

## Online Services Registration

If you already have a **Lincs Inspire card** you can sign-up for a free **Online Services** account via our website. Here you can book and add yourself onto waiting lists for exercise classes, hire a court and check the privileges included in your membership.

### Instructions for Lincs Inspire card holders who are new to Online Services

Visit [www.lincsinpire.com](http://www.lincsinpire.com)

1. Click on Member Login in the top right hand corner
2. Click on 'Register'

The first screenshot shows the Lincs Inspire website header with navigation links: Contact, Events, Shop, News, Book Online, Memberships, Parties, Search, Go, and social media icons for Facebook and Twitter. A secondary navigation bar includes: Home, Wellbeing, Activities, Sports & Leisure Centres, Libraries, Sports Development, Arts Development, Archives, and Member Login. A purple arrow points to the Member Login link, labeled with a circled '1'.

The second screenshot shows the 'Login' page. It has a teal header and contains the following text: 'Account Login', 'My Email Address', 'My Password', 'Login', 'Do you have a Lincs Inspire card but have not yet signed up for online services? Please take a moment to [Register](#)', 'Forgotten your password? [Reset My Password](#)', 'Not yet a Lincs Inspire leisure member?', 'Pop into talk to us about our membership options or sign up for an online membership [Sign up](#)', and 'If you don't want to commit to a monthly membership then register today for a Lincs Inspire card which gives you access to our leisure facilities on a pay-as-you-go basis. Completing this form will also give you access to our online services where you can book and pay for [Lincs Inspire Card](#)'. A purple arrow points to the Register link, labeled with a circled '2'.

3. Enter your email address, select a password and click 'Register'.

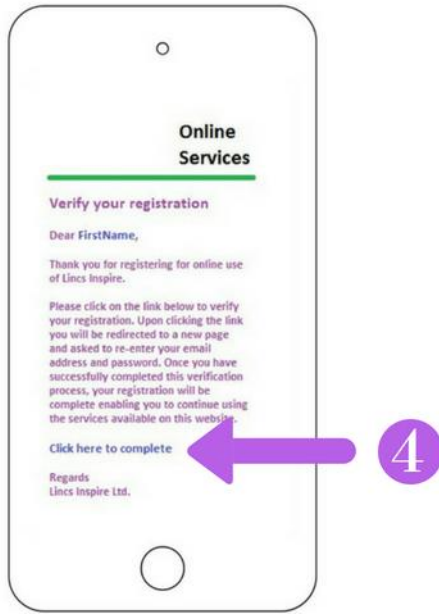
The third screenshot shows the Lincs Inspire website header and navigation bars, identical to the previous screenshots. A purple arrow points to the Member Login link in the secondary navigation bar, labeled with a circled '3'.

The fourth screenshot shows the 'Registration' page. It has a teal header and contains the following text: 'Registration', 'Enter your details below', 'Email Address', 'Password', 'Re-enter Password', 'Strength:', 'I have read the [Terms and Conditions](#)', 'Existing user? [Login here.](#)', and 'Register'. A purple arrow points to the Register button, labeled with a circled '3'.

Check your email in-box to verify your registration. Add [noreply@legendware.co.uk](mailto:noreply@legendware.co.uk) to your safe list to prevent future emails from going to your 'junk/spam' email folder.

\*\*Upon entering your email, if it tells you that the email is "Not Available" please ask a member of our team for help.

4. Click on the link in the email.



5. Confirm your email address by entering your password and click 'confirm'.

The image shows a web form titled 'Confirm Email Address'. The form is titled 'Registration Confirmation' and asks the user to 'Enter your details below to confirm your registration'. It contains two input fields: 'Email Address' with the placeholder text 'Your email address' and 'Password' with a masked password field (represented by dots). There is a checkbox labeled 'Go to My Home' and a blue 'Confirm' button. A purple arrow points from a purple circle containing the number '5' to the 'Confirm' button.

6. You will be directed to the Home Screen of your Online Services account. Now you need to connect your Online Services account to your Membership account. You will see one of the two screens below. Click on 'Connect to My Membership'.

**My Home**

Email Address:  
Your email address

**Welcome** Your email address

You have successfully set up your online registration. Set up your Profile now to use this section to keep track of the upcoming activities you have booked, change your membership tariff, update your address, email and lots more.

[Complete My Profile](#)

**Match found - Connect your membership!**

We do not have any contact profile information at present but we have found a membership which is linked to your email username. [Click here](#) to connect your membership – [Connect to My Membership](#)

**Not already a member?**

- [Buy a Membership](#)
- [Activate Online Bookings](#)

**Already a member?**

- [Connect to My Membership](#)

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**My Home**

Email Address:  
Your email address

**Welcome** Your email address

You have successfully set up your online registration. Set up your Profile now to use this section to keep track of the upcoming activities you have booked, change your membership tariff, update your address, email and lots more.

[Complete My Profile](#)

**Not already a member?**

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**Already a member?**

- [Connect to My Membership](#)

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7. Enter your membership number/Barcode and at least one more details to confirm your membership – DOB, Phone Number or Post Code.
8. Click 'Connect'.

**Connect to My Membership**

If you are already a member at this centre, connect your online profile and your centre membership. You will then be able to access all the services and discounts associated with your membership.

Please enter your membership number and at least one or more additional details to confirm your membership.

Member Number/Barcode *	Postcode *
<input type="text" value="LIL270682"/>	<input type="text" value="DN37"/>
Found	
Date of Birth (e.g. 22-01-1990) *	Phone Number *
<input type="text"/>	<input type="text"/>

\* Required fields

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**I don't have a membership to connect to**

If you don't have a membership to link to you can buy a membership or register as a casual member.

**7** (arrow pointing to Postcode field)

**8** (arrow pointing to Connect button)

9. You are now set up and will see the Membership Successfully Connected screen. Click 'Continue' to be directed to your Online Services account. You should also have an email to confirm registration.

**Membership Successfully Connected**

**Connect to My Membership**

You have successfully connected your account with your Membership.

You will now be able to take advantage of the benefits of your Membership.

**9** (arrow pointing to Continue button)

## **The Small Print**

You should be aware that customers who sign up for our Online Services via [www.lincsinspire.com](http://www.lincsinspire.com) agree to us recording their personal details (including email) to deliver this service. When you use Online Services you will receive email notifications regarding your online transactions (i.e. booking confirmations). If you withdraw your consent for the use of your email, by doing so you will no longer be able to use our Online Services.