

FIFE SPORTS AND LEISURE TRUST

Online Bookings

Help Guide

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:

The screenshot displays the 'Horizons Online Bookings' website interface. At the top, there is a navigation bar with 'Home', 'Ts & Cs', 'Contact Us', and 'Help'. The 'Fife sports and leisure trust' logo is in the top right corner with the tagline 'Be active - feel great'. Below 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 includes options for 'Activities' and 'Classes', a site dropdown menu set to 'Carnegie Leisure Cen', an activity dropdown set to 'R P M 45 Mins', a date field set to '13/05/2015', time fields for 'From: 06:00' and 'To: 20:00', and a 'Number of Places' dropdown set to '1'. The shopping basket section shows 'You have one item in your basket' and a price of '£4.70'. The basket summary on the right shows '1 Item' and 'Total £4.70'. The footer contains copyright information: 'Copyright ©2012 Xn Leisure | All Rights Reserved' and 'CSS Design by G. Wolfgang | Adapted by Xn Leisure | Powered by Xn Leisure | W3C XHTML 1.0 | W3C CSS 2.0'.

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:

The screenshot shows the 'Create a New Account' page. At the top left is the 'Horizons Online Bookings' logo. At the top right is the 'Fife sports and leisure trust' logo with the tagline 'Be active - feel great!'. A navigation bar contains 'Home', 'Ts & Cs', 'Contact Us', and 'Help'. On the right side, there are links for '[Log On]' and '[Register]'. Below the navigation bar is a 'Search' sidebar with radio buttons for 'Activities' and 'Classes'. The main content area is titled 'Create a New Account' and includes the instruction 'Use the form below to create a new account.' The form is titled 'Account Information' and contains the following fields: 'User name' (Testy Test), 'Email address' (testy.test@email.co.uk), 'Confirm email address' (testy.test@email.co.uk), 'Membership card number' (1020488), 'Post code' (ky127ja), 'Security question' (Mother's Maiden Name), and 'Answer to security question' (Testness Test). A 'Register' button is located at the bottom right of the form. On the right side of the page, there is a 'Basket' section stating 'Your basket is currently empty.' At the bottom of the page, there is a footer with copyright information: 'Copyright ©2012 Xn Leisure | All Rights Reserved' and 'CSS Design by G. Wolfgang | Adapted by Xn Leisure | Powered by Xn Leisure | W3C XHTML 1.0 | W3C CSS 2.0'.

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 screenshot shows the 'Registration Succeeded' page. The layout is identical to the previous screenshot, but the main content area now displays a confirmation message: 'Registration Succeeded'. The message reads: 'You have successfully registered your details, thank you. An email has been sent to your supplied email address with an activation link. Please follow the link to complete registration. Please remember to check your spam folder if the email does not arrive soon.' The 'Register' button is no longer visible. The 'Basket' section on the right still states 'Your basket is currently empty.' The footer at the bottom of the page is the same as in the previous screenshot.

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:

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

Account Activation

Please use the form below to activate your account.

Passwords are required to be a minimum of 6 characters in length.

Account Information

User name

Mother's Maiden Name

Password

Confirm password

Activate

Basket

Your basket is currently empty.

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You will then see an Activation confirmation screen and be logged into the system.