<u>Step 1</u>

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 <u>enquiries@dragonflyleisure.co.uk</u> or private message us on facebook.

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Step 2

Select Writhlington as your preferred site, then click next

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<u>Step 3</u>

Complete the required fields and click next

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<u>Step 4</u>

Select Pay as you go and click next

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Step 5

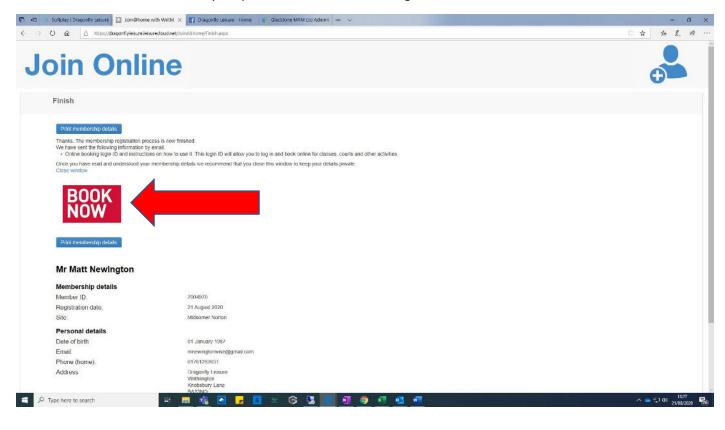
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Step 6

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.



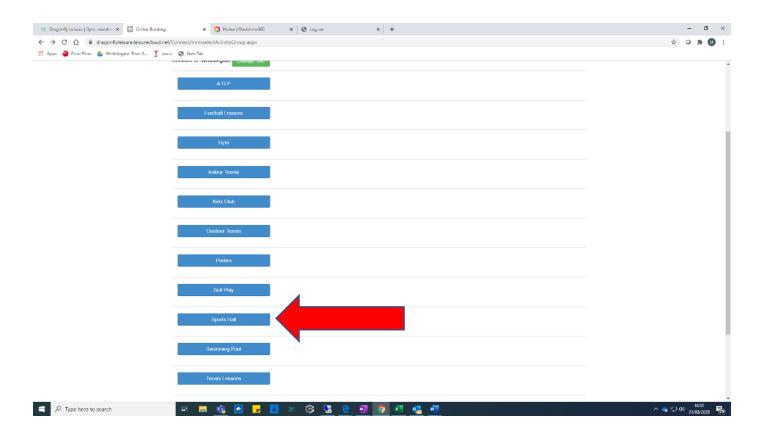
<u>Step 7</u>

Click on 'Make a Booking'

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		Gym Session Friday 1600 Space	Gym Please refer to our covid-secure procedures on our website before attending			
		Gym Session Enday 1700 Space	Gym			

<u>Step 8</u>

Click on the 'Sports Hall' button - select the time you want to climb and the system will show all available dates.



Step 9 - repeat this process for other family members not already registered on our system.

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

<u>Linking Accounts – we can link accounts allowing a 'lead' family member to make bookings on behalf of other</u> 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 stating the following:

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

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

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 <u>enquiries@dragonflyleisure.co.uk</u> or private message us on our facebook page and a member of staff will contact you to assist.