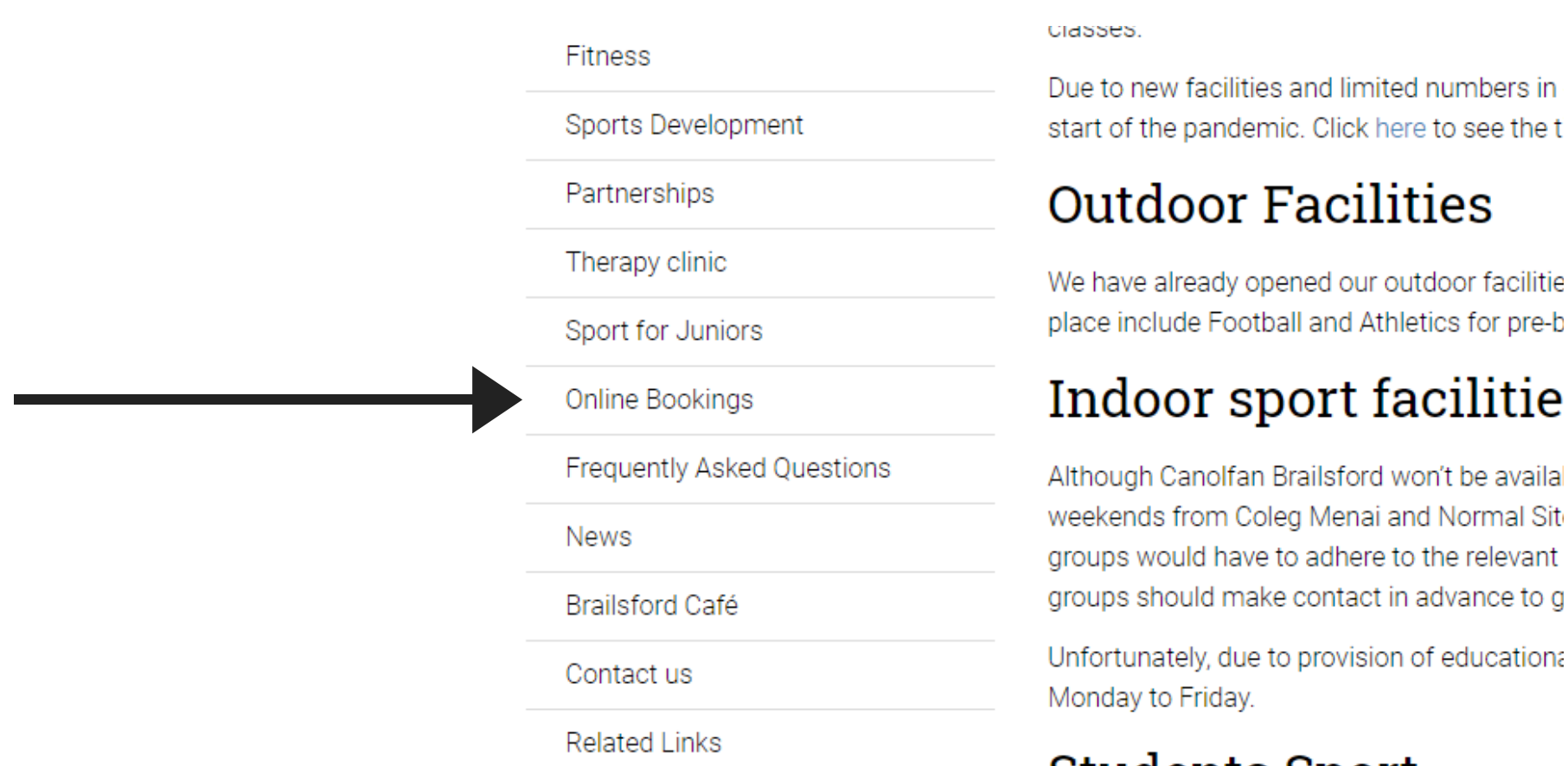


How to create an online account

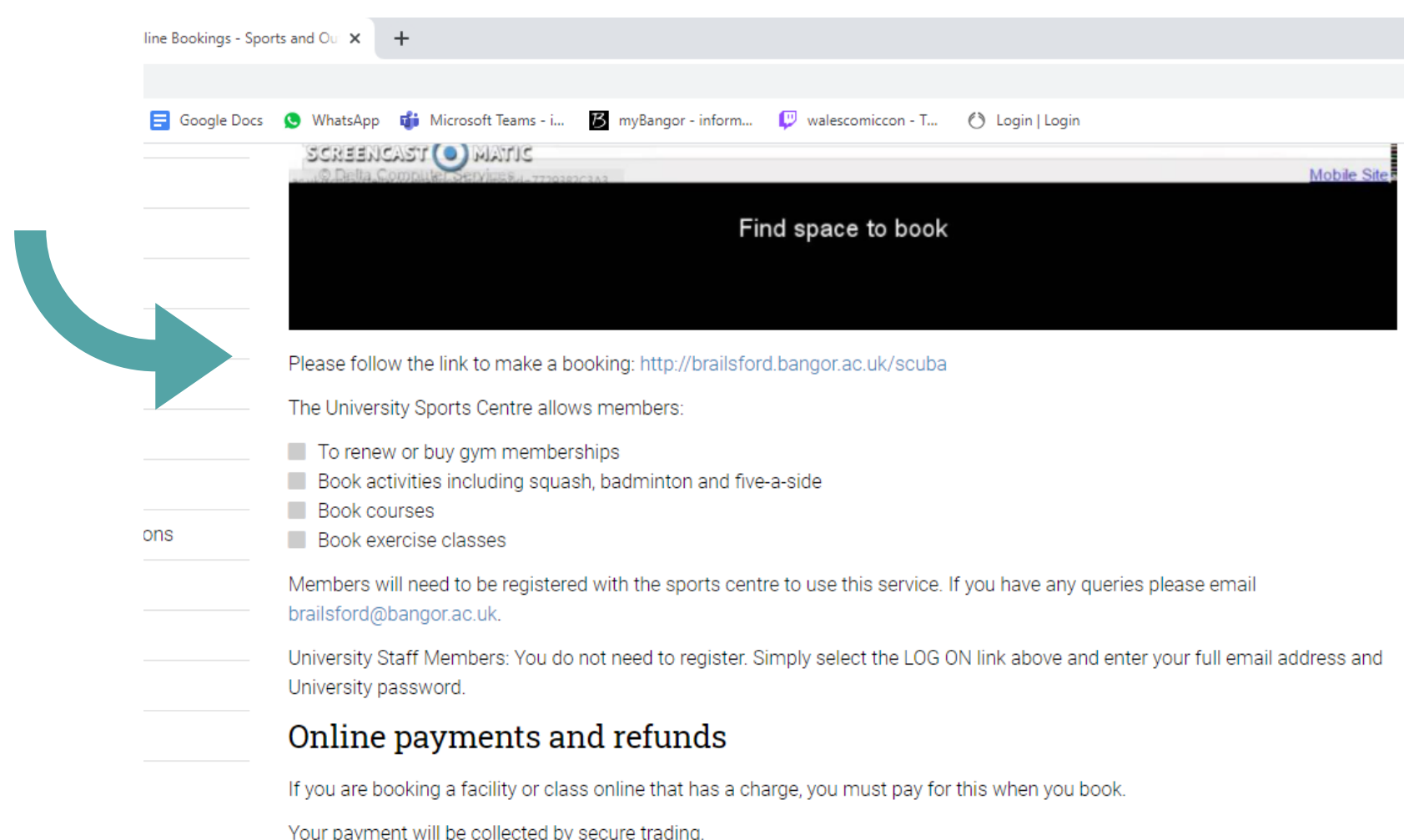
1

Select the 'online booking' tab on our home page



2

Follow this link...



3

Select 'registered user without password'

Staff members - select the univeristy users tab



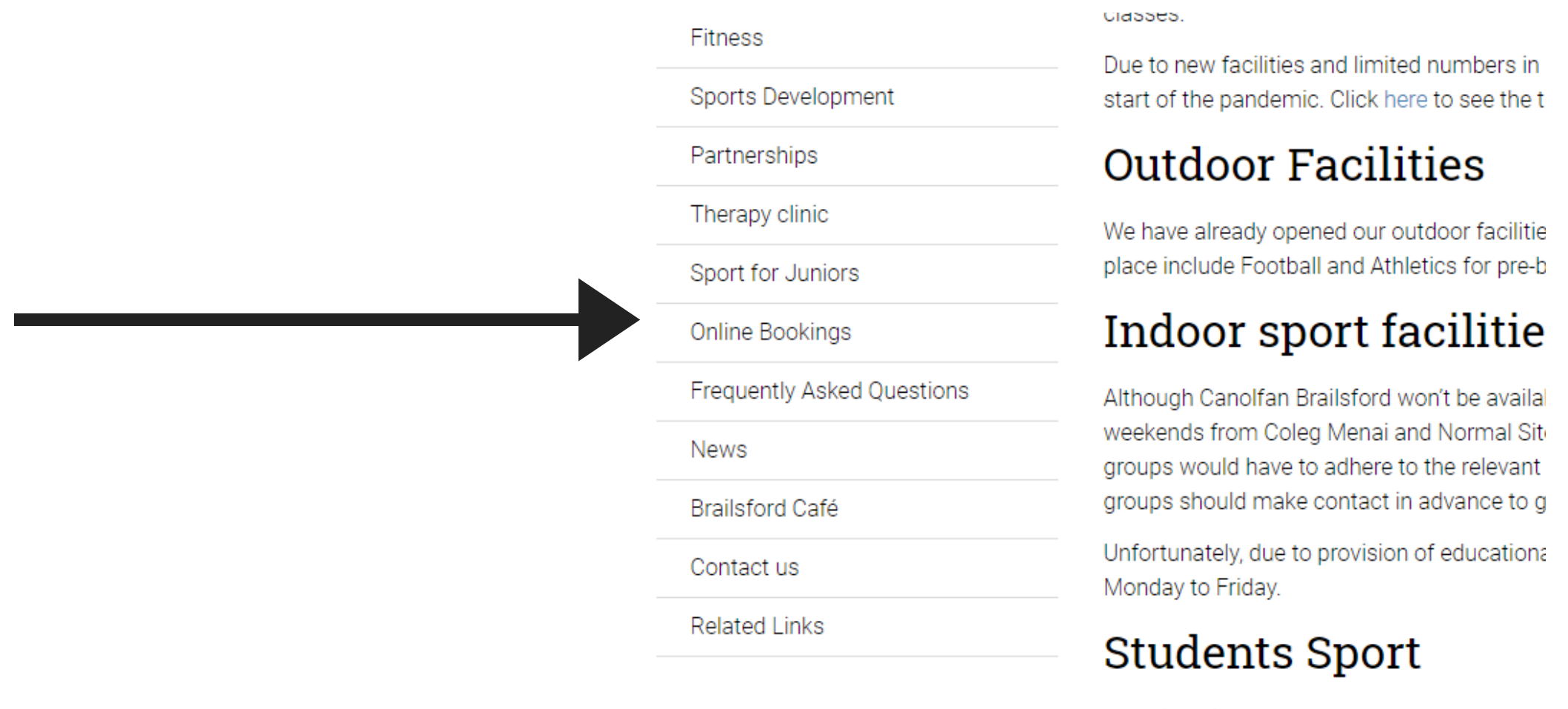
4

Enter your student/membership number and the e-mail address you gave us when you joined (students - this will be your student e-mail address)

How to book online

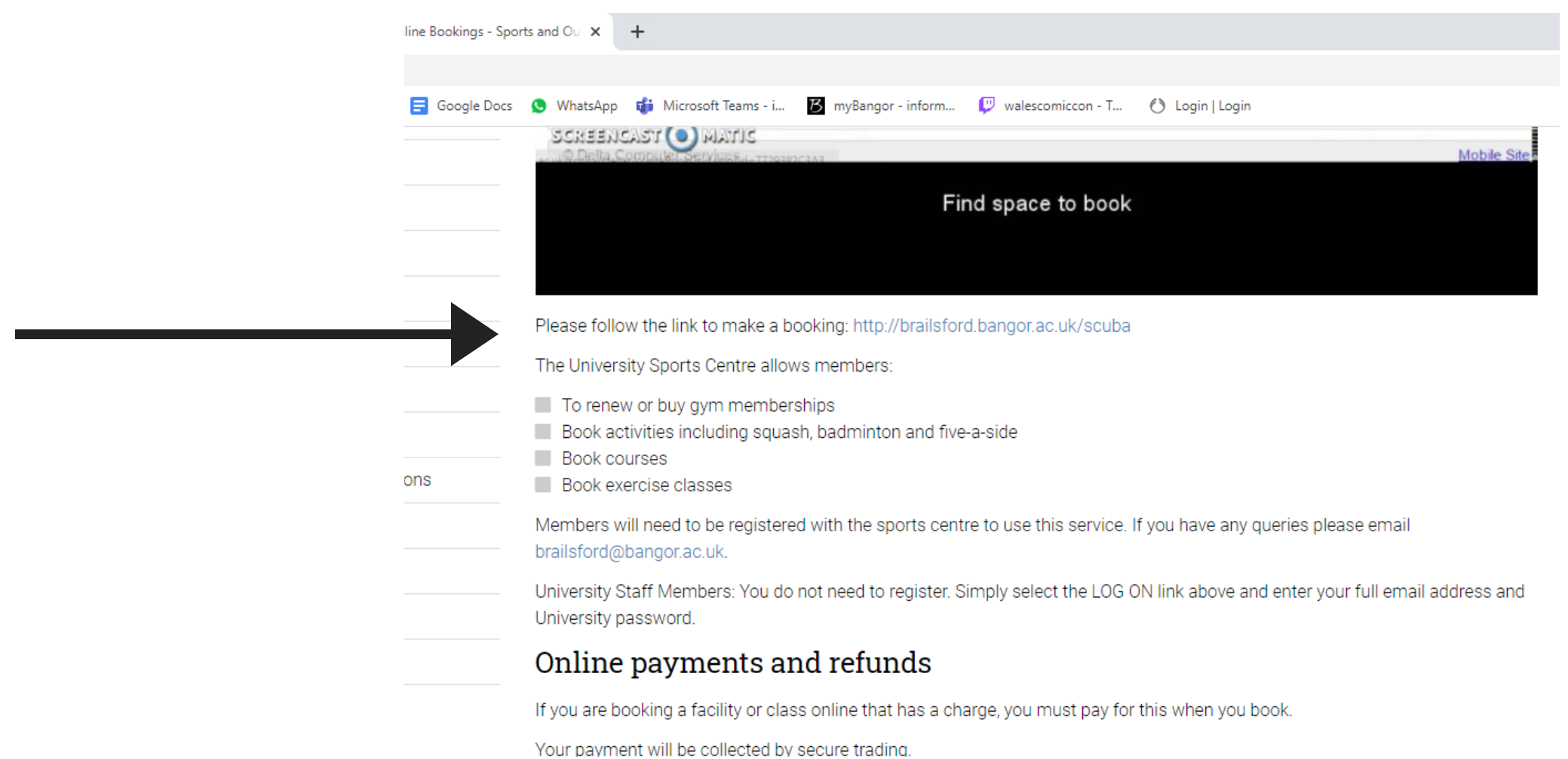
5

Select the 'online booking' tab on our home page



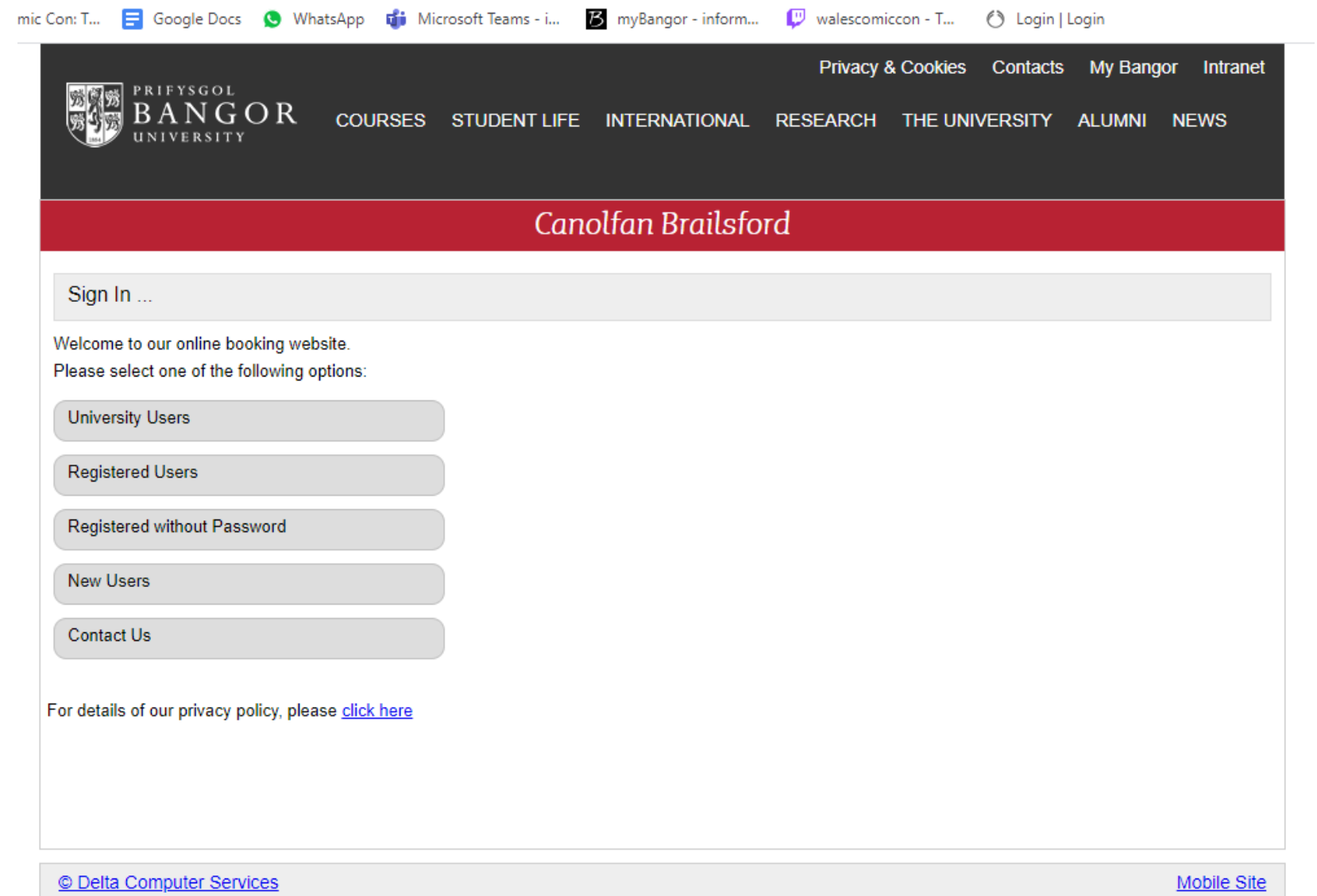
6

Follow this link....



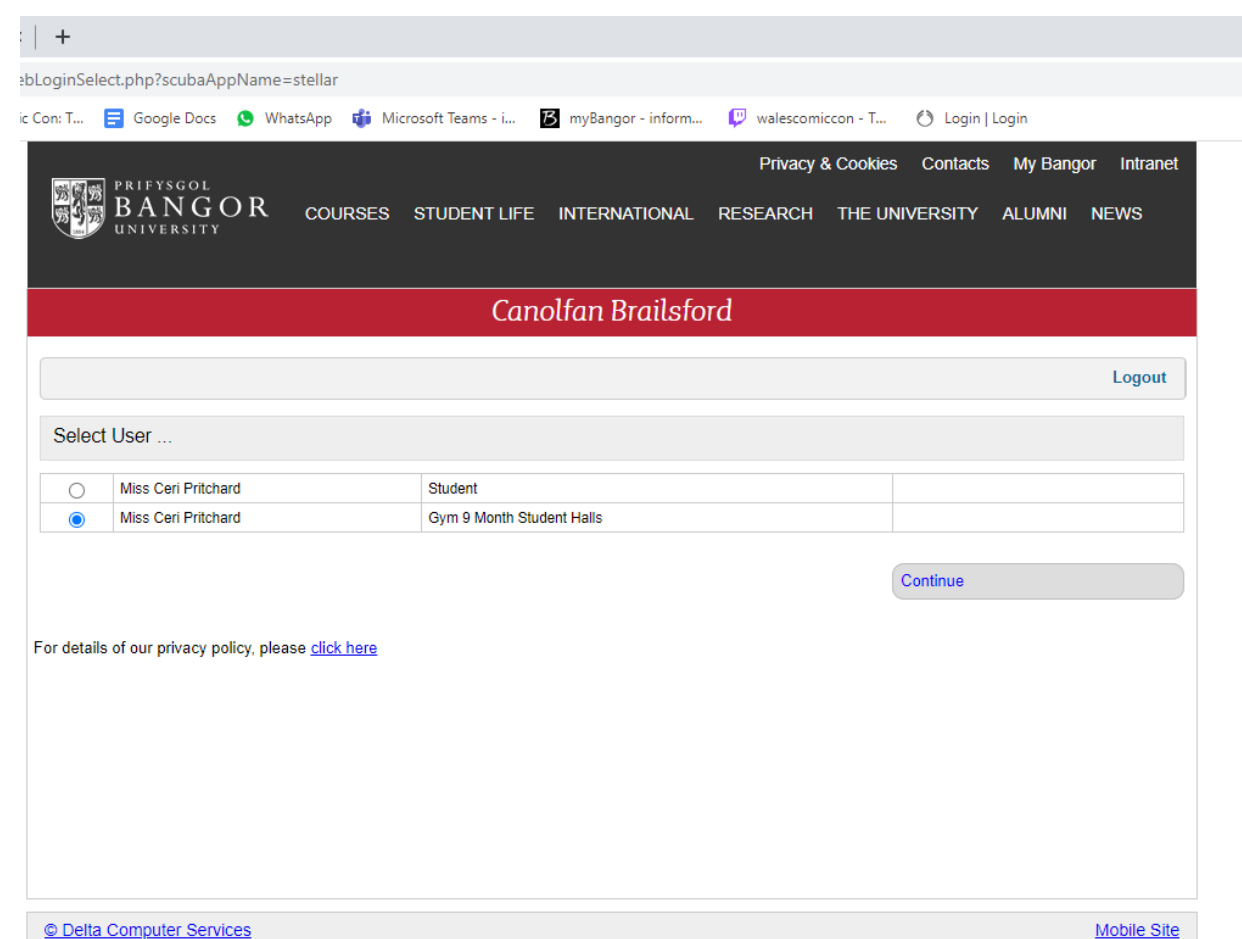
7

Log in.....



8

At the 'select user' page, tick the membership box



9

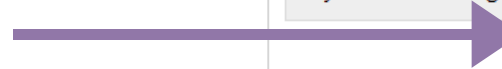
Select 'Book a class'.....



The screenshot shows the Canolfan Brailsford website interface. At the top, there is a navigation bar with the university logo and links for COURSES, STUDENT LIFE, INTERNATIONAL, RESEARCH, THE UNIVERSITY, ALUMNI, and NEWS. Below this is a red header with the text 'Canolfan Brailsford'. A 'Logout' button is visible in the top right. The user's name, 'Ceri Pritchard', is displayed. The main content area is titled 'Welcome' and 'My Booking ...'. Under 'My Booking ...', there is a sub-header 'Online booking is available all day.' and a list of buttons: 'Book an activity', 'Book a class', 'Book a course', and 'Contact Us'. To the right of these buttons is a vertical list of account management options: 'My Bookings', 'My Courses', 'Update Password Details', 'Update Email Address', 'Update Personal Details', 'Update Contact Details', 'Add User to My Account', and 'Change User'. At the bottom, there is a footer with '© Delta Computer Services' and a 'Mobile Site' link.

10

Select the date and time you want to book



The screenshot shows the 'My Class Booking ...' section of the website. It features a 'Class Date' dropdown menu set to 'Saturday, 26 September 2020'. Below this, there is a list of 'Available Classes' with the following entries: '08.30: Gym Booking Slot - Gym', '10.00: Gym Booking Slots - Gym', '11.30: Gym Booking Slot - Gym', '13.00: Gym Booking Slots - Gym', '14.30: Gym Booking Slot - Gym', '16.00: Gym Booking Slots - Gym', and '17.30: Gym Booking Slot - Gym'. The footer includes '© Delta Computer Services' and a 'Mobile Site' link.

All done! We'll see you soon!

