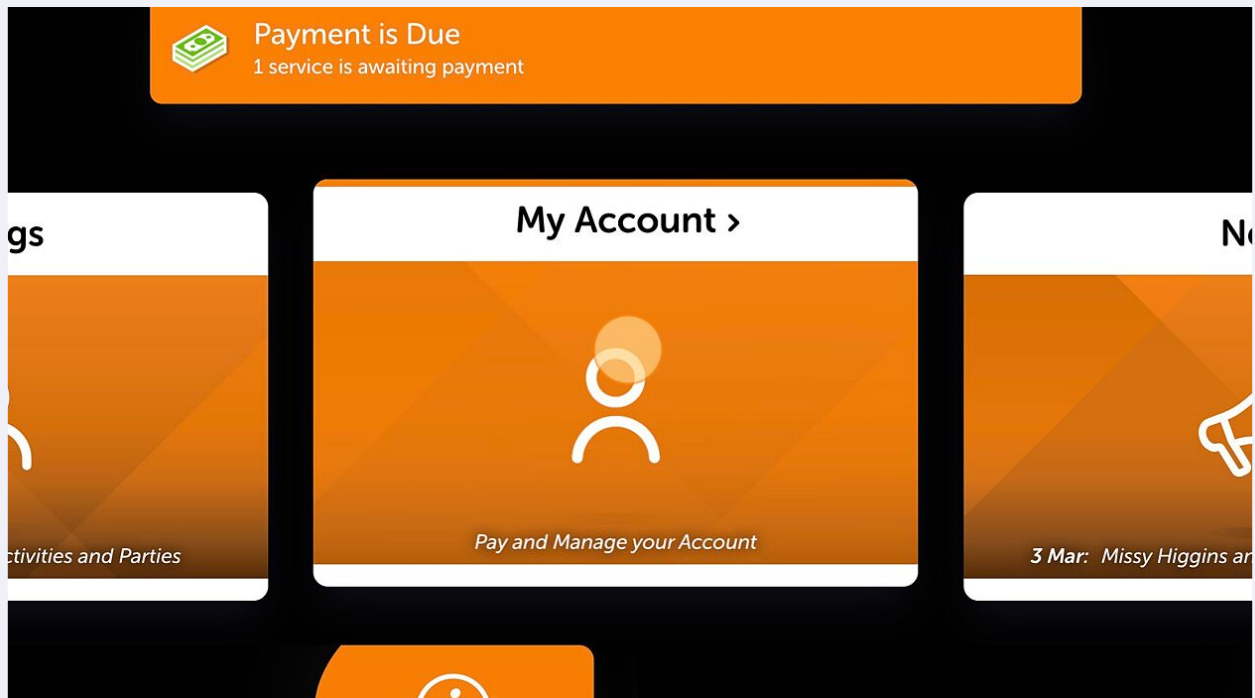


How to Mark an Absence in the Customer Portal



1 Navigate to app.iclasspro.com/portal/balancegymnastics/dash...

2 Click "My Account"



3

Click "By Date"

Toby's Future Absences

How do you want to create a future absence?

By Date

By Enrollment

Toby's Future Absences

1 May 2023

4

Click "No"

Toby's Future Absence by Date

Will this absence span multiple days?

Yes

No

Submit

5 Click this text field.

When will this take place?

Expected absences must be submitted at least 1 hour in advance to be marked excused.

All Day

Submit

6 Select the date your child will be away

Bookings My Account News More

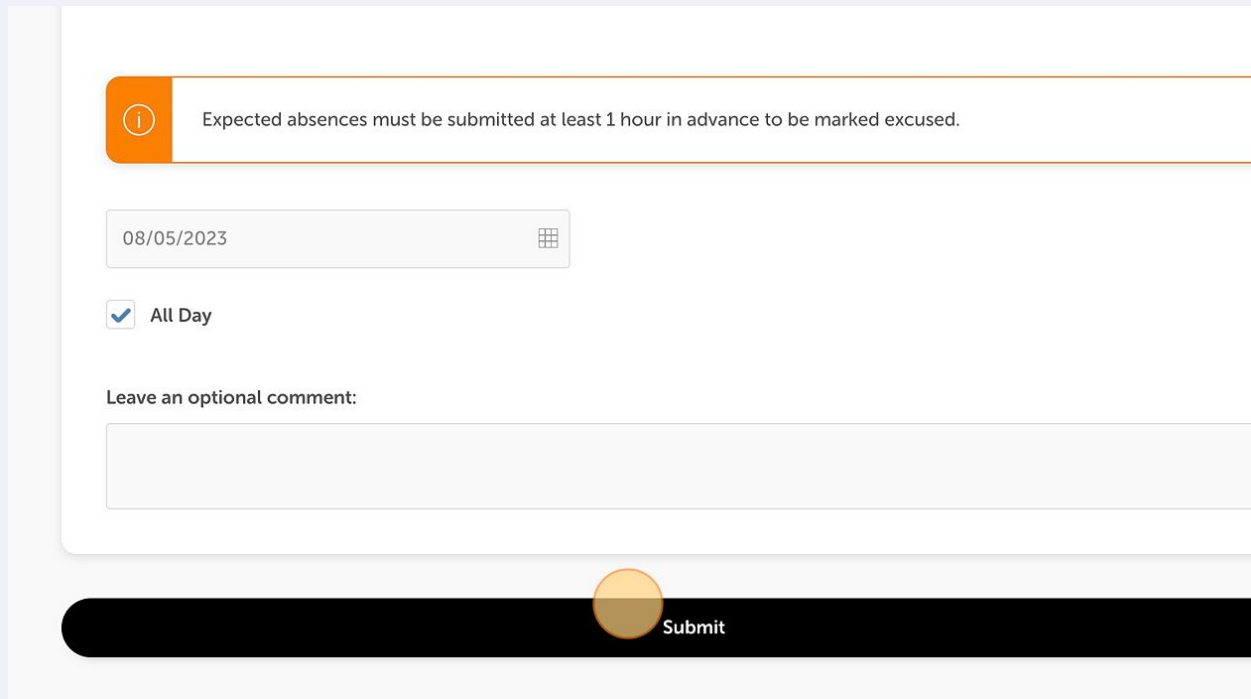
May 2023

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

01/05/2023

All Day

7 Click "Submit"



Expected absences must be submitted at least 1 hour in advance to be marked excused.

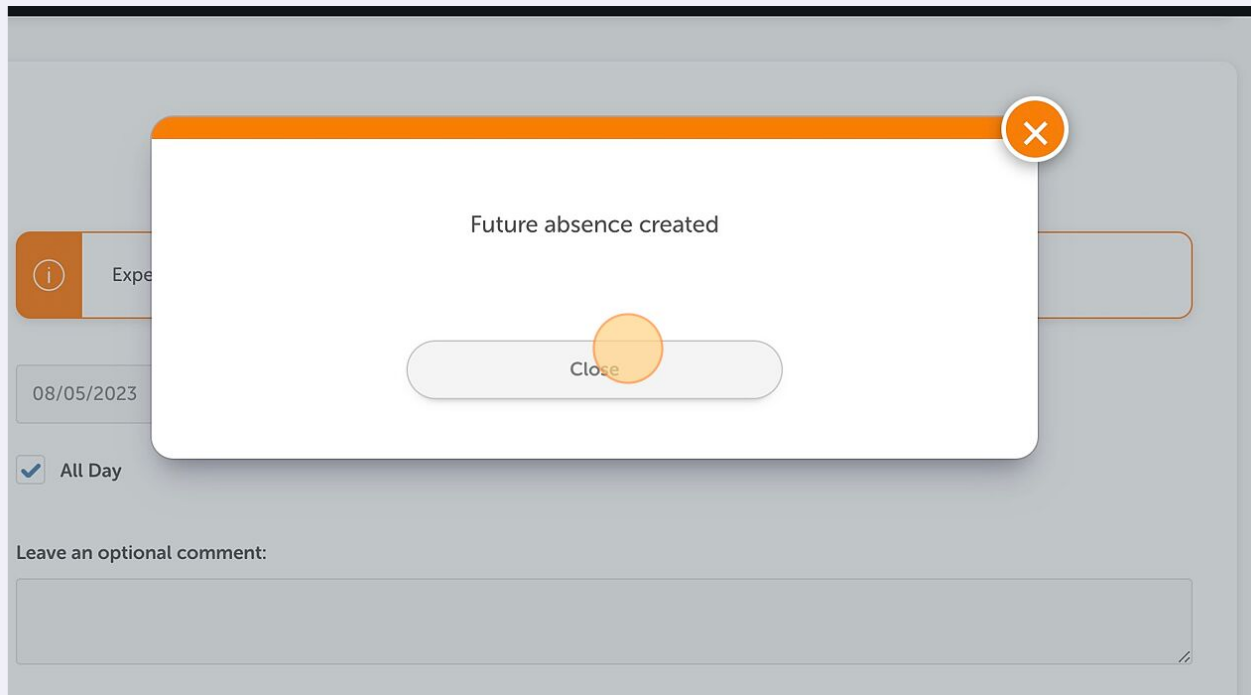
08/05/2023

All Day

Leave an optional comment:

Submit

8 Click "Close"



Future absence created

Close

Expected absences must be submitted at least 1 hour in advance to be marked excused.

08/05/2023

All Day

Leave an optional comment:



Tip! A make up token will be created when your child's coach marks the class roll at the time of the scheduled class. Make up tokens will then expire at the end of the specified period from when the class was scheduled