

BOOKING A SQUASH COURT ONLINE

- 1. Go to customerportal.lords.com.au
- 2. Register an account using the email address or membership number connected to your account. An email will be sent with a confirmation link. If you don't receive an email, check your junk or spam folders
- 3. Click on the link in the email to reset your password to the customer portal. Click save and your Dashboard will load. If you already have a login, please login as yourself and go to the dashboard.

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HI, Thank-you for your request on	Home Reset Password	Your password has been set.		
19/05/2020 to create a new online account with Lords Recreation Centre. Please follow the link below to confirm the creation of your account. https://customerportal.lords.com.au/ Account/Confirm/j.scilipoti%40live.com/ e5yCb- HaveTn3rMoJ2aaw9ZAum2CG0C22Mdv	New Password * Confirm New Password *	Outstanding payments		
RSGZBn1%3d We will see you soon! Lords.	Save	 Upcoming classes Personal details 		
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- 4. Click on Home.
- 5. Click on bookings.
- 6. This will take you to the **Make a Booking** screen. Select the Squash Court you would like to book and the Estimated group size.



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- 7. Select the **Date** and the time slot you are wanting to book by using a long press and dragging down to the time you would like to book (only the green time slots may be booked).
- 8. Select Make Booking.
- 9. Booking details will appear with Terms and Conditions.

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- 10. Read and acknowledge the Terms and Conditions and select Add to Cart.
- 11. Check you cart and **Continue to Payment** if correct.
- 12. Complete you purchase by selecting **Pay Upfront with Credit Card**.
- 13. Once you have followed through the steps to make payment, you will receive confirmation that your booking is confirmed via email.

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