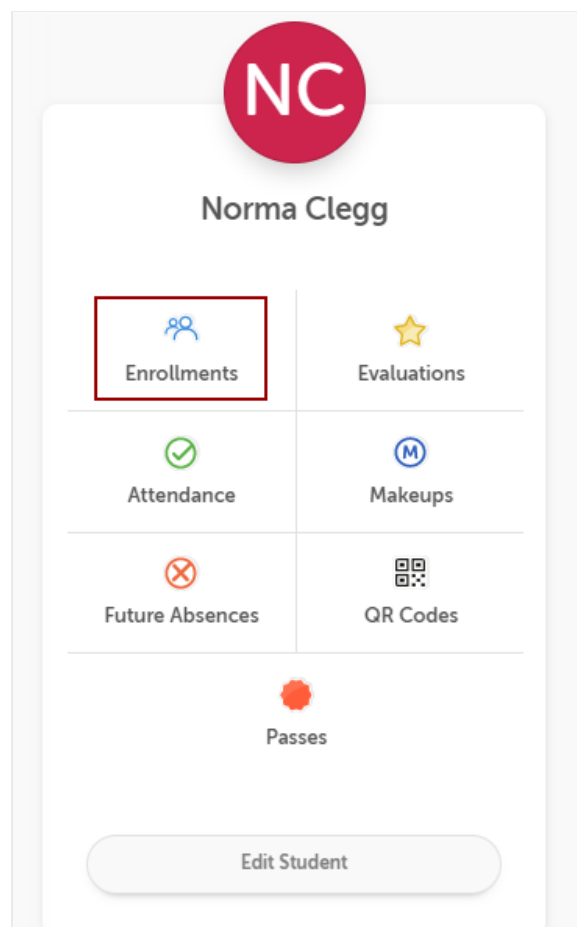


Welcome to SDG! We are so excited to grow with you and your family. SDG uses an online (accessible via website or through our App) customer portal to communicate your child's progress, upcoming events, account information, and more! Use the all you need to know guide below to access your membership features!

1. Sign in to your account.

- Visit www.sdgymnastics.com or launch the San Diego Gymnastics App
- Select your location under the Customer Portal Tab
- Sign in to your account with email and password
 - Forgot your password or email? Click the "Forgot Password" link to have a verification code emailed to them to reset it.

2. After logging into your account, click the MY ACCOUNT link in the toolbar at the top of the screen. Click the "Enrollments" icon under the student for whom you wish to request a transfer.



3. This will bring up a list of all current enrollments for the student.

Current Enrollments

Beginner Gymnastics
 Class Active

Mon	12:00PM – 1:00PM
Tue	12:00PM – 1:00PM
Wed	12:00PM – 1:00PM
Thu	12:00PM – 1:00PM
Fri	12:00PM – 1:00PM

Program: Recreational Gymnastics
 Start Date: Apr 28th, 2020

S **M** T W T F S

Drop Enrollment
 Transfer Enrollment

4. Click the TRANSFER ENROLLMENT button next to the class you wish to transfer FROM to launch the “Pick a Class” screen and initiate the transfer request.

Pick a Class

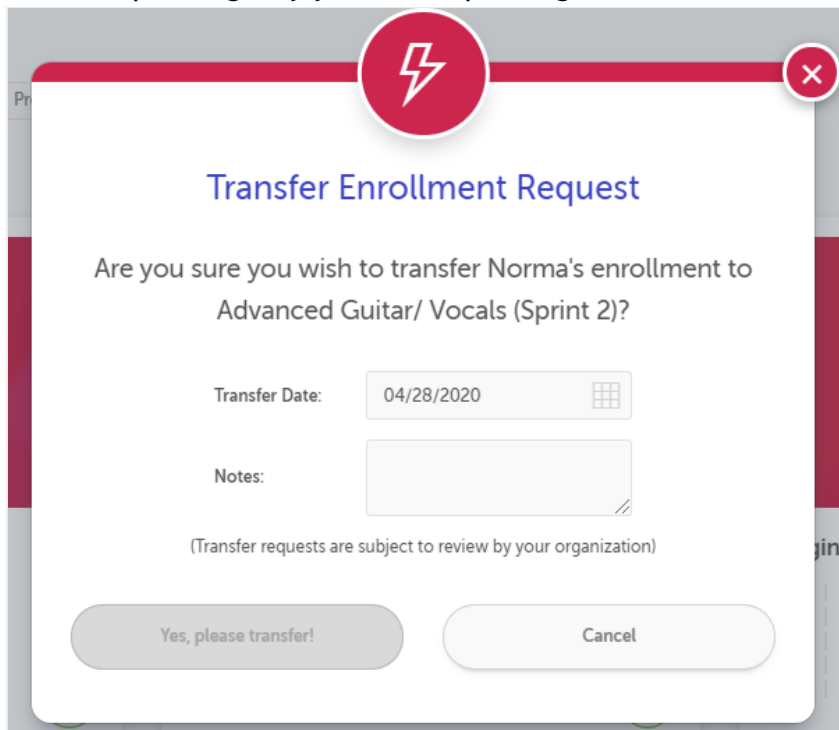
11 classes found

Student > Ages > Genders > Programs > Sessions > Days > Levels > Instructors >

<p>Advanced Guitar/ Vocals (Sprint 2)</p> <p>Mon 12:00 PM – 1:00 PM Wed 12:00 PM – 1:00 PM</p> <p>OPEN</p> <p>S M T W T F S</p>	<p>Beginner Swim</p> <p>Thu 6:00 PM – 7:00 PM Fri 4:00 PM – 5:00 PM Sat 4:00 PM – 5:00 PM</p> <p>OPEN</p> <p>S M T W T F S</p>	<p>Beginner Swim Tots</p> <p>Mon 2:00 PM – 3:00 PM Tue 2:00 PM – 3:00 PM Wed 2:00 PM – 3:00 PM Thu 2:00 PM – 3:00 PM Fri 2:00 PM – 3:00 PM</p> <p>OPEN</p> <p>S M T W T F S</p>
---	---	--

5. Click on the class you wish to transfer INTO. This will launch the “Transfer Enrollment Request” window.

6. Enter the TRANSFER DATE (the date you wish to start the new class), along with any NOTES explaining why you are requesting the transfer.



The screenshot shows a modal window titled "Transfer Enrollment Request" with a red lightning bolt icon in the top left and a close button (X) in the top right. The main text asks: "Are you sure you wish to transfer Norma's enrollment to Advanced Guitar/ Vocals (Sprint 2)?" Below this, there is a "Transfer Date:" field with a calendar icon and the date "04/28/2020". Underneath is a "Notes:" text area. A small note at the bottom states: "(Transfer requests are subject to review by your organization)". At the bottom of the window are two buttons: "Yes, please transfer!" and "Cancel".

7. Click “Yes, please transfer!” to submit the transfer request, or “Cancel” to close the window without submitting the request.