## How to use kiosks at North Tyneside leisure centres

### All customers:

Insert your easecard facing up, thumb on the crest on the bottom right-hand side.

### For Contours members:

The kiosk will enable anyone who is a fully paid-up Contours member to check in a (non-bookable) visit for the pool, gym or health suite and by-pass reception.

The kiosk will also enable members to check in for any classes they have booked to register their attendance.

#### The process is as follows:

- 1. Contours member inserts card.
- The screen shows which pre-paid sessions have been booked in the example below the booked session is a spin class. Register for your visit by pressing on the class you have booked (in this example 'Virtual the Trip') and then press 'Go To Basket'



Once you are in your basket; there is an option to review and book for next week, it will only allow a seven day ahead booking and will not show any classes beyond this (even though there is an eight day ahead policy).

3. To confirm your attendance, press 'Checkout'.



# Options:

When your card is in the kiosk, you will also be shown other activities you are eligible to book according to your membership and/or account history. If there is space in the class, you can book into these sessions if you wish. To book any of these activities, follow the same process as above for the new activity.



# For pay and play:

If you are a pay and play customer and have booked online and prepaid for a class; you will be able to register your attendance and check in the same way as a Contours member.

You will also be able to book for the following week, however payment would need to be made at reception before the kiosk would allow check in for that class or further subsequent bookings.