

## 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 choose ‘BOOKINGS’ and then Sports Courses**

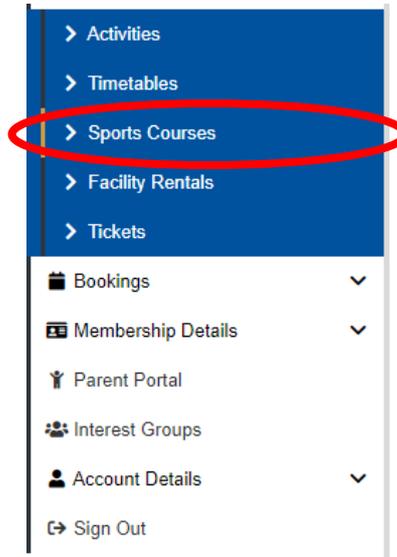
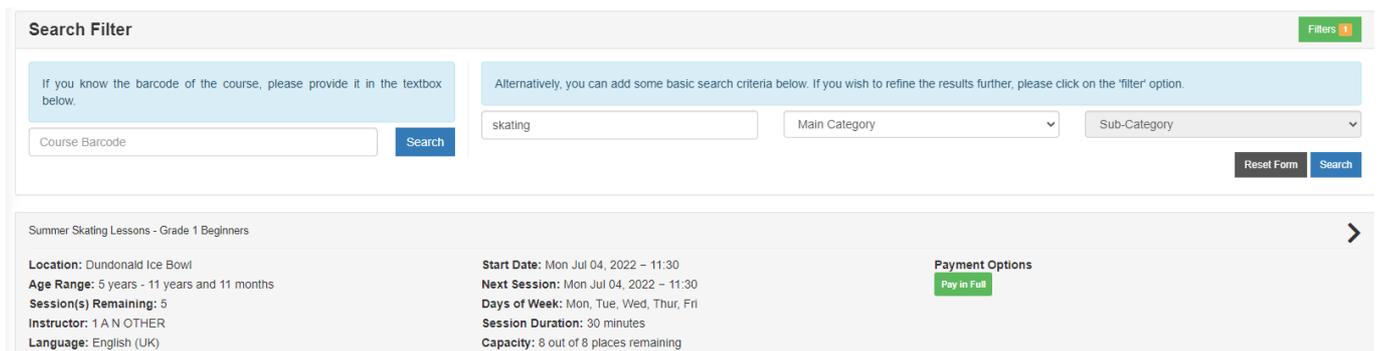


Figure 1 - MEMBERSHIP ONLINE PORTAL

## HOW TO SEARCH FOR A COURSE

- You can search by course name / partial name e.g. skating or via main category (choose from drop down) e.g. Summer swim camp and then SEARCH



**Search Filter** Filters 1

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 'filter' option.

Course Barcode

skating  Main Category  Sub-Category

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Summer Skating Lessons - Grade 1 Beginners >

<b>Location:</b> Dundonald Ice Bowl	<b>Start Date:</b> Mon Jul 04, 2022 – 11:30	<b>Payment Options</b>
<b>Age Range:</b> 5 years - 11 years and 11 months	<b>Next Session:</b> Mon Jul 04, 2022 – 11:30	<input type="button" value="Pay in Full"/>
<b>Session(s) Remaining:</b> 5	<b>Days of Week:</b> Mon, Tue, Wed, Thur, Fri	
<b>Instructor:</b> 1 A N OTHER	<b>Session Duration:</b> 30 minutes	
<b>Language:</b> English (UK)	<b>Capacity:</b> 8 out of 8 places remaining	

Figure 2 COURSE SEARCH

## HOW TO BOOK

- **Choose your course choice from the list by clicking on the course**
- **REGISTER**
- **Select participant - NOTE YOU MUST MAKE THE BOOKING UNDER THE NAME OF THE PERSON THAT IS ATTENDING.**

FIGURE 4 CHOOSE PARTICIPANT

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

- **Once complete – ADD TO BASKET (bottom right) from here you can pay or choose to add more items**
  - **PAY: PROCEED TO PAYMENT**
  - **If you want to book more choose - BOOK ANOTHER COURSE: Book another – search for sports courses**