HOW TO GET TO THE BOOKING SCREEN

- Summer Programme can be booked via our online portal
 https://lisburnandcastlereagh.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

Filter Search Results	
Click the 'arrow' on the top right of each section to expand the filter options. Als please note, all the fields within this form are optional.	0
Course Name	
Summer Sports Programme 🗸	~
Location & Instructor Filter	~
Age Filter	~
Season Filter	~
Course Language Filter	~
Time & Date Filters	~
Starts From Starts Before	
Close	Search

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

Make Bookings	Course Search						
Camps Search Sports Course Search	Search Filter						
> Facility Rentals Search	If you know the barcode of the course, please provide it in the textbox below.	Alternatively, you can add some basic search criteria below. If you wish to refine the results further, please click on the 'filler' option.					
	Course Barcode Search	Course Name Summer Scheme -LeisurePlex v	Reset Form Stearch				
	LeisurePlex Holday Scheme	Start Date: Mon Jul 26, 2021 - 09:00 Payment Options	>				
	Age Kange: o years - 14 years and 11 months Session(s) Remaining: 5 Instructor: Sports Courses Instructor Language: English (UK)	Next session: Mon Jul 26, 2011 - 01.00 Page 14 Days of Week: Nor, New, Molt, Tul, C /ri Session Duration: 420 minutes Capabelly: 53 out (of 0 places remaining					

• 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

 My Account Memberships 	~	Select Participa	ant				
Make Bookings Participant Selection					Summary		
 Interest Groups Activity Tickets View Bookings 	* * *	Please select the participant you would like to register for this course Select Participant			Name First Session Last Session	LeisurePlex Holiday Scheme Fri 31 May, 2019 - 09:00 Fri 31 May, 2019 - 09:00	
		Add Existing Participant Create new participant			Add Existing Create New		
			Create New Participant				Course Details Next
			Home club		Preferred Language *		
			Lagan Valley LP	•	Select language	•	
			Title *		Gender *		
			Eirst Name *		Surname *		
			Please enter first name		Please enter sumame		
			Date of Birth *		Ethnicity (Optional)		
				=	Select ethnicity	•	
	Supply your email address if the participant			the participant is under age.			
			Email				
			Please enter email address				

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

Select Participant			
Additional Data		Summary	
Please answer the below questions for this course Information: Content marked with * requires completion.		Name First Session Last Session	AGC Junior Summer Golf 03 Aug, 2020 - 11:30 11 Aug, 2020 - 11:30
ParentiGuardian contact details	*	Total tax	
OP nameladdressicontact number	*	Total Incl. Tax	

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
 - o 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