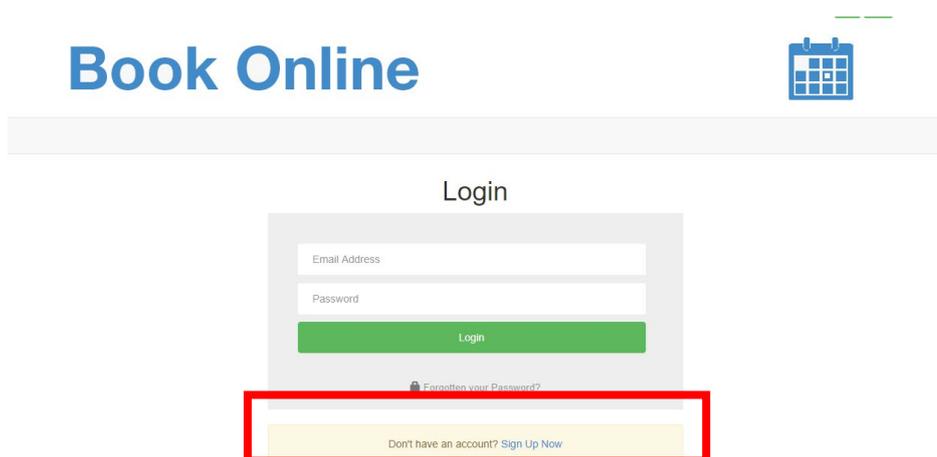


## Hertfordshire Sports Village – Pay as you go account

This account will allow you to make bookings and a payment (if applicable) online. Non-members can only book 6 days in advance and will need to make a payment at the time of the booking to secure it. This account is not a membership and normal prices will apply for non-members. Every individual person that would like to make a booking will need their own account and the named account holder can only attend the bookings in their name, due to track and trace purposes.

We do have a mobile app called HSV Book. This can be used to make bookings, once you have created your account online.

1. To create your pay as you go account , please head to our Online Booking Website - <https://hsvonline.herts.ac.uk/Connect/mrmLogin.aspx>



2. Select 'sign up now'
3. It will show a list of our options from creating a pay as you go account to registering for memberships. To create a pay as you go account, you will select the first option in the list – 'Pay as you go'.
4. It will show you the first of two screens which will ask for your personal information.
  - If on this screen, it says that you have already registered for an account with us. Please email our Customer Service Team at [sports.reception@herts.ac.uk](mailto:sports.reception@herts.ac.uk). Our team will be able to provide you with your Member ID, where you will need to reset your password.

**Join Online**

**Basic details**

\* First name

\* Last name

\* Email address

\* Please re-enter email address

\* Date of birth  
Day  Month  Year

\* Do you have a Email Address and Password?  
 No, I am a new customer  
 Yes, I have a Email Address and Password

58113  
\* For security reasons please enter the numbers shown above

Back Next

5. Once you have finished on the first page, please continue by selecting 'next'

6. This is the last page in creating your online account with us. On this page, you will be agreeing to our Terms and Conditions, Privacy policy and providing permissions for GDPR. To receive Sports Village updates and newsletters, you will need to agree to be contacted by Email.

- When entering your address on this page, please manually type this in as the 'look up', unfortunately won't search your address for you. Apologies!
- The main telephone number will need to be UK phone number.
- Only the fields with the red asterisks are mandatory.

SMS x

Social Media x

Telephone x

By entering into the contract with us you agree to receiving communication regarding your accounts, subscriptions, and participating activities. You may receive service messages. Your data may be shared with third parties for agreed data processing such as the collection of subscription fees. Please refer to our privacy policy for more details.

\* I have read and agree to the terms and conditions.

Save and add another member

Back Next

7. Once you have completed all of your information. Please select 'Next' to finish.

If you need to make another account for someone else, there is an option to save and add another member – however if the webpage crashes, you will lose what you have just completed. We recommend that you press 'next' and follow these guides again.

8. You will now receive an email with confirmation and further information, including your Member ID and how to reset your password so you can get booking with us!

If there are any issues, please email our Customer Service Team at [sports.reception@herts.ac.uk](mailto:sports.reception@herts.ac.uk) and we will try our best to assist where we can.