

How to log onto the HomePortal for the first time

Before you start you will need the following information

- Your child's Card ID (this can be found on the email received after week 3 of the course)
- Your child's date of birth
- Your child's postcode or the email address where booking reminders are sent to

- Go to the following address: <https://sportsbookings.leicester.gov.uk/HomePortal/>

Register Now

- Click Register Now:
- Enter card ID (this can be found on the email received after week 3 of the course)

Register Now

Step 1 Locate your member record

Step 2 Answer security questions

Step 3 Link additional members

Step 4 Finalise your registration

Card ID ⇨ enter the participant's card id

Continue

- Answer security questions, firstly enter the Child's date of birth and then either the child's postcode or the email address where you have been receiving the automated emails from us already.

Register Now

Step 1 Locate your member record

Step 2 Answer security questions

Step 3 Link additional members

Step 4 Finalise your registration

Member's Date of Birth ⇨ should be in dd/mm/yyyy format

Now, answer **ONE** of the following:

Member's Email Address ⇨ enter the participant's email address

OR

Member's Postcode ⇨ enter the participant's postcode

Continue

- If you have more than one child on the courses then click 'Add another member' and enter the relevant details otherwise click 'That's everyone, proceed to finish'.

- Enter the email you would like your login to be (please note this is not where email reminders will be sent, if you would like to change that you will need to contact reception), then set a password and accept the terms and conditions.

- You should then receive an email asking you to confirm your account. You **must click the link** in the email to be able to access your account.
- Once you have clicked the link in activation email you should be able to log in, view your child's progress, see any badges they have been awarded and make payments.
- If there is anything on the HomePortal that needs your attention then this will be shown in a yellow box on the first screen.