



## 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.



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

- 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'.



1. Please enter the memb barcode	bership number o
J > 2P, J	Check
2. Please supply the follo Surname	wing information
Enter Surname	
Date of Birth	
Enter Date of Pirth (dd/n	om/www)





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

<u>leisure.onlinebookings@causewaycoastandglens.gov.uk</u> 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.

tari McCat, 🚹	Contacts View Booking
Member Number:	Member Number:
Prisi Kuđar, 📃	t server at a

- 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.

Make a Booking	Alternatively, you can add some	Runfit 5k to 10k
Drop Ins Sports Courses	basic search criteria below. If you wish to refine the results further, please click on the 'filter' option.	club: Roe Valley LC Age Range: Any - Any Session(s) Remaining: 5
	Course Name	Instructor: Sports Development 1
	Main Category ~	
	Sub-Category ~	
	Reset Form Search	





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'.

120 minutes)	Valley LC)	1	Participant (required)	Name	Runfit 5k to 10k
ue May 16,	May 16, 🚯 Outdoor Sports	Select a Participant	First Sessi	on 09 May, 2023 - 19:00 an 30 May, 2023 - 19:00	
023 19:00	Area (Roe	Development	Add Existing Contact	Add	
120 minutes)	• Outdate	Valley LC)	Create New Contact	Create	
ie May 23, 023 19:00	Area (Roe	Development			
120 minutes)	Valley LC)	1			Course Details Add to basket
ue May 30,	Outdoor	Sports			
023 19:00	Area (Roe	Development			
20 minutes)	Valley LC)	1			

 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.

I accept the terms & co (required)	onditions	Subtotal before tax £25.00				
View Terms & Conditions		Tax £5.00		Subtotal before tax £25.00	£25.00	
		Total to pay	£30.00	Total to pay	£30.00	
Credit Available	£3.95	🃜 Total to pay now	Total to pay now £30.00 /		£30.00	
Subtotal before tax	£25.00			Continue	/	
Total to pay	£30.00	Pay Now		Book Another	•	
Total to pay	230.00	Previous		☆ Search for Sports Courses		
📜 Total to pay now	£30.00					
Continuo		Book Another	*	🗏 Make a Booking		

11. Complete payment method

Select a payment method			
Payment method (required)			
Enter on next step	~		
Choosing a payment method from the	ne following list	will pay for all recurring payments along with any upfront fees due today.	