

7.0 Making a Booking for an Activity (e.g Badminton, Squash)

- From any of the pages click on the **Activities** from the **Search – I want to Book** section on the left hand side
- From the list of available venues, choose the venue for the booking
- From the list of available activities, choose the activity to book
- Choose the date the activity is to be booked for (up to 8 days in advance, please note if class starts at 5.00pm you will not be able to book until 5.00pm 8 days before)
- Choose the time range you wish to book from and to as well as the duration of booking (this will be pre-set to the duration of a normal booking for the chosen activity)
- Finally click on the Search button to display a list of available bookings

The screenshot shows the 'Horizons Online Bookings' website interface. The header includes the site logo and navigation links: Home, Ts & Cs, Contact Us, Help, and user options [Log On] [Register]. The main content area is titled 'Search results for Squash on 13 May 2015'. On the left, a search filter panel allows users to select 'Activities' (selected) or 'Classes', choose the site 'Carnegie Leisure Cen', the activity 'Squash', the date '13/05/2015', and time slots 'From: 17:00' and 'To: 21:00' with a 'Duration' of '45 minutes'. A 'Search' button is at the bottom of this panel. The search results are displayed under the heading 'Carnegie Leisure Centre' and include a table of available bookings. A 'Contact this site' link is also present. Below the table, a link for 'Michael Wood Sports and Leisure Centre' is visible. A yellow information box states: 'As a member, you may be entitled to discounted prices. Please Log On or Register to update prices below.' On the right, a 'Basket' section indicates 'Your basket is currently empty.' The footer contains copyright information: 'Copyright ©2012 Xn Leisure | All Rights Reserved' and design credits.

Time	Location	Cost	
17:15	Squash Courts - C A	£7.60	
18:00	Squash Courts - C A	£7.60	
18:45	Squash Courts - C A	£7.60	
19:30	Squash Courts - C A	£7.60	
20:15	Squash Courts - C A	£7.60	

- There are a number of options available from this page – e.g. search other venues, search other days. However to select a booking to be put in the basket click on the **basket next to the desired booking**.

If there is more than one sub location (court, etc) available, choose the correct one from the list provided:

Horizons
Online Bookings

Fife sports and leisure trust
Be active • feel great

Home | Ts & Cs | Contact Us | Help

[Log On] [Register]

Search

I want to book
 Activities
 Classes

Site:
Carnegie Leisure Cen

Activity:
Squash

Date:
13/05/2015

From:
17:00

To:
23:00

Duration:
45 minutes

Search

Search results for Squash on 13 May 2015

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As a member, you may be entitled to discounted prices. Please Log On or Register to update prices below.

Additional Booking Information is Required

Please choose a sublocation for your booking.

- Court 2
- Court 3

Cancel OK

19:30	Squash Courts - C A	£7.60	
20:15	Squash Courts - C A	£7.60	

Michael Wood Sports and Leisure Centre

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The booking is then added to the basket. More bookings/classes can be added to the basket prior to going to the checkout to pay for these items:

The screenshot shows the 'Horizons Online Bookings' website. At the top left, the logo 'Horizons Online Bookings' is displayed. At the top right, the 'Five sports and leisure trust' logo is visible with the tagline 'Be active · feel great!'. Below the logo is a navigation bar with links for 'Home', 'Ts & Cs', 'Contact Us', and 'Help'. On the right side of the navigation bar, there are links for '[Log On]' and '[Register]'. 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 is titled 'Search' and includes options for 'Activities' (selected) and 'Classes'. It has fields for 'Site' (Carnegie Leisure Cen), 'Activity' (Squash), 'Date' (13/05/2015), 'From' (17:00), 'To' (23:00), and 'Duration' (45 minutes), with a 'Search' button. The shopping basket is titled 'Shopping Basket' and shows 'You have one item in your basket'. It contains a message about member discounts and a list item for 'Squash M45, 13 May 2015 17:15 - 18:00' at 'Carnegie Leisure Centre - Squash Courts - C A, Court 3' for £7.60. The basket summary on the right shows '1 Item' and 'Total £7.60' with a 'View Basket' link. At the bottom, there is a copyright notice: 'Copyright ©2012 Xn Leisure | All Rights Reserved' and technical details: 'CSS Design by G. Wolfgang | Adapted by Xn Leisure | Powered by Xn Leisure | W3C XHTML 1.0 | W3C CSS 2.0'.

8.0 Making a booking for a class

- From any of the pages click on the **Classes** from the **Search – I want to Book** section on the left hand side
- From the list of available venues, **choose the venue** for the class
- From the list of available class types, **choose the class** to be booked
- Choose the **date of class**
- And **time range** to search for available spaces
(Note – maximum number of places which can be chosen is 1).
- Finally click on the **Search** button to display the available classes which can be booked:

Horizons
Online Bookings

Fife sports and leisure trust
Be active • feel great!

Home | Ts & Cs | Contact Us | Help

[Log On] [Register]

Search

I want to book
 Activities
 Classes

Site:
Carnegie Leisure Cen

Activity:
R P M 45 Mins

Date:
13/05/2015

From:
12:00

To:
20:00

Number of Places:
1

Search

Search results for R P M 45 Mins on 13 May 2015

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As a member, you may be entitled to discounted prices. Please Log On or Register to update prices below.

Carnegie Leisure Centre [Contact this site](#)

Time	Class Name	Cost	
19:15 - 20:00	R P M 45	£4.70	

Basket

Your basket is currently empty.

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- There are a number of options available from this page e.g. search other venues, search other days. However to select a class to be put in the basket **click on the basket** next to the desired class.
- The class is then added to the basket. More bookings/classes can be added to the basket prior to going to the checkout to pay for these items.

9.0 Checkout Basket

Leisure Active Members

- If the total cost of the basket is included in your membership; you will then have to accept the **terms and conditions** of the booking prior to clicking on the **Checkout** button:
- You will now be asked to confirm your bookings by clicking on the **Make Bookings** option or return to your basket to make any changes (please note that you are only given a limited time to click on the Make Bookings option):
- **Confirmation screen** is now displayed giving details of booking as well as option to print out receipt.
- A **confirmation email** is also sent to you with details of booking.

Non Leisure Active Members

- If there is a cost attached to your booking, you will have to make payment via Worldpay before booking is confirmed. You will have to accept the **terms and conditions** prior to the clicking on the **Checkout** button:
- You then have the option to return to your basket to make changes, make bookings and pay later (bookings are NOT confirmed until they are paid) or proceed to online card payment.
- If you choose to **Proceed to Online Card Payments** you are taken to the Worldpay online payment site. To make payment using this site, you must first of all click on the payment type:
- Enter your card details prior to clicking on the **Make Payment** option.
- If your card is accepted you will then be sent a verification email from Worldpay and from Fife Sports and Leisure Trust before being taken back to the booking site.

10.0 Recording Attendance

It is imperative that on arrival to attend the class or booking you must mark yourself as attended. This can be done either at reception or using one of the fast track kiosks. Failure to comply with this may result in removal of online booking rights.