

SPENCER HOCKEY CLUB

INSTRUCTIONS FOR BOOKING HOLIDAY COURSES VIA EZ FACILITY

All bookings can be made via the website and our new EZ Facility. Please follow the instructions carefully to enable you to book on our holiday courses.

Each child will need to be setup with their own account.

1. Log into your account (if your child is already a member and you already hold an account with us for your child). If you are not a member then you will need to register your child with us. **Important:** Please register **using your child's name, ie the child that you are booking the course for. Do not register your name** as there is room further down the booking form to add 'parents name'. Also, **when inputting date of birth, please ensure you use your child's date of birth.** To log in (existing member) or register (non member), [click here](#).

2. On the left hand side of the screen click the 'Buy' tab

3. Select 'Packages'

4. Select Package type, ie 4 (if short week) or 5 day booking morning or afternoon, or individual morning or afternoon session

5. If selecting individual days, click 'select' then add the number of days you wish to attend, ie 1,2 3 etc. If purchasing a 4 or 5 day package all you need to do is click either the morning or afternoon package type.

6. Click on 'Buy'

7. Add payment details

8. Complete checkout

9. Once you have purchased or paid for your booking (individual sessions only) go into 'book sessions' **TO ENSURE YOUR CHILD IS REGISTERED FOR A PARTICULAR DAY YOU MUST COMPLETE STEPS 10 AND 11.**

10. You will need to scroll through to the 'Calendar View' (ensure you scroll through to the month the course is being held in, ie December for Christmas course, February for February Half term, April for Easter etc.)

11. Once in the month you require, click on days then book in.

If you would like to check what days you have booked in for, you can view this by going to 'my schedule' and then you will see the days highlighted that you are booked to attend.

Please note, **the invoice issued for your booking will act as your confirmation.** An email will be sent to you just before the course starts with further information regarding the course.

If you have any queries, please contact [membership secretary](#).