

## How an Online Member creates a Contact Group and Book a Course

1. Sign into your Online Account on the website or Log into your app, select the Online Account tile, this will take you into our Online Website.

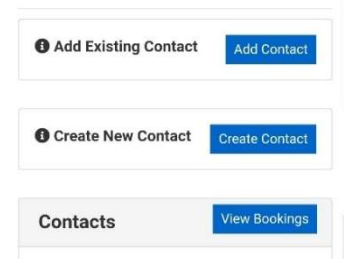


2. Click on View My Groups



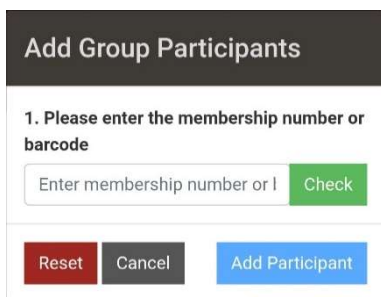
3. If you know your family member already has an account click on 'Add Contact'. You will need to know their member account number. You will be asked for personal information about that family member. **Note** every time you add a member different personal question will be asked.

### My Family Members



4. If they don't have an account, you will need to choose 'Create Contact'. Complete the required information.

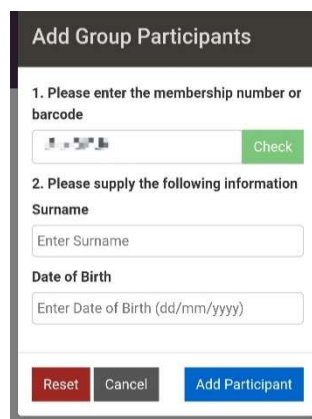
5. Enter member number, select check then 'Add Participant'. Once you move on to the next section, enter the information they have asked you, in this case it was Surname and DOB, then select 'Add Participant'.



**Add Group Participants**

1. Please enter the membership number or barcode

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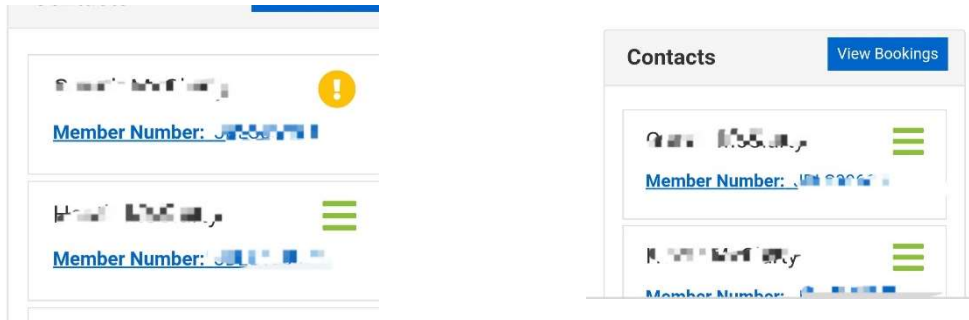
2. Please supply the following information

**Surname**

**Date of Birth**

Enter Date of Birth (dd/mm/yyyy)

6. Once the member has been added they will show up in your contact list as below, the exclamation mark means the account needs verified by a member of staff. Please email [leisure.onlinebookings@causewaycoastandglens.gov.uk](mailto:leisure.onlinebookings@causewaycoastandglens.gov.uk) to ask for your family member(s) to be verified, or alternatively verifications will be done automatically within 24hrs (not including Bank Holidays). Once the account has been verified your contact list will have 3 green lines against the name.



7. You can now book anyone on your contact group into any Courses/Schemes/Activities that the centres will be running as long as they have been made available online.