## How to book a holiday programme activity via the website

- 1. Visit the website and click on **Book Online** (top right hand side of screen).
- 2. Now login. (If you haven't registered before, you need to create an account. Follow the on-screen instructions and once verified you also need to **register for the ability to book classes**. Again, follow the on-screen instructions to complete this process).

My Account Log Out	3. When you are logged in you should see the menu				
My Home	options shown left (If you				
Basket (0)					
My Profile	don't see the same menu				
Change My Email Address	as shown and vou've just				
Change My Password Memberships My Membership	registered, you may need to log out and then log back in				
Add Additional Memberships	again).				
Unlink My Membership	Now you should see this				
Bookings	menu. Towards the bottom				
View / Amend My Bookings	of the menu click <b>Search</b>				
Class Timetable	for Sports Courses				
Search for Sports Courses					
Activity Tickata	The Courses Search box				
Browse Tickets	screen should now be				
View Sports Courses / Camps	shown. As seen below:				
	Southdownsleisure.legendonlineservice				
www.southdownsleisure.co.uk					
Course Searc	Filters				
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 Barcode Search	Course Name Main Category \$ Sub-Category \$				
	CONC.				

4. Leave all fields blank and just click the **blue** search button on the right to bring up all holiday programme options.

ourse Search	1 Filte
earch 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 Barcode Search	Retot Form Search

5. Scroll down to your chosen activity and then click Pay in Full.





No courses were found using your search criteria

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Age Range: 5 years - 7 years and 11 months Session(s) Remaining: 1 Instructor: Tanya Spencer-Snell Language: English (UK)

DLC- Holiday Session 5-7's - PM

ri 31 May, 2019 - 09:30 Days of Week: Fri Session Duration: 195 Minutes Capacity: 16 out of 16 places remaining





## South Downs eisure

www.southdownsleisure.co.uk

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6. After clicking **Pay in Full** you will see a screen (below) giving you all the course details. Now click on the blue **Register button**.

Jourse D	etalis				
Pricing Informatio	n	Session Details		*	
Standard Price	£10.00 (£10.00 Inc Tax)	Date & Time	Location	Instructor	
Course Details		Wed 29 May, 2019 - 09:30 (195 mins)	Gym (Davison LC)	Tanya Spencer- Snell	
Name Short Code Description	DLC- Holiday Session 5-7's - AM DLCHOL5-7 DLC- Holiday Session 5-7's - AM				
Level Discipline Day of Week Start Date End Date Number of	DLC- Holiday Session 5-7's DLC- Holiday Session 5-7's Wed 29/05/2019 09:30:00 29/05/2019 09:30:00				
Sessions club Location	Davison LC Gym				
Required Min Age A Required Max Age	5 years 7 years and 11 months				
A	Tamus Presson Cost				

7. The **Select Participant** screen should now appear (as below). This is your chance to create new participants if you wish someone else to join you. If not, select your name in the Select Participant (1) drop down menu, then click the **blue Next button (2)**.

Now just follow the on-screen instructions to complete your booking.

	Summary
Please select the participant you would like to register for this course Select Participant ÷ Add Existing Participant Add Existing Participant	Name DLC- Holiday Session 5-7's   First Session Wed 29 May, 2019 - 09:30   Last Session Wed 29 May, 2019 - 09:30
O Create new participant	

Please note, the system allows you to book what we call bundles at some sites. These will come up as options once you have gone through the steps above so don't worry if you can't see them initially. This means, you can choose to bolt on **early bird session** or a **prepared lunch**. You also have an optional twilighters session in the afternoon.

Just follow the instructions and select the ones you want to book onto.

If you encounter any trouble, please give us a call on 01903 905050 and we will be happy to help.

Many thanks,

South Downs Leisure Team



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