



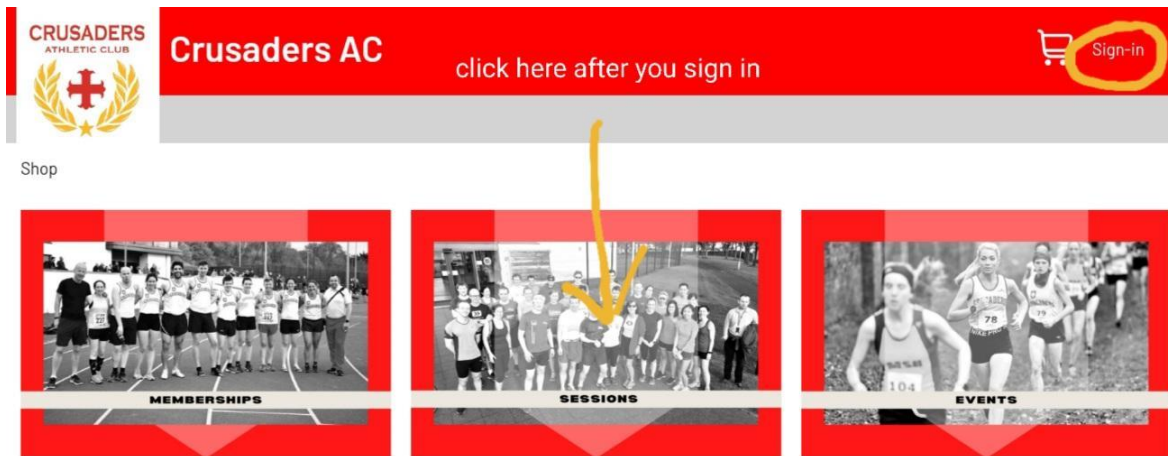
Registering for Sessions and QR code instructions

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Registering for a Session

Go to the Club Members page [HERE](#) and login to your account. This is the email and password you used to create the account when you registered to pay the subscription.



Then you Click on Sessions from the main menu. This will bring up a page with all the weeks upcoming sessions on it. They are listed by day and sometimes standard on the page.

Tuesday 22nd Feb 2022

		
Adult - Beginners and Novice Runners - Fit 4 Life - Lane 1 - Sessions	Adult - Long Distance Group - Lane 8 - Sessions	Adult - Normal Distance - Lanes 2 Through 7 - Sessions
 Irishtown Stadium Strand Street Irishtown	 Irishtown Stadium Strand Street Irishtown	 Irishtown Stadium Strand Street Irishtown
 18:45 - 19:45	 18:45 - 19:45	 18:45 - 19:45
 Age restriction: Over 16 years	 Age restriction: Over 16 years	 Age restriction: Over 16 years
 Free	 Free	 Free

Click on the session you want to book. This will bring up a pop up and if you have more than one subscription, you select to book the session for you or someone else. Adult members will be booking for themselves unless they have added someone like a partner to their account. Mostly the booking for someone else will be for Parents of Juvenile members booking their child into a session.

Select add to basket and then proceed to your basket. You can save time by going ahead and adding all the sessions you will be going to that week at the same time.

Go to your basket and select checkout, this will start the booking procedure.

You will be asked to provide answers to questions (additional information) as per our session requirements. These are questions such as covid questionnaire or specific questions for the session such as what lane and or standard you are. These answers will be saved against your account, and you will need to edit your account if your situation changes, such as you move up a lane etc.

Who are you buying for — Additional information — Payment providers

The following additional information forms are required to be completed. Click continue when you are ready to proceed.

- Covid Questionnaire [Open form](#)
Paul Kelly
- Club House Access - Vaccinated / Immune [Open form](#)
Paul Kelly

[Back](#) [Continue](#) [Preview invoice](#)

Selecting your Standard

Certain sessions ask you to provide your standard, use the drop-down menus to select your standard. This is recorded for future sessions, if your standard changes you must change your standard on your account page.

To modify your response to any question in the future please go [HERE](#) and modify the correct form / response.

The screenshot shows a mobile application interface with a modal dialog box open. The background is dimmed, showing three items: 'Covid Questionnaire', 'Club House Access - Vaccinated / Immune', and 'Tues Training standards', each with a 'Paul Kelly' label. The modal dialog has a title 'Lane 2 - Unsure of standard' and a list of options: 'Lane 3 - 25-26 mins 5k', 'Lane 4 - 23 -25 mins 5k', 'Lane 5 - 21-23 mins 5k', and 'Lane 6 - 19 to 21 mins 5k'. At the bottom of the modal are 'Cancel' and 'Save' buttons. The bottom navigation bar of the app is visible, with 'Back', 'Continue', and 'Preview invoice' buttons.

When you have completed all the questions you will select continue. As sessions are free to members you will go to the payment completed page. You are now registered for the Session / sessions.



Payment successfully sent for processing.

Please review your invoices below. a copy of each invoice has been emailed to you.

Invoices	
Organisation	Crusaders AC
Invoice #	4406

Checking Booked Sessions or Cancelling a Session

To check if you have registered for a session or what sessions you have registered for you can view them on your calendar page on your club account page [HERE](#).

Home / Calendar

● Booked ● Reserved ● Waiting list

Please select a person

2022 Feb

Su	Mo	Tu	We	Th	Fr	Sa
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	1	2	3	4	5
6	7	8	9	10	11	12

Paul Kelly Joined 16 Feb 2022 17:32:25

18:45 - 19:45, 22 Feb 2022

Crusaders AC

Adult - Normal Distance - Lanes 2 Through 7

Confirmed Cancel

Click on the date with the orange button to view the session booked on that day. You can also cancel the booking from this page.

Note that the system will not allow you to book sessions if you do not have an active membership with the club. It will prompt you to purchase a membership if you don't have one. You also will not be able to register for two sessions that take place at the same time, you will receive an error if you try this.

If you have issues booking your session, please contact the club.

Checking into the session

To ease check ins, will be asking members to bring Their QR codes over the coming weeks

When you arrive at a session you will be asked to present your members QR code.

Your QR code will be scanned, and you will be instantly checked into the session.

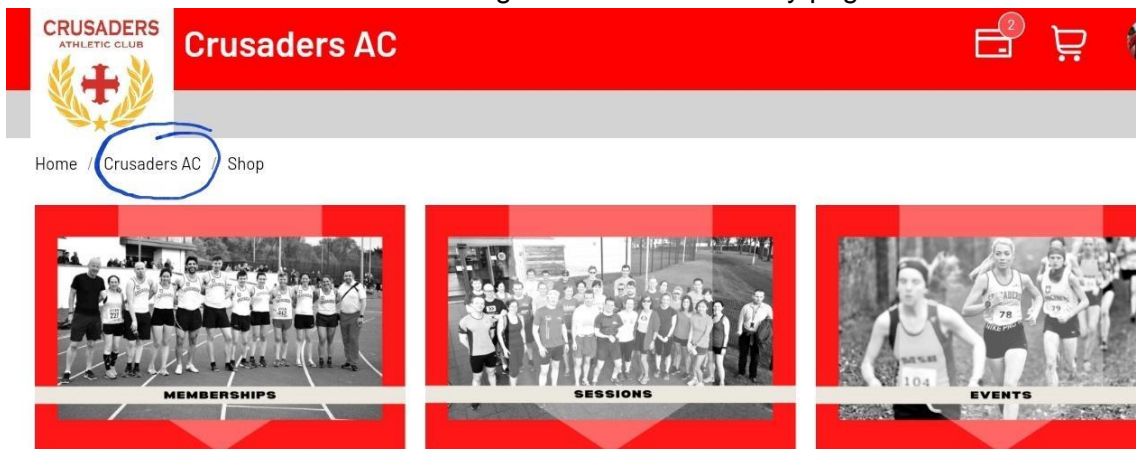
We ask that you have your QR code ready to scan when entering the session, so you do not hold up the people behind you.

QR Code

To get your members QR code follow these instructions.

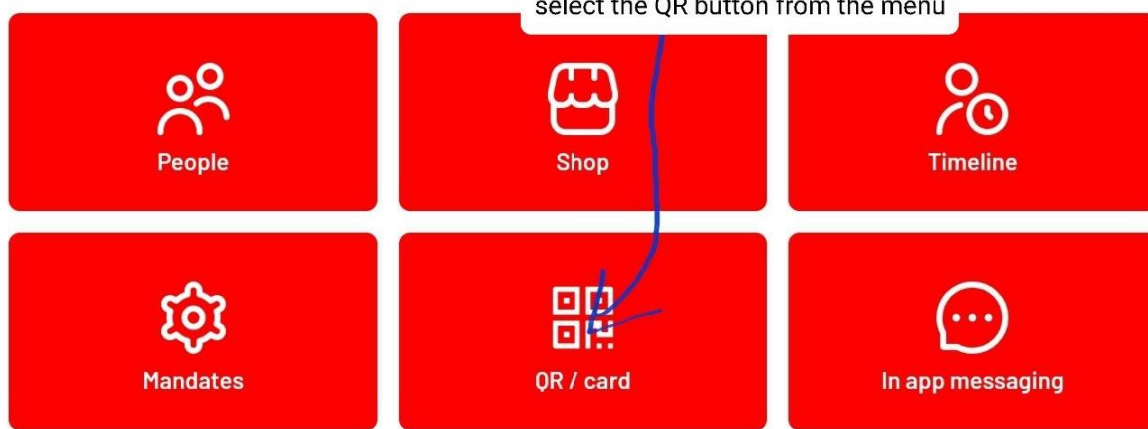
Go to your members only area on the club system. First go to the main page(login if not done so) [HERE](#)

Click on Crusaders ac in the menu to go to the members only page.



On the members only page select the QR code button

Home / Crusaders AC



Then you will select the member whose QR code you want to use.
Your QR code will look something like this -



You can present your QR code on your phone, from the system or you can have a photo of the QR code or even print out and have a paper copy of the QR code, that you can even laminate.

We suggest you keep your QR code safe and private.

Please contact the club if you have any issues or questions.