



## **Class Booking System Registration Guide**

Before starting please make sure you have:

- An active membership with us
- Your membership number
- Your e-mail address you gave when signing up

If you don't know these details please call us now on (01634) 682862 and we can provide the details over the phone and amend the e-mail address if necessary.

## Step 1:

Visit our website – [www.lordswood-leisure.co.uk](http://www.lordswood-leisure.co.uk) and click on the button that says book a fitness class



## Step 2:

A new screen will open – this is the main page for registering/booking your classes.



## Step 3:

Hover or click on members and a box will appear – click on **Club member register** (fig. 1) and a new screen will appear requesting your details (fig.2) – please fill in the fields and click register.

### Fig.1



Lordswood Leisure Centre  
Online Booking System

(01634) 682862 - www.lordswood-leisure.co.uk - comments@lordswood-leisure.co.uk -

Home Members Booking Contact us

Register with us  
Club member register

Skip to content | Accessibility | Empty | Register | Login

Welcome to the online booking system of  
**Lordswood Leisure Centre**

**Getting started**

- Create an account in the website by clicking on **Register** link above. Note that a valid email is required to finish the registration.
- After finalising the registration by verifying your email address, you will have the credentials to log in, browse the website and book your desired activities or classes.

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### Fig.2



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Home Members Booking Contact us

Skip to content | Accessibility | Empty | Register | Login

All the items in this form are **required**. So if you are a member in this centre, please fill the form below. You can contact the centre so that they provide the information to you.

Member ID : \*

Last Name : \*

Email Address : \*

required fields \*

Register

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## Step 4:

In the next screen please create yourself your own unique username and password and enter the verification code in the box and click register (fig.1) and after pressing a screen should appear notifying you of that you have registered and an e-mail has been sent to your account.

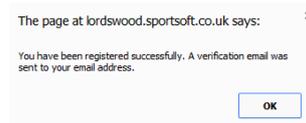
**Fig. 1**



The screenshot shows the registration page for the Lordswood Leisure Centre Online Booking System. The page header includes the title "Lordswood Leisure Centre Online Booking System" and the "acorns" logo. Below the header is a navigation menu with "Home", "Members", "Booking", and "Contact us". A secondary navigation bar contains "Skip to content", "Accessibility", "Empty", "Register", and "Login". The main content area features a registration form with the following fields and elements:

- A warning message: "The items indicated with an asterisk (\*) are required."
- First Name: \* Logon
- Last Name: Test
- Email Address: jack.wilson@lordswood-leisure.co.uk
- User Name: \*
- Password: \*
- Verify Password: \*
- Type the code shown: \* (The code shown is x15XQz)
- Enter the code shown above:
- I agree to the Terms of Use.
- required fields \*
- Buttons: Register, Clear

**Fig. 2**



## Step 5:

Please check your e-mail inbox for confirmation – please allow a few minutes for the e-mail to arrive, if you cannot find your e-mail please check your junk/spam folders (particularly in Hotmail accounts).

A unique link will be inside your e-mail, please click this link to take you to the next step, if the link is not working properly please copy and paste the text in the grey box into your browser.

### Lordswood online booking system

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**Hi Logon Test**

You have been registered in the Lordswood Leisure website.

In order to activate your account we need to verify your details. After verification, you can log in to the system using the following username and password.

To verify and activate your account, please click on this link. <<<Verification >>>

If the link above does not work properly, you can copy & paste the address below into your browser's address bar and press the **enter** button on your keyboard:

```
http://lordswood.sportsoft.co.uk/Members/Verification/tabid/90/id/16122/set/0/Default.aspx?returnurl=http://lordswood.sportsoft.co.uk/Members/RegistrationDetails/tabid/123/id/16122/Default.aspx
```

**Username : logontest**

**Password :**

**Website administrator  
Lordswood Leisure**

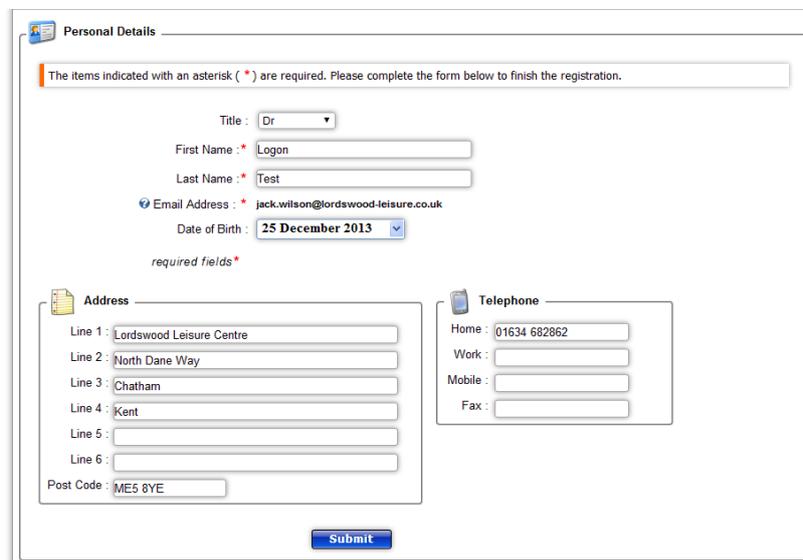
[No Reply] Please do not reply to this email address. This email has been generated by a machine and it's not supposed to receive any emails.

## Step 6:

This next screen will ask you to confirm your details – please check and amend if necessary (fig. 1)

After clicking submit a box will appear saying you have been successfully registered (fig. 2)

Fig. 1



The screenshot shows a web browser window titled "Personal Details". At the top, a message states: "The items indicated with an asterisk (\*) are required. Please complete the form below to finish the registration." The form contains the following fields:

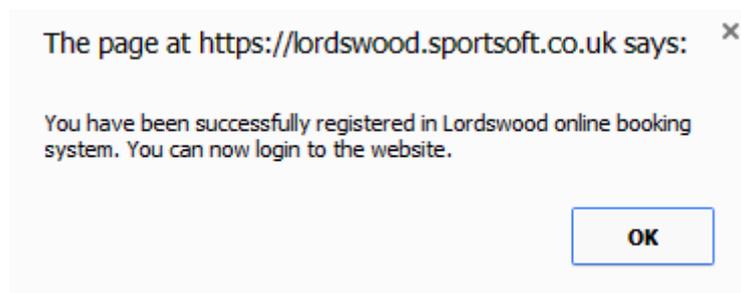
- Title: Dr (dropdown menu)
- First Name: \* Logon
- Last Name: \* Test
- Email Address: \* jack.wilson@lordswood-leisure.co.uk
- Date of Birth: 25 December 2013 (dropdown menu)

Below these fields, it says "required fields\*". The form is divided into two sections:

- Address:** Line 1: Lordswood Leisure Centre; Line 2: North Dane Way; Line 3: Chatham; Line 4: Kent; Line 5: ; Line 6: ; Post Code: ME6 8YE
- Telephone:** Home: 01634 682862; Work: ; Mobile: ; Fax:

A "Submit" button is located at the bottom center of the form.

Fig. 2



# **Common Problems**

## **E-Mail addresses**

Please make sure your e-mail is current and that it is spelt correct by confirming with reception

## **No E-mail received**

Please check your junk/spam box for the e-mail, due to including a link some e-mail providers categorize the e-mail as junk.

Also some e-mails may take a while to arrive.

## **I don't know my membership number and/or registered e-mail**

Please contact reception on (01634) 682862 who will be able to provide these details for you after confirming a few details with you.

**If you are having any other problems, please do not hesitate to contact us.**

**See you at your next class soon!**