One time registration to start online booking

01. Registration: If you are a member

- 1. Click here to start your registration for online bookings
- 2. On the log in page, please select 'I'm a member'.

This option is for those that we currently have details for and includes health & fitness membership (including Junior and Ladies Only), swimming membership, or are a YourLink4Life card holder.

If you were registered to make online bookings previously (before 1st January 2021), you will need to re-register once to start using the new online bookings.

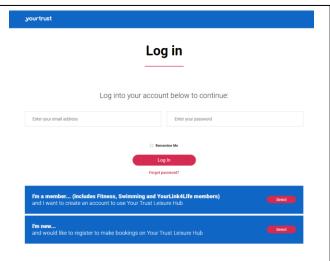
- **3.** Complete your details on the 'Create an account' page.
 - An email address is required for registration. This must match the one that you have previously registered for your account.

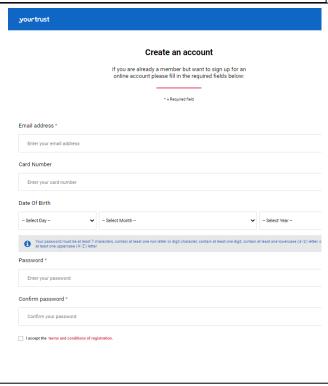
If you have previously shared an email address across more than one account, you will now need a unique email address per bookings account.

To change the email address on your membership account, please contact admin@link4life.org

- Enter your card number (found on your membership card)
- Create a password
 (this be at least 7 characters and include at least 1 upper case, 1 lower case, 1 number and 1 special character)
- Accept the terms and conditions
- Click the 'Create' button

On creating your account, you will receive a validation email to the address provided. Click on the activation link within this email to complete your account set-up.





When your account is set up

On logging into your account, you will see a number of features:

Make a Booking

Search for activities and make your bookings.

My Bookings

View all your bookings. If you need to cancel any bookings that you have made, you can cancel them here.

My Payments

Gives a record of any payments that you have made.

My Memberships

Shows details of the membership(s) that you have and gives their current status.

Memberships available

Memberships that are available for you to purchase.

My Details

Shows the details that are stored on your account. You can keep your details updated here.

My Marketing Preferences

Pick and choose your marketing options.

My Documents

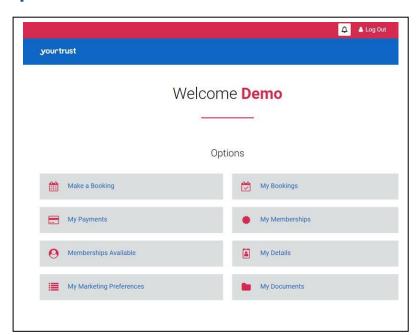
Copies of any documents that you have agreed to are saved here, such as registration and membership terms and conditions.

Notices

The alarm bell at the top of the screen can be clicked to view any customer notices that have been sent to you.

Basket

View all of your bookable items before checkout.



02. Book your activity online

When you have registered for your bookings account, log in and select 'Make a Booking' from the main menu.

Choose your preferred centre from the list.

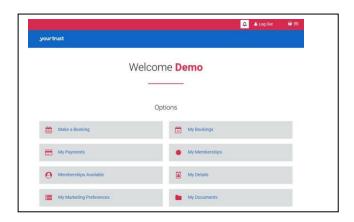
You can also set this as your preferred site by ticking the box.

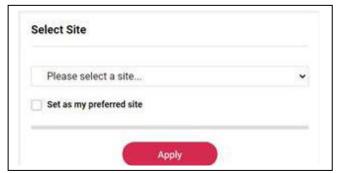
Use the available filters to help you select your activity.

Activities will show the time, duration, spaces available and cost. If you require any more details, click the blue information icon.

When you see your chosen activity, select 'Add to Basket'.

Continue to search and book other activities adding as many as required to your basket.



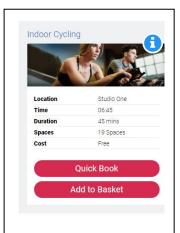


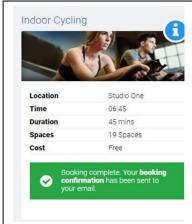


Bookings for members with activities included in membership

For members who have activities included in their membership, you will see an additional option when booking called 'Quick Book'.

Selecting this will automatically book this without the need to checkout via the basket after a quick confirmation check.





If you need to cancel your booking

If you are unable to attend your booked session, please remember to cancel to make the space available for someone else.

From the main menu, select 'My Bookings' You will see a list of all of your current bookings.

To cancel, click the 'Cancel' button on the right.

Confirm your cancellation.

