

How an Online Member creates a Contact Group and Book a Course

1. Log into your app, select the Online Account tile, this will take you into our Online Website.



2. Click on Manage Family Members and select the option applicable to you.

Family Members

It is important to us that we have all your family members connected to your account, please take a moment to verify that the details we have are correct.

[Manage Family Members](#)

3. If you know your family member already has an account click on 'Add Contact'. You will need to know their member account number. You will be asked for personal information about that family member. **Note** every time you add a member different personal question will be asked.

My Family Members

[Add Existing Contact](#) [Add Contact](#)

[Create New Contact](#) [Create Contact](#)

[Contacts](#) [View Bookings](#)

4. If they don't have an account, you will need to choose 'Create Contact'. Complete the required information.

5. Enter member number, select check then 'Add Participant'. Once you move on to the next section, enter the information they have asked you, in this case it was Surname and DOB, then select 'Add Participant'.

Add Group Participants

1. Please enter the membership number or barcode

[Check](#)

[Reset](#) [Cancel](#) [Add Participant](#)

Add Group Participants

1. Please enter the membership number or barcode

[Check](#)

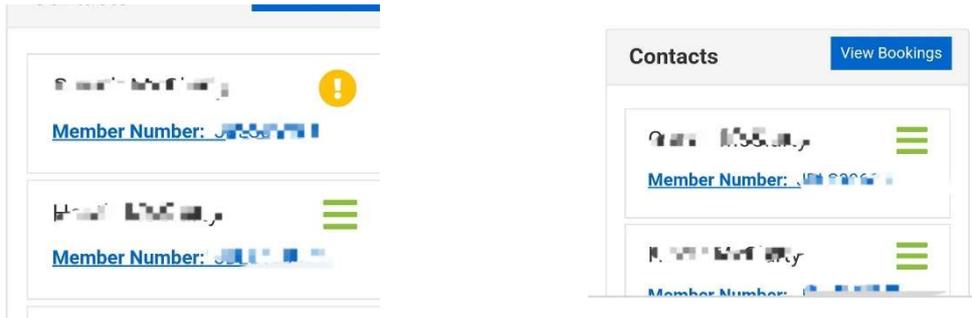
2. Please supply the following information

Surname

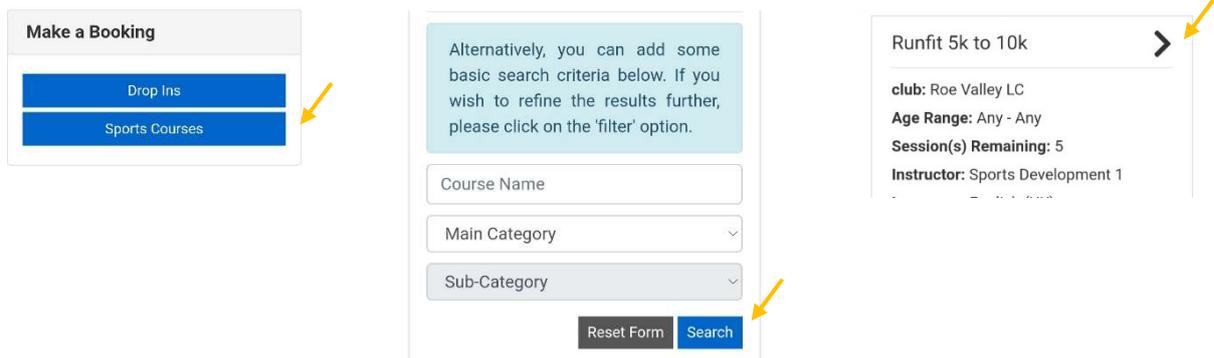
Date of Birth

[Reset](#) [Cancel](#) [Add Participant](#)

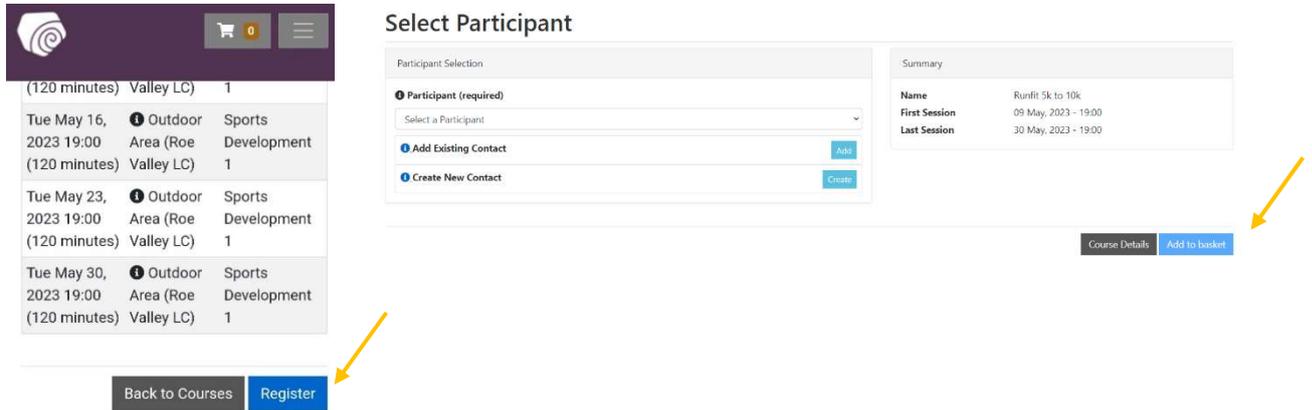
6. Once the member has been added they will show up in your contact list as below, the exclamation mark means the account needs verified by a member of staff. Please email leisure.onlinebookings@causewaycoastandglens.gov.uk to ask for your family member(s) to be verified, or alternatively verifications will be done automatically within 24hrs (not including Bank Holidays). Once the account has been verified your contact list will have 3 green lines against the name.



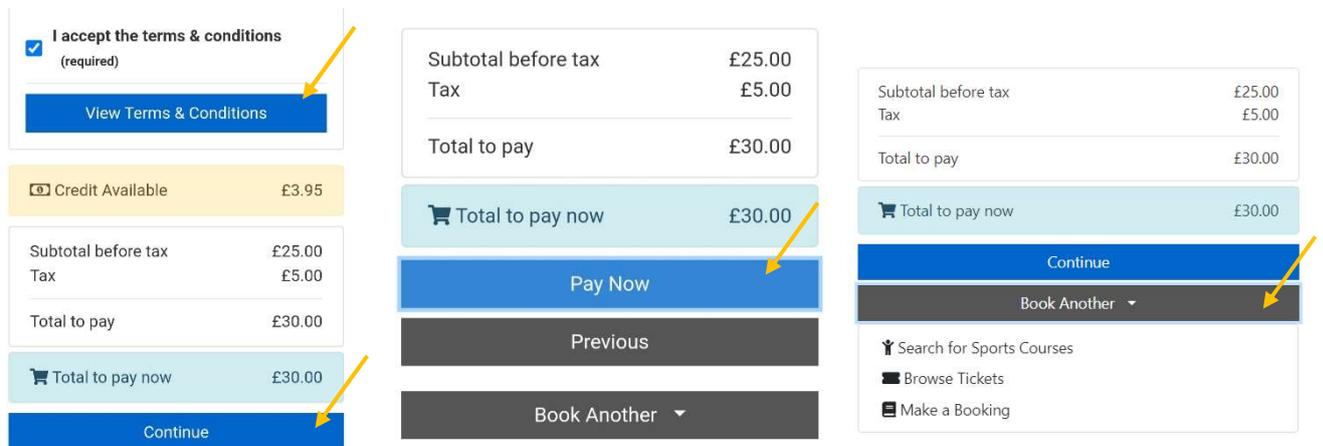
7. You can now book anyone on your contact group into any Courses/Schemes that the centres will be running as long as they have been made available online.
8. For a Course/Summer Scheme select 'Sports Courses' scroll down to where it mentions 'Course Name'. Click on 'Search'. This will bring up all available Courses/Schemes, select the one you are looking for and click on the > beside the name.



9. This will then open the course details for you to check information like Location and Age Range. Once you are happy you have the correct course, select 'Register'. Select the Participant you wish to enrol in the course and click 'Add to basket'.



10. Ensure you read the Terms and Conditions and tick the box provided, then click on continue and 'Pay Now'. If you have another family member you wish to book in the same Course/Summer Scheme, click on 'Book Another' and select 'Search for Sports Courses' and repeat the process from point 6.



11. Complete payment method

