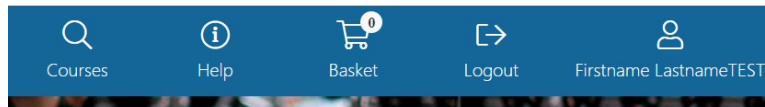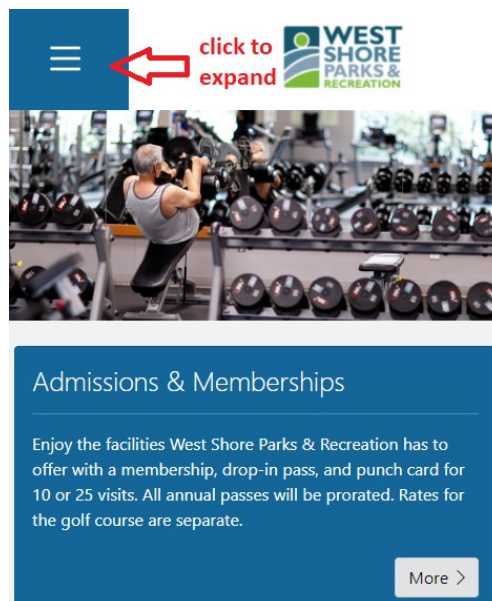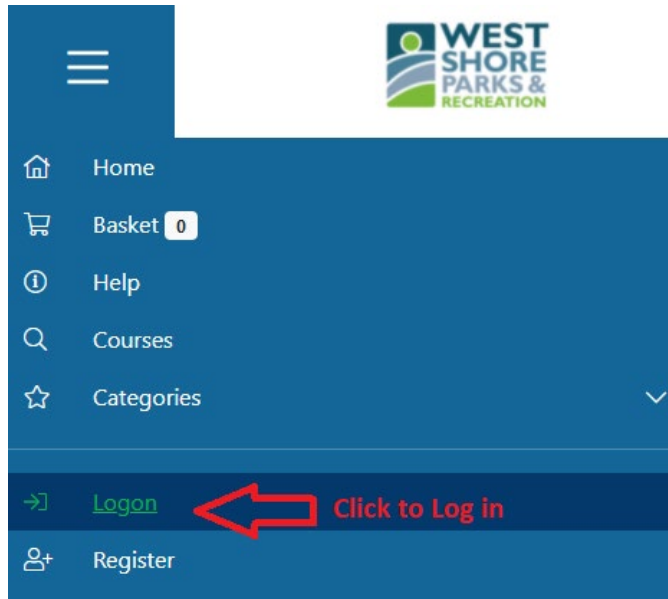# WSPR-Intelli Help
Navigating your Account

Instructions shown are for clients using a mobile device. On a laptop/PC, the client menu is accessed from the top right banner. Remaining steps in the process are the same.
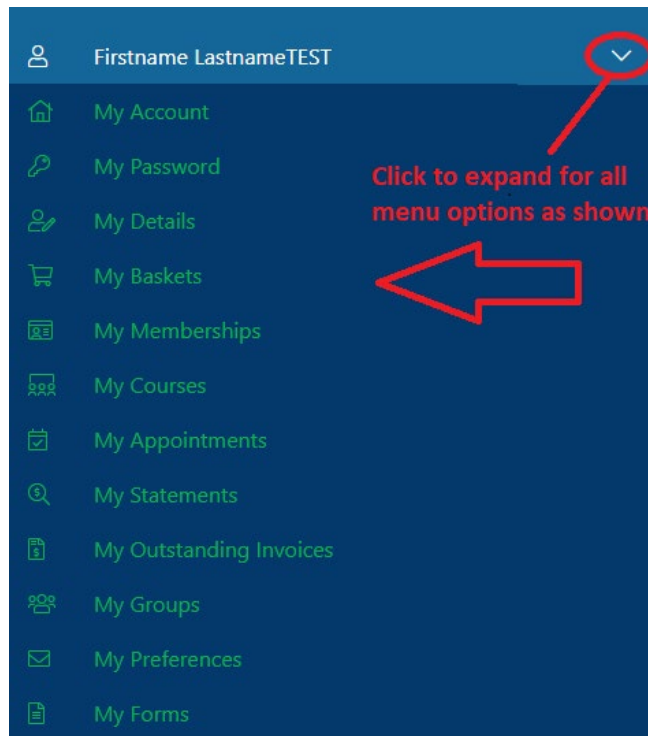

INSTRUCTIONS:

1. Go to the WSPR Intelligenz website: explore.wspr.ca

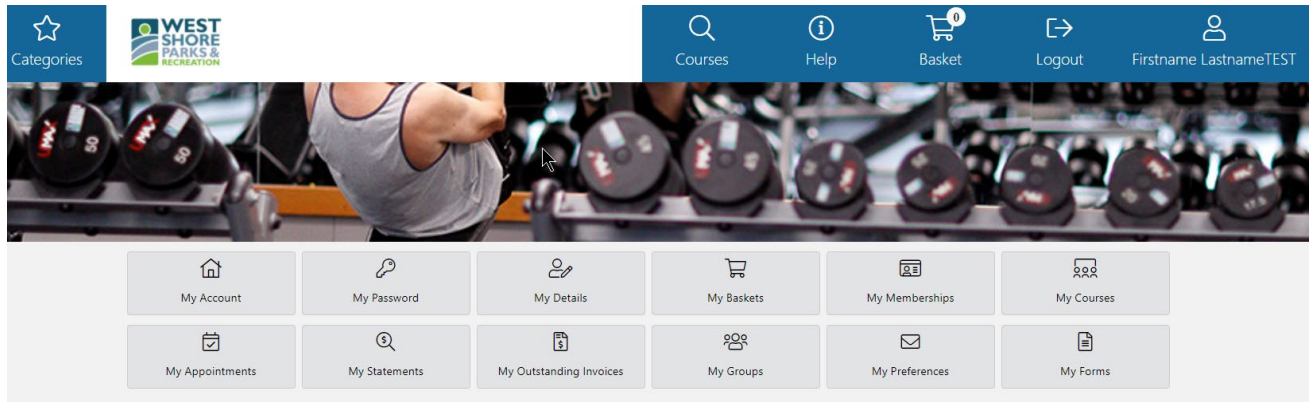2. Click "Logon" to log into your account.

3. Choose your menu option.

4. On a PC/Laptop, the menu options appear on the main page.

MENU OPTIONS OVERVIEW:

My Account:
- Balances owing and payment schedules for memberships and childcare

My Password:
- Change your password here

My Details:
- Update name, address and contact information

My Baskets:
- View any pending transactions

My Memberships:
- Shows memberships for all family members
- Can view for one or multiple family members at a time
- Option to view cancelled and finished memberships

My Courses:
- Shows registered courses for all family members
- Can view for one or multiple family members at a time
- Option to view confirmed courses only, or waitlisted courses

My Appointments:
- Shows upcoming class schedule for all family members
- Can view for one or multiple family members at a time
- Date range is adjustable
- Drop-in classes can be rebooked from this screen

My Statements:
- View invoices from previous transactions (registrations, memberships, drop-in classes)
- View account credits for cancelled programs/services
- Pay outstanding invoices

My Outstanding Invoices:
- View and pay outstanding invoices

My Groups:
- Add/edit/remove family group members
- Add/edit/remove corporate group members

My Preferences:

- Update communication preference settings for promotions and reminders

My Forms:

- Update form responses for registered courses and other services