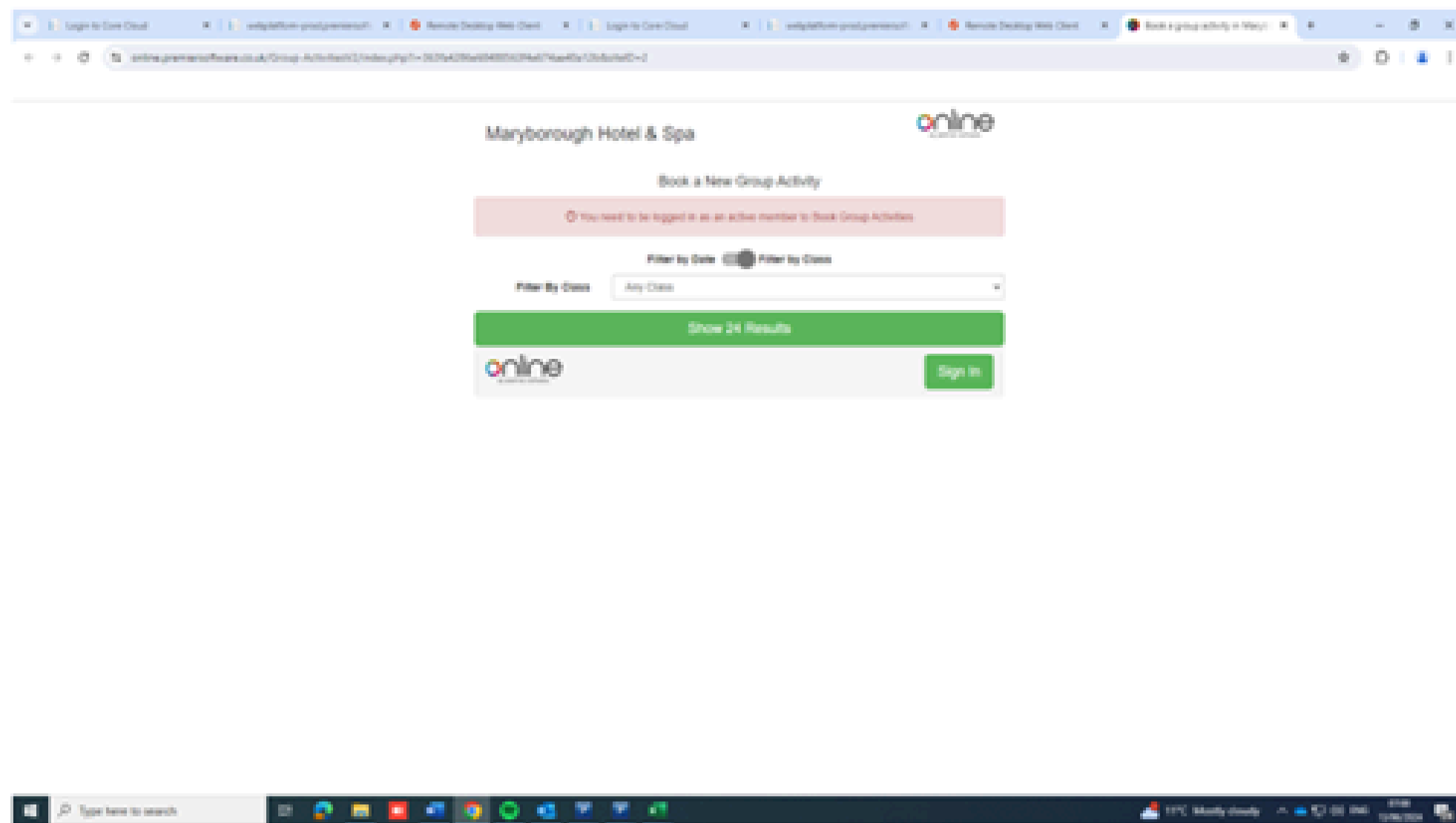


## How to Register and Book an Exercise Class

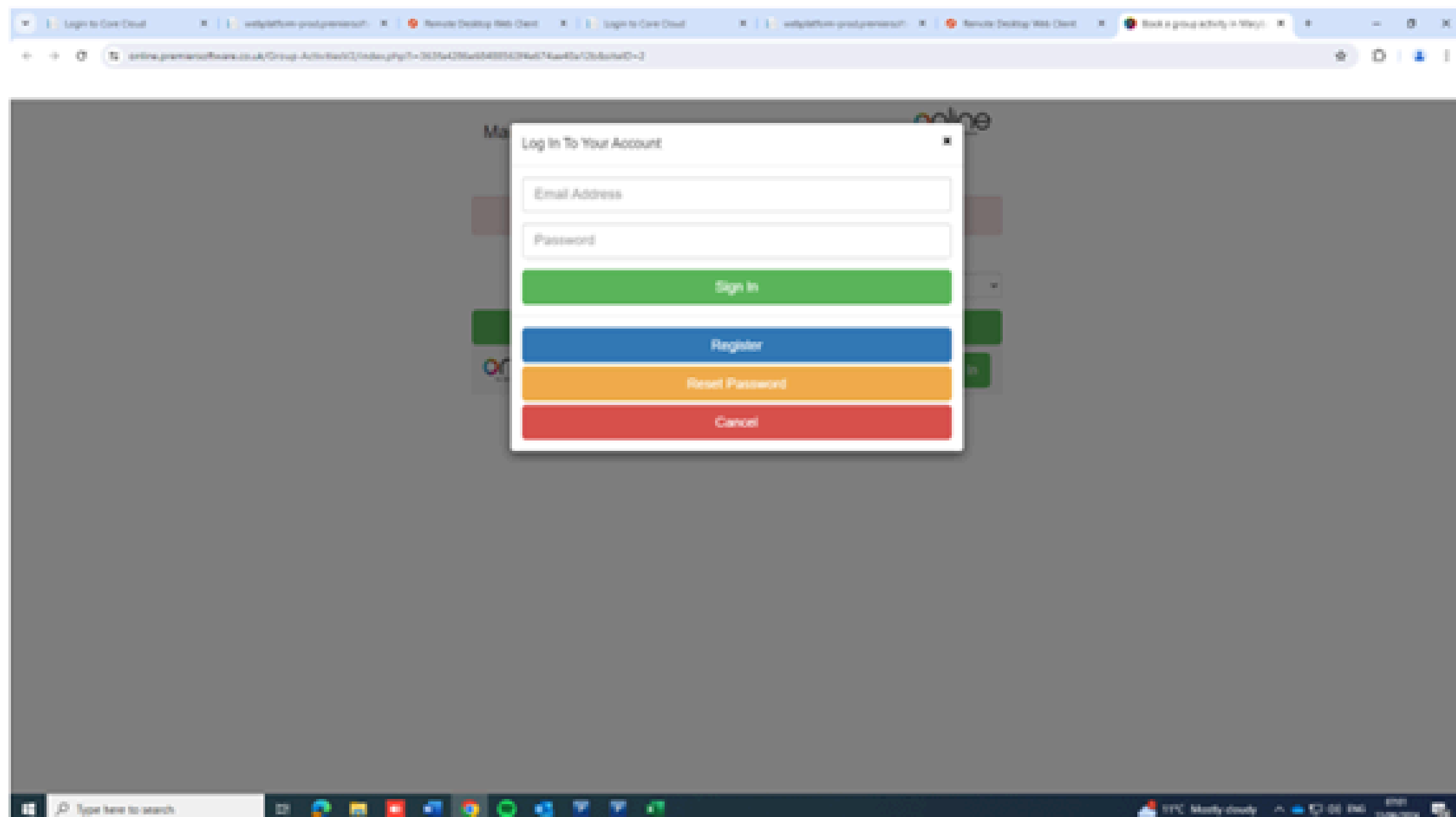
Click onto the Web Address to access the website and save to your desktop or phone

<https://online.premiersoftware.co.uk/Group-ActivitiesV2/index.php?i=363fa4286e68488563f4e674ae40a12b&siteID=2>

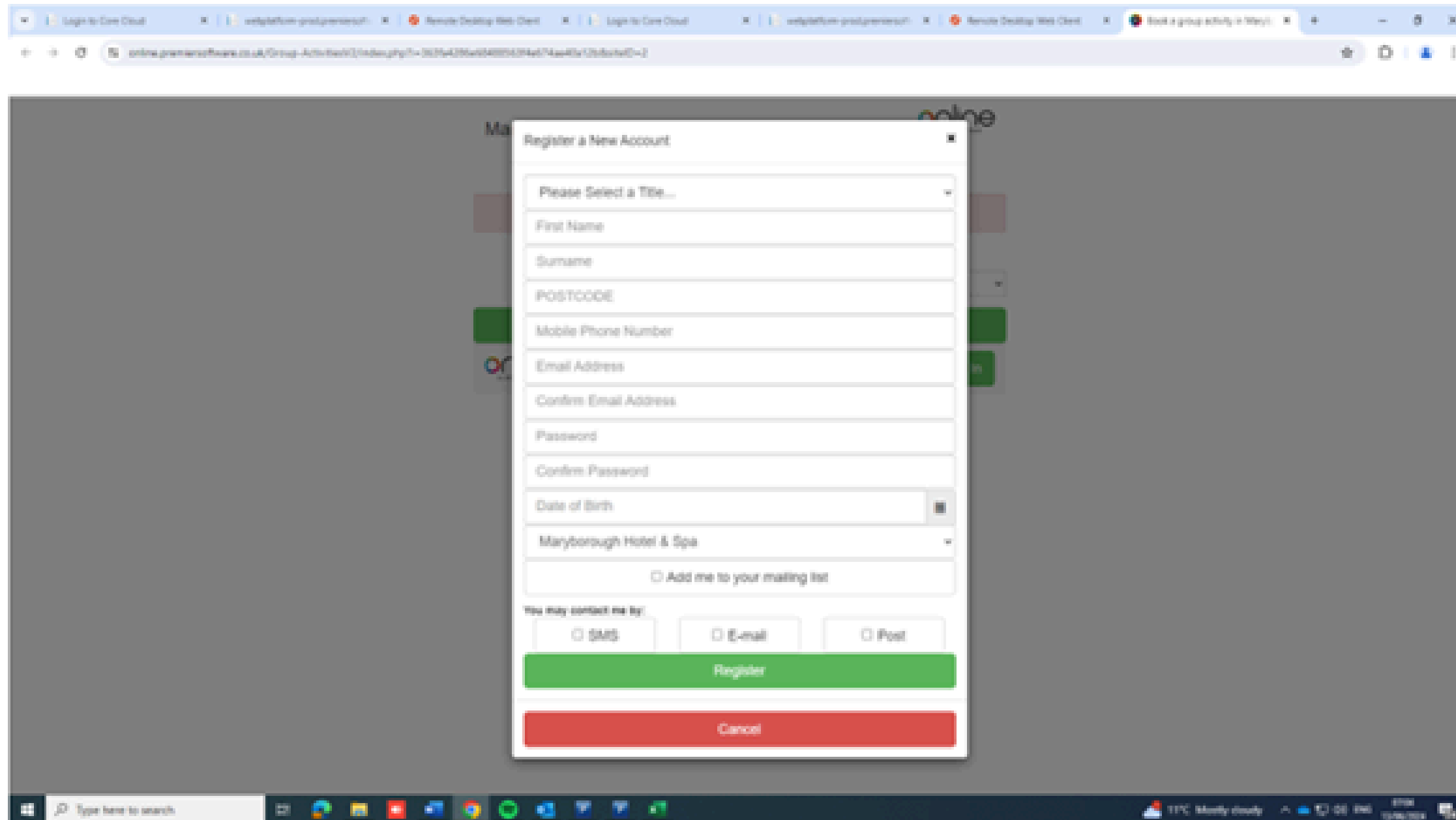
There is a link on the recent Ezine and also on our Website.



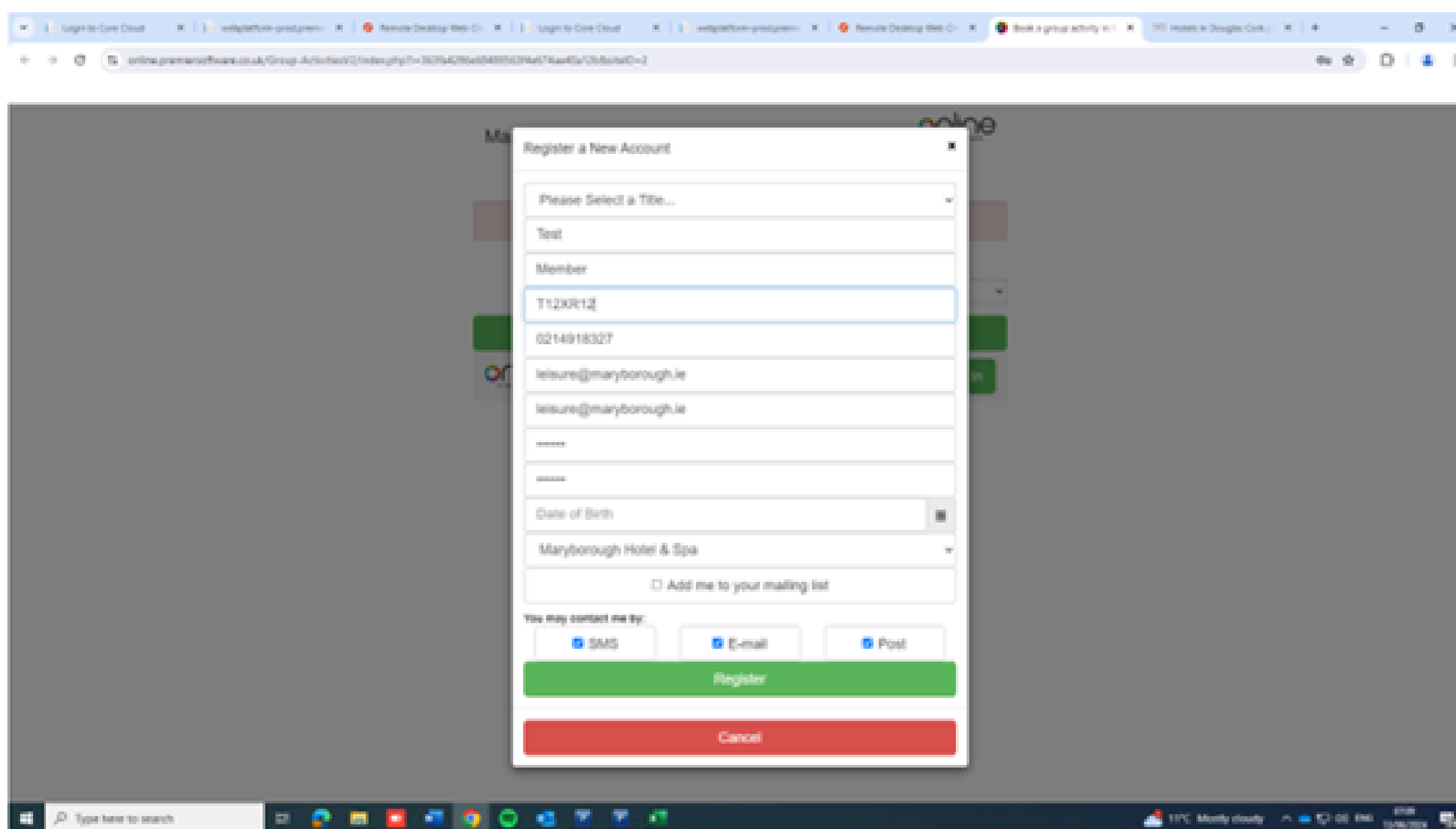
Click on the Sign In Button and this will bring you to this screen.



For the very first time, you will need to click on the Register Button and you will need to enter the exact email address that you supplied to us on joining. You will create a Password for your account.

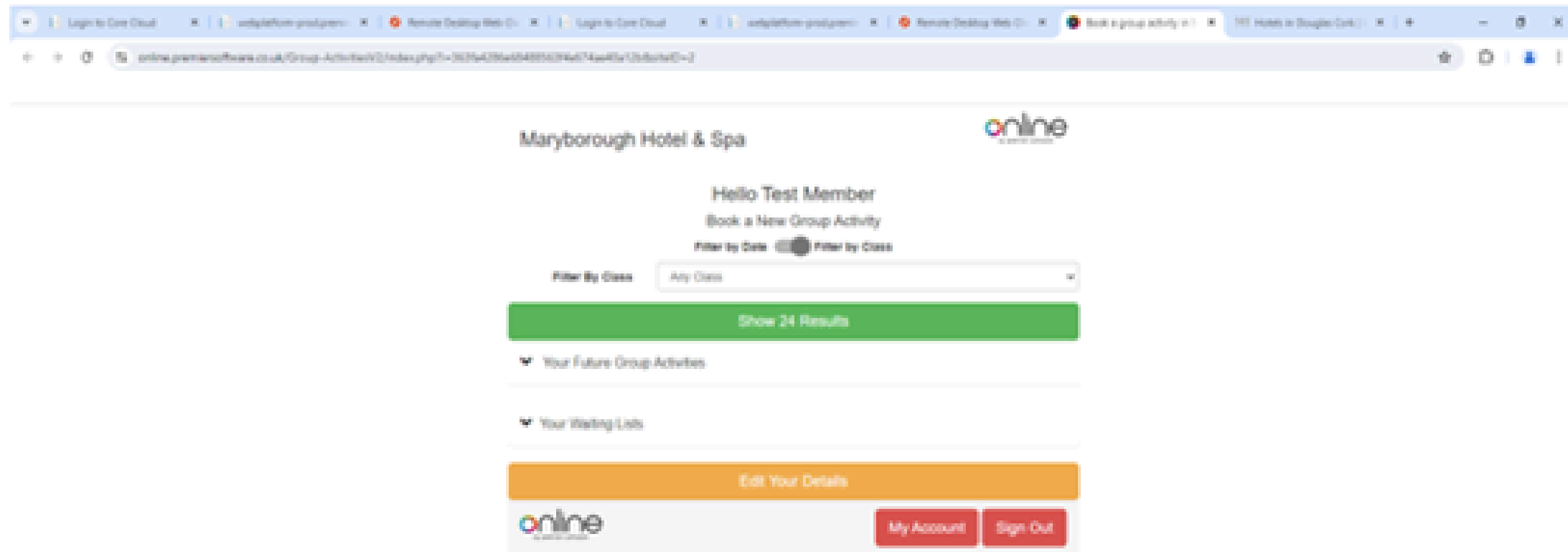


**Please input your details as required and save your password, as this will be needed to log in for future access.**

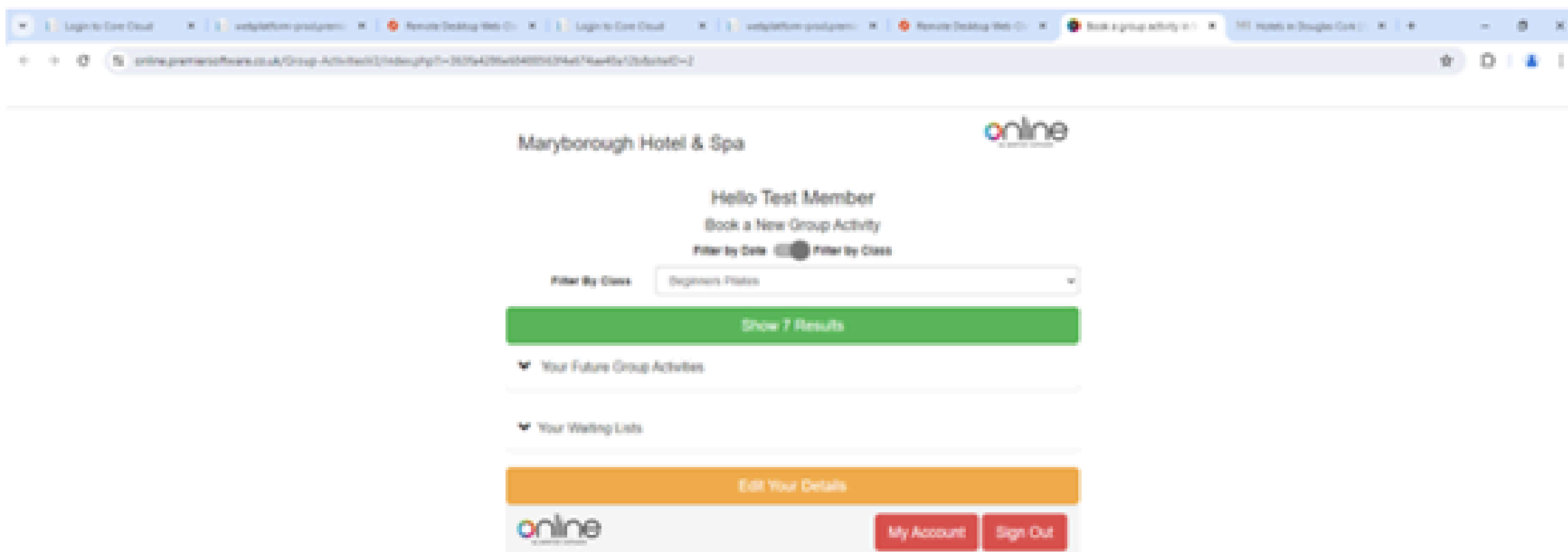


**Select Register, when you have completed all the fields.**

**Once this stage has been completed, your details will be registered and you will be brought to the Class Booking Area.**

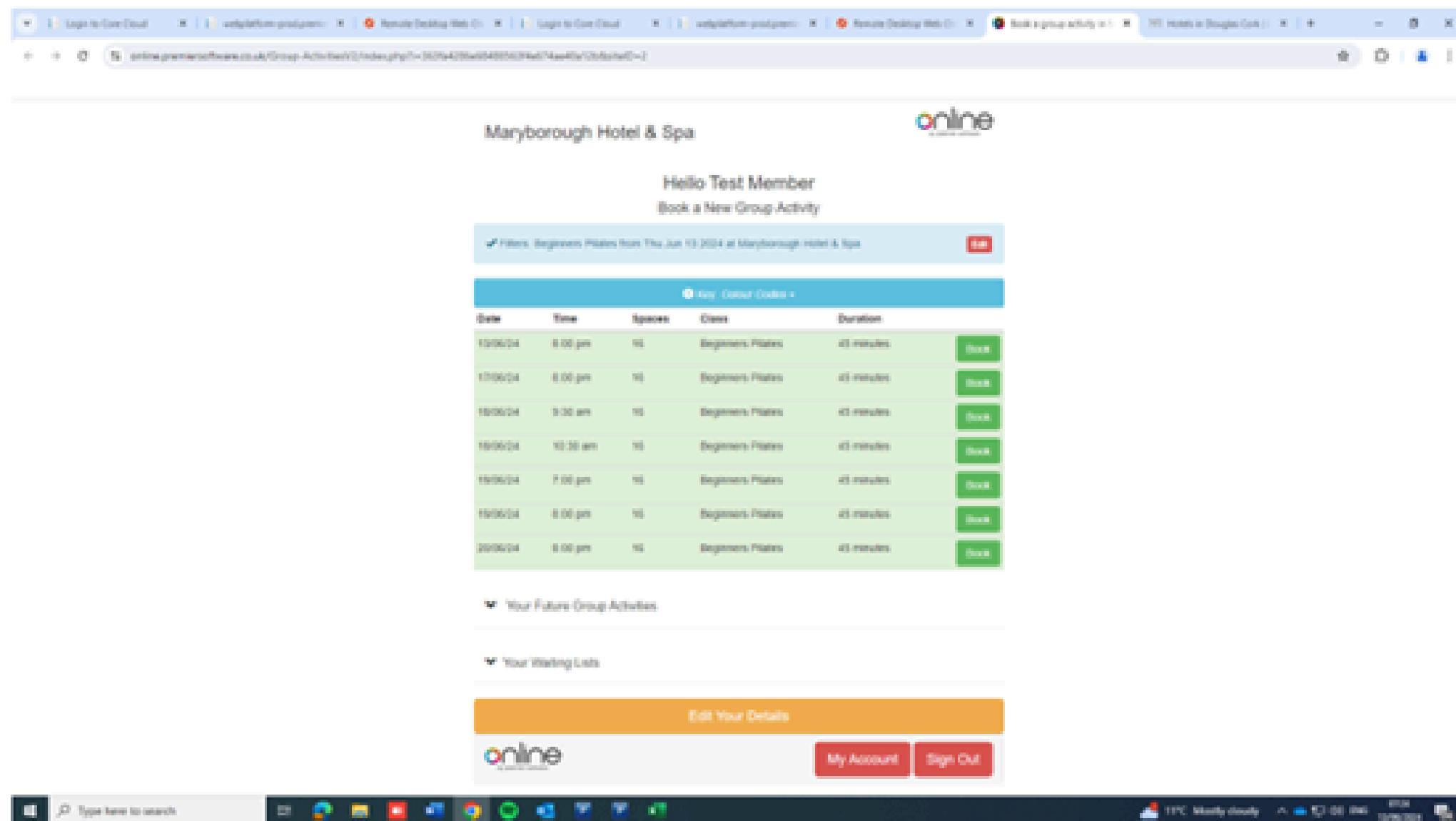


**All the available Classes will be now bookable. The Default Setting is to show all Classes that are bookable, but you can choose to just view the different types of classes by selecting from the drop-down menu.**

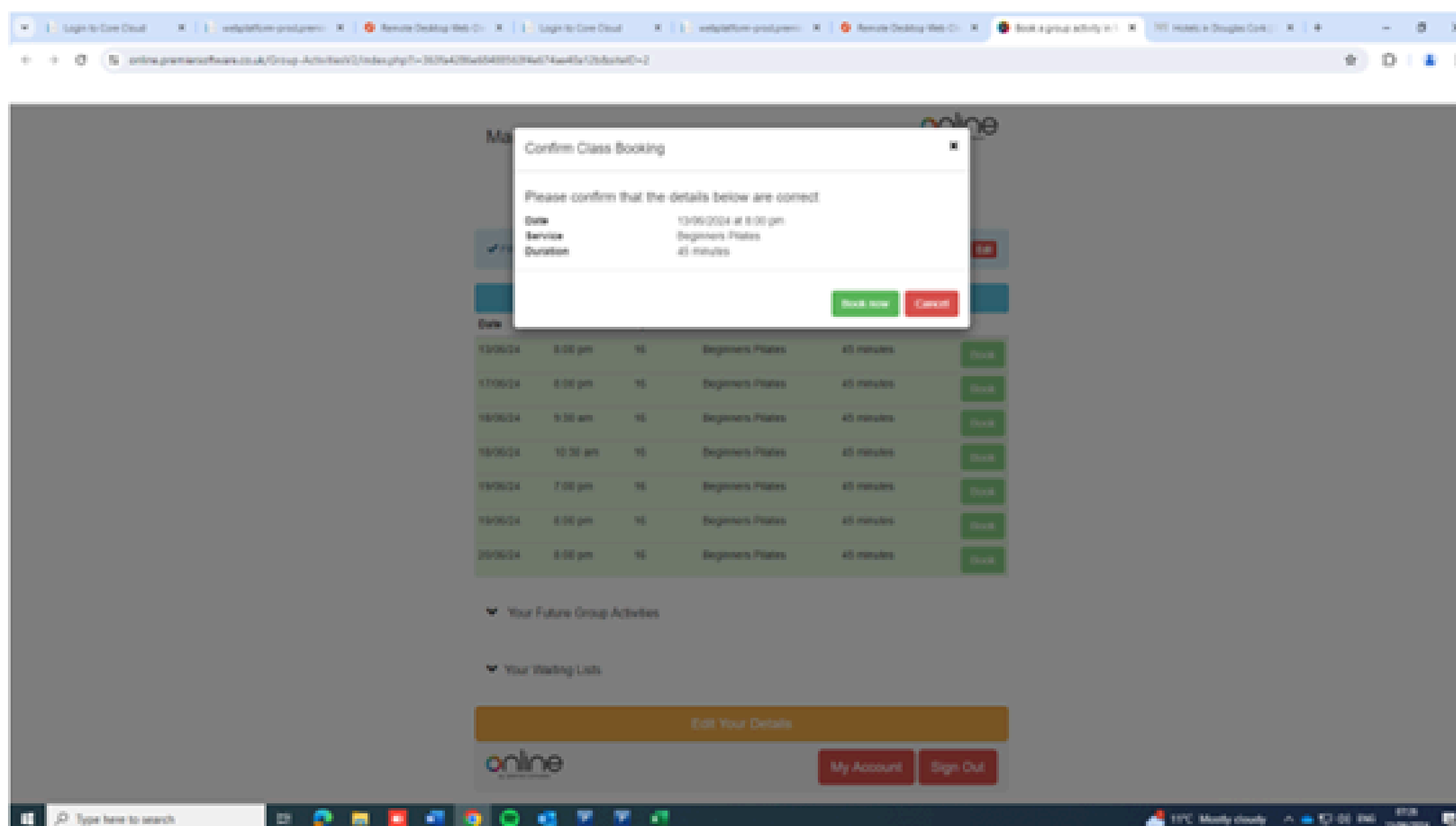


**Then Press Show Results and this will give you the full list of available classes to book.**

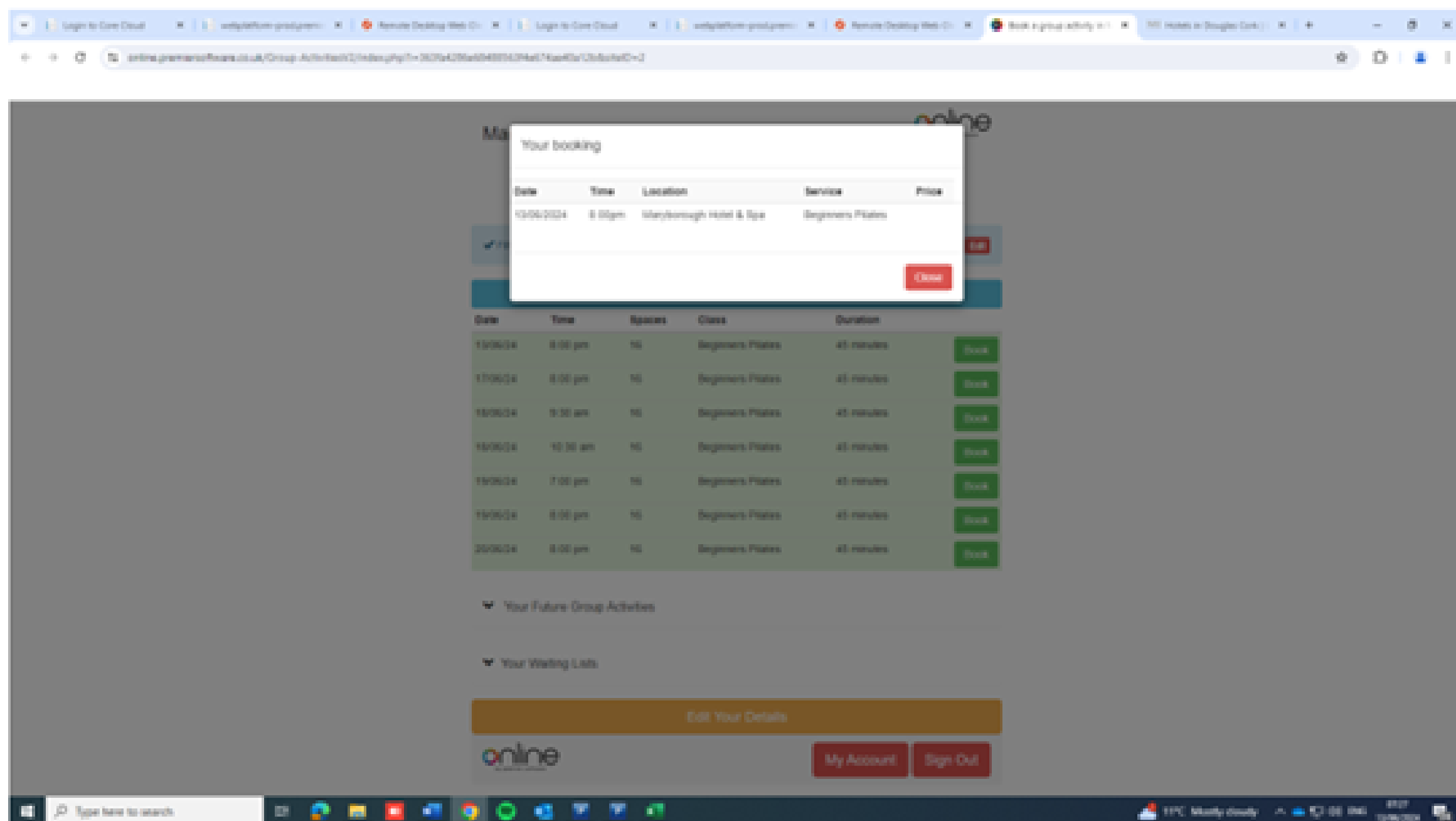
**It gives you the date of the class, the starting time, number of available spaces, the Class Type, the duration and the Book Option.**



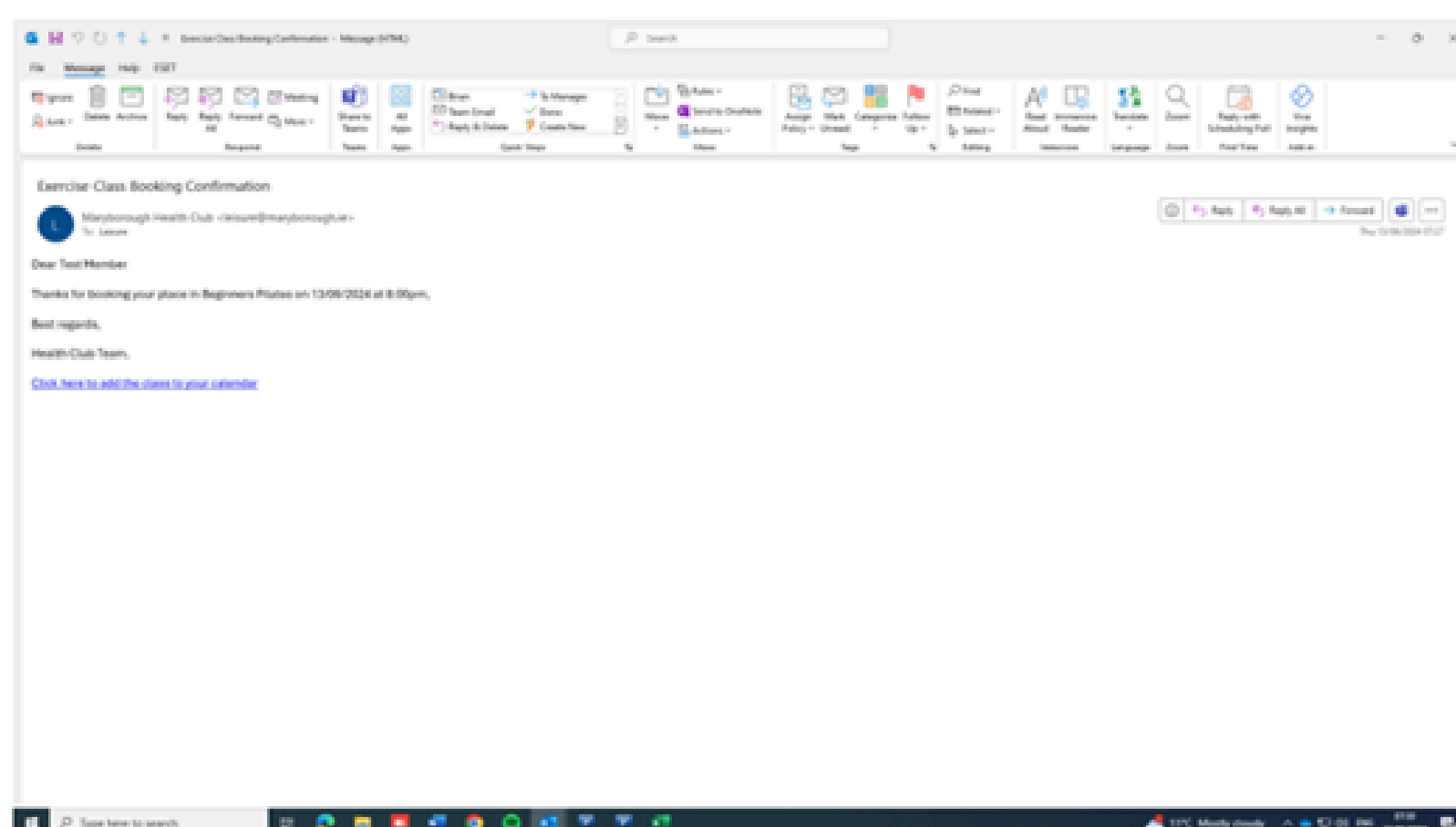
**Once you have selected the class that you wish to book, you will be shown the booking that you chosen, and it will ask you to **Book Now** or **Cancel**.**



**By Clicking Book Now it will confirm your place in the chosen Class. You will then be given the confirmation of the place and an email will be sent to your chosen email to advise you of your booking.**



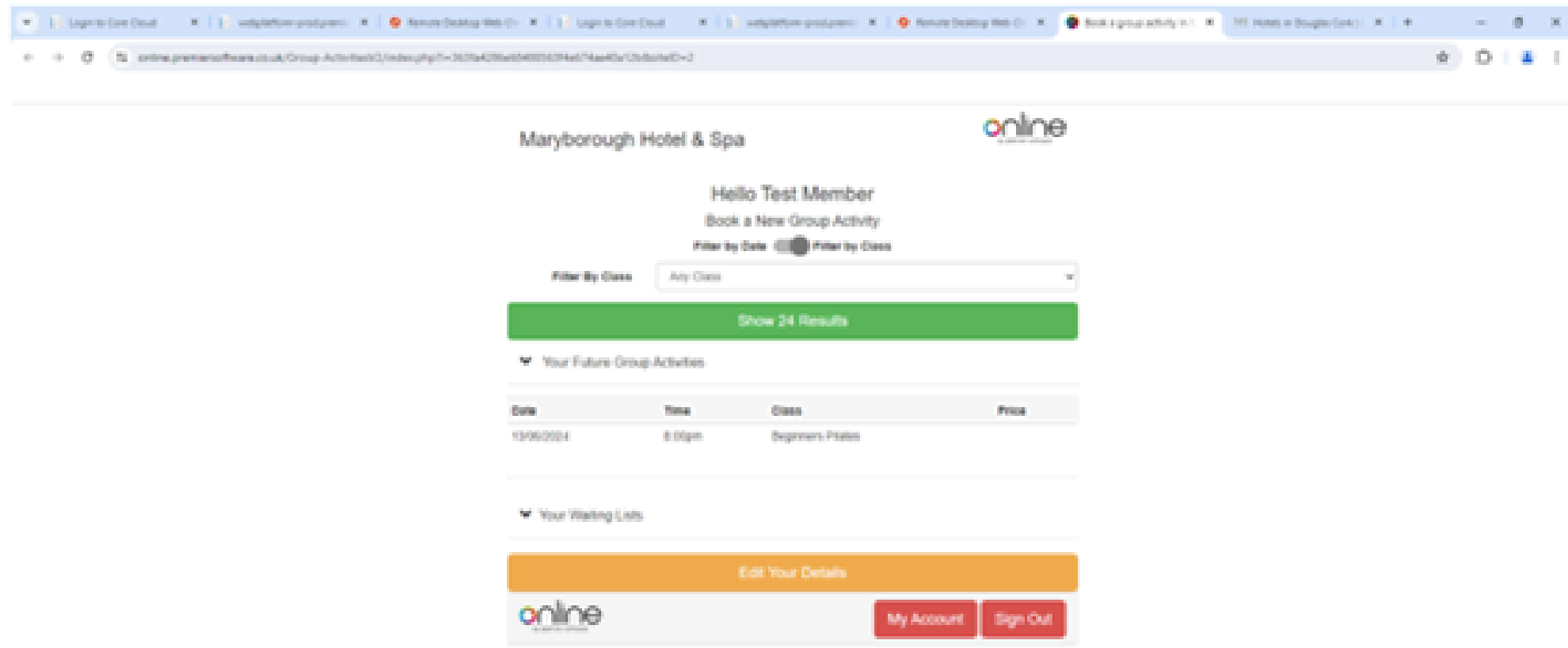
## This is the Email



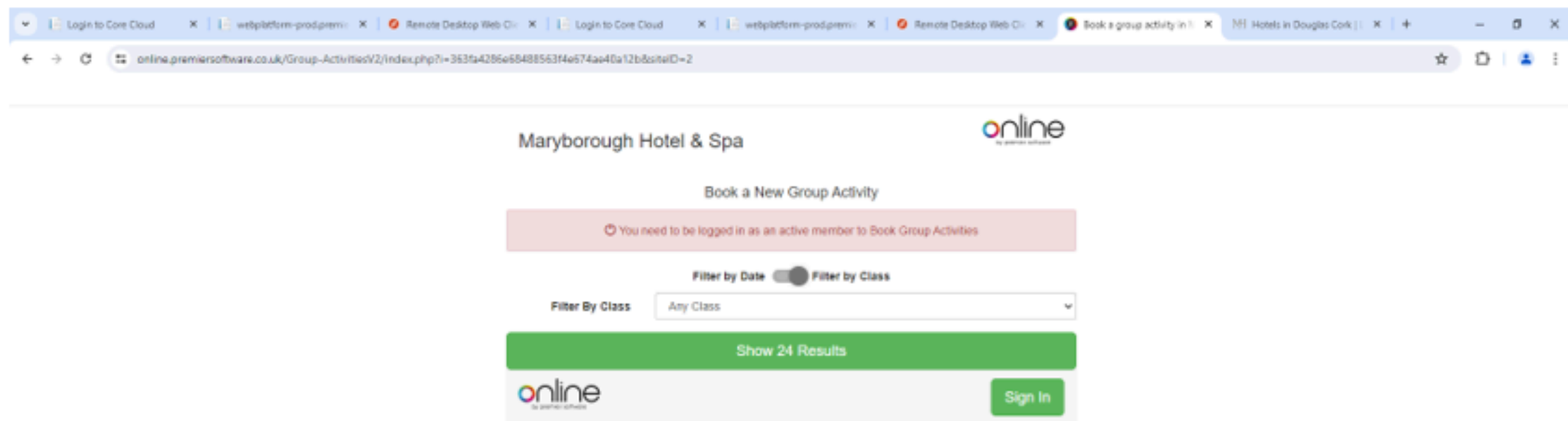
**Click on Close to continue and this will return to the start and you can make further bookings.**

**Within the website, you will be able to see the Classes that you have booked by Selecting the Yor Future Group Activities ad this will show your current bookings.**

**If the Class is full and you entered the Waiting List, you can see any Classes that you are on the Waiting List by viewing Your Waiting Lists.**



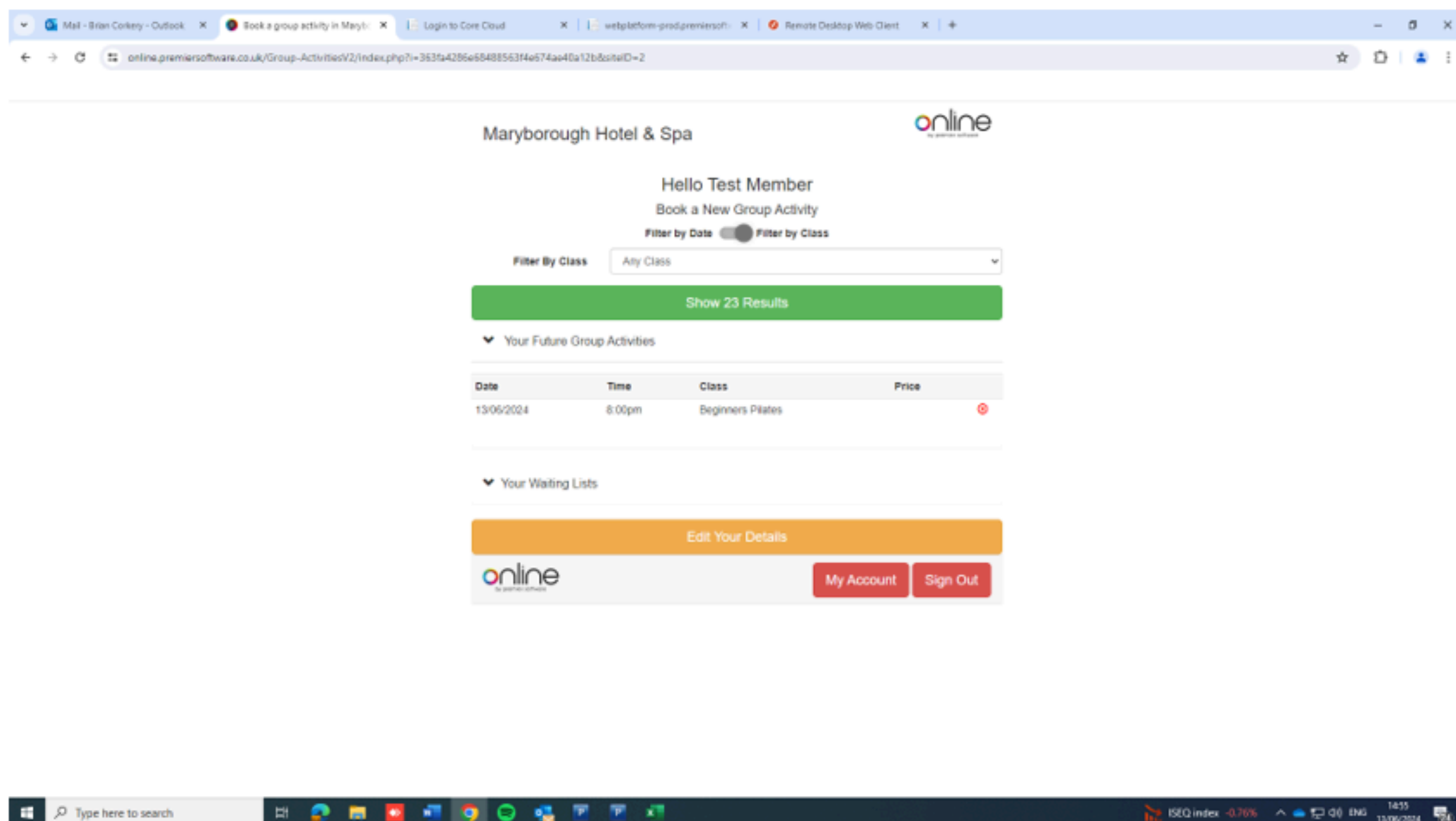
**Once you have booked the required Classes, click on the Log Out Button the leave the site.**



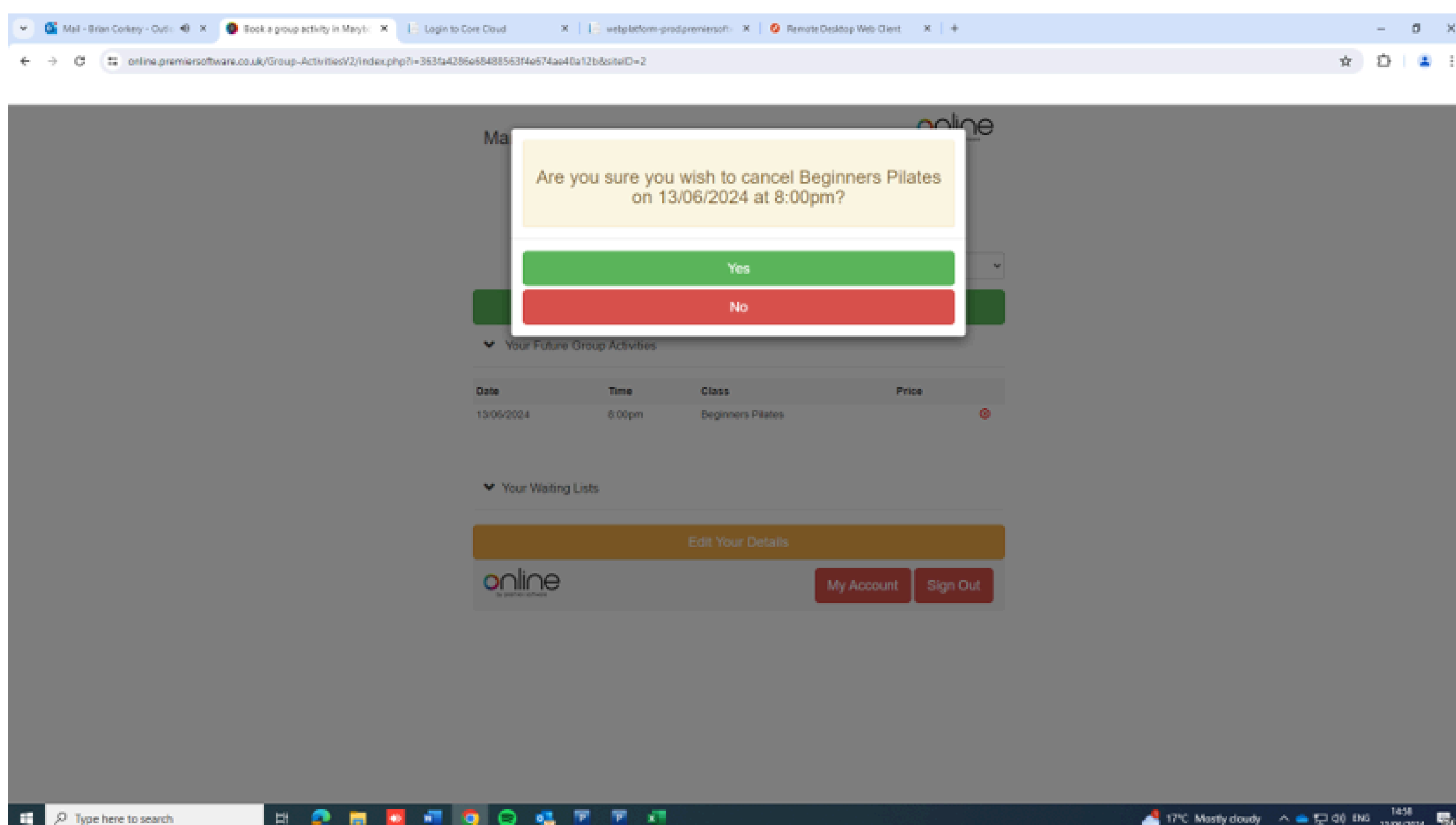
**The next time that you log in, you will just click the Sign In button and it will ask you for your email and password, so you only have to Register the Once.**

**You will need to Contact the Health Club reception on 021 4918 327 or email leisure@maryborough.ie to cancel your place in any of the Classes, within 24 hours of the Class Starting. We will then contact the next person on the Waiting List.**

**You can cancel the Class from your Class Booking screen if you can give more notice than 1 day. When you have Your Future Group Activities list open, there is a red dot on the right hand side of the Booking.**



**Click on this button and it will cancel the Class for you. You will need to Press the Yes to confirm that you want to cancel the Class Booking. You will receive an email and we will receive an email also.**



**Happy Booking and if you need assistance, please contact us.**