

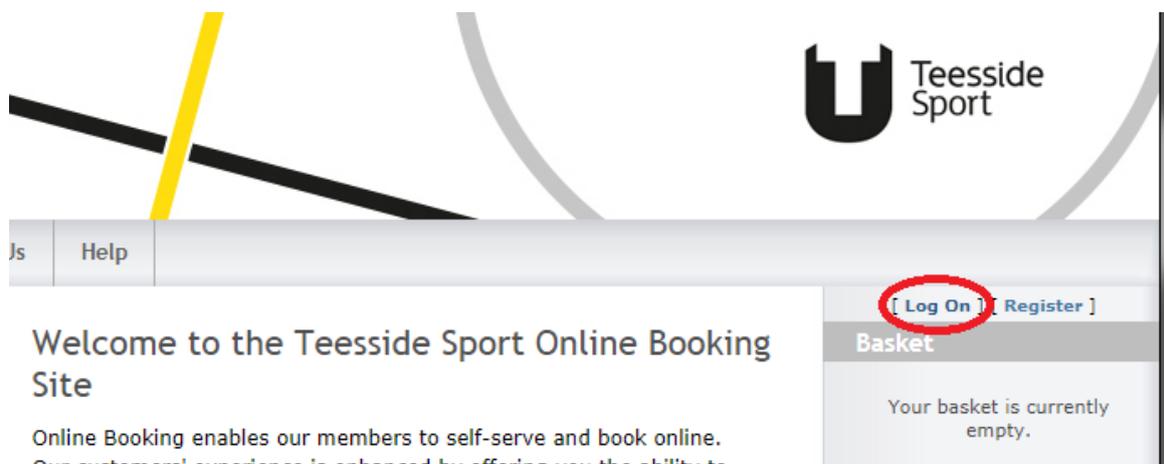
# Teesside Sport Online Booking Help Guide

## Registration/Logging On

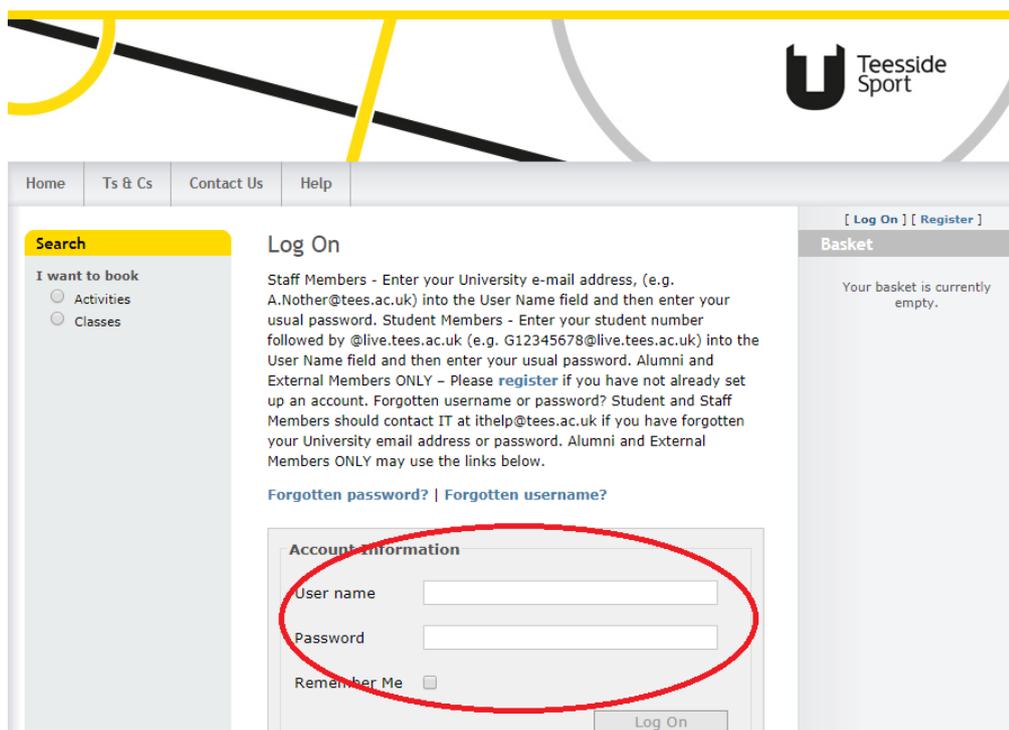
### Staff and Student Members

Student and Staff members do not need to register to access the Online Booking Site.

- From the homepage, select the **Log On** link located on the right hand side of the page.



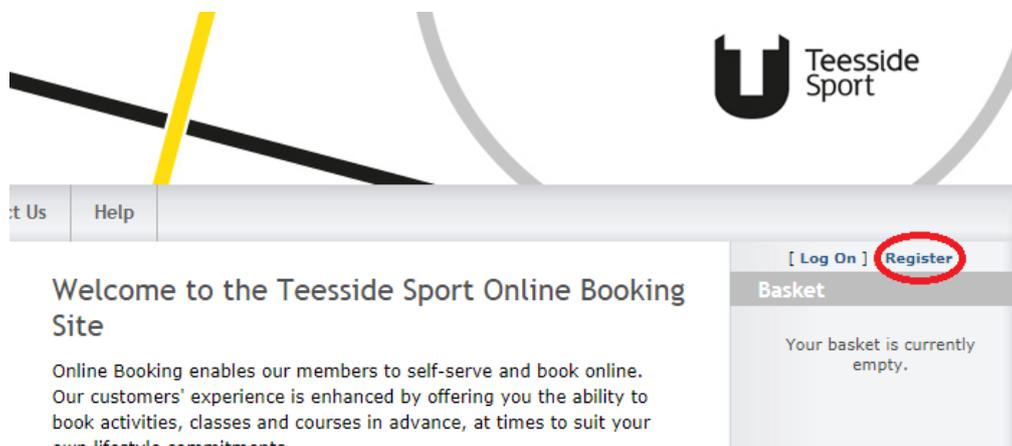
- Enter your University username and your University password (the same details you use for accessing your IT account).



## Alumni and Guest/Associate Members

Alumni and Guest/Associate members must register a new account for the Online Booking Site. Therefore you will need to follow the registration process.

- From the Homepage, select the Register link located on the right hand side of the page.



Fill out all of the fields on the following display.

A screenshot of the Teesside Sport Online Booking Site registration form. The form is titled 'Create a New Account' and includes a search bar on the left. The form fields are: Username, Email address, Confirm email address, Wristband number, Security question (with a dropdown menu set to 'Mother's maiden name'), and Answer to security question. A 'Register' button is located at the bottom right of the form. The entire registration form area is circled in red.

**User name** – This can be any username you wish.

**Email address** – Please enter a current email address that you check on a regular basis.

**Membership Card/Wristband Number** – This needs to be your membership card number which you can find displayed on your card or wristband.

**Security Answer** – This answer is case sensitive and is required if you forget your password.

**Click Register.**

- Once you have registered, you will receive a confirmation email with a link that you must click to activate the account. Once you have done this and created a password, you will be able to log in with these details and use the site.