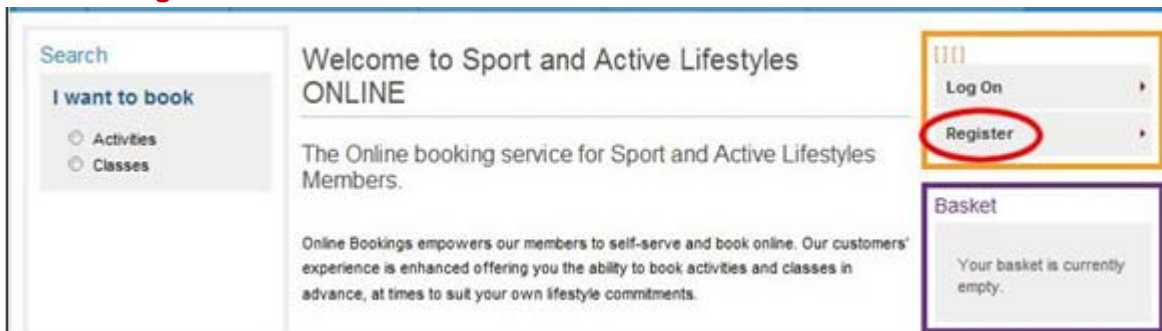


ACTIVE LEEDS

Online Bookings - How to Register

1. Go to <https://sport.leeds.gov.uk/onlinebookings>
2. Click on **Register**.



3. Create a new account by entering your details, and then click the **Register** button.

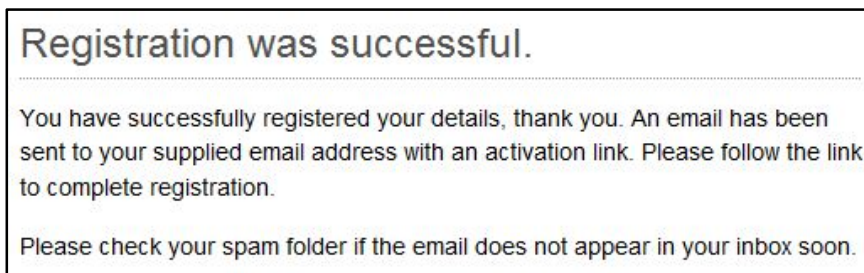
A screenshot of the 'Account Information' registration form. The form includes fields for 'User name', 'Email address', 'Confirm email address', 'Surname', 'Membership card number (no letters)', 'Security question' (with a dropdown menu showing 'What was your first school'), and 'Answer to security question'. A red 'Register' button is located at the bottom right of the form, circled in red.

Please note:

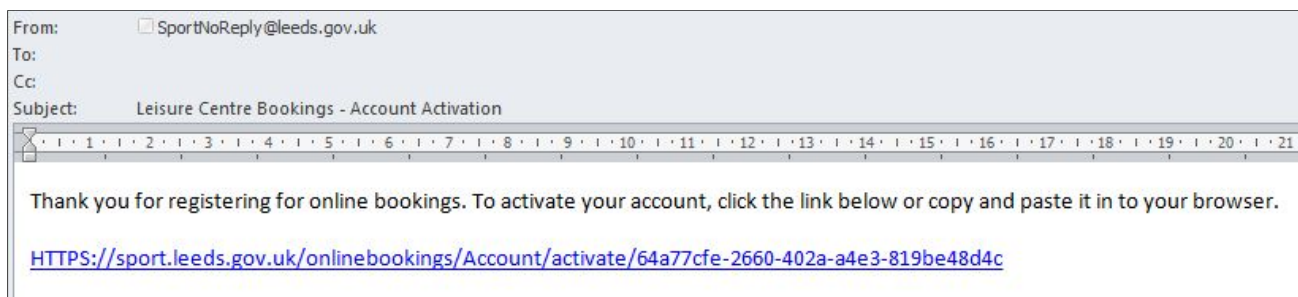
- Your user name must be a minimum of 6 characters.
- The email address you enter will replace the one we currently have on record.
- When entering your membership card number, only enter the 8 numbers and not the letters as shown below.



4. After Registration has been successful the following message will appear.



5. You will then receive an email containing an activation link. Click the link or copy and paste it in to your browser. It is important that this link is opened as soon as the email is received otherwise your account will become suspended.



6. After opening the link, enter the answer to your security question and enter a password. Then click the **Activate** button.

Account Information

User name

What was your first school?

Password

Confirm password

Please note:

- Passwords must be a minimum of 6 characters.

7. After your account has been successfully activated the following message will appear.



Congratulations! You can now begin making your bookings online.