

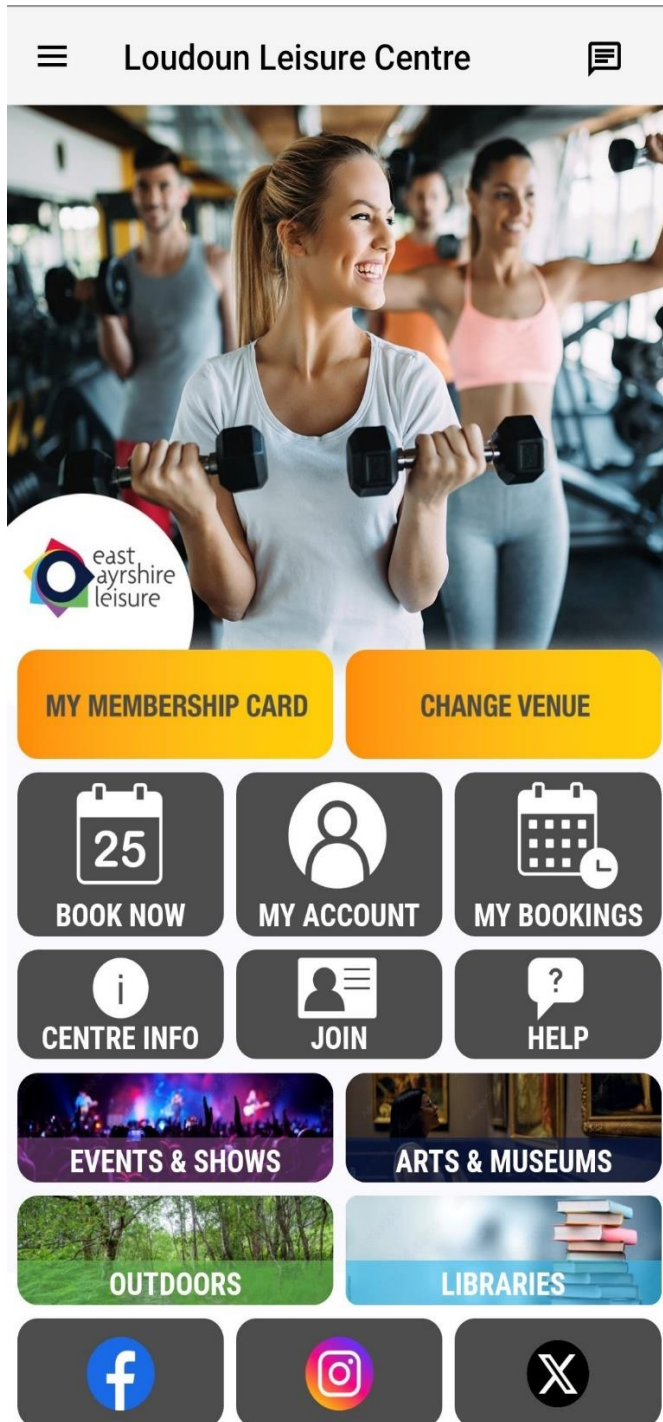


On 1<sup>st</sup> April 2025, the Active Schools Team will be transferring to East Ayrshire Leisure Trust.

As a result we will be changing how registration for our holiday activities take place, which requires the East Ayrshire Leisure app. In order to make sure that you have all the up to date details of our holiday programmes, sporting opportunities and wider access to East Ayrshire Leisure services, please click on the link below which will direct you to the East Ayrshire Leisure website where you can select the Apple or Google store for download.

<https://eastayrshireleisure.com/sport-fitness/download-the-app/>

## Making Booking using EAL app



### Make a Booking

1. Click 'My Account'
2. Click 'Classes'
3. Select Venue from drop down
4. Click 'Calendar symbol'
5. Select 'date activity takes place'
6. Scroll down to 'Active Schools Activity Club' for school holiday activity

### Support for the app – Help section

- Logging into an existing account

- **Creating pay as you go account**
- **Linking a current membership online**
- **Adding children to an account**
- **Cancel a booking**
- **Reset password**

### **Sign up process for Legend Booking System including Child accounts using the Web**

This should only be carried out by individuals who do not have a membership with East Ayrshire Leisure and wish to be a casual pay as you go member. Please follow the steps below:

1. Click on the following link for our sign up page.  
<https://eastayrshireleisure.legendonlineservices.co.uk/enterprise/account/login>
2. On this page, click the "**Sign up**" button

The screenshot shows the 'Account Login' page for Legend by xplor. The page is divided into two main sections: 'Login' and 'Register'. The 'Login' section includes fields for 'Email Address (required)' and 'Password (required)', a 'Reset Password' button, and a 'Login' button. The 'Register' section includes a 'Register' button. Below the 'Register' section is a 'Sign Up' section with a 'Sign Up' button and a 'Buy Membership' button. A red arrow points from the 'Sign up' button in the 'Sign Up' section to the 'Sign Up' button in the 'Sign Up' section.

3. You will then be asked to select your home Club or facility i.e. which East Ayrshire Leisure facility will you utilise the most? You should then enter your personal details. Where you see (required), it indicates it's a mandatory field to proceed.

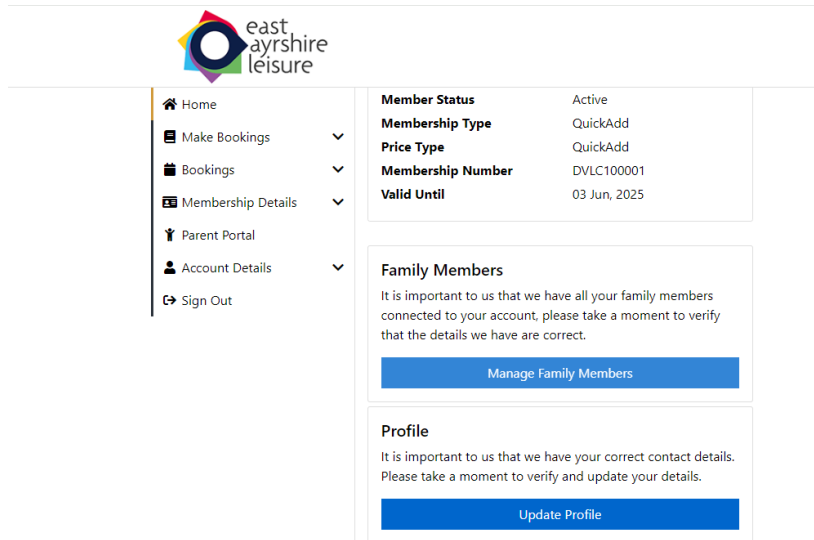
If the system indicates you already have an account, this could be due to a staff member setting up your account to transfer an existing booking over. If this is the case you want to go back to the main screen and reset your password

4. Enter the rest of the field through each of the steps, then click create

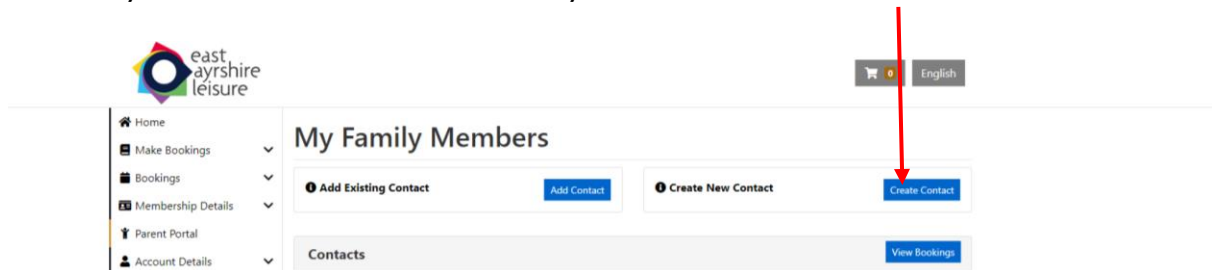
5. You now have an account for Legend to book services that are available online.

### Adding your children onto your account

1. Once you have set up your own account, you can either create an account for them using the same process, however they will need a separate email address or you can log into your own account and click on the **"Manage Family Members"** box or **"Parent Portal"** on the left hand sub list



2. To utilise your email address for their account you can "**Create a new contact**"



3. Enter the relevant details, including email address to create the account.
4. This will then appear within "**My Family Members**" under contacts. This will not require approval by the facility.
5. You can then book them in to available sessions online.

### Linking your account to the app

1. Download the APP
2. When you open the APP for the first time you will select a venue
3. Click on my account, which should then prompt you to enter your logging details for Legend.
4. Your Legend account and APP should now be linked.
5. When you select the relevant class, as long as you have set up your kids within the parent portal, you will be able to select which child you wish to book into the class.