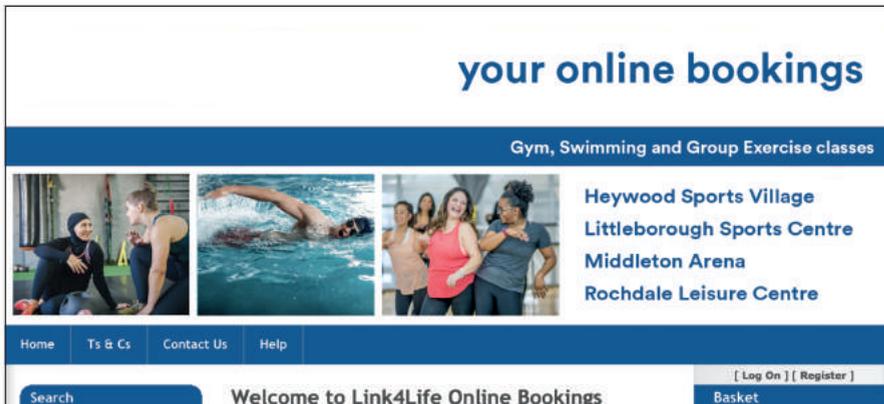


# How to register for online bookings

- 1 Visit [www.link4lifeolb.org](http://www.link4lifeolb.org)



- 2 Click **Register** to Create A New Account

[ Log On ] [ Register ]

- 3 Complete your details in the **Account Information**

**Username:** You can choose what you want this to be; your name, email, pets name - anything they wish.

**Email Address:** You will need to add a valid email address. This will be used to send an activation link, to receive booking confirmations and password resets.

**Membership Card Number:** This is displayed on your membership card. If you have lost or misplaced your membership card, please contact a member of our team at [membership@link4life.org](mailto:membership@link4life.org) and they will be able to give you your membership number. Please note that a membership card will be required to visit our centres so you will need to organise a replacement on your first visit to the centre.

**Security Question:** Please select one security question from the list of three provided.

**Security Question Answer:** Please enter the answer to your selected security question. You will be asked this question when you activate your account via email so it is important you remember this.

The screenshot shows the "Account Information" registration form. It has several input fields: "User name", "Email address", "Confirm email address", "Membership card number", "Security question" (a dropdown menu with "Name of your first school?" selected), and "Answer to security question". There is a "Register" button at the bottom right of the form. Blue arrows point from the explanatory text boxes to the corresponding fields in the form.

- 4 When you have completed all of your details, please click the **Register** button.

- 5 You will receive an Activation Email to the email address you have provided. To activate your account, you will need to click the link in the email. Here, you will also be asked to answer your security question and set a password.

Your activation email will be sent immediately after registering so please check your spam/junk mail if you do not receive it within a few minutes.

**When you have activated your account through your email, you are ready to start booking sessions.**

## Making a booking

- 1 Click **Log On**

[ Log On ] [ Register ]

- 2 Enter your **username** and **password**

The screenshot shows the "Account Information" login form. It has two input fields: "User name" and "Password". There is a "Remember Me" checkbox and a "Log On" button at the bottom right of the form. Pink arrows point from the instructions to the input fields and the "Log On" button.

- 3 Click **Log On** open your account and make a booking