## HOW TO GET TO THE BOOKING SCREEN

- Summer Programme can be booked via our online portal <a href="https://lisburnandcastlereagh.legendonlineservices.co.uk/enterprise/account/login">https://lisburnandcastlereagh.legendonlineservices.co.uk/enterprise/account/login</a>
- 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							
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 Parrode	skating	Main Category V	ub-Category 🗸				
Course barcoue Search			Reset Form Search				
Summer Skating Lessons - Grade 1 Beginners			>				
Location: Dundonald Ice Bowl Age Range: 5 years - 11 years and 11 months Session(s) Remaining: 5 Instructor: 1 A N OTHER Language: English (UK)	Start Date: Mon Jul 04, 2022 – 11:30 Next Session: Mon Jul 04, 2022 – 11:30 Days of Week: Mon, Tue, Wed, Thur, Fri Session Duration: 30 minutes Capacity: 8 out of 8 places remaining	Payment Options Pay in Full					

#### 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.

<ul> <li>My Account</li> <li>Memberships</li> </ul>	* *	Select Participant			
Make Bookings Interest Groups	* *	Participant Selection		Summary	
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     Greate new participant	Add Existing		
					Course Details Next

### FIGURE 4 CHOOSE 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 <b>*</b> requires completion.		Name First Session Last Session	AGC Junior Summer Golf 03 Aug, 2020 - 11:30 11 Aug, 2020 - 11:30	
Parent/Guardian contact details	*	Total tax		
GP name/address/contact number	*	Total Incl. Tax		

- 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