

ACTIVE SCHOOLS GUIDE TO ONLINE BOOKING

Step 1: SIGN UP FOR AN ACCOUNT

- Go to <https://midlothian.legendonlineservices.co.uk>
- If you have a Tonezone membership: Select "Register" on the right-hand side
- If you do not have a Tonezone membership: Select "Sign Up" on the right-hand side
- Enter **your own** (parent / carer) details and follow the steps given
- If you already have an online account, login as usual

Step 2: ADD YOUR CHILD TO YOUR ACCOUNT

- Select "My Account" on left-hand side
- Then select "View My Groups"
- Select "Create Contact" on right-hand side
- Select "Active Schools" as Home Centre then enter your child's details and follow the steps given
- If your child is already a member, contact your local leisure centre to get their membership number
- Then select "Add Contact"
- Enter membership number then select "Add Participant"
(Your child may be a member if they attend Midlothian Council leisure centre classes e.g swimming lessons)
- If you are unsure if your child is a member, please contact your local leisure centre.

Step 3: SEARCH FOR AN ACTIVITY

- Select "Make a Booking" then "Sports Course Search"
- Either:
- Type your selected activity in "Course Name" box
 - **Search by your local area / school:**
In "Main Category" select your area e.g "Active Schools Lasswade"
You can use "Sub-category" to select a specific school or venue
 - **Search by a sport:**
In "Main Category" select "Active Schools Activities"
Then use sub-category to select a sport or activity

Step 4: REGISTER FOR AN ACTIVITY

- Select a club from the list
- This will give you all the details and dates
- Select "Register" in the bottom right corner
- Select a child to attend this club and click "Next"
- Then select "Add to Basket" in the bottom right corner
- Follow the steps to make your payment for the club
- You will receive a confirmation email once your child's space has been confirmed (please check your Junk mail)

Remember, you can visit or phone your local Midlothian Council leisure centre to book and pay for Active Schools classes.