1.0 Registering for Online Bookings
Only members within our system 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:

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:

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.