

Instructions step by step for customers setting up Gymnastics DD:

1. Visit <https://active.leeds.gov.uk>
2. Click 'join today' at top of page
 - If already have an account (child enrolled onto swim lessons then please see alternative instructions below these instructions)
3. Choose the correct leisure centre your child attends gymnastics.
4. Under memberships available click 'junior 0-18'
5. Select membership duration Monthly Pay by Direct Debit
6. Select 'Gymnastics Direct Debit' – 39 weeks then continue to payment (or there is option to select LCX and also the 2 hour Gymnastics standard and LCX rates).
7. At the top next to Membership start date click the icon saying 'change'
8. Click on the calendar to change the start date to 1st January 2022.
9. Input your child's name and details in the Member Account Details and click continue.
10. Input your bank account details for the monthly DD
11. Input your bank details for the January payment of £23.00/£18.00 LCX or for 2 hour it is £34.00/ £25.00 LCX (your first DD will go out on 1st February).
12. You will receive a confirmation email once it's gone through - The centre will enrol child into correct class on their system once the courses have been set up for the start of the 1st lesson back in January.

If already have an account

1. Visit <https://active.leeds.gov.uk>
2. Click 'join today' at top of page
3. Choose correct leisure centre your child attends gymnastics.
4. Sign in using your email address and your child's account password. If you do not know your child's account password then type in your email and then select 'forgotten password'. You will receive a password reset email (check junk also). On the reset email if your child's account is linked to yours then it will ask you which account you wish to change the password for and will list the name of your child/ children. Select the correct child and then reset/ create them a password. Go back to repeat step 1, 2 and 3 and then sign in using this password. If your child's name does not appear on the reset email you will need to contact customer service team on [0113 3788001](tel:01133788001) and ask them to link your child's account to your own. This will then allow you to repeat step 4 and create a password in order to sign-in as your child/ into their account.
5. Under memberships available click 'junior 0-18'
6. Select membership duration Monthly Pay by Direct Debit
7. Select 'Gymnastics Direct Debit' – 39 weeks then continue to payment (or there is option to select LCX and also the 2 hour Gymnastics standard and LCX rates).
8. At the top next to Membership start date click the icon saying 'change'
9. Click on the calendar to change the start date to 1st January 2022.
10. Check your child's details and confirm or edit.
11. Input your bank account details for the monthly DD
12. Input your bank details for the January payment of £23.00/£18.00 LCX or for 2 hour it is £34.00/ £25.00 LCX (your first DD will go out on 1st February).
13. You will receive a confirmation email once it's gone through - The centre will enrol child into correct class on their system once the courses have been set up for the start of the 1st lesson back in January.

