

# Making Online Bookings

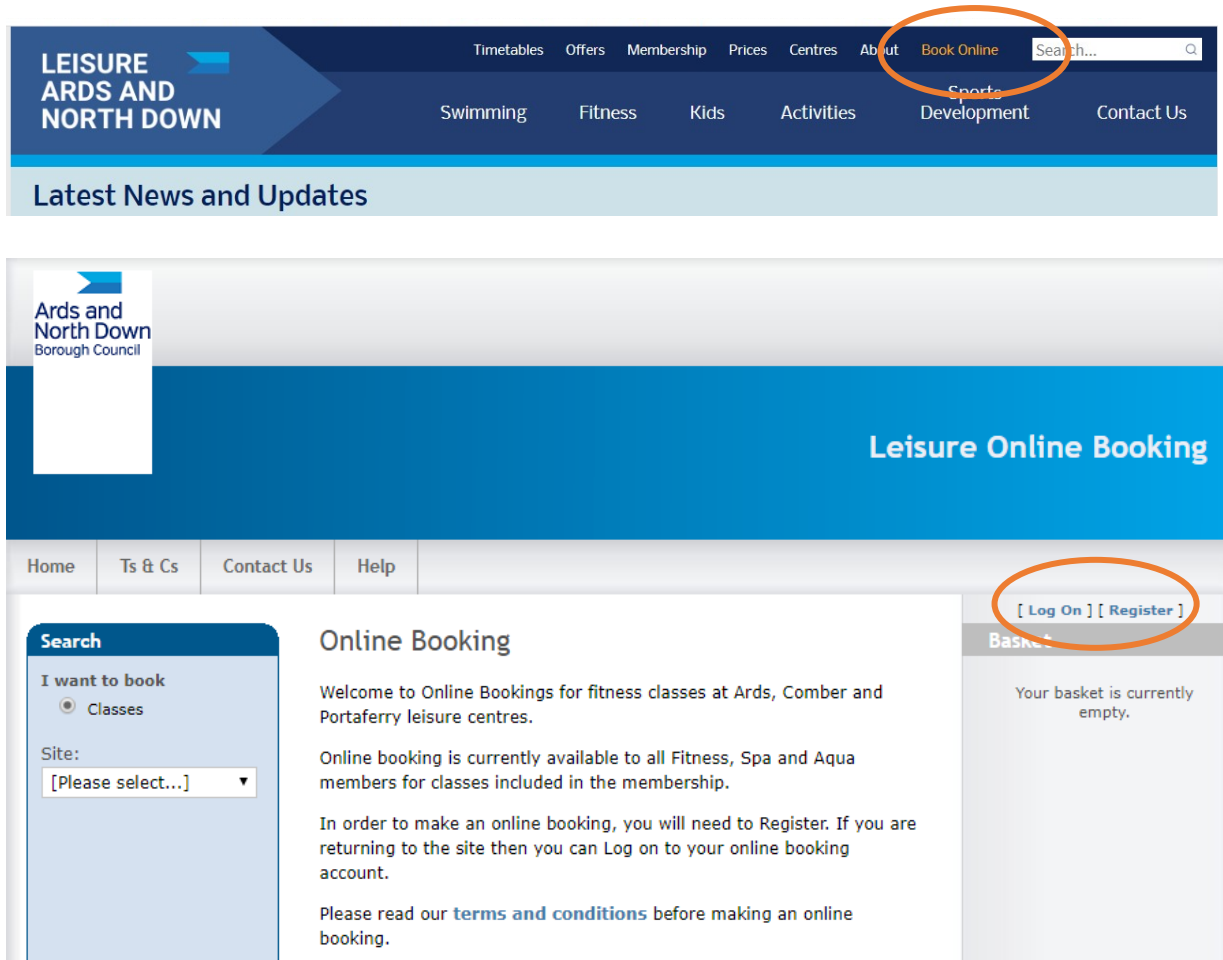
Sessions and classes can be booked online at **www.leisureardsandnorthdown.com**

Members can make bookings 7 days in advance and up to 30 minutes before the start of the class.

To book online you will need:

- your membership number
- a valid email address

Step 1 Go to [www.leisureardsandnorthdown.com](http://www.leisureardsandnorthdown.com) where you will find Book Online at the top right hand corner.



Step 2 Click on **Register**.  
Enter a user name of at least 6 characters in length.  
Enter the email address you want all confirmations and notifications to go to. This email address will overwrite any email address we currently hold for you.  
Confirm the email address by re-entering it.  
Enter your date of birth and surname.  
Enter your 7 digit membership number found on the front of your card in the bottom right hand corner.  
Enter your postcode.  
Select which security question you wish to answer – this question will be used if you forget your password to verify your identity. The answer is case sensitive.  
Click on the Register button.

Step 3 **Activate Your Account**  
A confirmation email will be sent to your email address.  
*You should activate your account immediately as it is only valid for 15 minutes.*  
Click on the link contained in the email to activate your account.  
You will be asked to input your security question and create a password of at least 6 characters in length.  
Confirm your password and click the Activate button.

## How to Book a Class Online

### Select:

- the centre you wish to book
- the class you wish to book.
- the date and time you wish to attend.
- Click on Search.

- Log On or Register

**Search**

**Saved Searches**  
You have no searches saved.

**I want to book**  
☒ Classes

Site:  
Ards Blair Mayne

Activity:  
Group Cycle 45

Date:  
1/21/2019

From:  
6:00 AM

To:  
6:00 PM

Number of Places:  
1

☐ Remember my search

Search

**Search results for Group Cycle 45 on Monday, January 21, 2019**

<< Previous Week | Sat | Sun | Mon | Tue | Wed | Thu | Next Week >>

Ards Blair Mayne

Contact this site

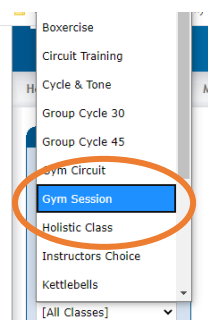
Time	Class Name	Cost	
6:30 AM - 7:15 AM	Group Cycle 45	£ Free	
6:00 PM - 6:45 PM	Group Cycle 45	£ Free	

**Welcome, Lisa Erskine**  
[ Log Off ] [ Change Password ]

**Basket**

Your basket is currently empty.

- click on the basket symbol against the class you wish to book to add it to your basket.
- when you have added all the classes you wish to book to the basket go to the Basket Screen to Checkout.



Please note: Gym session will be listed under Classes

Ards Blair Mayne

Contact this site

Time	Class Name	Cost	
6:00 PM - 6:30 PM	Rt24	£ Free	

The red symbol indicates that the class is booked/not available.

- to Checkout you must first **accept the terms and conditions**.
- **Click on Checkout** (it may look greyed out/inactive, but it is)

Ards and North Down Borough Council

## Leisure Online Booking

Home Account History Messages Ts & Cs Contact Us Help

Welcome, Lisa Erskine [ Log Off ] [ Change Password ]

**Shopping Basket**  
You have one item in your basket [ Empty Basket ]

Please review your basket's contents before proceeding to the checkout.

**Group Cycle30 , Tuesday, January 08, 2019 12:30 - 13:00**  
Ards Blair Mayne - Studios  
This booking is for Lisa Erskine (click to change).  
£0.00

☒ I accept the terms and conditions.

Checkout

**Search**  
Saved Searches  
You have no searches saved.  
I want to book  
• Classes  
Site:  
Ards Blair Mayne  
Activity:  
Group Cycle 30  
Date:  
1/8/2019  
From:  
10:00 AM  
To:  
6:00 PM  
Number of Places:  
1  
☐ Remember my search  
Search

**Basket**  
1 Item  
Total £0.00  
View Basket

### The Final Step

Click on **Make Bookings** to complete your booking.

Please note: the words **Make Bookings** become active when clicked on.

Please note: the wording Make Bookings is being changed to Confirm Bookings

North Down Borough Council

## Leisure Online Booking

Home Ts & Cs Contact Us Help

Welcome, Lisa Erskine [ Log Off ] [ Change Password ]

**Checkout**  
Please confirm that the details below are all correct before proceeding to payment. If there are any errors please [return to your basket](#).

**Group Cycle30 , Tuesday, January 08, 2019 12:30 - 13:00**  
Ards Blair Mayne - Studios  
Lisa Erskine  
£0.00

**Total: £0.00**

In order to secure your bookings, please confirm your bookings before 10:20.

[Make Bookings](#)

**Search**

**Basket**  
1 Item  
Total £0.00  
View Basket

- you will receive an Order Confirmation. By clicking on Print Receipt you will display the Online Booking Confirmation.
- a link to the Online Booking Confirmation will be sent to your registered email address.

## Cancelling a Class Online

Classes should be cancelled at the earliest opportunity and at least 2 hours before the start time to allow other customers the opportunity to attend.

To cancel, go to Account History and simply click on the X against the class you wish to cancel.

Home Account History Messages Ts & Cs Contact Us Help

Welcome, Lisa Erskine  
[ Log Off ] [ Change Password ]

**Search**

Saved Searches  
You have no searches saved.

I want to book  
☒ Classes

Site:  
Ards Blair Mayne

Activity:  
[All Classes]

Date:  
1/16/2019

From:  
1:00 PM

To:  
9:00 PM

Number of Places:

**Account History**

All Activities Classes Courses Unpaid

Please show me bookings from within the last month

Ards Blair Mayne

Contact this site

Activity		Date & Time	Cost	
Tai Chi 45		18 January 2019 (10:00)	Paid	
Water Aerobics		16 January 2019 (18:45)	Paid	

Basket

Your basket is currently empty.

**Please note that failure to cancel a booking may result in your membership being suspended for a period of time.**

**Follow the online instruction given for:**

- Change Your Password
- Forgotten Your Username or Password