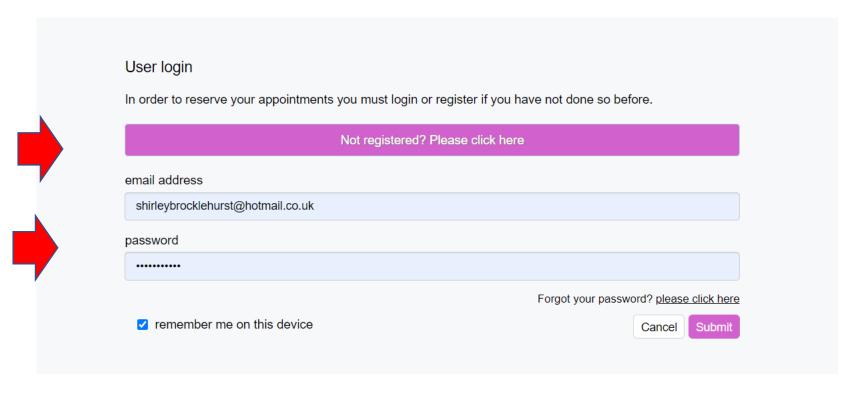
The first time you use the system you must register and create a password. Click the big purple bar and it will take you to form where you will answer the safety questions.

After that, whenever you the system just login with your email address and the password you created



Once you have registered you need to go to the calendar to book your sessions

After you log in, you will see the **booking** calendar

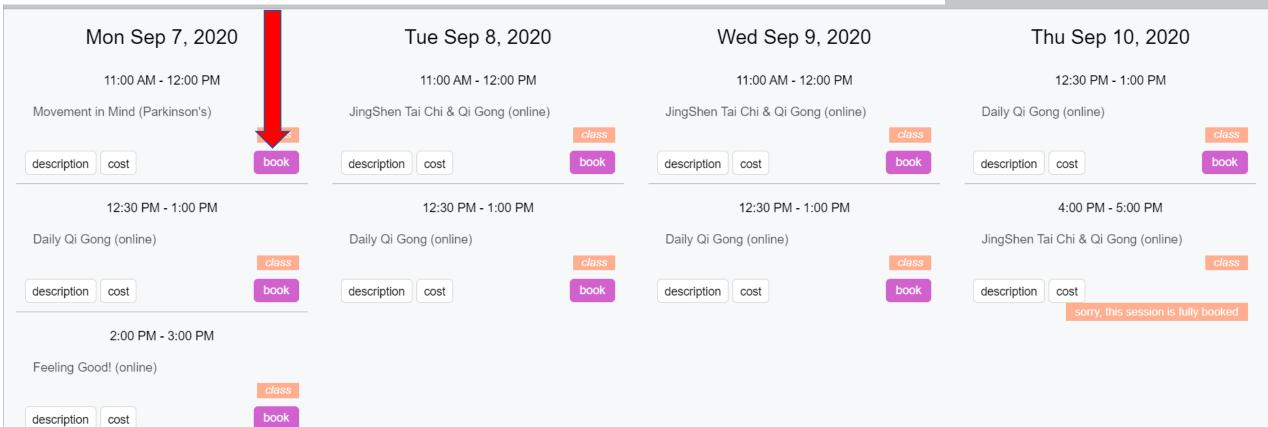
Your account details are here

welcome ShirleyAnn ▼

You can use this button to scroll forward to find the session you want

show next days

Choose the session you want to book and click the button



The next screen will show all the dates available for your session.

Here you can choose to book more dates,

or just click continue to book the single session you chose in the calendar



## Reserve Future Appointments

You have reserved 1 places(s) on one date in the ackshop. Would you like to book other dates this workshop?

No thanks, its dist continue

## Movement in Mind (Parkins 's)

Mon Sep 14, 2020	11:00 AM - 12:00 PM	5 appointments available	book a place
Mon Sep 21, 2020	11:00 AM - 12:00 PM	4 appointments available	book a place
Mon Sep 28, 2020	11:00 AM - 12:00 PM	4 appointments available	book a place

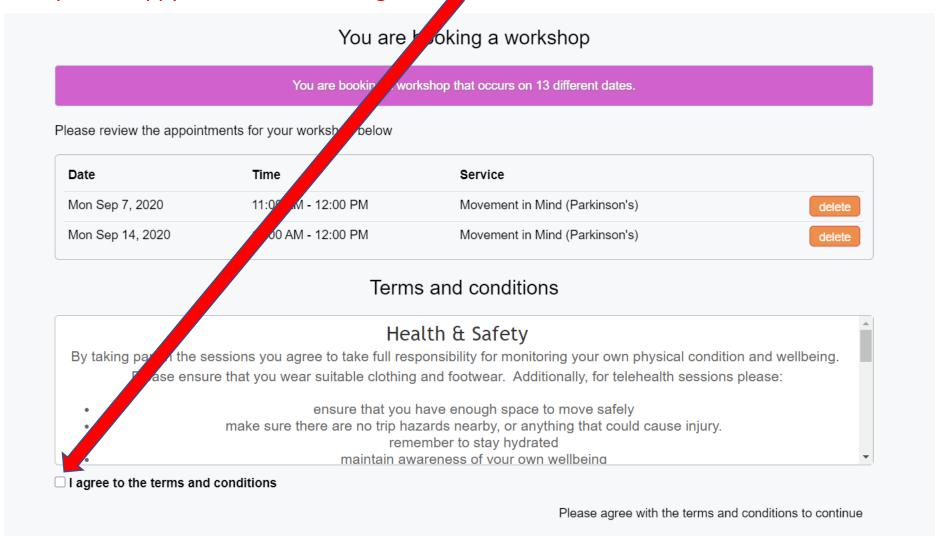
You have chosen 1 timeslots

click here to continue

cancel

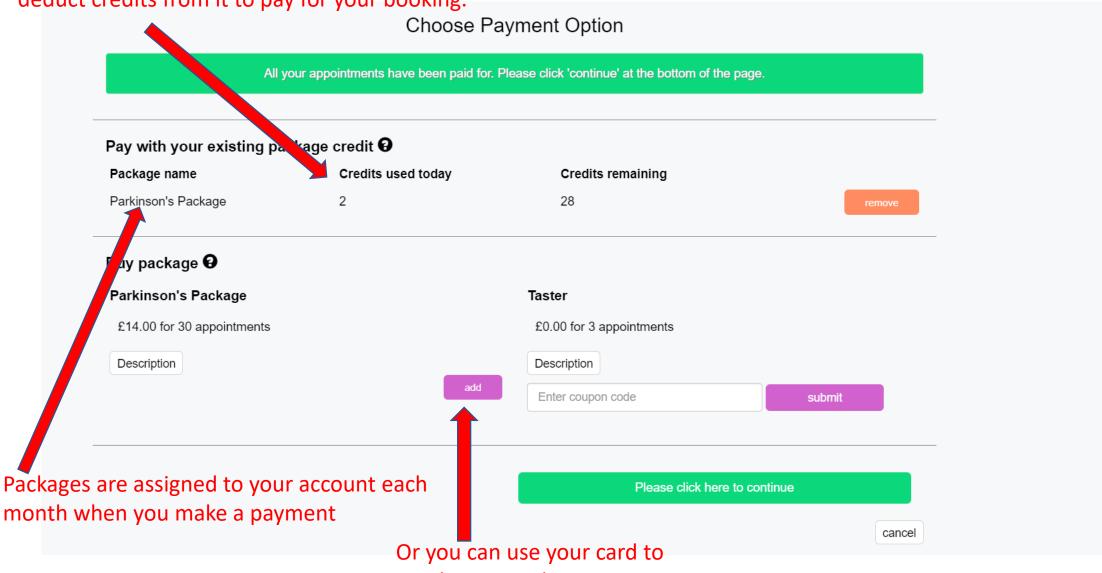
The next screen allows you to review the bookings you have selected.

## If you're happy these are correct, agree to the terms and conditions



This is the check out screen.

If you have a package in place the system will deduct credits from it to pay for your booking.



purchase a package.

## Here is your confirmation

# Your opointments have been confirmed Your opointments have been confirmed

Date	Time	Service	
Mon Sep 7, 2020	11:00 AM	Movement in Min (Parkinson's)	
Mon Sep 14, 2020	11:00 AN 12:00 PM	Movement in Mod (Parkinson's)	

## Payment summary

Item	Quantity	Appointm	ts paid for	Cost	Total
your credit: Parkinson's Package	1	2		£0.00	£0.00

Your payment: GBP £0.00

## Instructions - plase read

The class is delivered via Zoom

Please keep the link confidential and do not share.

Thank you very much for booking. You will receive confirmation of your booking by email

connect with us





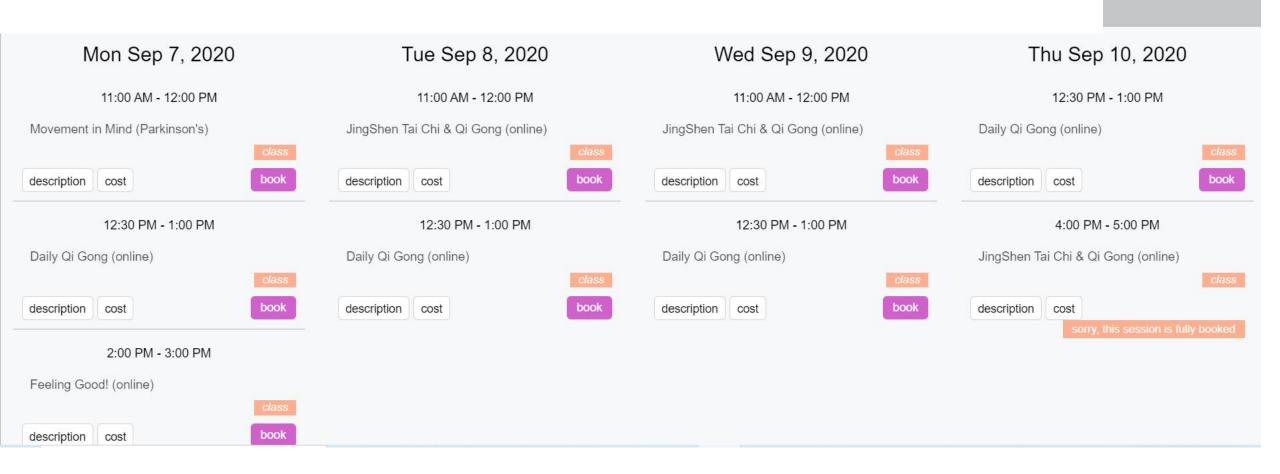
Back to the calendar

You can check your bookings at any time.

Log in with your email and the password you created

Then click on the 'welcome' tab

to see the menu



welcome ShirleyAnn -

my account my appointments

my packages my memberships my transactions

logout

## Click 'appointments' and the screen will show all the appointments you have booked and your payment method

