

# Online Booking Instructions

The first time you book you will need to register your details and set your consents. The next time you will just need to login and book.

The online booking system can be found at:

[webbookings.co/paigntonsc](http://webbookings.co/paigntonsc)



User ID

Password

Login

Forgotten Password

Register Me As A Member

Click on the “Register Me As A Member” button.

### Register Me As A Member

**Profile Details**

User ID \*:  You will need this to login

Email address \*:  Needed to validate your account

Password \*:  At least 8 characters (letters and numbers)

Confirm Password \*:  Must match above

First Name \*:

Last Name \*:

Registration Password \*:

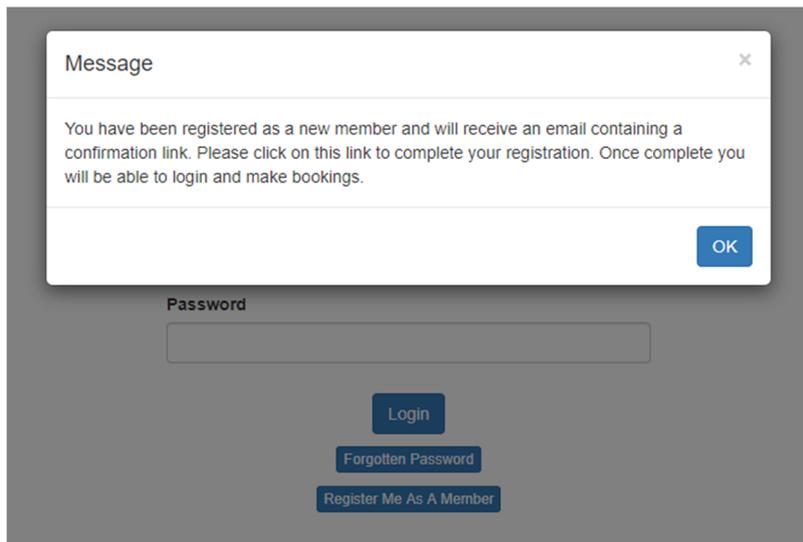
Please prove you're human

Answer This \*: 6 + 11

Close Register Me As A Member

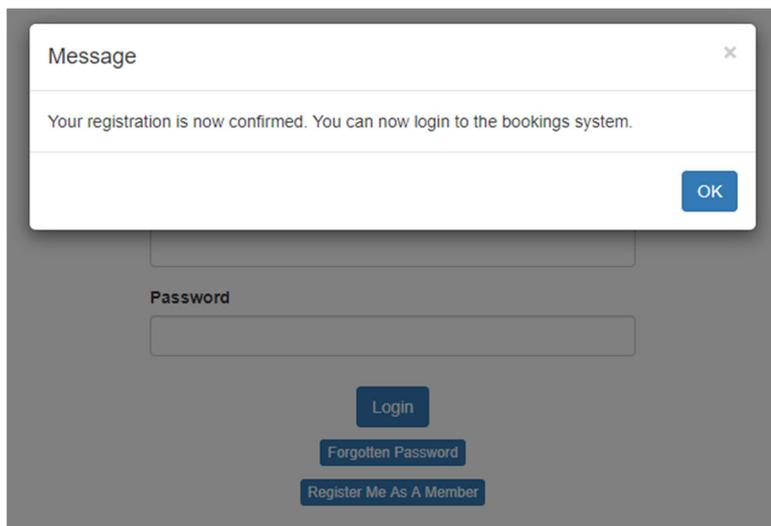
Enter all of your details and enter a Registration Password of **Pa!gnt0n5C** and then click on the “Register Me As A Member” button. The user id needs to be at least 6 characters and your password must be at least 8 characters long and contain a mix of letters and numbers.

Once you have done that you will get the message below:



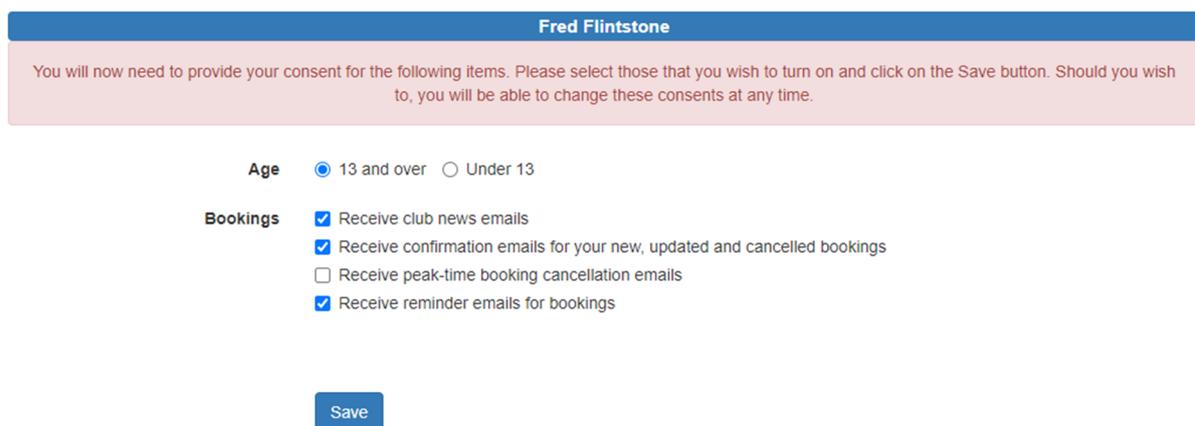
The screenshot shows a grey background with a white message box at the top. The message box has a title 'Message' and a close button 'x'. The text inside the message box reads: 'You have been registered as a new member and will receive an email containing a confirmation link. Please click on this link to complete your registration. Once complete you will be able to login and make bookings.' Below the message box is a blue 'OK' button. Underneath the message box is a 'Password' label and an empty input field. Below the input field are three buttons: 'Login', 'Forgotten Password', and 'Register Me As A Member'.

As the message says, click on the link in the email you receive after registering and you can then log in.



The screenshot shows a grey background with a white message box at the top. The message box has a title 'Message' and a close button 'x'. The text inside the message box reads: 'Your registration is now confirmed. You can now login to the bookings system.' Below the message box is a blue 'OK' button. Underneath the message box is a 'Password' label and an empty input field. Below the input field are three buttons: 'Login', 'Forgotten Password', and 'Register Me As A Member'.

On first login you will need to set your consent to receive confirmation and reminder emails.



The screenshot shows a blue header bar with the text 'Fred Flintstone'. Below the header bar is a pink background with the text: 'You will now need to provide your consent for the following items. Please select those that you wish to turn on and click on the Save button. Should you wish to, you will be able to change these consents at any time.' Below the text are two sections: 'Age' and 'Bookings'. The 'Age' section has two radio buttons: '13 and over' (selected) and 'Under 13'. The 'Bookings' section has four checkboxes: 'Receive club news emails' (checked), 'Receive confirmation emails for your new, updated and cancelled bookings' (checked), 'Receive peak-time booking cancellation emails' (unchecked), and 'Receive reminder emails for bookings' (checked). Below the checkboxes is a blue 'Save' button.

Consents need to be given by someone who 13 years old or older so parents or guardians must enter consents for younger children. Click on Save.

**Fred Flintstone**

Age  13 and over  Under 13

**Bookings**

- Receive club news emails
- Receive confirmation emails for your new, updated and cancelled bookings
- Receive peak-time booking cancellation emails
- Receive reminder emails for bookings

[Save](#)

Your consents have been saved successfully. Should you wish to, you can change these consents at any time.

[Timesheet](#)

Then click on the “Timesheet” button to view the available bookings.

You then see the available bookings for that day.

**Fred Flintstone : Land Training : Monday, 18/01/2021 : Balance: £0.00**

My Menu Club About Logout

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Class Land Training - 12 and Under : : 19:00 to 19:30 : Bookings - (0/100)

Class Land Training 13 and Over : : 19:40 to 20:10 : Bookings - (0/100)

If you see:

**Fred Flintstone : Land Training : Tuesday, 19/01/2021 : Balance: £0.00**

My Menu Club About Logout

None found for this day

You will need to change the date using the calendar icons.

The cost of each booking is £2.00 and before you can book you will need to top up your account in the booking software. To do this go to My Menu and select My Account:

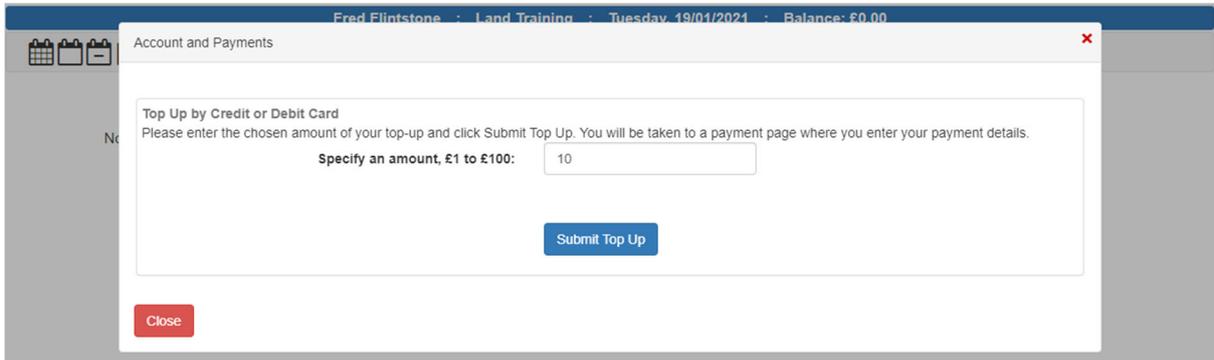
**Fred Flintstone : Life Saving**

My Menu Club About Logout

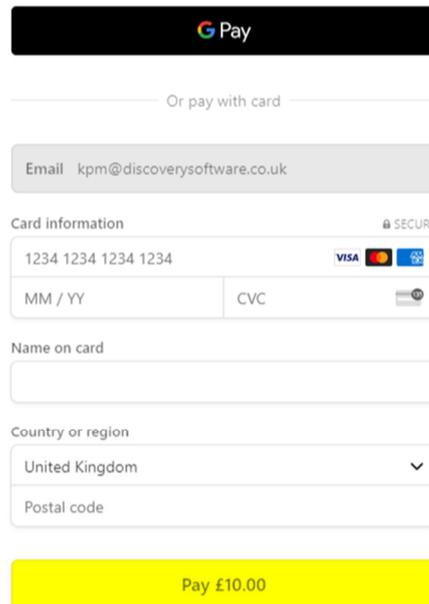
- My Details
- My Consents
- My Account
- Notify Me
- Password

Sun 30 Tue 01

Which then shows the following screen:



You can just top up by £2 for each booking or you can top up by more, e.g. £10 so that you are ready to pay for the next 5 bookings. Once you click on 'Submit Top Up' you will be taken to the Stripe payment page where you can enter your card details.



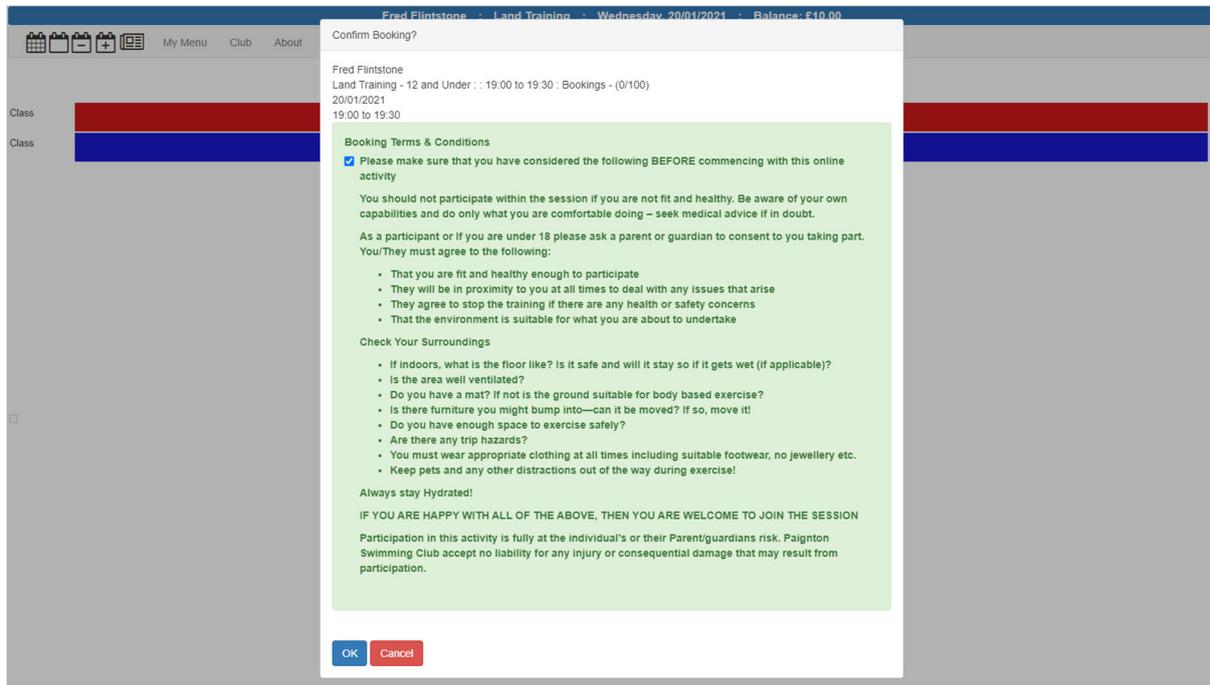
Once you have paid you will see a confirmation screen:

Your Topup Has Been Added

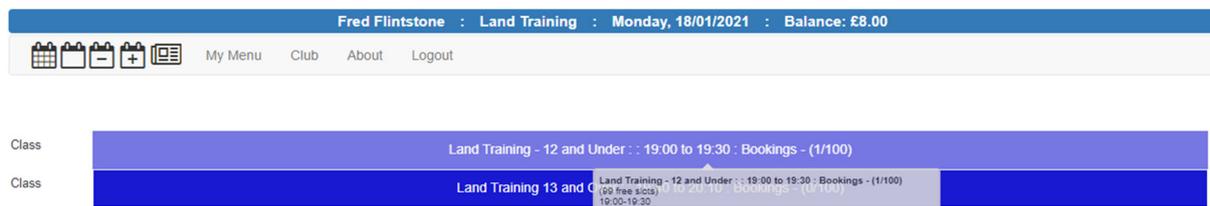
Then click on 'Return To Timesheet'.

Return To TimeSheet

To make a booking simply click on the session that you want to book and accept the booking terms and click OK.



You will receive an email confirmation and a reminder on the morning of the session. You will also see that your booking shows below the timesheet.



My Future Bookings

Land Training - 12 and Under: Monday, 18/01/2021 19:00: Class

Delete

You can cancel your booking here if you need to. Just select your booking from the drop-down list and click on Delete.

If you need to view bookings on different weeks you can use the calendar icons at the upper left of the page. The first icon shows a calendar from which you can pick the date.



| Jan |    | 2021 |    |    |    |    |
|-----|----|------|----|----|----|----|
| Mo  | Tu | We   | Th | Fr | Sa | Su |
| 28  | 29 | 30   | 31 | 1  | 2  | 3  |
| 4   | 5  | 6    | 7  | 8  | 9  | 10 |
| 11  | 12 | 13   | 14 | 15 | 16 | 17 |
| 18  | 19 | 20   | 21 | 22 | 23 | 24 |
| 25  | 26 | 27   | 28 | 29 | 30 | 31 |

|  |
|--|
| Land Training - 12 and Under : : 19:00 to 19:30 : Bookings - (1/100) |
| Land Training 13 and Over : : 19:40 to 20:10 : Bookings - (0/100)    |

The second icon takes you to today's date, the third takes you to the previous day and the fourth takes you to the next day.

When you are finished click on Logout.

WebBookings ( <https://webbookings.co.uk> )

Discovery Software Ltd