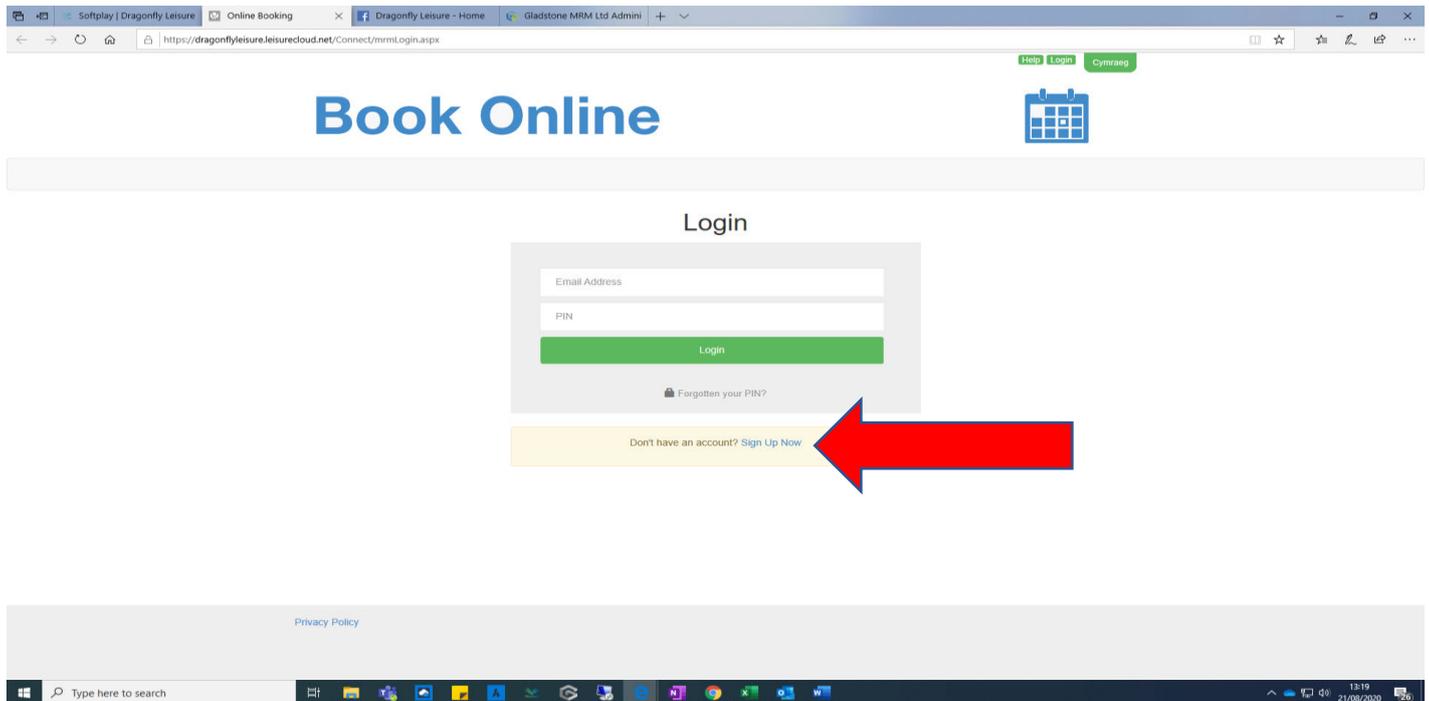


## How to Register and book a badminton court

### Step 1

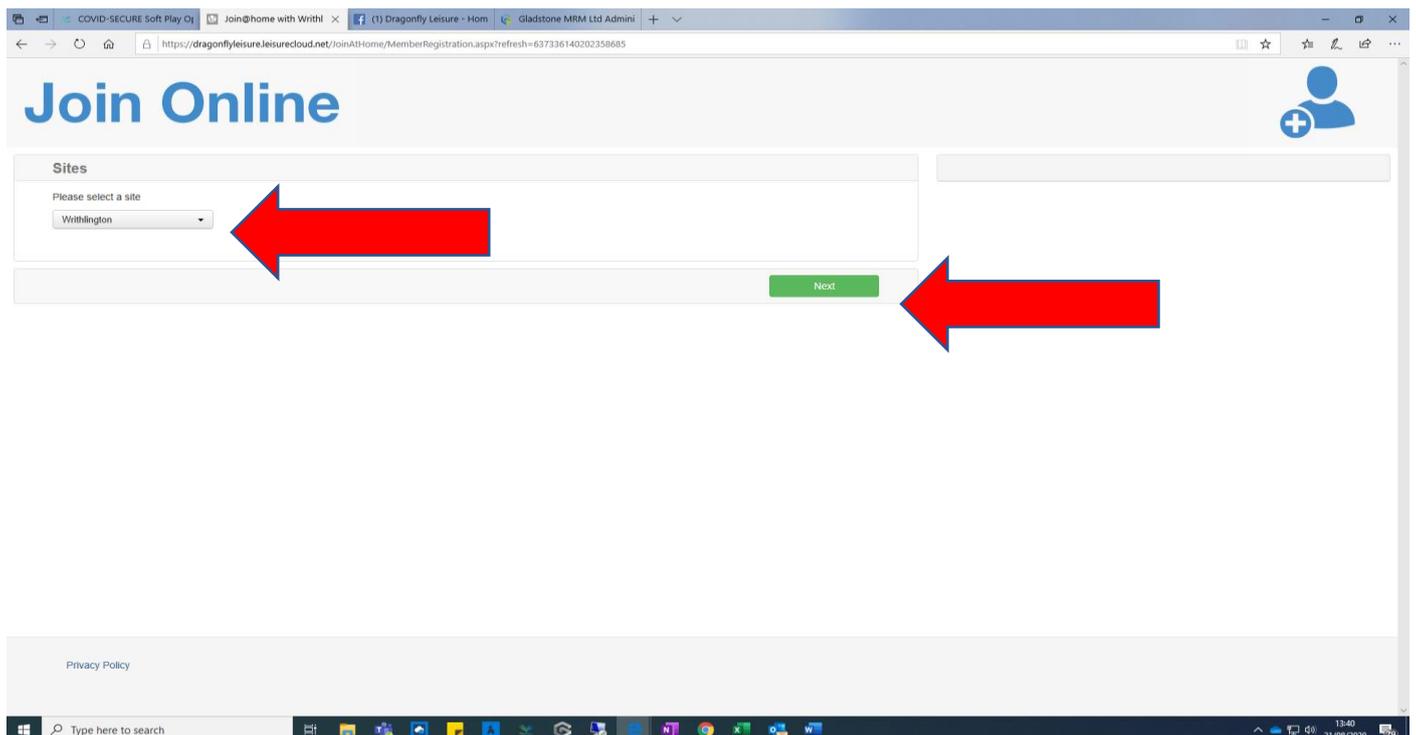
If you're not already registered on our system, click 'sign-up now'. Everyone, including children aged 3 or older need to be registered for track and trace / occupancy requirements.

Please note that if you already have an account and don't know your password, click on "forgotten your password" and follow the instructions. If your email isn't on our system but the system finds you, we'll need to add it to your account so they can be linked. Please either email us at [enquiries@dragonflyleisure.co.uk](mailto:enquiries@dragonflyleisure.co.uk) or private message us on facebook.



### Step 2

Select Writhlington as your preferred site, then click next



### Step 3

Complete the required fields and click next

**Join Online**

**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: Midsomer Norton

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Privacy Policy

### Step 4

Select Pay as you go and click next

**Join Online**

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**

Matt Newington  
mncwingtonwise@gmail.com

Site: Midsomer Norton

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Privacy Policy

## Step 5

Populate required fields and click next

The screenshot shows a web browser window with the URL <https://dragonflyleisureleisurecloud.net/JoinAll/home/MemberRegistration.aspx?refresh=637336129161365757>. The page title is "Join Online". The form is titled "Add or amend your personal details" and contains the following fields:

- Name: Matt Newington
- Gender: [Dropdown menu]
- Title: [Dropdown menu]
- Date of birth: 1 January 1987
- Address: House No. [Input], Postcode [Input], [Look up button]
- Address 1, Address 2, Address 3, Country, Postcode [Input]
- Email: mnewingtonwise@gmail.com
- Main phone: [Input] (Home dropdown)
- Secondary phone: [Input] (Mobile dropdown)
- Other: How Did You Hear About Us [Nothing selected], Reason For Joining [Nothing selected], Emergency Contact Name [Input], Emergency Contact Number [Input]

Membership details on the right side of the page:

- Membership details: Matt Newington, mnewingtonwise@gmail.com
- Site: Midsomer Norton

## Step 6

Your registration is complete! Click on the 'Book Now' button.

Please note you will receive an automated email (please check spam folder) confirming your registration. This will include details on how to access your password for future bookings.

The screenshot shows the "Finish" page of the registration process. The page title is "Join Online". The main heading is "Finish". There is a "Print membership details" button. The text reads: "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." A large red arrow points to a "BOOK NOW" button. Below this is another "Print membership details" button. The user's name is "Mr Matt Newington".

**Membership details**

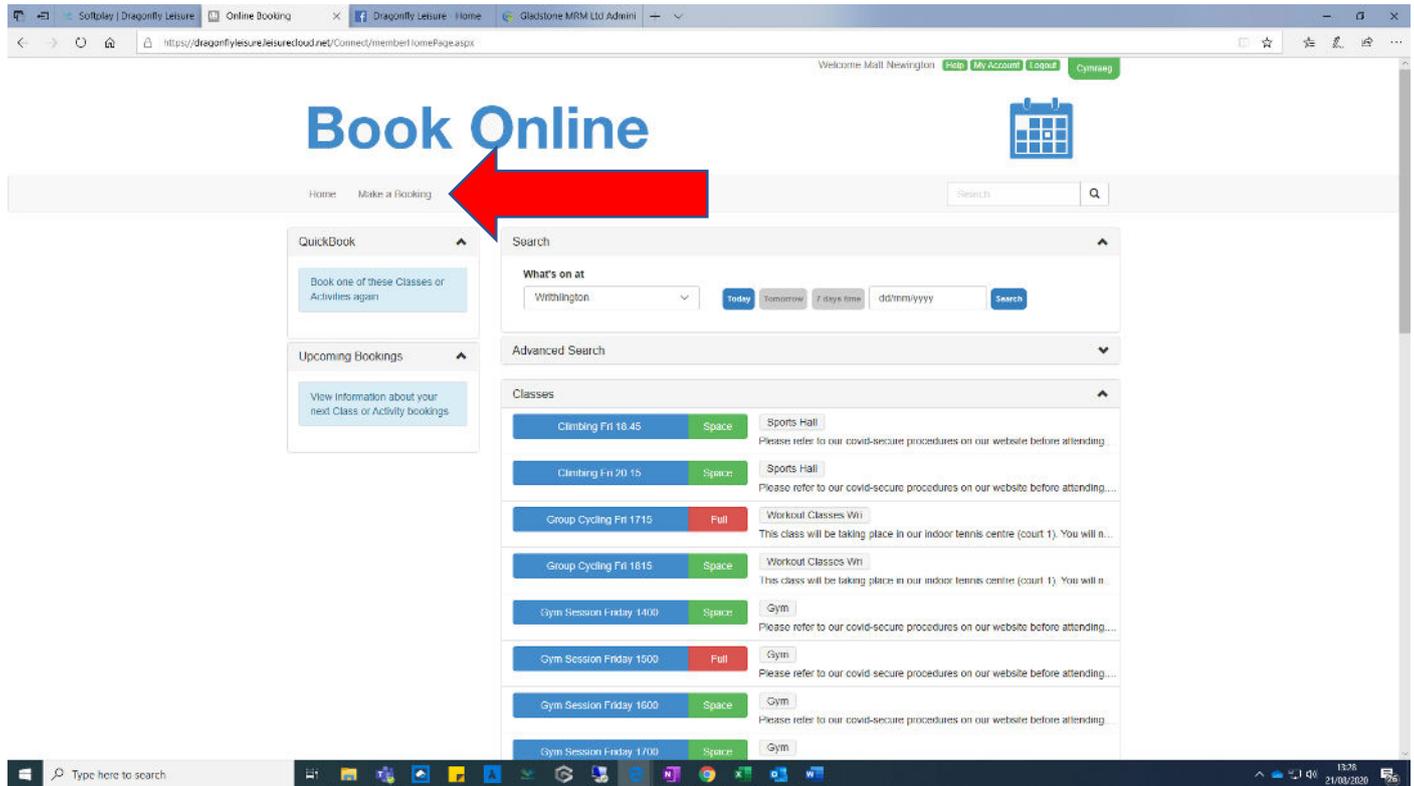
Member ID:	2004970
Registration date:	21 August 2020
Site:	Midsomer Norton

**Personal details**

Date of birth:	01 January 1987
Email:	mnewingtonwise@gmail.com
Phone (home):	01761252631
Address:	Dragonfly Leisure Wittington Knobsbury Lane BASING

## Step 7

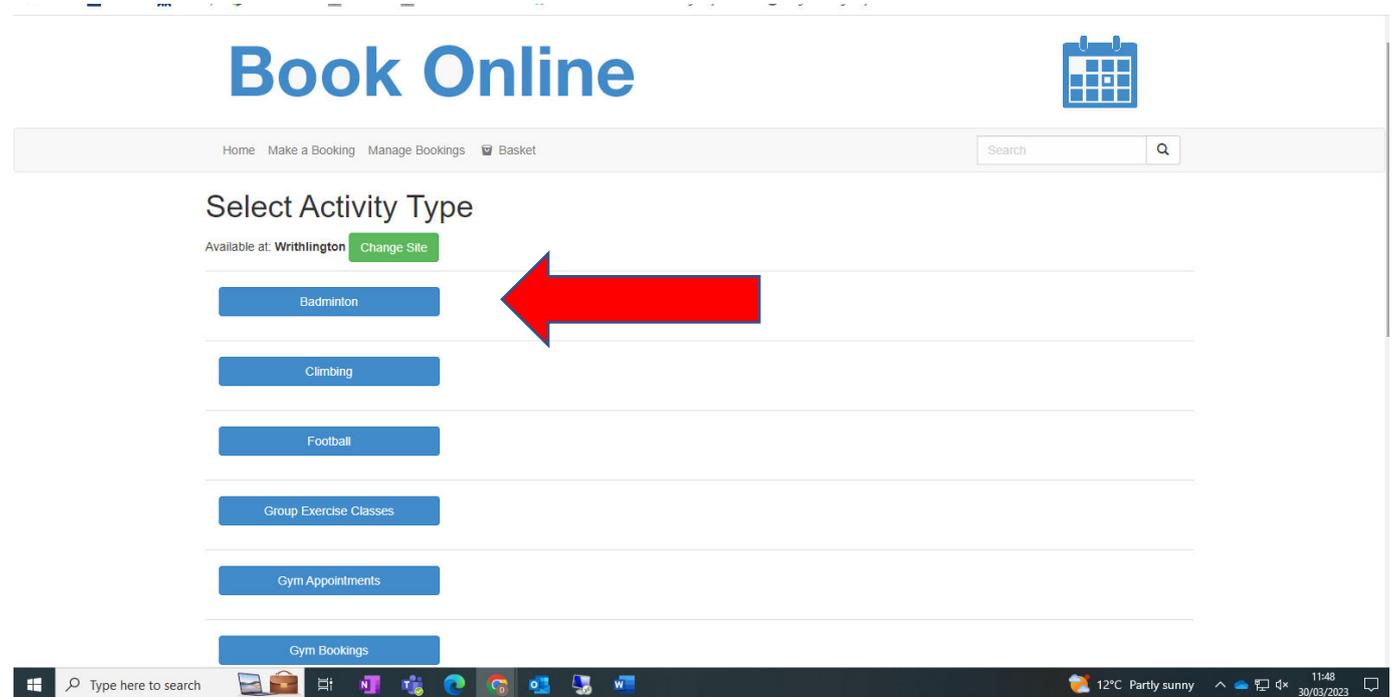
Click on 'Make a Booking'



The screenshot shows the 'Book Online' website interface. At the top, there is a navigation bar with 'Home' and 'Make a Booking' links. A red arrow points to the 'Make a Booking' link. Below the navigation bar, there is a search bar and a 'Search' button. The main content area is divided into several sections: 'QuickBook' with a button to 'Book one of these Classes or Activities again', 'Upcoming Bookings' with a button to 'View Information about your next Class or Activity bookings', and a 'Classes' section listing various activities with their status (Space or Full). The 'Classes' section includes items like 'Climbing Fri 18.45', 'Climbing Fri 20.15', 'Group Cycling Fri 17.15', 'Group Cycling Fri 18.15', 'Gym Session Friday 14.00', 'Gym Session Friday 15.00', 'Gym Session Friday 16.00', and 'Gym Session Friday 17.00'. Each class entry has a status indicator (Space or Full) and a brief description.

## Step 8

Click on the 'Badminton' button – this will show all available times.



The screenshot shows the 'Select Activity Type' page on the 'Book Online' website. The page title is 'Select Activity Type' and it indicates the location is 'Available at: Writhlington'. There is a 'Change Site' button. Below this, there is a list of activity types represented by blue buttons: 'Badminton', 'Climbing', 'Football', 'Group Exercise Classes', 'Gym Appointments', and 'Gym Bookings'. A red arrow points to the 'Badminton' button. The top navigation bar includes 'Home', 'Make a Booking', 'Manage Bookings', and 'Basket' links, along with a search bar.

## Step 9

Select the time you would like to book a badminton court, then select your preferred court.

## Badminton

	Thu 30 Mar	Fri 31 Mar	Sat 01 Apr	Sun 02 Apr	Mon 03 Apr	Tue 04 Apr	Wed 05 Apr
08:30	Not Available						
09:30	Not Available						
10:30	Not Available						
11:30	Not Available						
12:30	Not Available						
13:30	Not Available						
14:30	Not Available						
15:30	Not Available						
16:30	Not Available	Available					
17:30	Not Available	Available					
18:30	Not Available						
19:30	Not Available						
20:30	Not Available	Available	Not Available	Not Available	Available	Not Available	Available
21:30	Available	Available	Not Available	Not Available	Available	Available	Available

**Please note you CAN register family members under the same email address.**

**Linking Accounts – we can link accounts allowing a ‘lead’ family member to make bookings on behalf of other family members under a single login. Please note, this is only available via our website booking portal and cannot be done on the app. Please direct message us on facebook or email us at [enquiries@dragonflyleisure.co.uk](mailto:enquiries@dragonflyleisure.co.uk) stating the following:**

- 1. Main bookings account – name and email address. This will be the primary booking account.**
- 2. The accounts you want to link – names including D.O.B (for identification purposes).**

**Alternatively, you can login to individual accounts by using the email address and unique password number registered for that account.**

## **Our App**

The majority of our customers find our app much easier to use when making bookings (single bookings). Please search DragonflyLeisure in the App or play stores – this is a free app!

The app will ask you to login using your email address and password. Remember logins are individual, you will not be able to access or make bookings for other family members until you log off and log back in using their unique password.

Please email us at [enquiries@dragonflyleisure.co.uk](mailto:enquiries@dragonflyleisure.co.uk) or private message us on our facebook page and a member of staff will contact you to assist.