Existing Tone Zone Member Signing in to Online Services for the 1st Time

On the main registration page, choose the ‘Register’ option for existing members

The member registration box will now open. In this box enter the email you used to set up your membership at your local leisure centre. (If the centre doesn’t have your current email address, call the centre to update your member information or check on your next visit)

Now enter the password you want to use to access the online service.
Click on the ‘terms and conditions not accepted’ box, to open the terms and conditions information. Choose ‘accept’ to continue.

The terms & conditions bar will now be green. Choose the ‘register’ button. If you have already set up an online account and used the email you have entered you will be notified. Input another email if this is a mistake then press the ‘register’ button.
A message box will appear as follows:

```
Registration Successful

Thank you for registering with us. You will shortly receive a confirmation email. Follow the instructions detailed in the email and your registration will then be verified. If you do not receive this email, check your Junk Mail folder and add the email address to your Safe List.

You will have 24 hours to verify your registration after which the link will expire. You will then need to register again.
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Go to your email used to register your account and click on the ‘verify your registration’ link.

From: <noreply@legendware.co.uk>
Date: 17 January 2019 09:32:50 GMT
To: <>
Subject: Verify your registration

```
Verify your registration

Dear

Thank you for registering for use of . To complete the process, please verify your registration.

Regards
```
This will take you back to the website and the registration confirmation box will now appear. Use the password you set up previously to enter the site. Your email address will already be on the screen.

This will open the second registration confirmation box where you will link to your membership.

To continue to register your membership for online use you are required to input your membership number or barcode number.
• **Membership Number** – You can get this information at your nearest leisure centre when you swipe in at reception. Just ask the member of staff if they could let you know your member number.

• **The barcode number** - is on the back of your membership card. In this case SL123456 would be added to the Member Number/Barcode box.

You must also input one other piece of information relating to your membership. Either Postcode, Date of Birth or Phone Number. Please note this information has to be accurate on your membership information obtained by the centre. If it is not up to date please contact the centre to update your personal information on your membership.

Once you have entered your barcode or member number and one other piece of up to date information choose the ‘**Confirm**’ button

You will receive a confirmation email at this time, however are not required to go to this email to continue, the next step will automatically appear on screen.

**Your membership confirmation**

Dear,

Thank you for registering with [https://midlothian.legendonlineservices.co.uk/enterprise/account/login](https://midlothian.legendonlineservices.co.uk/enterprise/account/login).

As an existing member you can now enjoy benefits in the [online portal](https://midlothian.legendonlineservices.co.uk/enterprise/account/login), such as:

• viewing your usage
• updating your personal details
• renewing your membership.

Regards
The registration successful box will appear, choose the ‘log in’ button.

This will return you to the main log in page for online services, use your email and password to log in to your account, in the ‘login’ box

Once logged in you will be able to browse and book classes at any of our centres