

Bookings must be made through LPAC online at
<https://secure.activecarrot.com/login?site=1198>

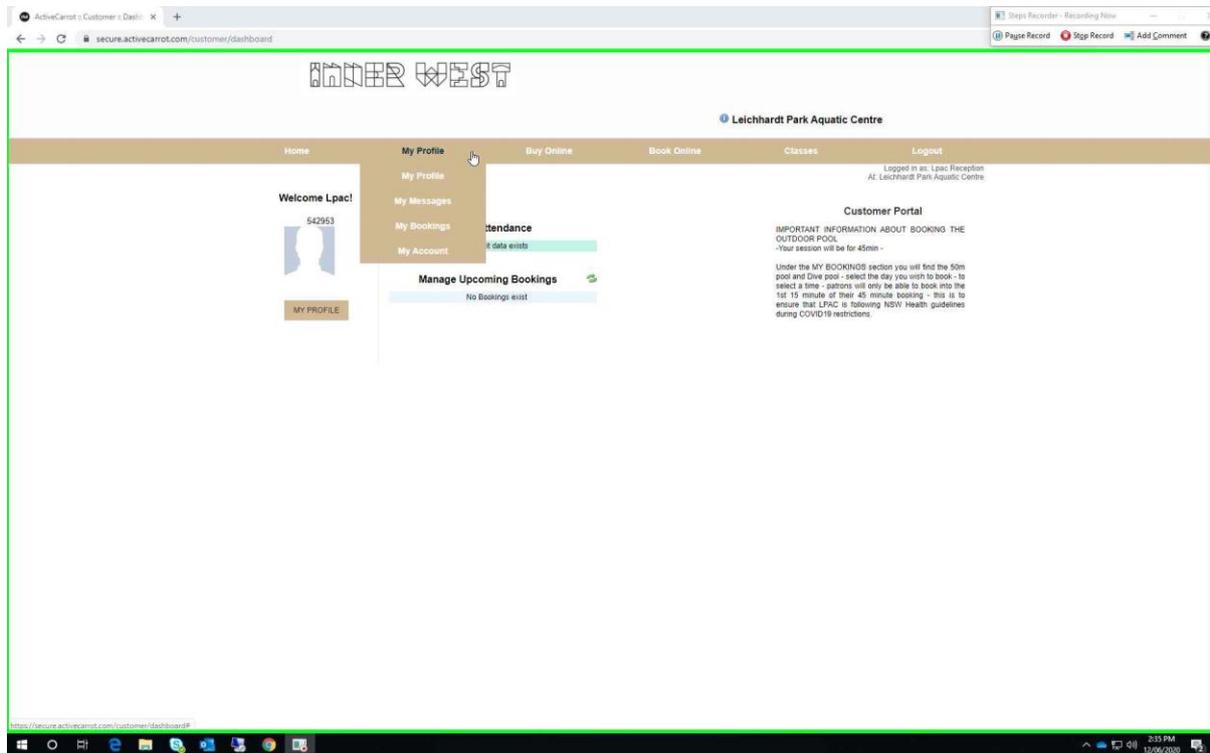
Your username: Email provided to staff upon registration of membership
Your password: IWC123 (if you have not logged into the portal previously)

LPAC members to follow below steps to make a class/gym facility booking. If you are having any technical issues logging into the portal or making a booking, please contact reception on (02) 8061 9700.

*All casual visitors and first time LPAC visitors must contact reception on (02) 8061 9700 to make their first booking and to set up an online account.

HOW TO MAKE AN ONLINE BOOKING

Step 1: On your portal home page, select "My Profile"



Step 2: Select "My Bookings"

The screenshot shows the ActiveCarrot Customer Dashboard for the Leichhardt Park Aquatic Centre. The user is logged in as 'Lpac Reception'. The navigation menu includes Home, My Profile, Buy Online, Book Online, Classes, and Logout. The 'My Bookings' menu item is highlighted, showing a sub-menu with 'Attendance' (No data exists) and 'Manage Upcoming Bookings' (No Bookings exist). A 'Customer Portal' section provides important information about booking the outdoor pool, stating that sessions are 45 minutes and bookings must be made within the first 15 minutes of the 45-minute booking period.

Step 3: Select "Book a Class"

The screenshot shows the 'Book a Class' interface. The user is logged in as 'Lpac Reception'. The 'Book Online' section is active, and the 'Book a Class' menu item is selected. The interface displays a calendar for the week of June 7-13, 2020. The calendar is currently empty, indicating no classes are booked for this period. The calendar view is set to 'Month'.

	Sun 7/6	Mon 8/6	Tue 9/6	Wed 10/6	Thu 11/6	Fri 12/6	Sat 13/6
5am							
6am							
7am							
8am							
9am							
10am							
11am							
12pm							
1pm							
2pm							
3pm							
4pm							
5pm							
6pm							
7pm							

Step 4: Select "Select Date" to view calendar and then select desired date for booking.

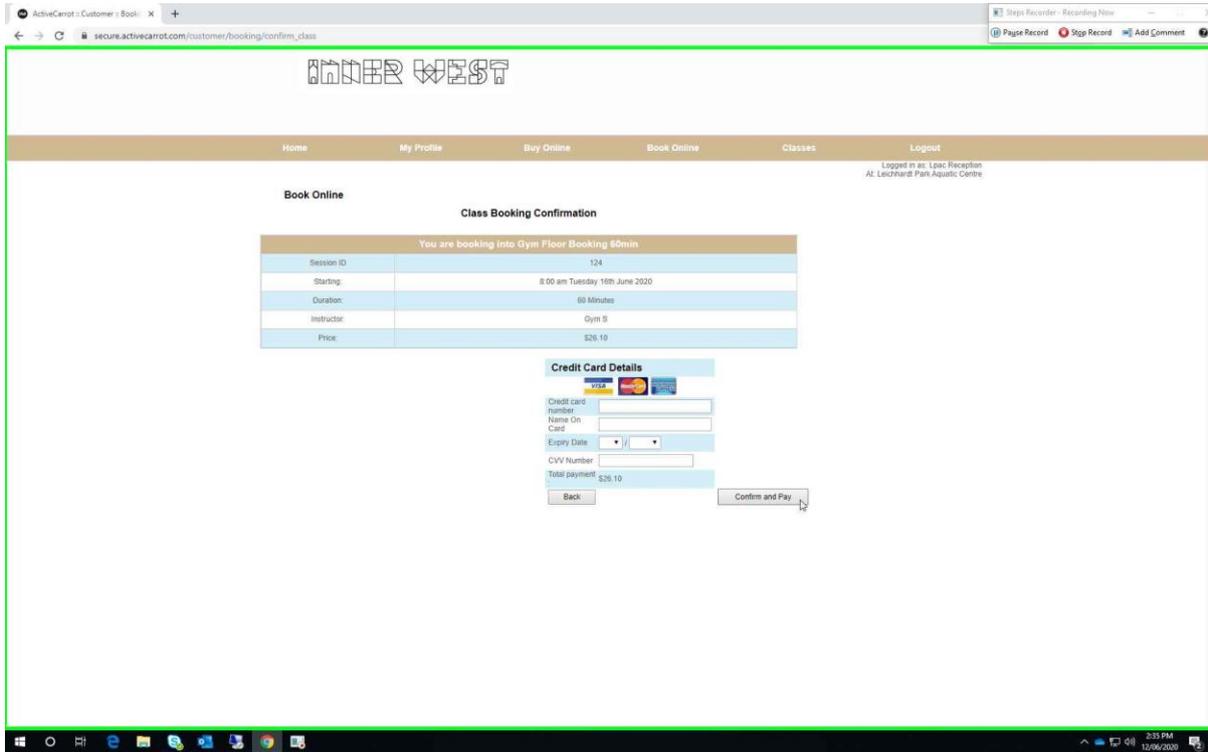
The screenshot shows the 'Book Online' page for Leichhardt Park Aquatic Centre. The main heading is 'Group Fitness Bookings - Fri 12 Jun'. Below this, there are several class categories: 'Solo Pool', 'Creech Over 2yrs', 'Creech Under 2yrs', 'Dive Pool', 'Exercise Physics', 'Gym Studios', 'Hydrotherapy Pool', 'Lanes', 'Mending Rooms', 'Multisport', 'Personal Trainers', and 'Program Pool'. A 'Book a Class' button is present. A 'Show Advanced Filter' link is also visible. A calendar pop-up is open, showing the month of June 2020, with the 12th of June highlighted. The browser address bar shows 'secure.activecarrot.com/customer/booking/classes_columns/2020-06-12#'. The system clock at the bottom right indicates 2:33 PM on 12/06/2020.

Step 5: The below screen will appear will available times and spaces for the gym floor and classes. Select the time you wish to book.

The screenshot shows the 'Book Online' page for Leichhardt Park Aquatic Centre, now for 'Group Fitness Bookings - Tue 16 Jun'. The class categories are the same as in Step 4. A 'Show Advanced Filter' link is visible. Below the filter, there is a table of available times and spaces for the gym floor. The table has columns for 'Today', 'Tomorrow', 'Sun 14', 'Mon 15', 'Tue 16', 'Wed 17', and 'Thu 18'. The 'Tue 16' column is selected, and a 'Select Date' button is visible. The table lists various times from 06:00am to 08:00pm. The 08:00am slot on Tue 16 Jun is highlighted in orange, with a tooltip that says 'Gym Floor Booking starts at 06:00am - 100'. The browser address bar shows 'secure.activecarrot.com/customer/booking/classes_columns/2020-06-16/'. The system clock at the bottom right indicates 2:33 PM on 12/06/2020.

Time	Today	Tomorrow	Sun 14	Mon 15	Tue 16	Wed 17	Thu 18
Tue 16 Jun 06:00am					06:00am		
Tue 16 Jun 07:00am					07:00am		
Tue 16 Jun 08:00am					08:00am		
Tue 16 Jun 09:00am					09:00am		
Tue 16 Jun 10:00am					10:00am		
Tue 16 Jun 11:00am					11:00am		
Tue 16 Jun 12:00pm					12:00pm		
Tue 16 Jun 01:00pm					01:00pm		
Tue 16 Jun 02:00pm					02:00pm		
Tue 16 Jun 03:00pm					03:00pm		
Tue 16 Jun 04:00pm					04:00pm		
Tue 16 Jun 05:00pm					05:00pm		
Tue 16 Jun 06:00pm					06:00pm		
Tue 16 Jun 07:00pm					07:00pm		
Tue 16 Jun 08:00pm					08:00pm		

Step 6: You will then be taken to the below payment page to make payment – Enter payment details and select “Confirm and Pay”



If you hold an active membership/health and fitness pass at LPAC, the below screen will appear requiring \$0 payment – Select “Book Now”

