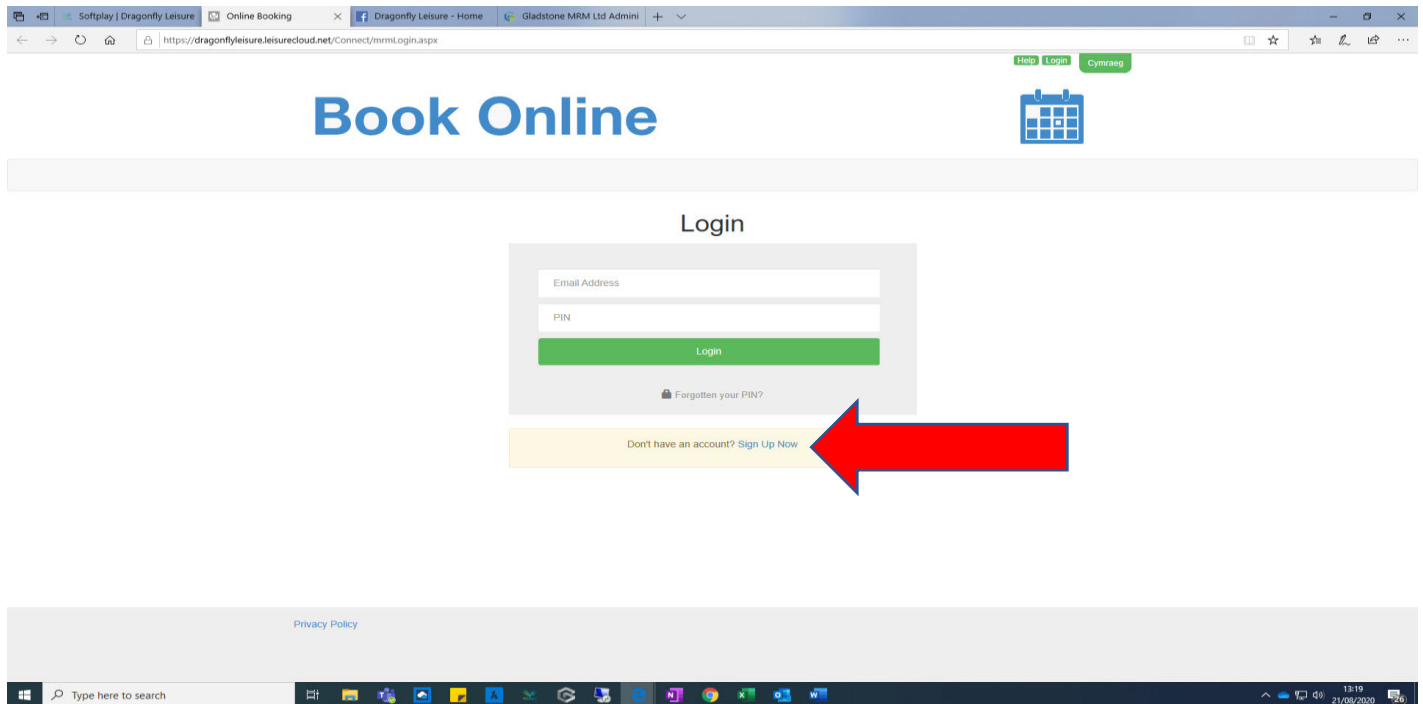


## How to Register and book a tennis court

### Step 1

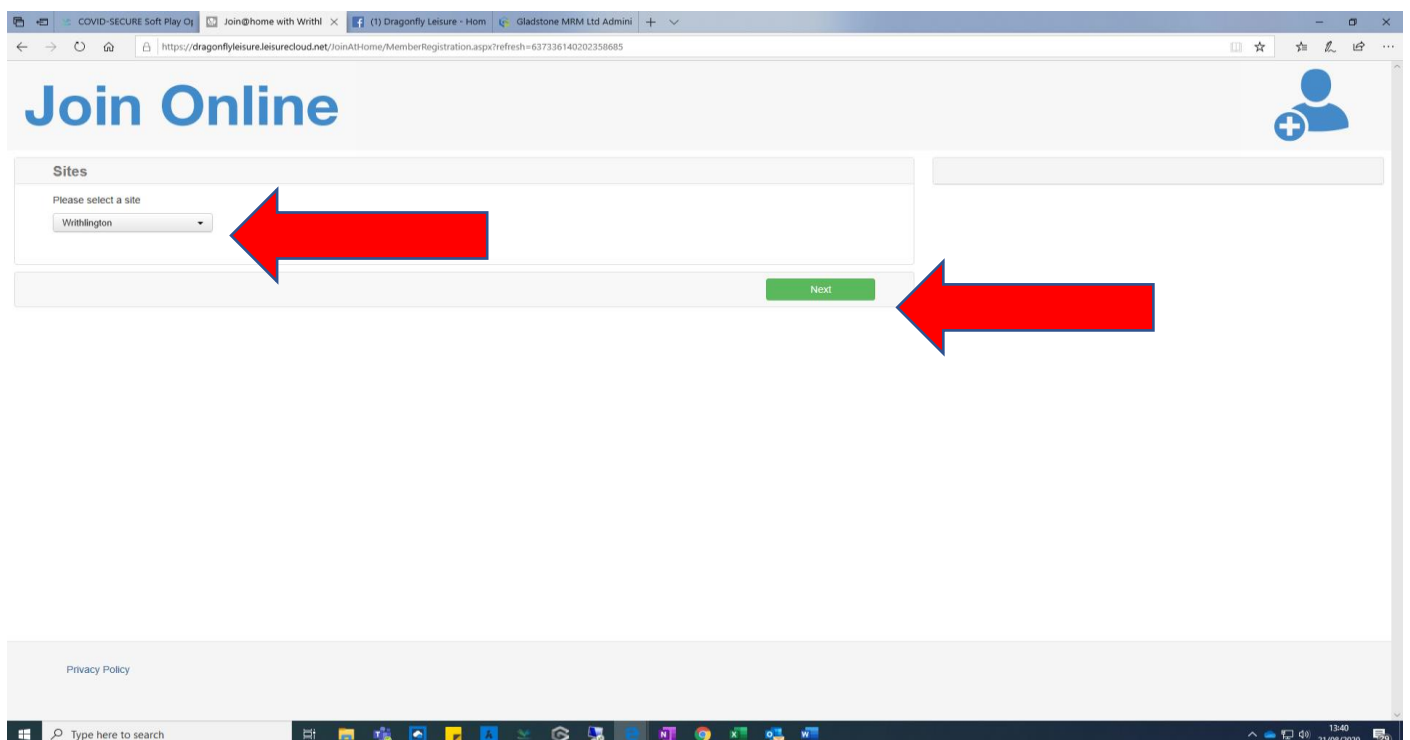
If you're not already registered on our system, click 'sign-up now'. Everyone, including children aged 3 or older need to be registered for track and trace / occupancy requirements.

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

Back Next

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

Back Next

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".

**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:** [Input]  
**Address 2:** [Input]  
**Address 3:** [Input]  
**Country:** [Input]  
**Postcode:** [Input]

**Other:**

**Email:** mnewingtonwise@gmail.com

**Main phone:** [Input] Home [Dropdown]  
**Secondary phone:** [Input] Mobile [Dropdown]

**Membership details:**

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

**How Did You Hear About Us:** [Nothing selected]

**Reason For Joining:** [Nothing selected]

**Emergency Contact Name:** [Input]  
**Emergency Contact Number:** [Input]

## 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".

**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 Matt Newington**

**Membership details**

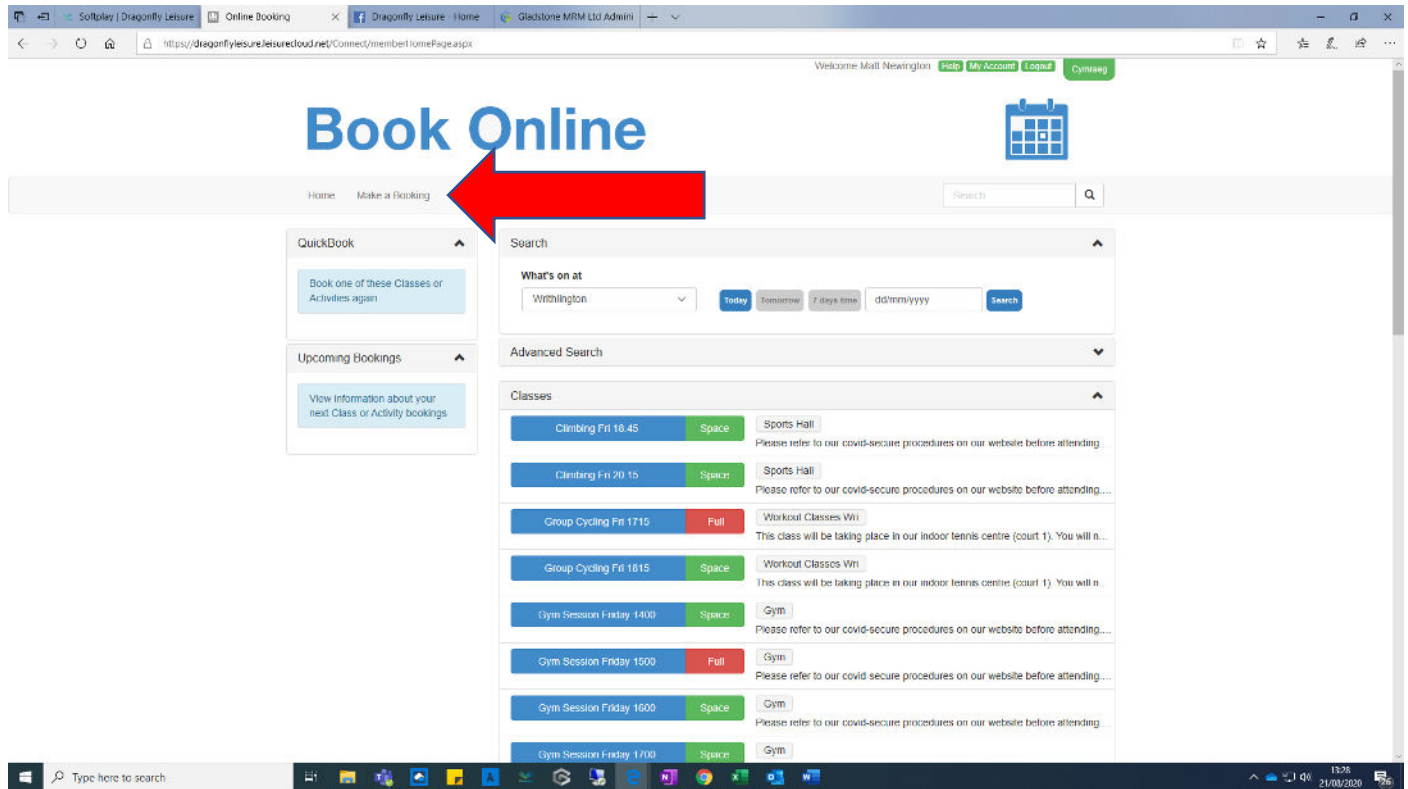
|                    |                 |
|--------------------|-----------------|
| Member ID:         | 2004970         |
| Registration date: | 21 August 2020  |
| Site:              | Midsomer Norton |

**Personal details**

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

## Step 7

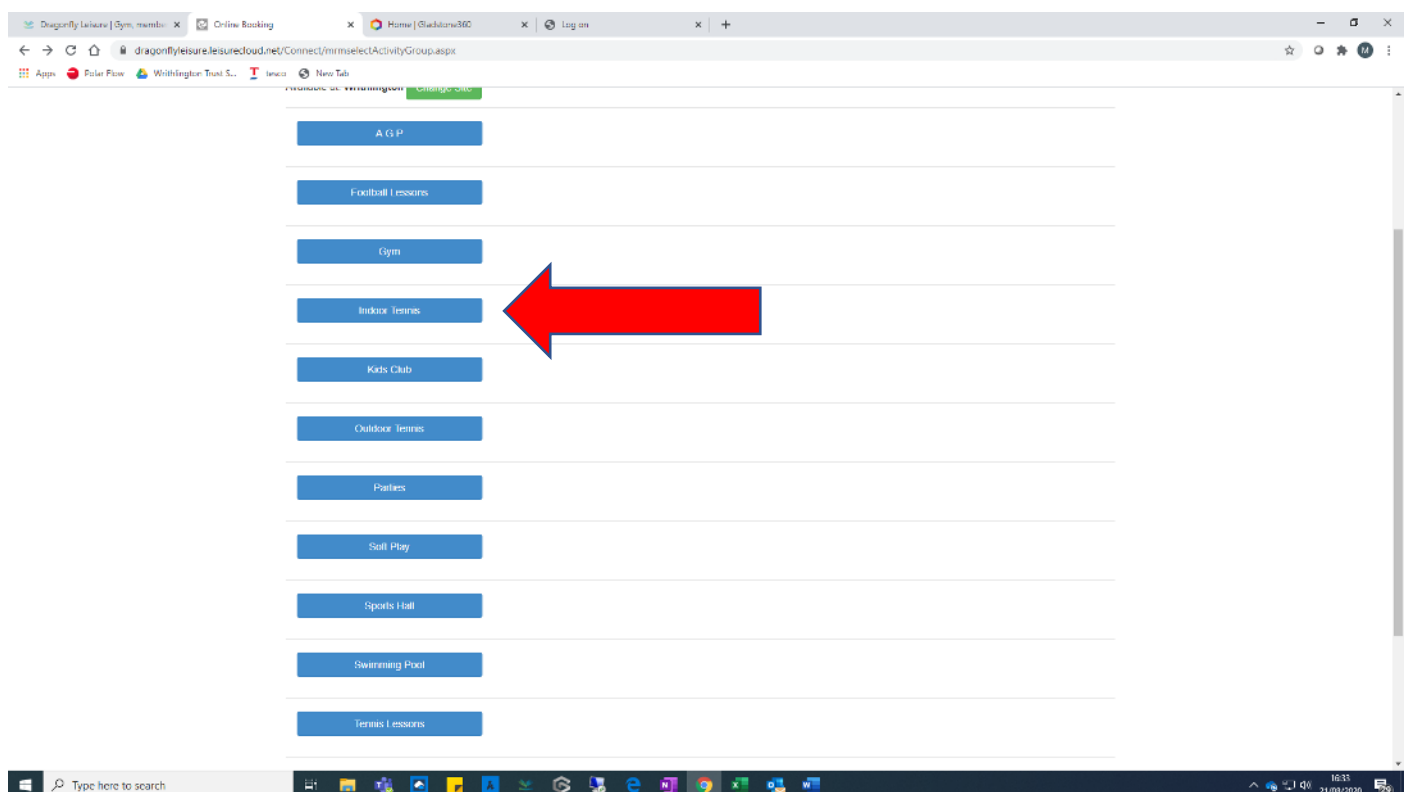
Click on 'Make a Booking'



The screenshot shows the 'Book Online' page for Dragonfly Leisure. The main heading is 'Book Online' in large blue text. Below it, there are navigation links for 'Home' and 'Make a Booking', with a red arrow pointing to the latter. A search bar is visible on the right. The page 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', 'Search' with a dropdown menu set to 'Withington' and buttons for 'Today', 'Tomorrow', '7 days time', and a date input field, and 'Advanced Search'. The 'Classes' section lists various activities with their status: 'Climbing Fri 18.45' (Space), 'Climbing Fri 20.15' (Space), 'Group Cycling Fri 17.15' (Full), 'Group Cycling Fri 18.15' (Space), 'Gym Session Friday 14.00' (Space), 'Gym Session Friday 15.00' (Full), 'Gym Session Friday 16.00' (Space), and 'Gym Session Friday 17.00' (Space). Each class entry includes a brief description and a 'Book' button.

## Step 8

Click on the 'Indoor Tennis' button – this will show all available times then select the time you want to book a tennis court.



The screenshot shows a page with a list of activity categories as blue buttons: 'A & P', 'Football Lessons', 'Gym', 'Indoor Tennis', 'Kids Club', 'Outdoor Tennis', 'Paddles', 'Soft Play', 'Sports Hall', 'Swimming Pool', and 'Tennis Lessons'. A red arrow points to the 'Indoor Tennis' button.

**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.**

**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.