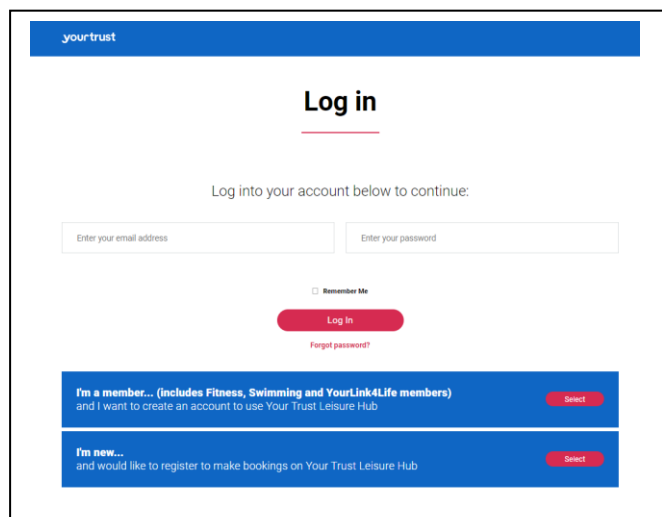


One time registration to start online booking

01. Registration: Not a member

1. [Click here to start your registration for online bookings](#)

On the log in page, please select 'I'm new and would like to registration to make bookings for Your Trust activities'.



2. Complete your details on the 'Create an account' page.

- Enter your first name and surname in the fields provided
- Enter your email address
- Create a password

If the system recognises the email address provided as already held on the system, you should register as 'I'm a member' rather than 'I'm new' and you will be prompted by the message in *fig.1*.

On creating your account, you will receive a validation email to the address provided. Click on the activation link within this email to complete your account set-up.

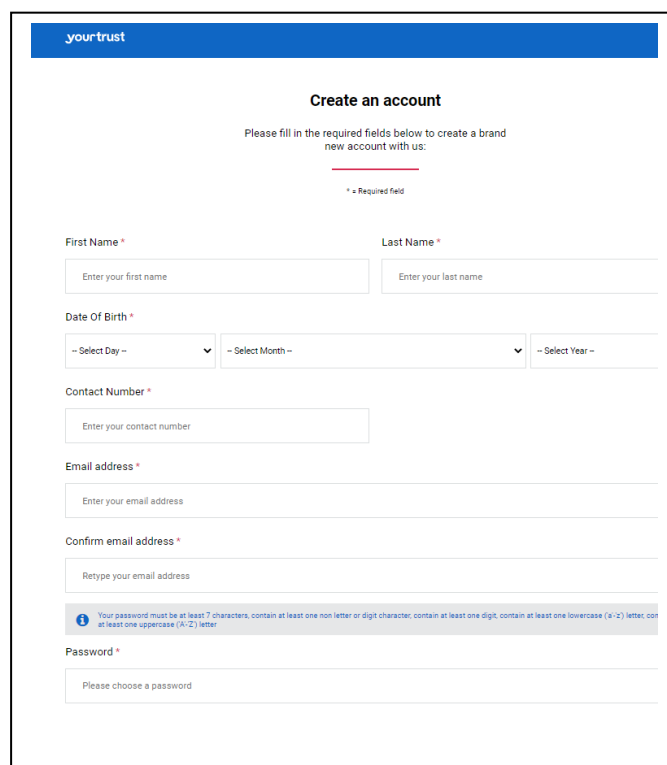


fig.1.



Have you entered all of your data correctly? Are you an existing member? If so, [click here](#). If not please visit site as there is a problem with your registration.

When your account is set up

On logging into your account, you will see a number of features:

Make a Booking

Search for activities and make your bookings.

My Bookings

View all your bookings. If you need to cancel any bookings that you have made, you can cancel them here.

My Payments

Gives a record of any payments that you have made.

My Memberships

Shows details of the membership(s) that you have and gives their current status.

Memberships available

Memberships that are available for you to purchase.

My Details

Shows the details that are stored on your account. You can keep your details updated here.

My Marketing Preferences

Pick and choose your marketing options.

My Documents

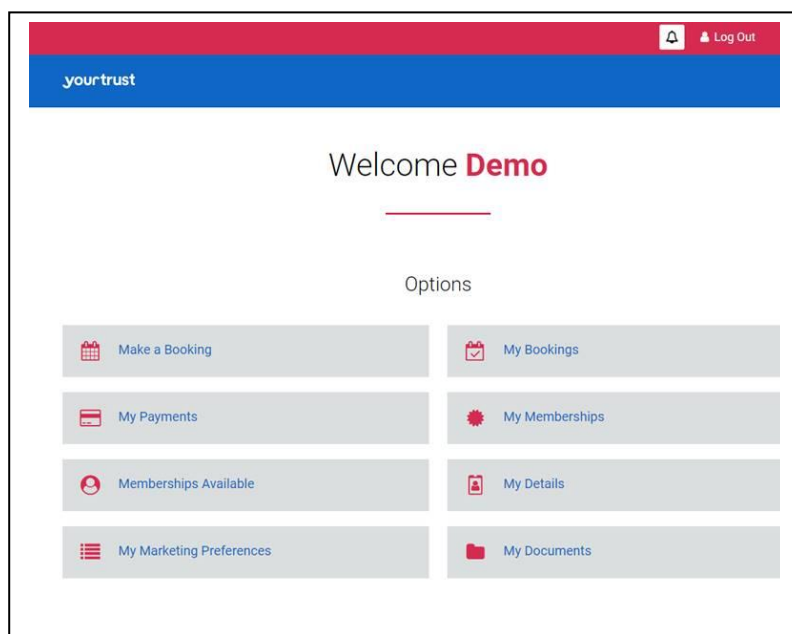
Copies of any documents that you have agreed to are saved here, such as registration and membership terms and conditions.

Notices

The alarm bell at the top of the screen can be clicked to view any customer notices that have been sent to you.

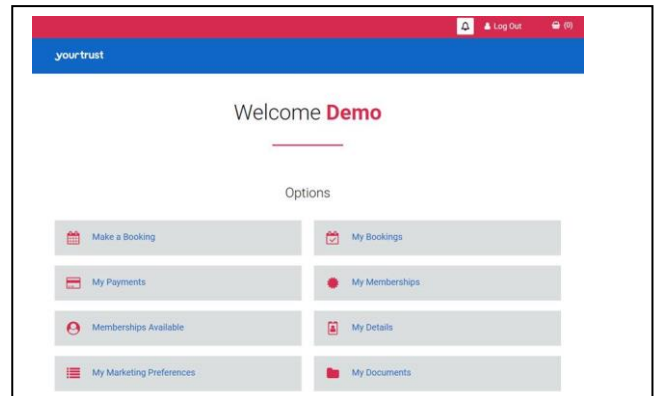
Basket

View all of your bookable items before checkout.



02. Book your activity online

When you have registered for your bookings account, log in and select 'Make a Booking' from the main menu.



Choose your preferred centre from the list.

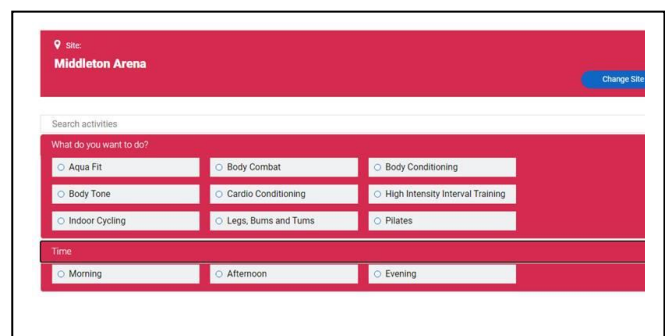
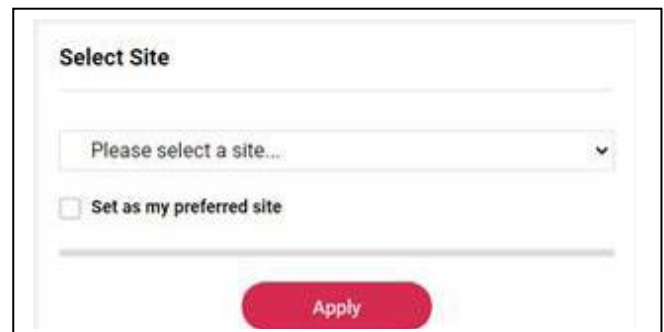
You can also set this as your preferred site by ticking the box.

Use the available filters to help you select your activity.

Activities will show the time, duration, spaces available and cost. If you require any more details, click the blue information icon.

When you see your chosen activity, select 'Add to Basket'.

Continue to search and book other activities adding as many as required to your basket.

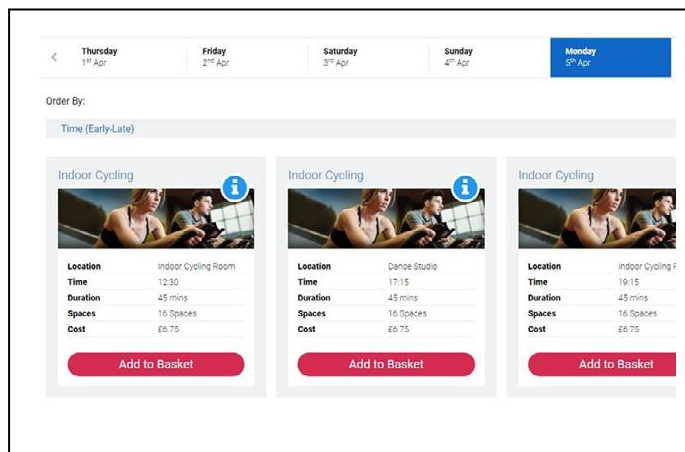


Bookings for non-members or for paid activities

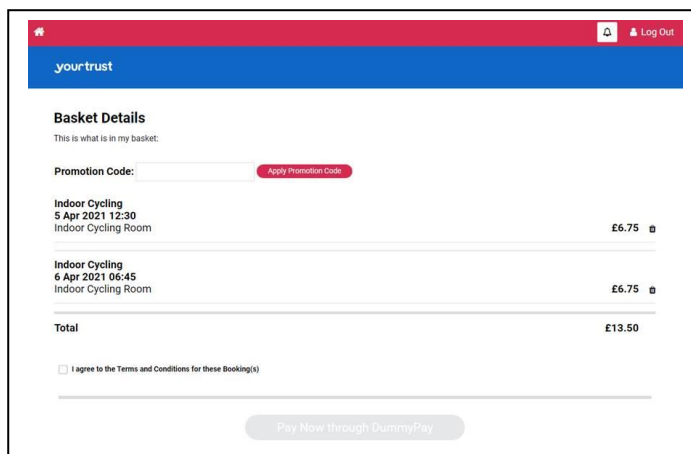
(If you are not currently a health & fitness member, swimming member, swimming lesson pupil or have a Your Link4Life card).

To view all items in your basket, click on the basket icon in the top right.

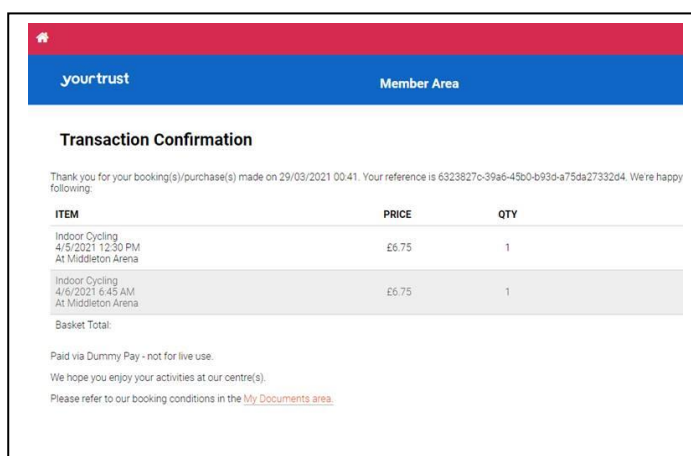
To make your booking(s), tick the box to agree to the terms and conditions for booking.



Select Pay Now when highlighted to be directed to make payment.



When you have checked out, details of your bookings will be shown on the Transaction Confirmation page and an email will be sent to confirm your bookings.

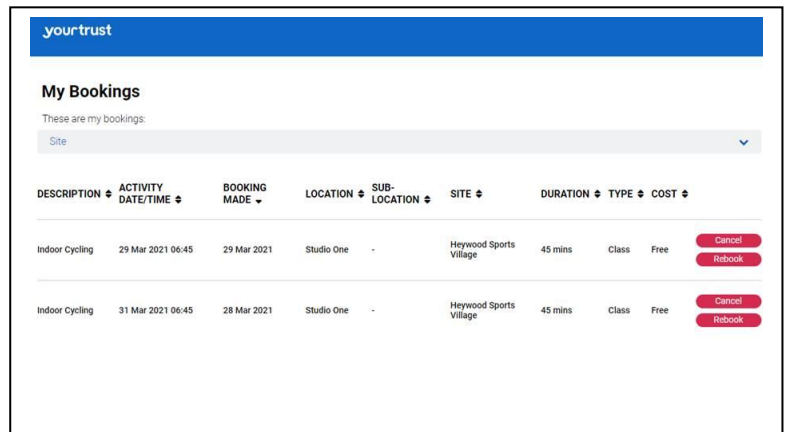


If you need to cancel your booking

If you are unable to attend your booked session, please remember to cancel to make the space available for someone else.

From the main menu, select **'My Bookings'**
You will see a list of all of your current bookings.

To cancel, click the **'Cancel'** button on the right.



DESCRIPTION	ACTIVITY DATE/TIME	BOOKING MADE	LOCATION	SUB-LOCATION	SITE	DURATION	TYPE	COST	
Indoor Cycling	29 Mar 2021 06:45	29 Mar 2021	Studio One	-	Heywood Sports Village	45 mins	Class	Free	Cancel Rebook
Indoor Cycling	31 Mar 2021 06:45	28 Mar 2021	Studio One	-	Heywood Sports Village	45 mins	Class	Free	Cancel Rebook

Confirm your cancellation.

