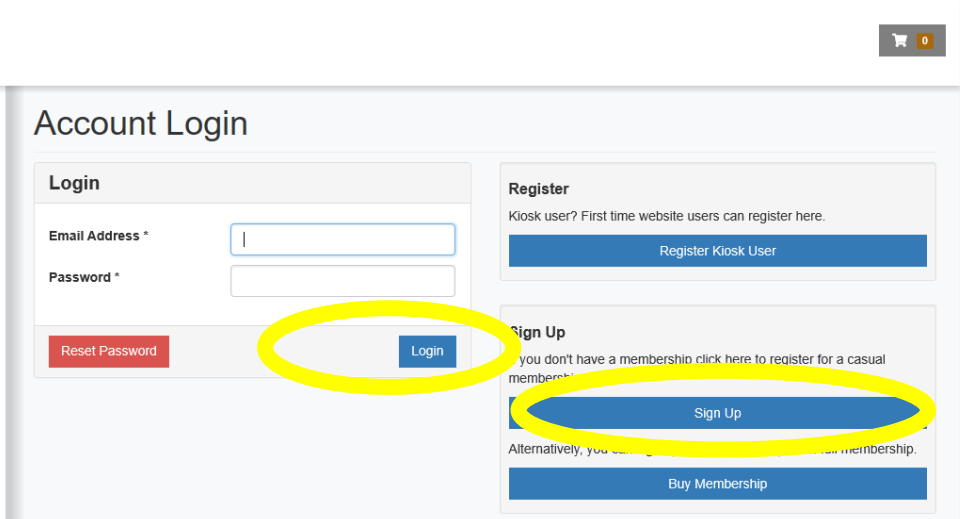


Please read guidance below before booking your sports activities online

Step 1

If you already have an online account either membership or a casual user, then please log in using your email address and password.

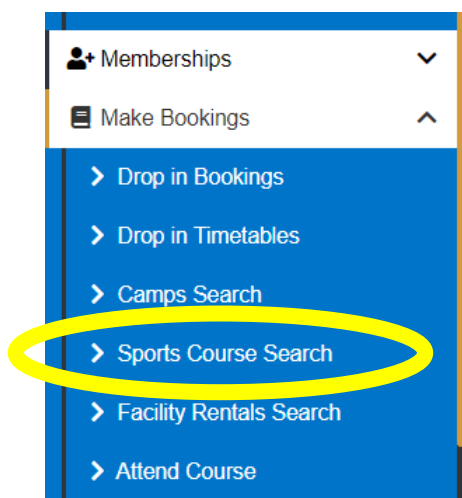
If you do not have an online account, then choose Sign Up. (Note – email address can only be associated with one account.)



The screenshot shows the 'Account Login' page. On the left, there is a 'Login' section with fields for 'Email Address *' and 'Password *', a 'Reset Password' button, and a 'Login' button. On the right, there is a 'Register' section with a 'Register Kiosk User' button, and a 'Sign Up' section with a 'Sign Up' button and a 'Buy Membership' button. The 'Login' and 'Sign Up' buttons are circled in yellow.

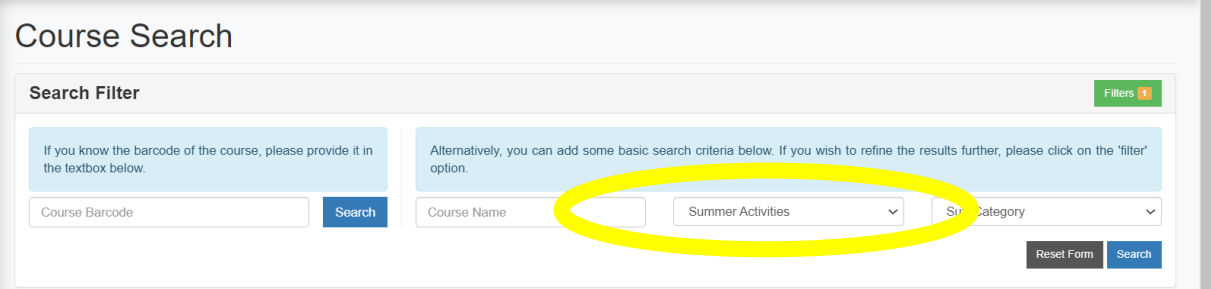
Step 2

On the left-hand side of the screen under 'Make Bookings' select 'Sports Course Search'



Step 3

Search for a course by selecting 'Summer Activities' (you can use sub category drop down menu to filter further if required.)

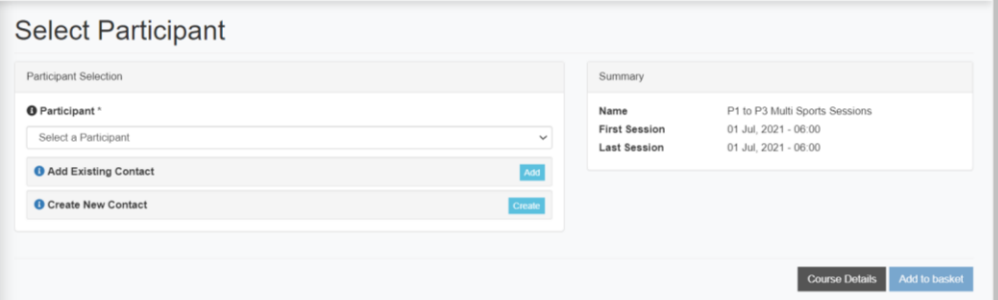


Step 4

When you have selected your 'Summer Activity' then select 'REGISTER' at the bottom right of the page.

Step 5

Please select participant from the drop-down menu (name of person attending). If the person is not showing already then select create new contact.



Step 6

Create New Contact

Click 'Create' and complete all the required fields in the 3 steps with information once completed click 'Create'. This will add the participants details to your drop-down menu and you can select the participant you would like to book in.



Create New Participant

Personal Details Step 1 of 3

Club *
Select a Home Club

Title *
Select title

First Name *
Please enter first name

Surname *
Please enter surname

Date of Birth (DD MMM YYYY)
[Calendar icon]

Gender *
Select gender

Preferred Language *
English (UK) - English

Ethnicity (Optional)
Select ethnicity

Supply your email address if the participant is under age

Email
Please enter email address

Close Next

Add Existing Contact

If the participants are already registered on our system you can select them by entering their membership number (if you do not know their membership number, please contact your local Leisure Centre) and confirm additional details on their account to ensure you have selected the correct account.

Add Group Participants

1. Please enter the membership number or barcode

Enter membership number or barcode

Check

Reset Cancel Add Participant

Participant *
Select a Participant

Name
First Session
Last Session

Step 7

Once you have selected the participants click 'Next' and then 'Add to Basket'.

Once you have added the course to your basket a summary of the booking and cost will appear on the screen. Click 'Continue'





Shopping Basket

[Basket Summary](#) [Payment Options](#) [Payment Summary](#) [Payment](#) [Confirmation](#)

P1 to P3 Multi Sports Sessions (P1 to P3) ✕

Registrant Name Daisy Duck
Start Date 19 Jul, 2021 - 10:00
Number of Sessions 5
Location Ballynahinch Centre **Cost: £10.00**

Cost Breakdown ▾

Subtotal before discounts	£8.33
Subtotal before tax	£8.33
Tax	£1.67
Total to pay	£10.00

Total to pay now £10.00

[Continue](#)

[Book Another](#) ▾

Step 7

Select payment method and read the terms and conditions, click on the box to accept the terms and conditions. Please note that if you do not accept the terms and conditions you will not be able to proceed with the booking.

Shopping Basket

[Basket Summary](#) [Payment Options](#) [Payment Summary](#) [Payment](#) [Confirmation](#)

Choosing a payment method from the following list will pay for all recurring payments along with any upfront fees due today.

Select Payment Method

Enter on next step ▾

I accept the terms & conditions *

[View Terms & Conditions](#)

Subtotal before discounts	£8.33
Subtotal before tax	£8.33
Tax	£1.67
Total to pay	£10.00

Total to pay now £10.00

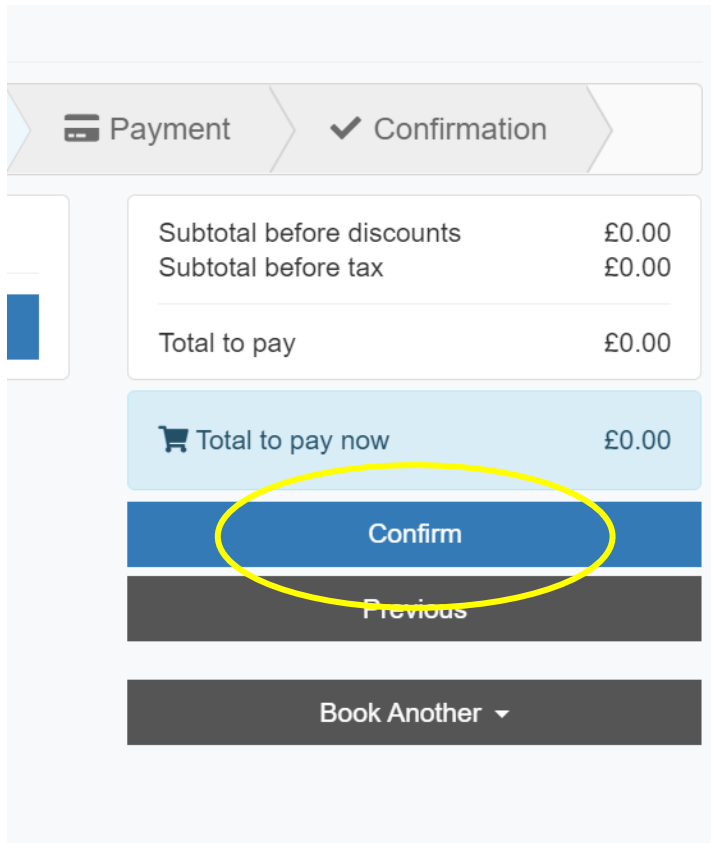
[Continue to Payment](#)

[Previous](#)


[Book Another](#) ▾



Once you have accepted the terms and conditions select 'Confirm'



Subtotal before discounts	£0.00
Subtotal before tax	£0.00
<hr/>	
Total to pay	£0.00

 Total to pay now	£0.00
--	-------

Confirm

Previous

Book Another ▾

Step 8

Your booking is now complete and you will receive an email confirming your registration.

