

# How to Register for Online Booking

All leisure centre cardholders can register for online booking.

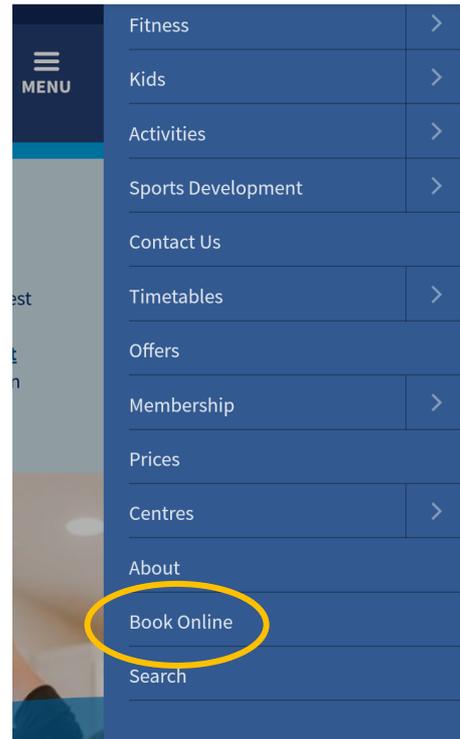
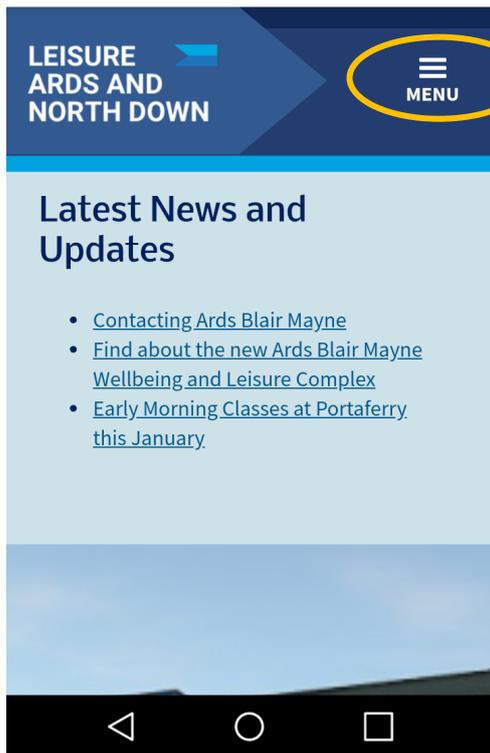
Prepaying members can refer to our Make a Booking as a Prepaying Member

Pay as you go members and other cardholders can refer to Make a 'Pay as you Go' Booking

**To register** for online booking you will need:

- your membership number
- a valid email address (This must be a unique address, the same email address cannot be use more than once.)

**To start:** Go to [www.leisureardsandnorthdown.com](http://www.leisureardsandnorthdown.com) , go to **MENU** where you will find **Book Online** at the bottom of the list on a phone or tablet.



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.

## 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.

You're now ready to make your online bookings.