



QMU Sports Online Booking Help Guide – Registration and Logging on

This service is available to current QMU Sports members only.

Users and should read the site terms and conditions before registering: [Terms & Conditions](#)

QMU Staff & Students: You **do not** need to register to use the online bookings service. Please follow the guidance from the [log on](#) section on the next page.

Public members: You must first register a new account before logging in.

To register for the service (public members only):

- From the homepage, select the **Register** link located above the **Basket** header on the right hand side of the page.
- Fill out all of the fields on display. Please check the Registration notes below if you are unsure of any entry.
- Click **Register**.

Queen Margaret University
EDINBURGH

Home Ts & Cs Contact Us Help

[Log On] **Register**

Search

I want to book

- Activities
- Classes

Create a New Account

Use the form below to create a new account.

Account Information

User name

Email address

Confirm email address

Membership card number

Security question

Answer to security question

Register

Your basket is currently empty.

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Registration notes

1. Please ensure you use an email address that you check on a regular basis. In addition to the account activation email you will receive, this email address will also be used for confirmations and re-activation links in the event that you forget your password.
2. The card number you enter must match those that the Sports Centre holds on record for you. Your card number is displayed on the front of your card and is 7 digits long starting with 88. If you experience problems with the registration process please check your record details with a member of the Sport Centre team.

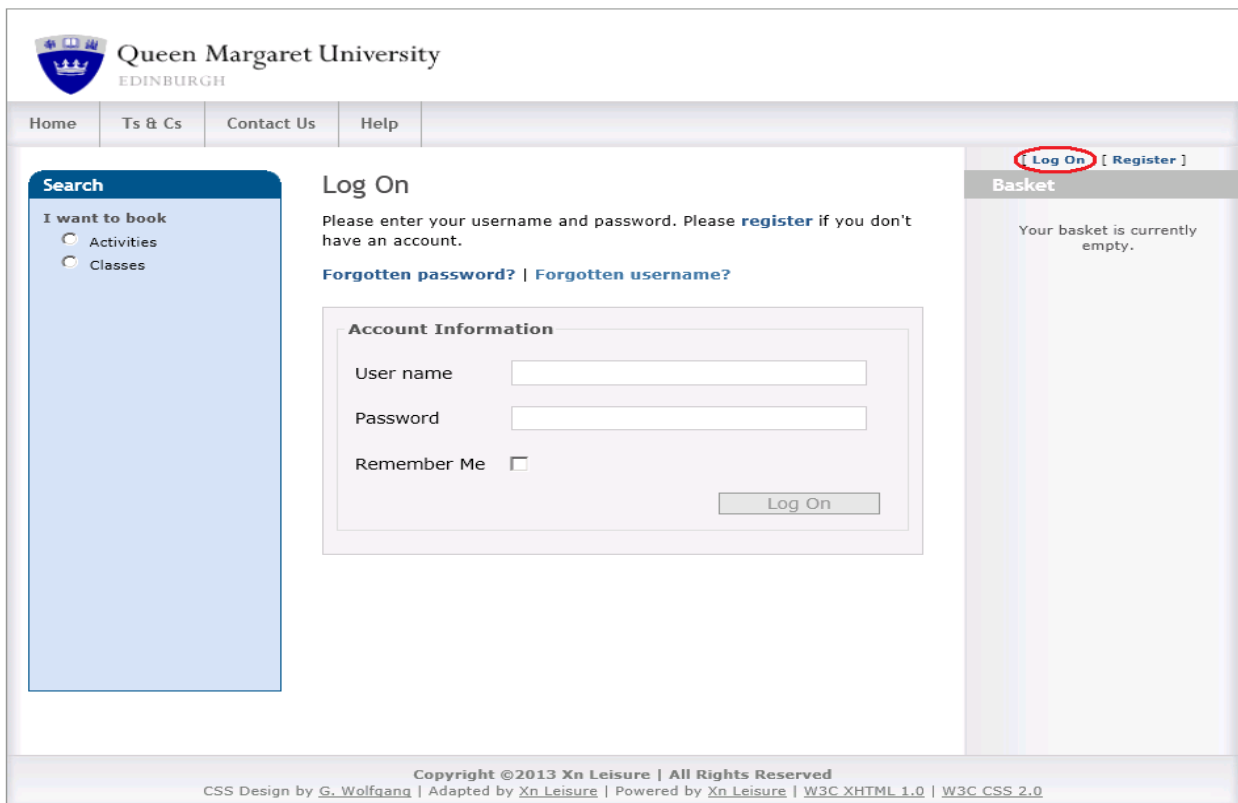
To activate your account

An account activation email will be sent to the email address you entered during the setup. Click on the link provided within the email. This will take you to the activation page.

- Confirm the answer to your security question.
- Enter and confirm your desired password.
- Click **Activate**.
- Congratulations, you are now logged on and ready to start making bookings.

To log on:

- Select the **Log On** link located above the **Basket** header which can be found on the right hand side of any page on the site.
- Enter your username and password. QMU Staff & students should use their normal QMU username and password.
- Click **Log On**.
- You can use the Remember me tick box to save your username for subsequent visits.



The screenshot displays the Queen Margaret University website interface. At the top left is the university's logo and name. A navigation menu includes 'Home', 'Ts & Cs', 'Contact Us', and 'Help'. On the right side, there are links for '[Log On]' and '[Register]', with the 'Log On' link circled in red. Below the navigation is a 'Search' section with radio buttons for 'Activities' and 'Classes'. The main content area is titled 'Log On' and contains a form with fields for 'User name', 'Password', and a 'Remember Me' checkbox. A 'Log On' button is positioned at the bottom of the form. To the right of the form is a 'Basket' section with the message 'Your basket is currently empty.' At the bottom of the page, there is a footer with copyright information: 'Copyright ©2013 Xn Leisure | All Rights Reserved' and 'CSS Design by G. Wolfgang | Adapted by Xn Leisure | Powered by Xn Leisure | W3C XHTML 1.0 | W3C CSS 2.0'.

To log off:

- Select the **Log Off** link located in the same place as you found log in; above the **Basket** header on the right hand side of any page on the site when you are logged on.

What do I do if I forget my username?

- Navigate to the **Log On** page as normal.
- Click on the **Forgotten username** link located directly above the **Account Information** box.
- Enter the email address you registered with.
- Click **Request username reminder**.
- An email will be sent to the email address you entered during the setup, containing the username you registered with.
- If you have also forgotten your password follow the instructions in the next section.

What do I do if I forget my password?

- Navigate to the **Log On** page as normal.
- Click on the **Forgotten password** link located directly above the **Account Information** box.
- Enter your username and the email address you registered with.
- Click **Request re-activation link**.
- An account re-activation email will be sent to the email address you entered during the setup, click on the link provided within the email. This will take you to the activation page.
- Confirm the answer to your security question.
- Enter and confirm your new password.
- Click **Activate**.
- You are now logged on and ready to start making bookings.

How do I change my password?

- Log on as normal.
- Select the **Change Password** link located above the **Basket** header which can be found on the right hand side of any page on the site.
- Enter your current password.
- Enter and confirm your new password. Please note that your new password must be at least 6 characters long.
- Click **Change Password**.