

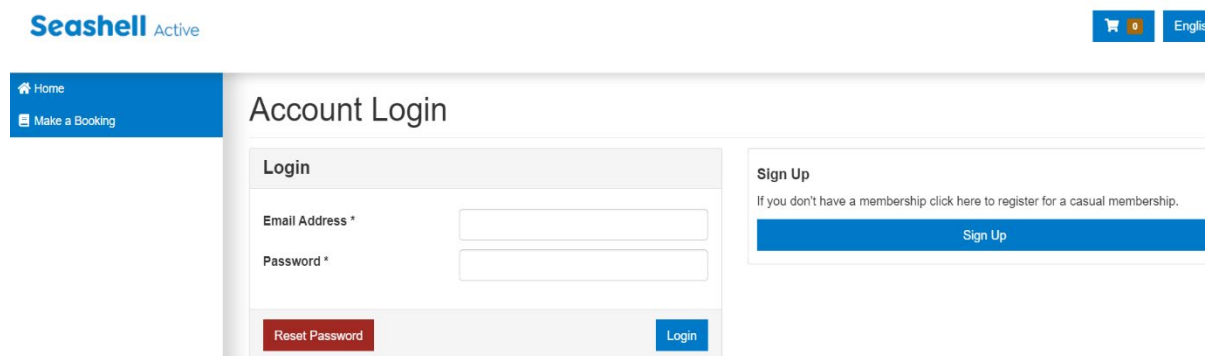
## How to create an account for Seashell Active on Legend.

This guide will show you how to create a Legend account, where you are able to book and pay for you or your child's activities with Seashell Active and provide up to date information.

**Step 1** – Create an online profile using the link below.

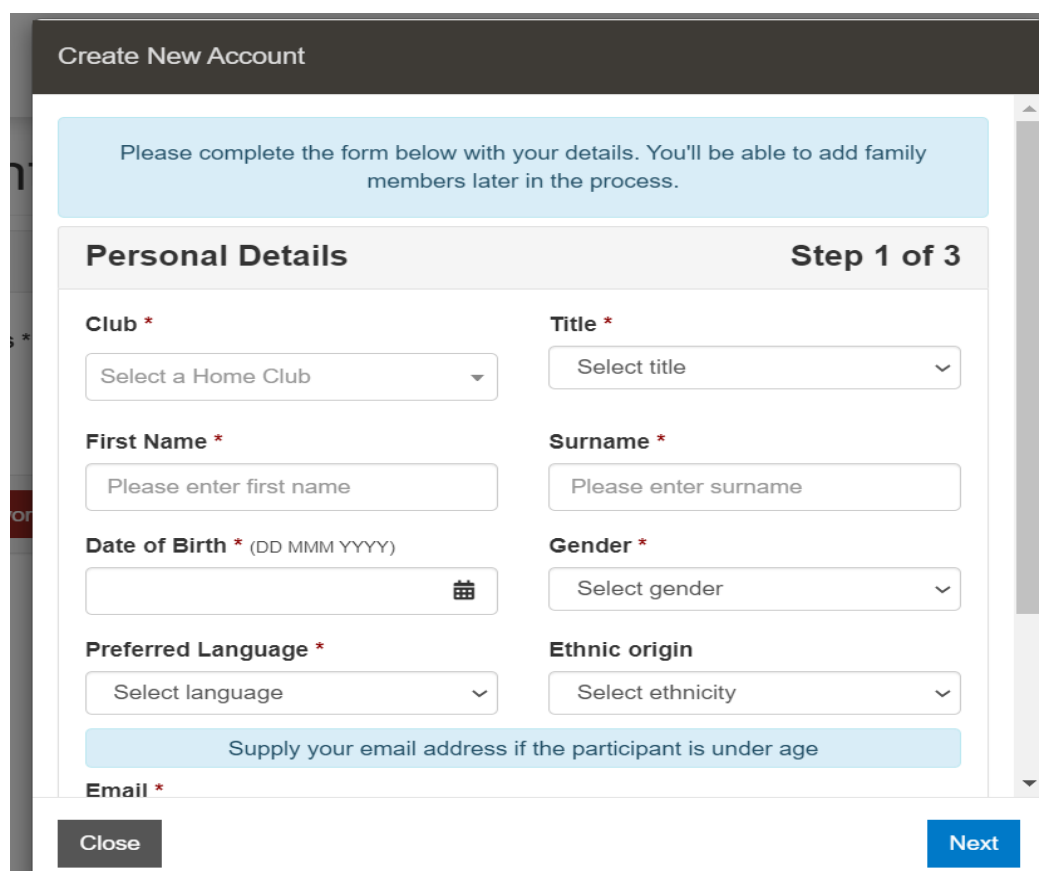
[Account Login \(legendonlineservices.co.uk\)](http://legendonlineservices.co.uk)

**Step 2** – Press the '**Sign Up**' button on the right-hand side.



The screenshot shows the 'Account Login' page for Seashell Active. The page has a blue header with the Seashell Active logo and a shopping cart icon. A navigation menu on the left includes 'Home' and 'Make a Booking'. The main content area is titled 'Account Login' and contains a 'Login' form with fields for 'Email Address \*' and 'Password \*', a 'Reset Password' button, and a 'Login' button. To the right, there is a 'Sign Up' section with a 'Sign Up' button and a note: 'If you don't have a membership click here to register for a casual membership.'

**Step 3** – Complete the first step for yourself as a parent and carer.

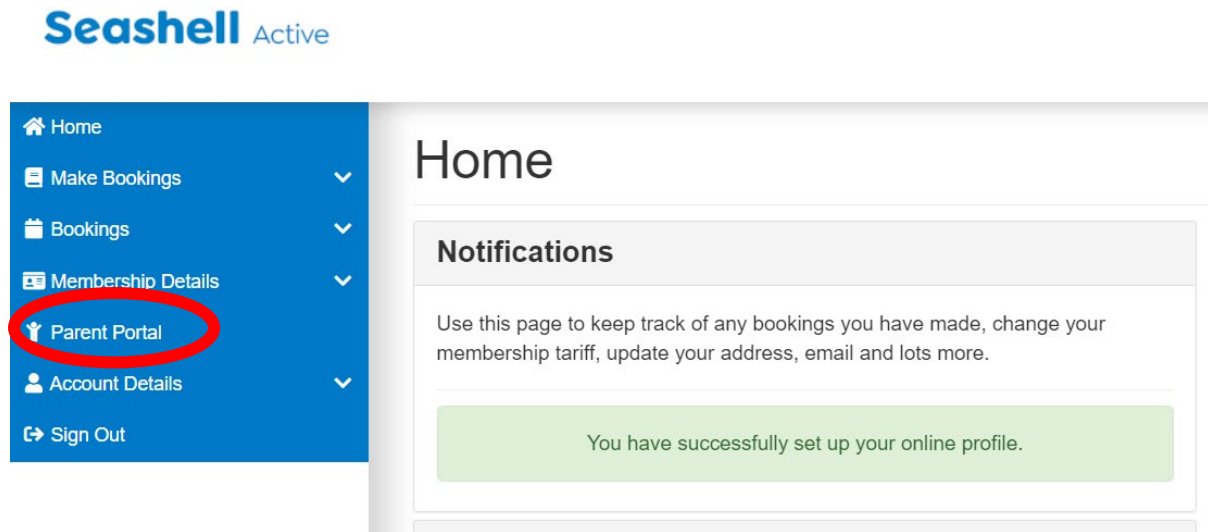


The screenshot shows the 'Create New Account' form, Step 1 of 3. The form is titled 'Personal Details' and includes the following fields:

- Club \***: A dropdown menu with the text 'Select a Home Club'.
- Title \***: A dropdown menu with the text 'Select title'.
- First Name \***: A text input field with the placeholder 'Please enter first name'.
- Surname \***: A text input field with the placeholder 'Please enter surname'.
- Date of Birth \***: A date picker field with the format '(DD MMM YYYY)' and a calendar icon.
- Gender \***: A dropdown menu with the text 'Select gender'.
- Preferred Language \***: A dropdown menu with the text 'Select language'.
- Ethnic origin**: A dropdown menu with the text 'Select ethnicity'.

Below the form, there is a light blue box with the text: 'Supply your email address if the participant is under age'. At the bottom of the form, there is an 'Email \*' field, a 'Close' button, and a 'Next' button.

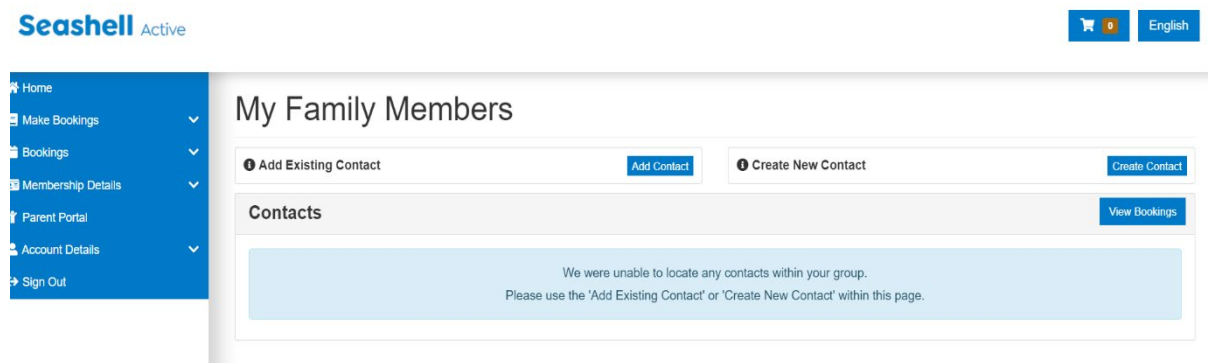
Step 4 – Then go to the ‘Parent Portal’ tab on the left-hand side.



Step 5 – Click on ‘Create New Contact’ and complete the details for your child, please be sure to add all your child’s details including disability, medical and any allergies using the tick boxes.

Supply your own email address if the child or young person is under 16 years of age.

Create separate contacts for each child or young person that you would like to book onto activities.



Step 6 – Update your marketing preferences on sign up so that we know what Seashell Active services you are interested in.

Click ‘Account details’ on the right-hand side of screen then click on the drop-down Profile. Scroll to the bottom on the page and click on the direct preferences you would like to hear from.

