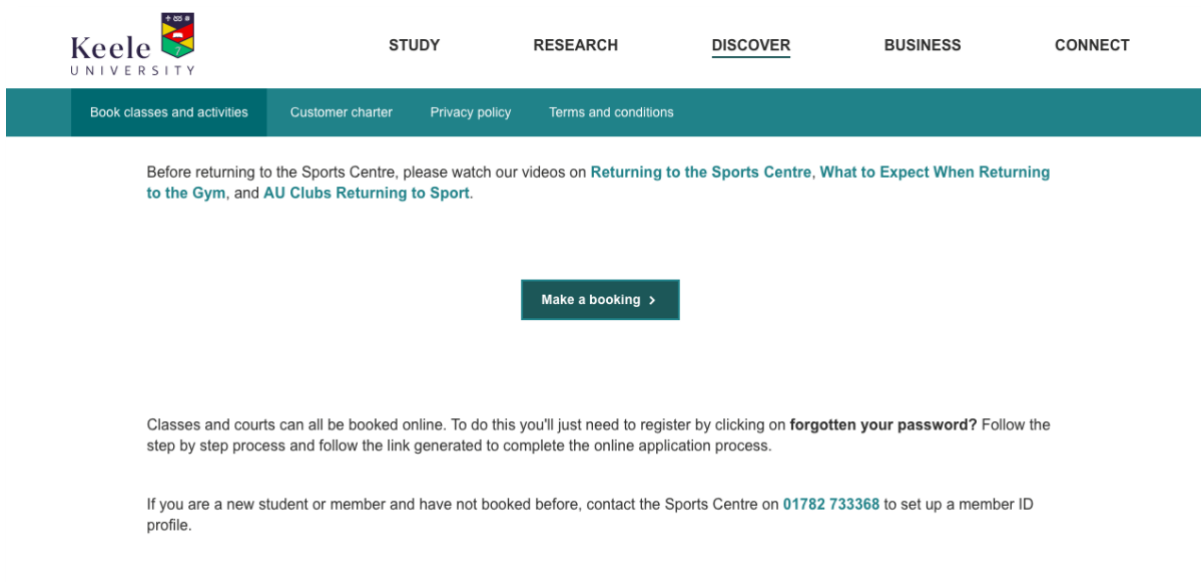


Gladstone Online Booking User Guide

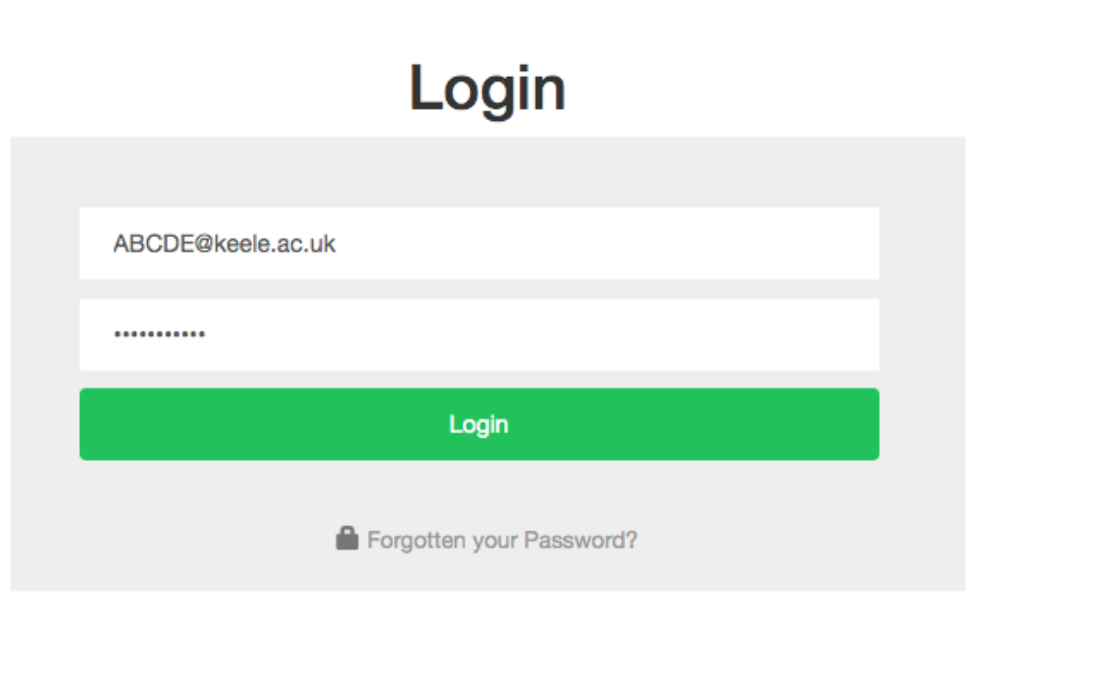
This is a quick guide to easily navigate our online booking system. Providing a step by step guide on how to book, gym sessions, classes, activities and facilities.

1. Click on the 'Make a booking' button on the [sports book classes and activities webpage](#)



The screenshot shows the top navigation bar of the Keele University website. The navigation menu includes: STUDY, RESEARCH, DISCOVER (underlined), BUSINESS, and CONNECT. Below the navigation bar is a teal header with links: Book classes and activities, Customer charter, Privacy policy, and Terms and conditions. The main content area features a message: "Before returning to the Sports Centre, please watch our videos on [Returning to the Sports Centre](#), [What to Expect When Returning to the Gym](#), and [AU Clubs Returning to Sport](#)." Below this message is a prominent green button labeled "Make a booking >". Further down, there is explanatory text: "Classes and courts can all be booked online. To do this you'll just need to register by clicking on **forgotten your password?** Follow the step by step process and follow the link generated to complete the online application process." At the bottom, it states: "If you are a new student or member and have not booked before, contact the Sports Centre on [01782 733368](tel:01782 733368) to set up a member ID profile."

2. Enter your email address and password. If you do not have your login details click 'forgotten your password'.



The screenshot displays the "Login" page. The title "Login" is centered at the top in a large, bold, black font. Below the title is a light gray rectangular form containing two input fields. The first field contains the email address "ABCDE@keele.ac.uk". The second field contains a series of dots representing a masked password. Below the input fields is a large green button with the text "Login" in white. At the bottom of the form, there is a link with a padlock icon and the text "Forgotten your Password?".

3. Enter your email address and code displayed on the screen. A password re-set email will be sent. Follow instructions on the email. Any problems call reception on 01782 733368.

Password request

Please enter your Email Address.

You will then be sent details of how to obtain a new Password.
These details will be sent to your registered email address.

Email Address



Enter the characters displayed in the image above, in the space provided below (not case sensitive)

Request Password

Back

4. Once logged in click 'advanced search' for the easiest way to find your activity.

Search ▼

Advanced Search ▼

Activities ▲

Tennis Courts (1.5 Hours) Tennis Courts

Please note the booking is for 1.5 hours from your start time to allow the faci...

5. Select your activity type (i.e Gym), the date range you want to attend and your preferred times and days. Then hit search and select the activity you want to book on to.

Advanced Search

What's on at
Keele University

Activity Type
Gym

Activity
Gym Fri 3pm (60min)

From 15/09/2020 **To** 25/09/2020

Preferred Times
Morning Afternoon Evening

Include Days
Mon Tue Wed Thu Fri Sat Sun

Search

Classes

Gym Fri 3pm (60min) Space Gym

Please note the booking is for 60 minutes from your start time to allow the fa...

6. Check the details are correct and click book on the next two pages. If money is owed for the booking you will then be redirected to the payment page. You will then receive email confirmation.

Select Slot

Gym Fri 3pm (60min)

Tue 15 Sep to Fri 25 Sep
00:00 - 23:59

Fri 25 Sep, 15:00
(60 mins)

Book
20 spaces remaining

Complete Your Booking

Gym Fri 3pm (60min) [Gymnasium]

Fri 25 Sep, 15:00 (60 mins)
£0.00

Comments

Please note the booking is for 60 minutes from your start time to allow the facility to operate under COVID-19 restrictions. All bookings are on the condition that users will follow current NGB guidance for the given sport. Please bring own hand sanitiser

Do you want to make this booking?

Book Cancel

If you get stuck at any stage, please call reception on 01782 733368.