

FIFE SPORTS AND LEISURE TRUST

Online Bookings

Help Guide

1.0 Registering for Online Bookings – new members

If you would like to book online but aren't already a member with us then complete this registration form available to download on our website and hand in to reception.

Your details will be entered into our system and you will be issued a FSLT Smartcard or your MyFife card number will be attached in system.

You can then register for online bookings following the steps below.

2.0 Registering for Online Bookings – existing members and new members

If you are a member within our system you will be able to make online bookings. This includes Leisure Active members, Active Concession members or Gym Pass holders. Prior to making any bookings, you will be required to register a username for online bookings. To register click on the Register button:

The screenshot displays the 'Horizons Online Bookings' website interface. At the top, there is a navigation bar with 'Home', 'T & Cs', 'Contact Us', and 'Help'. The main content area is divided into three sections: a search form on the left, a shopping basket in the center, and a basket summary on the right. The search form includes options for 'Activities' and 'Classes', a dropdown for 'Site' (Carnegie Leisure Cen), a dropdown for 'Activity' (R P M 45 Mins), a date field (13/05/2015), and time fields for 'From' (06:00) and 'To' (20:00). The shopping basket shows one item: 'R P M 45, 13 May 2015 09:30 - 10:15' at 'Carnegie Leisure Centre - Studio 4' for £4.70. The basket summary on the right shows '1 Item' and a 'Total £4.70'. A footer at the bottom contains copyright information: 'Copyright ©2012 Xn Leisure | All Rights Reserved' and 'CSS Design by G. Wolfgang | Adapted by Xn Leisure | Powered by Xn Leisure | W3C XHTML 1.0 | W3C CSS 2.0'.

A registration form will now be displayed asking you to enter the following details:

User Name – this is the name you will login with in the future for online bookings. We would recommend using such things as e-mail address or full name.

Email Address – Your email address. All future correspondence in the system will be sent using this email address. It is also required to email any receipts from online bookings.

Confirm Email Address – Just to ensure the email address has been added correctly.

Membership Card Number – As mentioned previously only current members can register for online bookings. Each member will have either a card (MyFife or FSLT Card) or wristband which will have their number on it. This is the number which should be entered here.

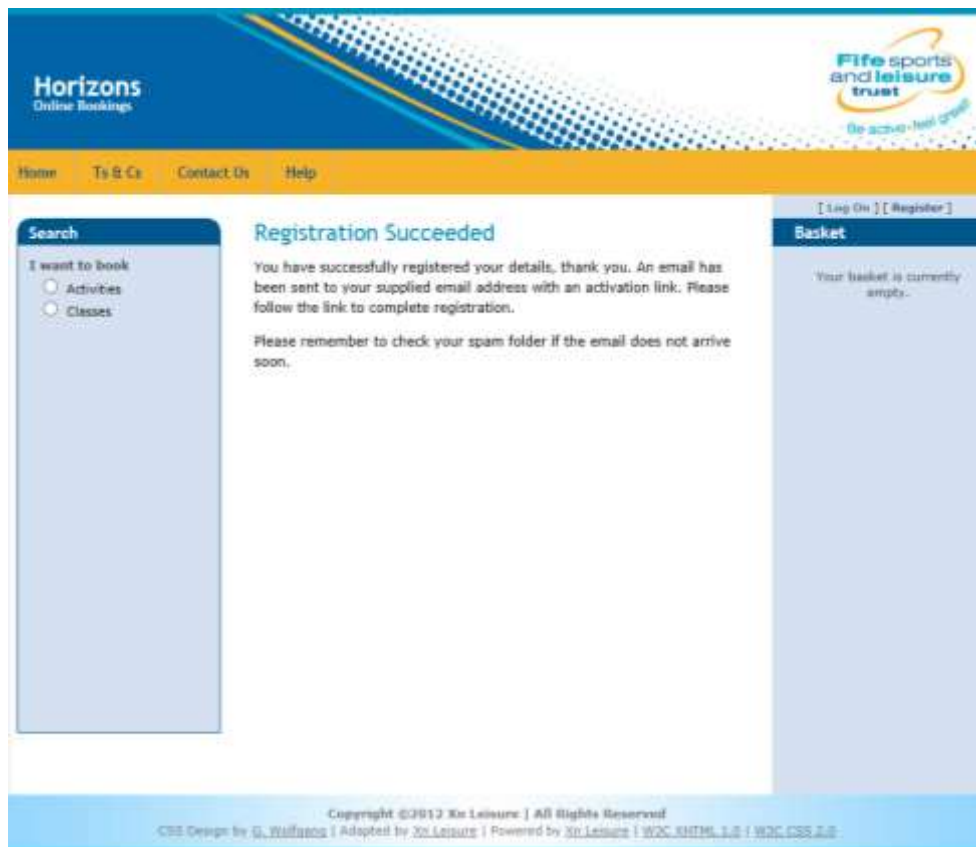
Post code – For security reasons, as well as giving the card number you also have to provide your postcode - this must match the details in the system.

Security Question – As a security step, all members registering for online bookings will require to choose a security question to answer. You will be asked this security question when activating your account.

Answer to Security Question - Again as part of the security check. It is worth noting that when prompted to answer this security question the answer must be exactly as typed when setting it up:

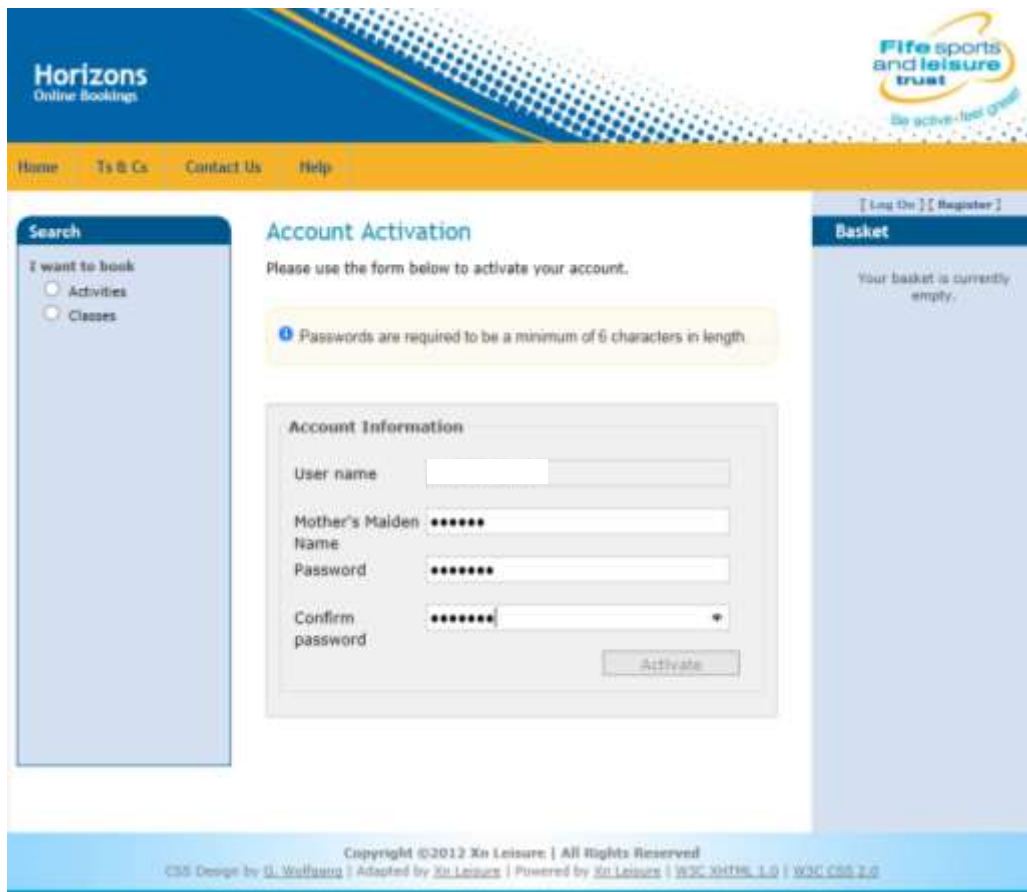
The screenshot shows the 'Create a New Account' page on the Horizons Online Bookings website. The page has a blue header with the 'Horizons Online Bookings' logo and the 'Fife sports and leisure trust' logo. A navigation bar contains links for 'Home', 'T & C's', 'Contact Us', and 'Help'. On the right, there are links for '[Log On]' and '[Register]'. A 'Basket' section on the right indicates 'Your basket is currently empty.' The main content area is titled 'Create a New Account' and includes the instruction 'Use the form below to create a new account.' The form is titled 'Account Information' and contains the following fields: 'User name' (Testy Test), 'Email address' (testy.test@email.co.uk), 'Confirm email address' (testy.test@email.co.uk), 'Membership card number' (1020488), 'Post code' (ky127ja), 'Security question' (Mother's Maiden Name), and 'Answer to security question' (Testness Test). A 'Register' button is located at the bottom of the form. A search sidebar on the left offers options for 'Activities' and 'Classes'. The footer contains copyright information: 'Copyright ©2012 Xn Leisure | All Rights Reserved' and 'CRM Design by G. Staffans | Adapted by Xn Leisure | Powered by Xn Leisure | (Xn Xifon 1.0) | (Xn CRM 1.0)'.

With the details entered, click on the Register button. A confirmation email will now be sent to the given email address and a message saying Registration Successful.



The confirmation e-mail will include a link to complete the registration process.

When clicked, the link will take you to first of all answer your security question as well as attaching and confirming a password to your login account (password has to be greater than 6 characters long). With this information entered, you need to click on Activate to finalise the registration process:



You will then see an Activation confirmation screen and be logged into the system.