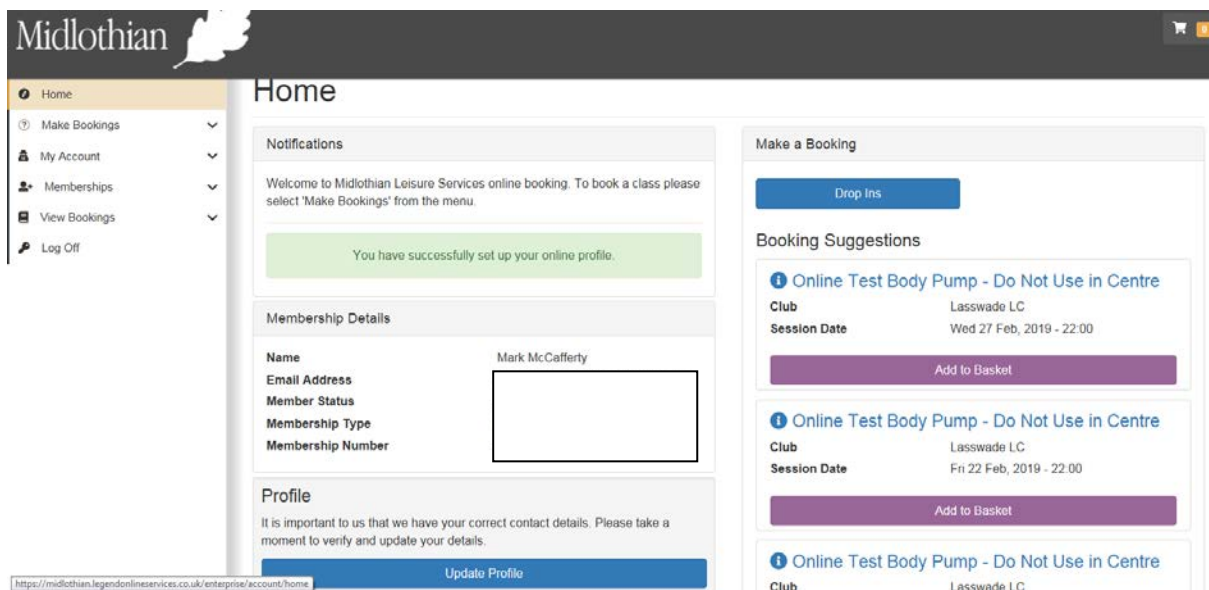


Using the Online Booking System

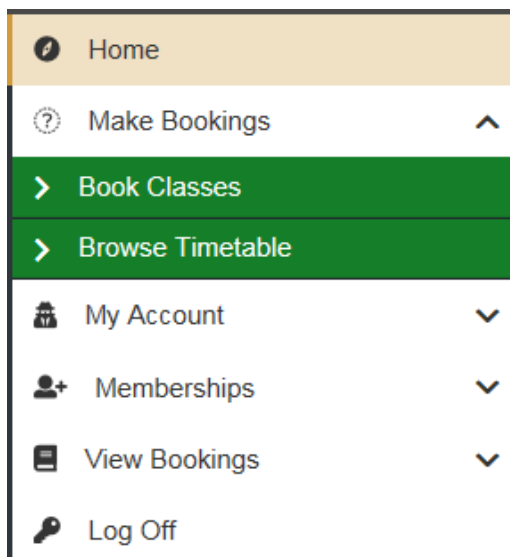
Once logged into the website you will see your 'Home' Page

On the left hand side are the drop down menus, in the centre of the page is a notifications box and membership details, and on the right hand side under 'Make a Booking' you may see a list of classes you attend regularly. If you choose the 'Drop In' button this will open the book classes' page.



Booking Classes – There are 2 options on the make a booking drop down menu, they are:

- Book Classes
- View Timetable



Book Classes

If you choose the 'Book Classes' option the online booking page will open.

Online Booking

Clubs

centres

× Lasswade LC (Home) ×

Activities

Please select a club and category before you can select an activity

Category

Classes

[View Timetable](#)

Initially the box headed 'Clubs/centres' will have your home club already populated i.e. the centre you joined at. To change the centre you want to view or add multiple centre, simply click in this box and add/remove centres.

Online Booking

Clubs

centres

× Lasswade LC (Home) × Newtongrange LC × Newbattle Comm ×

Gorebridge LC

Newtongrange LC

Pool/Dry RG

Loanhead LC

Newbattle Comm

Penicuik LC

Next choose 'Classes' in the category box, this will open the activities box and show all the types of classes available to book online

Clubs

centres

Lasswade LC (Home)
 Newtongrange LC
 Newbattle Comm

Category

Classes

Activities

- Ab Attack
- Aerobics 50+
- Body Attack
- Body Balance
- Body Combat
- Body Pump
- Circuits
- Conditioning Class
- Cycle Zone
- Dance Fit
- Fat Burn Extreme
- Freestyle Fitness
- GRIT
- H.J.T.
- Healthy Hearts
- INSANITY

Scroll up/Down to choose specific classes you are interested in, and then press view timetable at the bottom of the class list

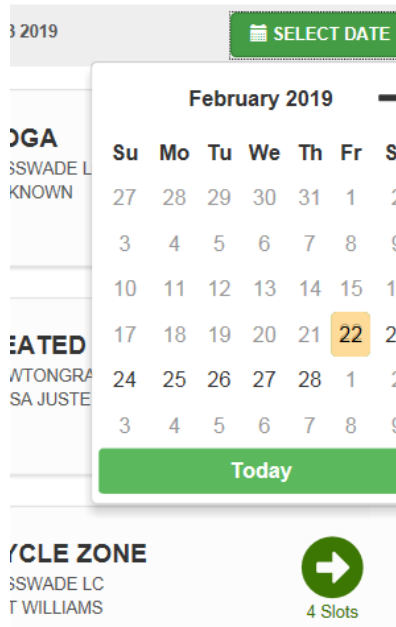
- PIYO
- Rig Class
- Seated Exercise
- Seated Pilates+Yoga
- Tai Chi
- Tums Bums & Thighs
- Yoga
- Zumba

[View Timetable](#)

This will bring up the classes you have chosen to look at (If you don't choose any classes and press view timetable, it will show all classes for that day relating to the centres you chose previously).

TODAY		TOMORROW		24 FEB 2019	
09:30 KETTLERCISE 45 MIN LASSWADE LC UNKNOWN ✖ Full	09:30 THIGHS, BUMS & TU... 60 MIN NEWBATTLE COMM ➔ 5 Slots	10:30 YOGA 90 MIN LASSWADE LC UNKNOWN ✖ Full			
10:30 METAFIT 30 MIN NEWBATTLE COMM ➔ 11 Slots	11:45 ZUMBA 50+ 60 MIN NEWBATTLE COMM ➔ 13 Slots	12:00 SEATED YOGA/PILA... 60 MIN NEWTONGRANGE LC LUISA JUSTE ➔ 11 Slots			
13:00 PILATES 75 MIN NEWTONGRANGE LC LUISA JUSTE ➔ 8 Slots	14:15 YOGA 60 MIN NEWTONGRANGE LC LUISA JUSTE ➔ 6 Slots	16:15 CYCLE ZONE 45 MIN LASSWADE LC CAT WILLIAMS ➔ 4 Slots			
17:30 METAFIT 30 MIN NEWBATTLE COMM ➔ 12 Slots	18:15 CYCLE ZONE 45 MIN NEWBATTLE COMM ➔ 9 Slots	22:00 ONLINE TEST BODY ... 60 MIN LASSWADE LC UNKNOWN ➔ 22 Slots			

You can choose the dates at the top to look at the next day, or the next 7 days for class bookings. (Classes can only be booked 7 days in advance) You can also select a specific date from the select date button



The class info will show the class name, time, class duration, centre name, instructor name if known and how many slots are still available in that class. A full class will have an orange circle/white cross against it if it is full.



If you choose a class it will show the class information and the cost for that class, with the option of adding this class to your basket. It will also show the cost of the class and the discount depending on which type of membership you have.

Online Test Body Pump - Do Not Use in Centre

Date	Friday, February 22nd 2019
Time	22:00
Description	Body Pump is a 45-60 minute class using barbells and adjustable weights to tone and condition muscles while raising metabolic rate for rapid fat burning. An induction for first time participants is required, please contact the centre for more details
Location	Lasswade LC

Price	£0.01
Discount	£0.01
Total	£0.00

[Close](#) [Add to basket](#)

You can close the class option at this point and continue to browse or choose add to basket, this will add the class to your basket, but you will not be booked in the class yet.

Online Test Body Pump - Do Not Use in Centre

Booking added to basket

Date	Friday, February 22nd 2019
Time	22:00
Description	Body Pump is a 45-60 minute class using barbells and adjustable weights to tone and condition muscles while raising metabolic rate for rapid fat burning. An induction for first time participants is required, please contact the centre for more details

[Close](#) [Continue to basket](#)

At this point you can continue to your basket and book yourself onto the class and pay if classes are not part of your membership option or you are a 'pay as you go' customer. Or you can close the box and continue to browse and add more classes.

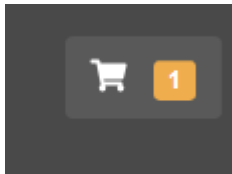
If you close to continue to browse you will see that the class now has a tick against it as it has been added to your basket.

TODAY TOMORROW 24 FEB 2019 [SELECT DATE](#)

16:15 CYCLE ZONE LASSWADE LC CAT WILLIAMS 45 MIN 3 Slots	22:00 ONLINE TEST BODY... LASSWADE LC UNKNOWN 60 MIN Added
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[Previous](#)

If you choose continue to basket it will take you to your basket, if after browsing you simply want to go to your basket and book the class, press the basket icon in the top right hand corner of the screen



Your basket will have the class/classes you have chosen, you can delete items from your basket by choosing the red cross on the basket item, this will remove that item from the basket. You can also choose book another and go back to view the timetable.

Shopping Basket

Online Test Body Pump - Do Not Use in Centre Lasswade LC	
Location	Lasswade LC
Date	22 Feb, 2019 22:00 - 23:00
Price	£0.00
Discount	£0.01

Discount	£0.01
Subtotal before tax	£0.00
Total to pay	£0.00

Total to pay now £0.00

[Continue](#)

[Book Another](#)

To book your place in the class, press continue, you will be asked to accept the T's & C's

I accept the terms & conditions *




[View Terms & Conditions](#)

Please accept the terms and conditions before proceeding


Accept the T's & Cs then press 'confirm'

You will now be booked onto the class. You can go book another class by choosing book another and also subscribe to the class being added to your own personal calendar on your phone/PC and send out a message on your social media platforms about your booking.

Thank you for your booking. Confirmation has been sent to your registered email address.
Transaction Date 22 Feb, 2019

Online Test Body Pump - Do Not Use in Centre Lasswade LC		  
Location	Lasswade LC	
Date	22 Feb, 2019 22:00 - 23:00	
Price	£0.00	
Discount	£0.01	

Discount	£0.01
Subtotal before tax	£0.00
Total	£0.00

 **Total** £0.00

[Book Another](#) ▾

Add bookings to your calendar

Click the link or copy the URL into your calendar application to have your bookings automatically added to your calendar.

[Subscribe](#)

You will also receive an email confirming your booking.

From: noreply@legendware.co.uk
Date: 22 February 2019 10:13:10 GMT
To:
Subject: Your Order Confirmation

The Lasswade Centre
9 Eskdale Drive
Bonnyrigg
EH19 2LA
0131 271 4533

Account Name: Online Testing
Account Number:
Transaction Number: 0
Transaction Date: 22/02/2019 10:13 AM

Activity	Online Test Body Pump - Do Not Use in Centre
Location	Dance Studio A
Date	22/02/2019 10:00 PM
Price	£0.00

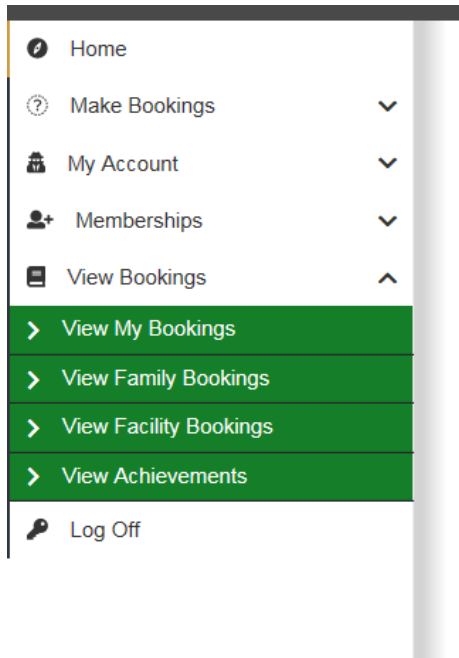
Cart Total

Subtotal before Tax: £0.00
Total Standard VAT: £0.00
Total Amount: £0.00

The Lasswade Centre

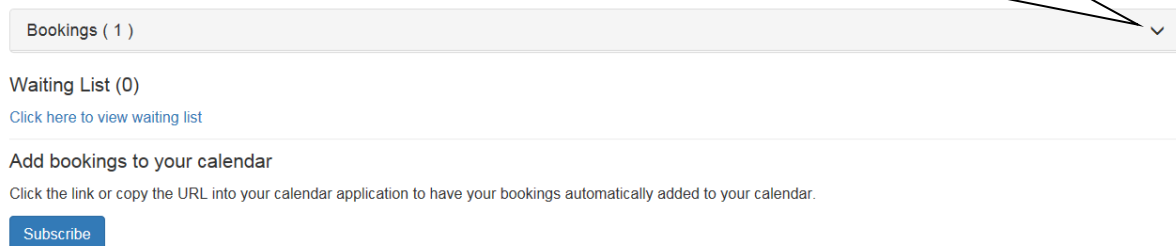
View Your Bookings

To view your bookings or cancel a booking you have made, choose the view bookings drop down menu on the left of the page and choose 'View My Bookings'

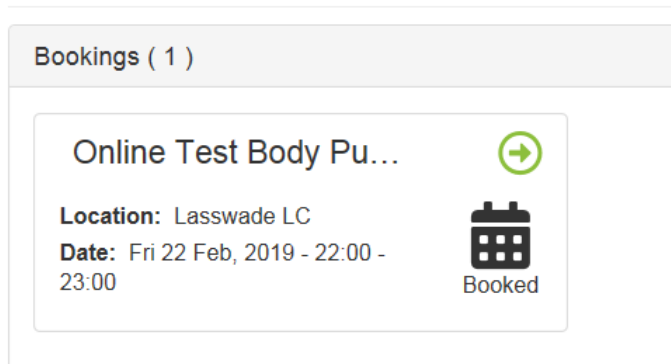


This will open your view bookings page, to view any bookings you have made choose the drop down option on the bookings bar

View Bookings



This will open your booking/bookings



Waiting List (0)

If you need to cancel your class booking (This can be done up to 2 hours before a class time, if after the 2 hour notice period you will receive a 'strike' against your online account. 3 strikes will mean you cannot book online for 1 week.)

To cancel choose the class you want to cancel, a cancel option will appear.

View Bookings

Booking Details		
Activity:	Online Test Body Pump - Do Not Use in Centre	Cancel
Location:	Lasswade LC	
Instructor:	Unknown	
Status:	Booked	
Date:	Fri 22 Feb, 2019 - 22:00 - 23:00	

[Previous](#)

Chose the cancel option and you will be asked if you are sure you wish to cancel this booking

Cancel Booking

Are you sure you want to cancel this booking?

[Yes](#) [No](#)

Online Test Body Pump - Do Not Use in Centre

Cancel Booking

Booking cancelled successfully

[Close](#)

Centre
Lasswade LC

You will be sent an email confirming the cancellation:

From: noreply@legendware.co.uk
Date: 22 February 2019 10:26:12 GMT
To: [REDACTED]
Subject: Cancellation confirmation



Cancellation confirmation

Dear Online,

Thank you for letting us know you are unable to attend Online Test Body Pump - Do Not Use in Centre at Lasswade LC on 22 February 2019 at 22:00.

Visit <https://midlothian.legendonlineservices.co.uk/enterprise/account/login> to book your next activity.

Remember: you will be charged the cost of a class unless you tell us 2 hour in advance of the class start time that you can't attend. Read the full terms at Cancellation Policy.

You can also cancel your booking by calling the [leisure centres](#) direct

Regards

You are receiving this email because you have registered to use your leisure centre's website services. Please do not reply to this email. If you wish to contact us then email your leisure centre from the Contact Us page. To ensure you continue to receive these emails, add this email address to your email safelist. Your details will not be disclosed or used by third parties for marketing or promotional purposes.

If you pay for classes and cancel a class out with the 2 hours, you will receive a 'credit note' on your account. You can use this credit note when you get to the payment screen to pay for another class.

To use your credit not for payment just choose the 'Use Available Credit' option on the payments screen when booking another class.

[Basket Summary](#) [Payment Options](#) [Payment Summary](#) [Payment](#) [Confirmation](#)

Choosing a payment method from the following list will pay for all recurring payments along with any upfront fees due today.

Select Payment Method

Enter on next step

We have detected available credit of £0.01, do you wish to use this?

Use Available Credit?

I accept the terms & conditions *

[View Terms & Conditions](#)

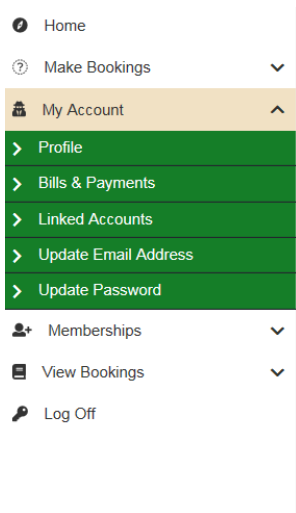
Credit Available	£0.01
Discount	£3.60
Subtotal before tax	£2.30
Total to pay	£2.30
Credit Used	£0.01
Total to pay now	£2.29

[Continue to Payment](#)

[Previous](#)

[Book Another >>](#)

To view your credit notes, choose 'My Account' on the pulldown menu, then 'Bills & Payments'



Choose the 'Credit Notes' option and any credit notes will be visible.

Bills And Payments

Here you can view your outstanding bills as well as any vouchers or credit notes attributed to you.

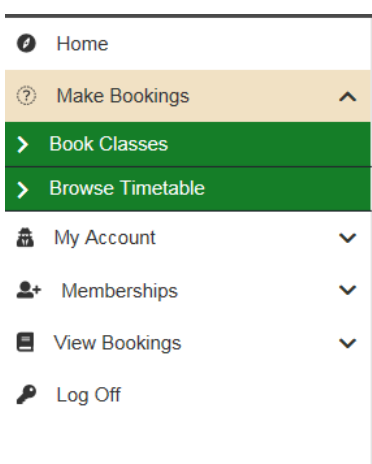
Bills vouchers **Credit Notes** Statement

Credit Amount	Issued
£0.01	19 Feb, 2019

Total Credit: £0.01

Browse Timetable

To view classes available you can also choose the View Timetable option from the pulldown menus on the screen:



Again your 'home' centre will be already added, to add others click in the box and choose the centres you wish to look at. The view timetable option will simply show ALL classes,

there is no filter to pick which classes you want to look at, choose the centre/centres and press search:

This will bring up the various classes on that day at the chosen centres, use the calendar options to view other days and book and pay as per instructions above.