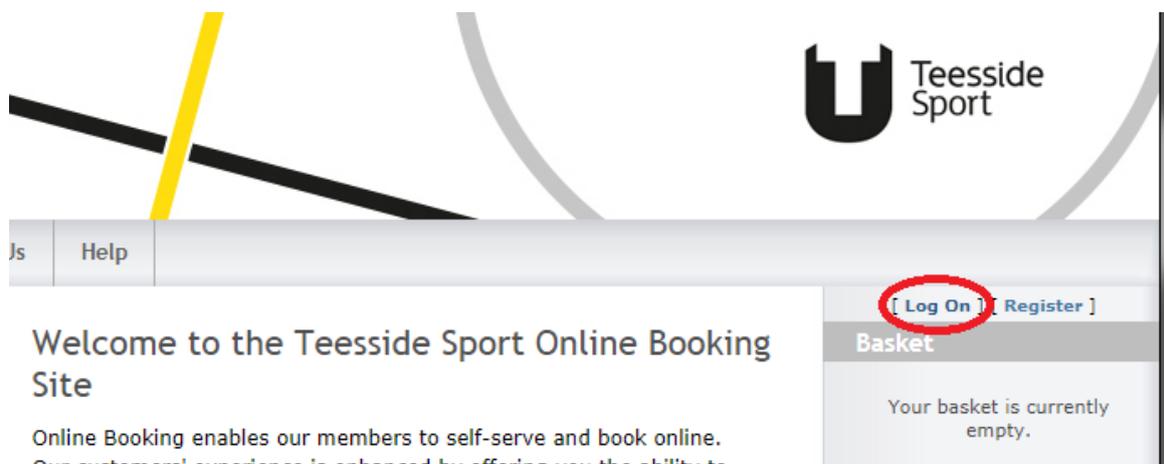# Teesside Sport Online Booking Help Guide
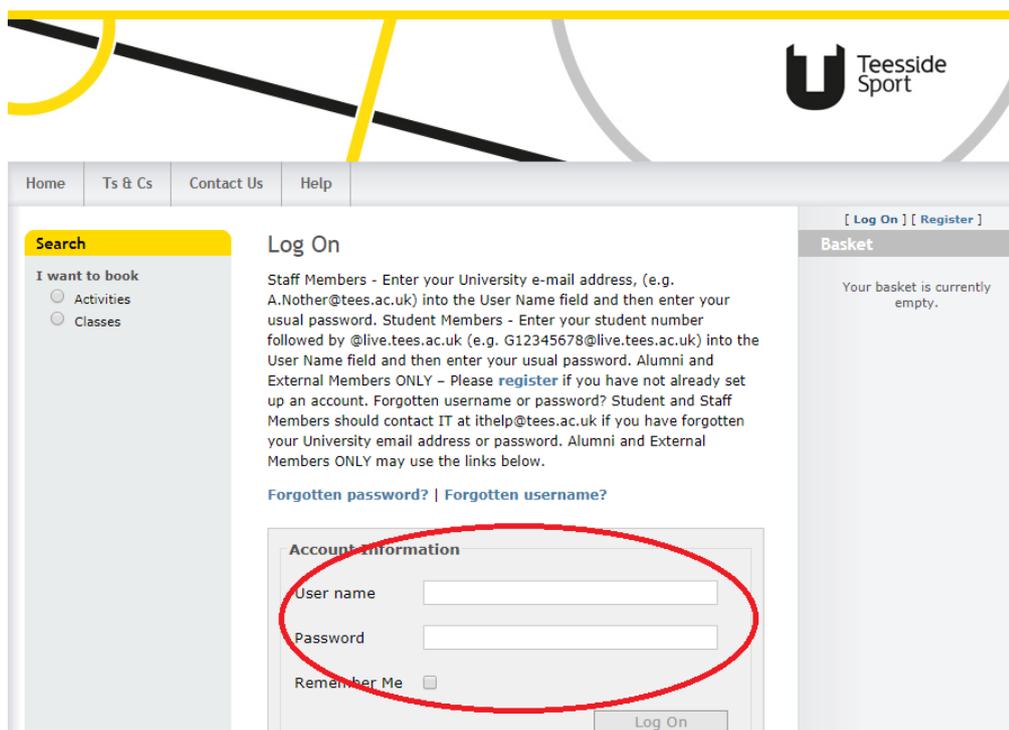
Registration/Logging On

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.
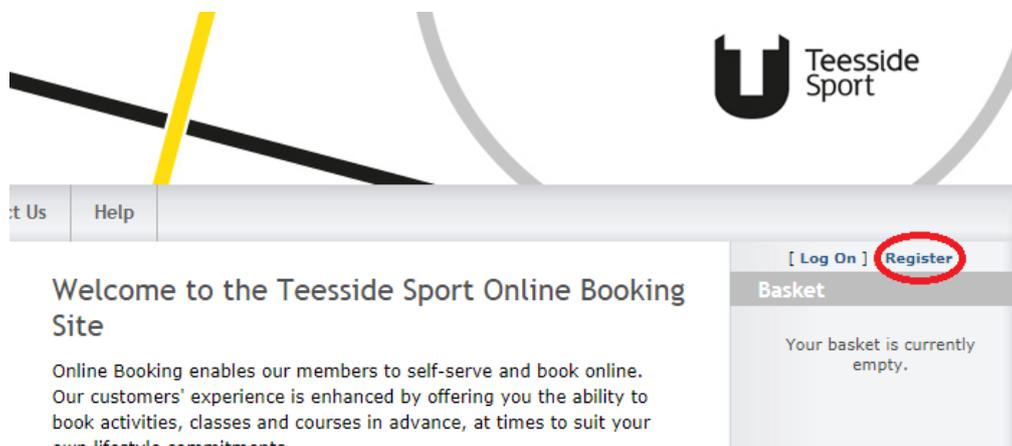

- Enter your University username and your University password (the same details you use for accessing your IT account).

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.

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.