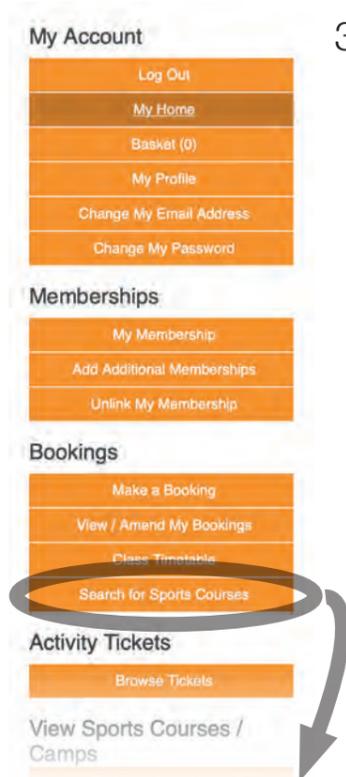


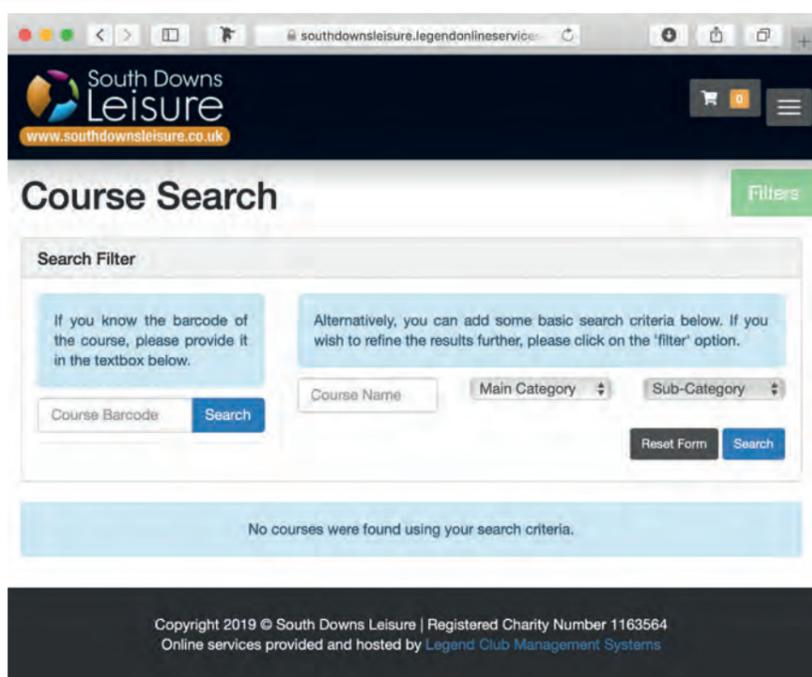
How to book a holiday programme activity via the website

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).

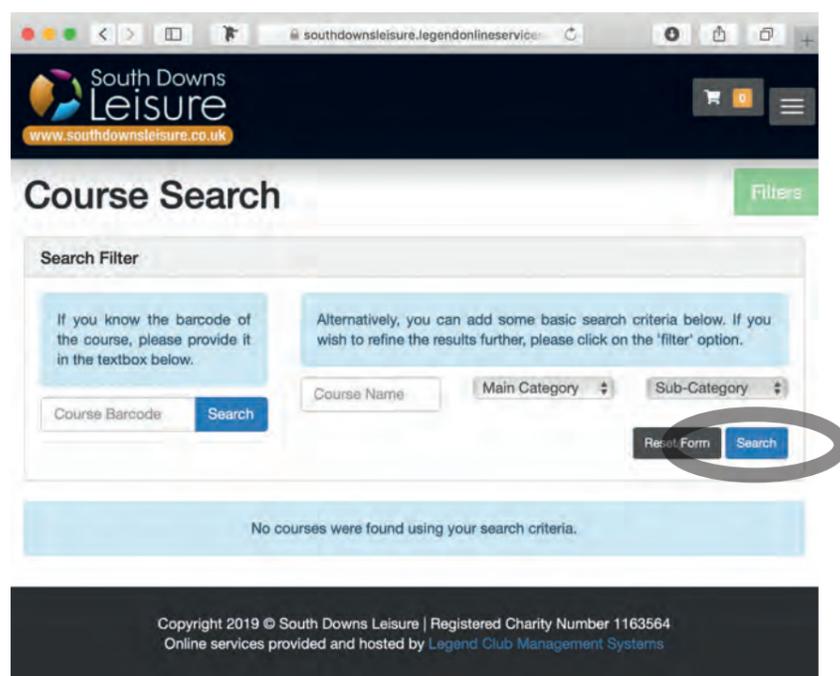


3. When you are logged in you should see the menu options shown left. (If you don't see the same menu as shown and you've just registered, you may need to log out and then log back in again).

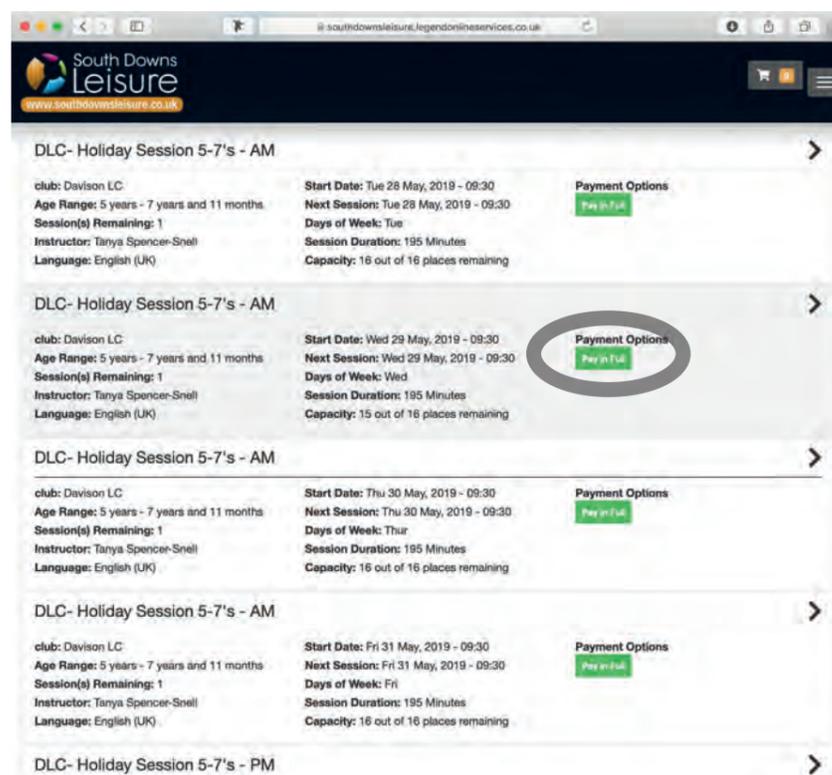
Now you should see this menu. Towards the bottom of the menu click **Search for Sports Courses**. The **Courses Search box** screen should now be shown. As seen below:



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



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



continues....

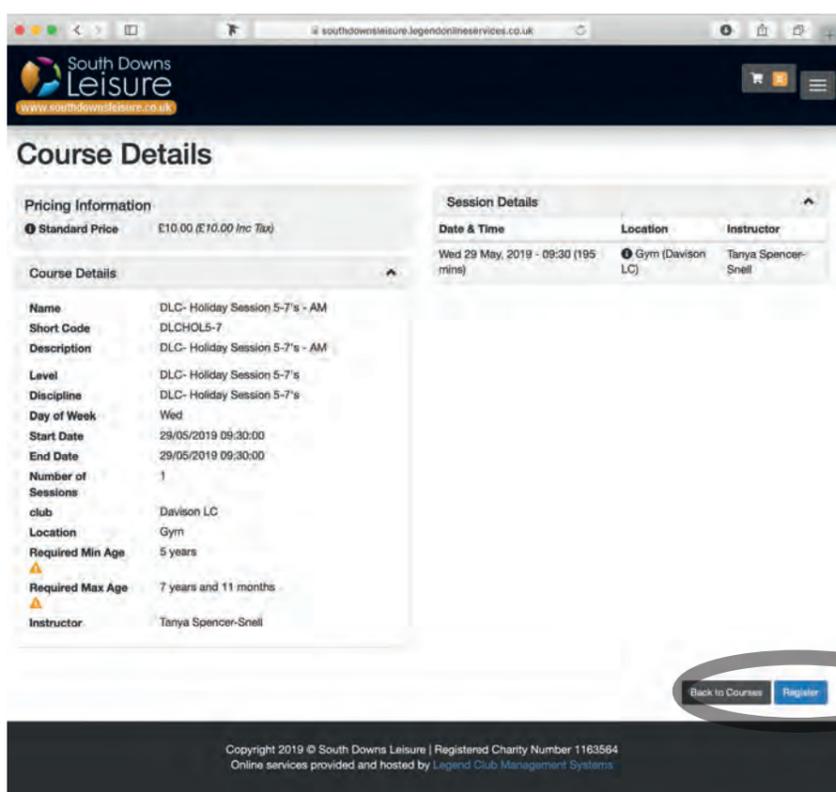


South Downs
Leisure

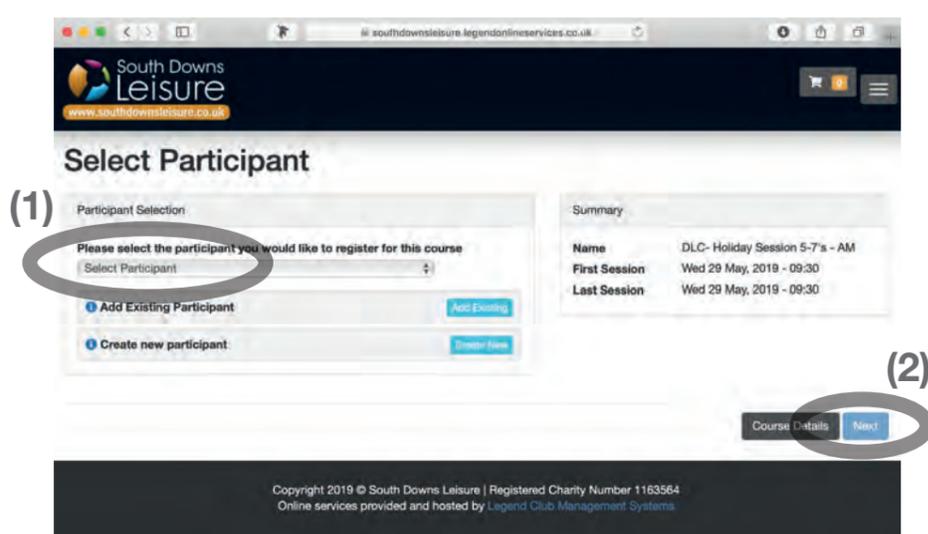
www.southdownsleisure.co.uk

How to book a holiday programme activity via the website

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.



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.



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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