

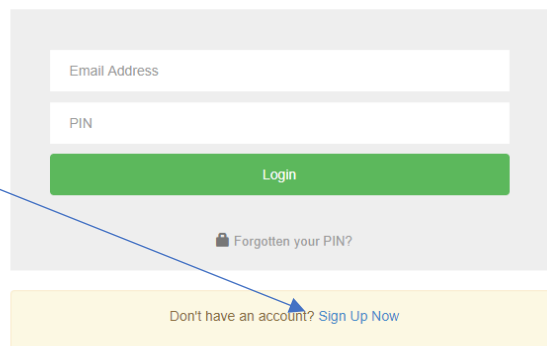
Step by step guide for booking parties online

1. Click on sign up now if you don't already have a membership/pay as you go subscription

Book Online



Login

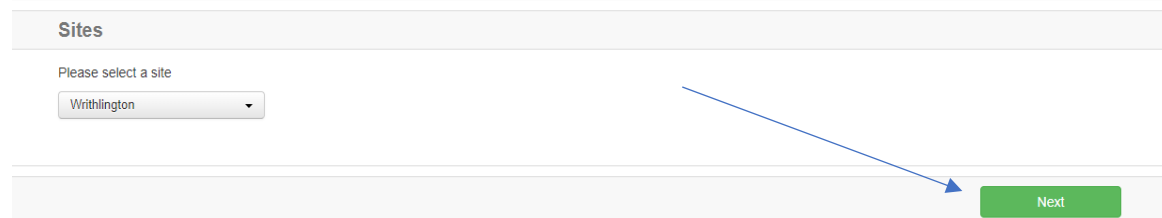


The screenshot shows a login form with the following elements:

- Email Address input field
- PIN input field
- Green Login button
- Forgotten your PIN? link
- Don't have an account? Sign Up Now link (highlighted with a blue arrow)

2. Doesn't matter which site because the PAYG covers both sites. Click next

Join Online



The screenshot shows the 'Join Online' form with the following elements:

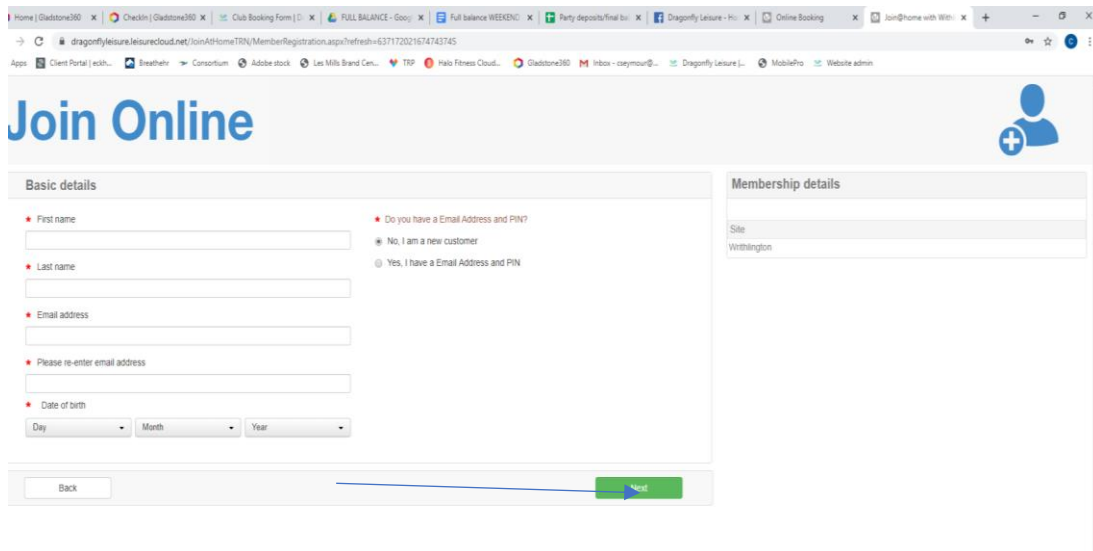
- Sites section with a dropdown menu labeled 'Please select a site' and 'Writhlington' selected.
- Next button (highlighted with a blue arrow)

Web: www.dragonflyleisure.co.uk

Email: parties@dragonflyleisure.co.uk

Step by step guide for booking parties online

3. Enter your details on the next screen and click next



The screenshot shows a web browser window with the URL `dragonflyleisure.leisurecloud.net/JoinAtHomeTRN/MemberRegistration.aspx?refresh=637172021674743745`. The page title is "Join Online". The form is divided into two main sections: "Basic details" and "Membership details".

Basic details:

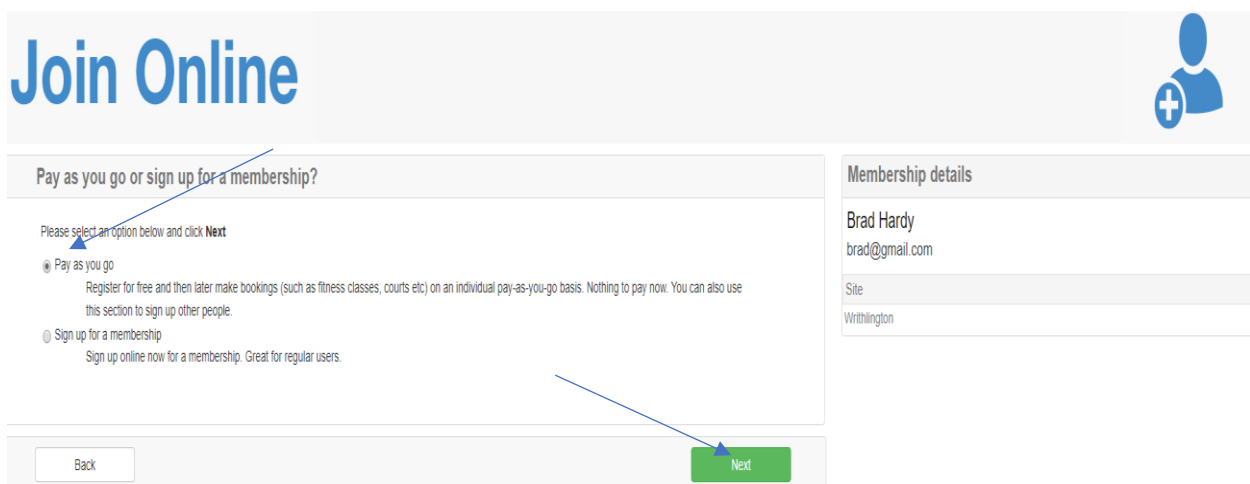
- First name:
- Last name:
- Email address:
- Please re-enter email address:
- Date of birth: Day , Month , Year
- Do you have an Email Address and PIN?
 - No, I am a new customer
 - Yes, I have an Email Address and PIN

Membership details:

- Site:

At the bottom of the form, there are "Back" and "Next" buttons. A blue arrow points from the "Next" button in this screenshot to the "Next" button in the following screenshot.

4. Select pay as you go and click next



The screenshot shows the "Join Online" page with the "Pay as you go or sign up for a membership?" section highlighted. The "Membership details" section on the right shows the user's name and email address.

Pay as you go or sign up for a membership?

Please select an option below and click **Next**

- Pay as you go
Register for free and then later make bookings (such as fitness classes, courts etc) on an individual pay-as-you-go basis. Nothing to pay now. You can also use this section to sign up other people.
- Sign up for a membership
Sign up online now for a membership. Great for regular users.

Membership details:

- Brad Hardy
- brad@gmail.com
- Site:

At the bottom of the form, there are "Back" and "Next" buttons. A blue arrow points from the "Next" button in this screenshot to the "Next" button in the following screenshot.

Web: www.dragonflyleisure.co.uk

Email: parties@dragonflyleisure.co.uk

Step by step guide for booking parties online

5. You will then need to complete the mandatory details on the next screen

Join Online

Add or amend your personal details

Name: Brad Hardy

Gender: [Dropdown]

Title: [Dropdown]

Date of birth: 9 September 1980

Address: [House No.][Postcode] [Look up]

Address 1: [Text]
Address 2: [Text]
Address 3: [Text]
County: [Text]
Postcode: [Text]

Email: brad@gmail.com

Main phone: [Text] Home [Dropdown]

Secondary phone: [Text] Mobile [Dropdown]

Other

How Did You Hear About Us: [Nothing selected]

Reason For Joining: [Nothing selected]

Emergency Contact Name: [Text]
Emergency Contact Number: [Text]

Membership details

Brad Hardy
brad@gmail.com
Site: Withington

6. And then click next

Postcode: [Text]
Country: [Text]

How would you like to be contacted?

Email X
Mail X
SMS X
Social Media X
Telephone X

What would you like to be contacted about?

Marketing X
Opt in to receive information regarding offers, discounts, newsletters and class time-table changes

By entering into the contract with us you agree to receiving communication regarding your accounts, subscriptions, and participating activities. You may receive service messages. Your data may be shared with third parties for agreed data processing such as the collection of subscription fees. Please refer to our privacy policy for more details.

I have read and agree to the terms and conditions.
 I have read and agree to the privacy policy.

Back [Next]

Web: www.dragonflyleisure.co.uk

Email: parties@dragonflyleisure.co.uk

Step by step guide for booking parties online

7. That is the joining process done and now you can click on the book now button which will direct you to the booking process

Join Online

Finish

[Print membership details](#)

Thanks. The membership registration process is now finished.
We have sent the following information by email:

- Online booking login ID and instructions on how to use it. This login ID will allow you to log in and book online for classes, courts and other activities.

Once you have read and understood your membership details we recommend that you close this window to keep your details private.
[Close window](#)

BOOK NOW

[Print membership details](#)

Mr Brad Hardy

Membership details


Member ID:	1028198
Registration date:	25 February 2020
Site:	Writhlington


Personal details

Date of birth	09 September 1980
Email	brad@gmail.com
Phone (mobile):	07845698236
Address	Test BA3 3LB


8. Please ensure you click the advanced search down arrow

Book Online





Home Make a Booking Manage Bookings  Basket

Search

QuickBook 


Book one of these Classes or Activities again

Upcoming Bookings 

Search 

What's on at

Writhlington

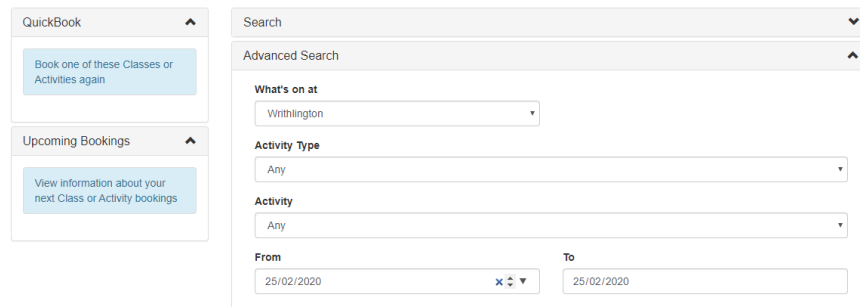
Advanced Search 

Web: www.dragonflyleisure.co.uk

Email: parties@dragonflyleisure.co.uk

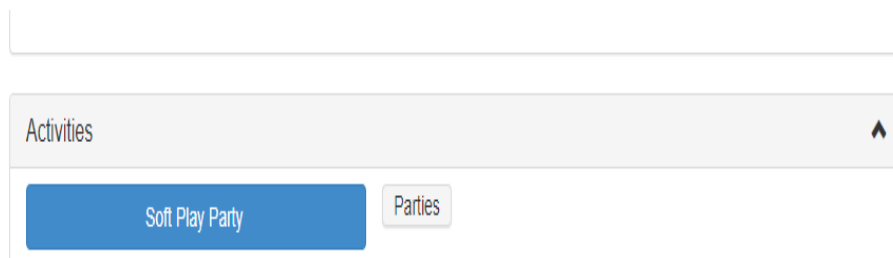
Step by step guide for booking parties online

9. Choose the relevant details from the drop-down menus. All parties will show regardless of which site you choose.



The screenshot shows a search interface with two main sections. On the left, there are two expandable panels: 'QuickBook' with a button 'Book one of these Classes or Activities again' and 'Upcoming Bookings' with a button 'View information about your next Class or Activity bookings'. On the right, there is a 'Search' section with an 'Advanced Search' dropdown. Below this, there are three dropdown menus: 'What's on at' (set to 'Writhlington'), 'Activity Type' (set to 'Any'), and 'Activity' (set to 'Any'). At the bottom, there are 'From' and 'To' date fields, both set to '25/02/2020'.

10. Click on the party activity you have selected



The screenshot shows a section titled 'Activities' with an upward-pointing arrow. Below the title, there are two buttons: a blue button labeled 'Soft Play Party' and a grey button labeled 'Parties'.

Step by step guide for booking parties online

11. You will then see the available slots to book, click on the available slot

07:00	Not Available	Not Available
08:00	Not Available	Not Available
09:00	Not Available	Not Available
10:00	Not Available	Not Available
11:00	Not Available	Not Available
12:00	Not Available	Not Available
13:00	Not Available	Not Available
14:00	Not Available	Not Available
15:00	Not Available	Not Available
16:00	Available	Available
17:00	Not Available	Not Available
18:00	Not Available	Not Available
19:00	Not Available	Not Available
20:00	Not Available	Not Available
21:00	Not Available	Not Available

Availability status information

Available

Not available

My booking(s)

Step by step guide for booking parties online

12. Please check the date is correct and select the slot

Select Slot

Select the day and timeslot to view the specific availability

Soft Play Party

◀ Sat 06 Jun ▶

Soft Play 1

16:00

Soft Play 2

16:00

Availability status information

Available

Not available

My booking(s)

13. Complete your booking by clicking book and checkout

Complete Your Booking

Soft Play Party [Soft Play 2]

Sat 6 Jun, 16:00 (60 mins)

£125.00

Do you want to make this booking?

Add Additional Booking

Book & Checkout

Cancel

Web: www.dragonflyleisure.co.uk

Email: parties@dragonflyleisure.co.uk

Step by step guide for booking parties online

14. Finish the process by checking all details and click on pay with card

Your Basket

Total to Pay
£125.00

[Pay with Card](#)

Description	Amount
<input checked="" type="checkbox"/> Soft Play Party Sat 6 Jun, 16:00 (60 mins) Ref: 10011621	£125.00
Sub total	£125.00
Total to pay	£125.00
Pay with Card	

Once you have made the payment and the party is booked you will receive immediate email confirmation of the booking and payment, and a member of the party team will also follow up with an email with all of the details you will need with regards to catering and party bags (if applicable) and confirming final numbers.

Please allow 24 working hours for the follow up email from the party team.