

## How to book & pay for Swimming Lessons.

Step 1: Login to your online account > Go to <u>www.shannonleisurecentre.ie</u> & then to <u>Account Login</u>.

Step 2: On the Home page click on Sports Courses as shown on the image below:

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Swimming & Leisure Centre				Transformer English
A My Account				
> Log Off	Home			
> Home	Notifications		Make a Rooking	
> Profile	Notifications		Make a Booking	
> View My Groups	Use this page to keep track of any bo	ookings you have made, change your membership	Drop Ins	Sports Courses
> Bills & Payments	tann, update your address, email and	nois more.		
> Linked Accounts	You have succe	ssfully set up your online profile.		
> Update Email Address				
> Update Password	Membership Details			
🛓 Memberships 🗸 🗸				
E Make Bookings 🗸	Name	Rory Ryan		
😵 View Bookings 🗸 🗸	Email Address Member Status	rory@shannonleisurecentre.ie		
·	Membership Type	Casual Usage		
	Price Type	Casual		
	Membership Number	SLC100017		
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	t is important to us that we have all yo take a moment to verify that the detail	our ramily members connected to your account, please s we have are correct.		
⊕ Type here to search	🖽 💽 🧮	I 🔒 🐵 🧧 🚺 🔓 💻	🏠 14°C R	aining now \land 🚓 🚍 🕬 ENG 15:05

Step 3: Enter the Course Barcode (See Table Below) & click Search.

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HANN Swimming & Leis		🔊 Maga 💽 hens 🧧 Legend						1	English
A My Account	ž	Course Search							
<ul> <li>Make Bookings</li> <li>Drop in Bookings</li> </ul>	^	Search Filter							Filters
<ul> <li>&gt; Drop in Timetables</li> <li>&gt; Sports Course Search</li> </ul>		If you know the barcode of the course, please provide it in the textbox below.	Alternatively, you can add some basic search cr	riteria belo	ow. If you wish to refine the results further, please	click o	on the 'filter' option.		
Sports Course Search     View Bookings	~	Course Barcode Stearch	Course Name		Main Category •		Sub-Category	RestForm	Search

You can choose the lesson you want from the Course Barcode & click search.

Lesson Barcodes

LESSON LEVEL	BARCODE
Level 2	LV2
Level 3	LV3
Level 4	LV4
Level 5	LV5
Level 6	LV6
Level 7	LV7
Level 8	LV8

You will see a list of the days and times for the level you have searched, please choose the date and time you are looking for.

Step 4: If you cannot find the course you are looking for you can apply a filter

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🗰 Apps 🌟 Bookmarks 💼 YouTube	e 🐼 Maps 💼 News 📙 Legend			Reading list			
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Make Bookings  Drop in Bookings	Search Filter	Search Filter					
<ul> <li>&gt; Drop in Timetables</li> <li>&gt; Sports Course Search</li> </ul>	If you know the barcode of the course, please provide it in the textbox below.	Alternatively, you can add some basic search criteria below. If you wish to refine the results further, please click on the filter option.					
🕸 View Bookings 🗸 🗸	Course Barcode Search	Course Name Main Category v Sub-Category	Reset Form S	earch			
	Please use the 'Search Filter' functionality to help locate a course.						

Scroll down to Time & Date Filters, choose the relevant start <u>date, time & day</u> of the week. If you would like the 15:30 class enter time range 15:00 - 16:00, for weekend class you will enter 09:00 - 11:00, this will show 3 classes so please choose the correct one. Once you have chosen the appropriate information then click Search.

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HANNO Swimming & Leisure		👽 majo 🔛 neos 🔒 Legeni	Filter Search Results	English
My Account     Memberships     Make Bookings     Drop in Bookings	<b>&gt; &gt; &lt;</b>	Course Search Search Filter	Season Filter ~ Course Language Filter ~	Filors
Drop in Timetables     Sports Course Search     View Bookings	¥	If you know the bacode of the course, please provideow. Course Barcode  Please use the 'Search Filler' functionality to help it	Time & Date Filters     whith to refine the results further. please clck on the "titler" option.       Starts From (DD MAN YYYY)     Starts From (DD MAN YYYY)       B     B       Time of Day     End Time       Days of Weak     End Time       Starts Priday     Priday	v set forn Starch
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Step 5: When you have selected the correct date and time you want the below information will show on screen, you can then click Register

	JON sure Centre					🟋 🚺 English
My Account Memberships	č	Course Details				
Make Bookings View Bookings	ž	Pricing Information  Standard Price	€75.00 (€75.00 Inc Tax)	Session Details	Leader	^
		Course Details		Tue Aug 31, SQ21 15:30 (30 minutes)	Swimming Pool (Shannon Leisure)     Swimming Pool (Shannon Leisure)	Donal
		Name Short Code Description Level Discipline Day of Week Start Date End Date Number of Sessions Ciuba	Level 1 8 Weeks LV1 Level 1 - Learn to Swim 8 week set Level 1 Augua Skills Kots Swimming Lessons Tue 31 Aug. 2021 15:30 19 Oct. 2021 15:30 8 Shannon Leisure	Tue Sep 07, 2021 15:00 (20 minutes) Tue Sep 14, 2021 15:30 (20 minutes) Tue Sep 14, 2021 15:30 (30 minutes) Tue Sep 28, 2021 15:30 (30 minutes) Tue Oct 05, 2021 15:30 (30 minutes) Tue Oct 12, 2021 15:30 (30 minutes) Tue Oct 19, 2021 15:30 (30 minutes)	Swimming Pool (Shannon Leisure)     Swimming Pool (Shannon Leisure)	Donal Donal Donal Donal Donal Donal
	Location	O Swimming Pool Donal		Bex	to Courses Register	

If you have more than one child linked to your account you will need to select the correct participant for the lesson you have selected. You can also Create a Contact if your child is not already setup on the system. Details of the course you are booking into are summarised here.

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A My Account	* *	Select Participant				
Make Bookings	×	Participant Selection		Summary	A	
\$5 View Bookings	Ŷ	Participant *     Select a Participant	~	Name First Session	Level 1 8 Weeks 31 Aug, 2021 - 15:30	
		Add Existing Contact	Add	Last Session	19 Oct, 2021 - 15:30	
		Create New Contact	Qreate			
						Course Details Add to basket

Once you have selected a participant, pricing will show. Click Add to Basket.

You have the option to book another lesson and repeat at this stage for any additional children but clicking book another & search for sports courses.

## **Making Payment**

If you have more than one child that you are booking into lessons we will add the additional child discount onto your account for you after the booking is made. Please email <u>info@shannonleisurecentre.ie</u> once you have completed booking & payment confirming your kids names.

When you have added the lessons you can check the information is correct before proceeding to making payment, when you are happy please press continue to go to payment options & summary. If you have credits on account you will be asked if you would like to use available credit here.

Once you have clicked that you accept the terms and conditions click Continue to Payment.

Final Step – Enter your card details for payment processing. You will receive a confirmation of booking when this has been completed.

If you have any problems with booking or payment please email <u>info@shannonleisurecentre.ie</u>.