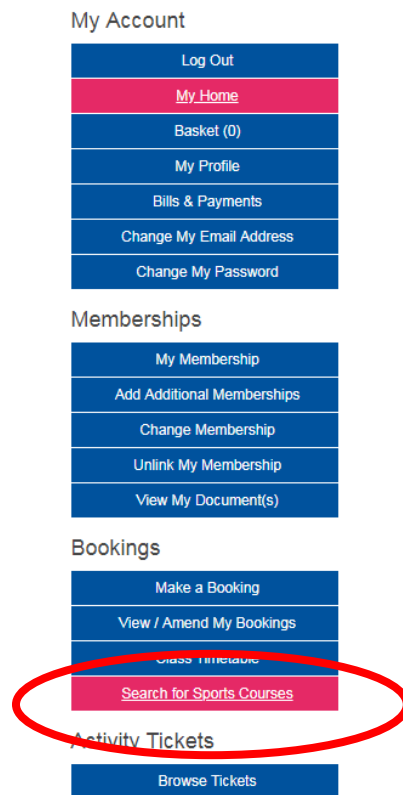


## HOW TO GET TO THE BOOKING SCREEN

- Summer Programme can be booked via our online portal  
<https://lisburnandcastleireagh.legendonlineservices.co.uk/enterprise/account/login>
- If you have an account already – membership or casual user – log in. If you are a new casual user choose CASUAL SIGN UP (*note – email address can only be associated with one account*)
- LHS of online portal screen “search for sports courses”



## HOW TO SEARCH FOR A COURSE

- Filter – choose option e.g. SUMMER SPORTS PROGRAMME – or filter by course name

The image shows a 'Filter Search Results' form. It includes a text input for 'Course Name', a dropdown for 'Summer Sports Programme', and several other filter sections: 'Location & Instructor Filter', 'Age Filter', 'Season Filter', 'Course Language Filter', and 'Time & Date Filters'. The 'Time & Date Filters' section has 'Starts From' and 'Starts Before' fields. At the bottom right are 'Close' and 'Search' buttons.

## HOW TO BOOK

- Choose your course choice from the list by clicking on the course

The image shows the 'Course Search' page. On the left is a navigation menu with 'Make Bookings' selected, and sub-items for 'Camps Search', 'Sports Course Search', and 'Facility Rentals Search'. The main content area has a 'Search Filter' section with a 'Search' button and a 'Filter' button. Below this is a course listing for 'LisburnPlex Holiday Scheme' with details: Location: Lagan Valley L.P., Age Range: 5 years - 14 years and 11 months, Session(s) Remaining: 5, Instructor: Sports Courses Instructor, Language: English (UK), Start Date: Mon Jul 26, 2021 - 09:00, Next Session: Mon Jul 26, 2021 - 09:00, Days of Week: Mon, Tue, Wed, Thur, Fri, Session Duration: 40 minutes, Capacity: 58 out of 60 places remaining. A 'Payment Options' button is visible in the bottom right corner.

- Click REGISTER (bottom right hand corner)

- Select participant - **NOTE YOU MUST MAKE THE BOOKING UNDER THE NAME OF THE PERSON THAT IS ATTENDING.** If your participant is not already showing in the drop down choose CREATE NEW and complete the required information and once complete press CREATE

FIGURE 4 CHOOSE PARTICIPANT / FIGURE 5 CREATE NEW PARTICIPANT

- Select participants name from the drop down box. NEXT
- Complete the required health and consent form

## PAYMENT

- Once complete – ADD TO BASKET (bottom right) from here you can pay or choose to add more items
  - Check course details and price
  - **PAY:** tick to confirm terms and conditions and click PROCEED TO PAYMENT
  - **If you want to book more choose - BOOK ANOTHER COURSE:** Book another – search for sports courses

Should you have any queries relating to enrolment please contact the relevant site that the course is taking place:

**CASTLEREAGH HILLS & ABERDELGHY - 028 9044 8477**

**LEISUREPLEX – 028 9267 2121**

**LOUGH MOSS – 028 9081 4884**

**KILMAKEE - 028 9030 1545**

**GROVE - 028 9267 1131**

**GLENMORE - 028 9266 2830**

### ENROLMENT QUESTIONS

YOU WILL NEED TO COMPLETE A CONSENT FORM FOR EACH PARTICIPANT, PLEASE HAVE TO HAND PARENT/GUARDIAN CONTACT DETAILS, GP CONTACT DETAILS, MEDICAL INFORMATION THAT WILL AID COMPLETION OF THE FORM