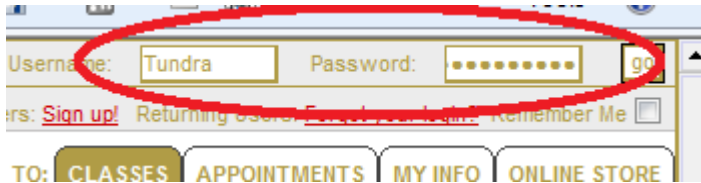




### 3. Booking Classes

1. Log in with your Username and password.



2. By default when you log in you will be seeing the schedule for the current week. To make a reservation for any other date use the arrows on the menu. (we will cover reoccurring bookings below).



3. Click on “Sign up now!” for the class you would like to schedule. Here I clicked on the Yogilates level 2 on Wednesday.

Day	Date	Classes (click for details)	Teacher (click for bio)
<b>Mon</b>	October 19, 2009		
	9:45 - 11:00 AM	<a href="#">Sign Up Now!!</a> <a href="#">Yogilates Level 1</a>	<a href="#">Laura Phelps</a>
	10:00 - 11:15 AM	<a href="#">Sign Up Now!!</a> <a href="#">Yogilates Level 1</a>	<a href="#">Laura Phelps</a>
	12:00 - 1:00 PM	<a href="#">Sign Up Now!!</a> <a href="#">Hatha Flow</a>	<a href="#">Laura Phelps</a>
4:00 - 5:00 PM	<a href="#">Sign Up Now!!</a> <a href="#">Yoga for kids</a>	<a href="#">Vicki Chubby</a>	
<b>Tue</b>	October 20, 2009		
	7:15 - 8:30 AM	<a href="#">Sign Up Now!!</a> <a href="#">Wake up yoga</a>	<a href="#">Raquel Loglisci</a>
	9:00 - 10:15 AM	<a href="#">Sign Up Now!!</a> <a href="#">Gentle Therapeutic Yoga</a>	<a href="#">Laura Phelps</a>
	5:30 - 6:30 PM	<a href="#">Sign Up Now!!</a> <a href="#">Pilates Mat Level 1</a>	<a href="#">Laura Phelps</a>
6:45 - 8:00 PM	<a href="#">Sign Up Now!!</a> <a href="#">Hatha Flow</a>	<a href="#">Laura Phelps</a>	
<b>Wed</b>	October 21, 2009		
	9:00 - 10:15 AM	<a href="#">Sign Up Now!!</a> <a href="#">Prenatal yoga</a>	<a href="#">Merle Enge</a>
	12:00 - 1:00 PM	<a href="#">Sign Up Now!!</a> <a href="#">Gentle Therapeutic Yoga</a>	<a href="#">Laura Phelps</a>
	4:00 - 5:00 PM	<a href="#">Sign Up Now!!</a> <a href="#">Yoga for kids</a>	<a href="#">Vicki Chubby</a>
	5:30 - 6:45 PM	<a href="#">Sign Up Now!!</a> <a href="#">Yogilates Level 1</a>	<a href="#">Laura Phelps</a>
7:00 - 8:15 PM	<a href="#">Sign Up Now!!</a> <a href="#">Yogilates Level 2</a>	<a href="#">Laura Phelps</a>	
<b>Thu</b>	October 22, 2009		
7:15 - 8:30 AM	<a href="#">Sign Up Now!!</a> <a href="#">Wake up yoga</a>	<a href="#">Raquel Loglisci</a>	

4. There are many options on this page.

- I. You can make a single reservation for the class you clicked on for that date, click on the button “Click here to make a single reservation”
- II. You can make a single reservation for a family member (if you signed one up when you created your user), click on the button “Click here to make a single reservation – [name of your family member]”or
- III. You can make a series of reservations e.g. once per week for the next 5 weeks.

The third option is for reoccurring reservations. If you plan to go every week to this class then leave the first selection in the Reoccurring options at “every 1 week(s)”. Change the start date and end date to the block of classes you would like. See how the “Total # Reservation:” to the right changes as you change the number of weeks. To make the reoccurring reservation click on the last button on the page.

### Reserve Class/Event

#### Reservation Details

**Class/Event Name:** Yogilates Level 2  
**Teacher:** Laura Phelps  
**Time:** 7:00 - 8:15 PM  
**Date:** Wednesday 10/21/2009

[Click here to make a single reservation](#)

[Click here to make a single reservation - Ebba](#)

#### Recurring Options

Make this reservation every:

Select Days:  Wed

Start Date:

End Date:

[Click here to make a recurring reservation](#)

**Unavailable Dates**  
None  
**Total # Reservations: 1**

5. Your schedule. On this page you will see all the classes you have reserved. In this example I reserved 5 classes starting next week. You can cancel your reservation anytime up to one hour before the class starts. As you can see on the top of the page I still have 10 remaining classes on my 10 flex pass. The reservation does not deduct any classes until one hour before the class.

To cancel a reservation click on the [\[cancel\]](#) link. You will only cancel that one class. So for example if you know that you will be away for the class 3 weeks from now you can cancel that reservation and leave all the other.

If you would like to cancel or modify a reservation or appointment, click "[Cancel](#)" "[Late Cancel](#)" appears when the online cancellation period has passed. This option can be used to allow another person to register in that availability. For more information, please contact Feel Good Yoga & Pilates - (250) 474-6935

<b>Current Series: Flex Pass 10 Unbooked: 5 / Remaining: 10 Expiration Date:1/16/2093</b>						
<b>This Week At Feel Good Yoga &amp; Pilates</b>						<b>Web Cancel</b>
No Scheduled Sessions						
<b>Next Week At Feel Good Yoga &amp; Pilates</b>						<b>Web Cancel</b>
Wed	9/16/2009	7:00 PM	Yogilates Level 2	Laura Phelps	y	<a href="#">[Cancel]</a>
<b>Week 3 At Feel Good Yoga &amp; Pilates</b>						<b>Web Cancel</b>
Wed	9/23/2009	7:00 PM	Yogilates Level 2	Laura Phelps	y	<a href="#">[Cancel]</a>
<b>Week 4 At Feel Good Yoga &amp; Pilates</b>						<b>Web Cancel</b>
Wed	9/30/2009	7:00 PM	Yogilates Level 2	Laura Phelps	y	<a href="#">[Cancel]</a>
<b>Week 5 At Feel Good Yoga &amp; Pilates</b>						<b>Web Cancel</b>
Wed	10/7/2009	7:00 PM	Yogilates Level 2	Laura Phelps	y	<a href="#">[Cancel]</a>
<b>Week 6 At Feel Good Yoga &amp; Pilates</b>						<b>Web Cancel</b>
Wed	10/14/2009	7:00 PM	Yogilates Level 2	Laura Phelps	y	<a href="#">[Cancel]</a>

**Cancellation Policy:**

~~Yoga and pilates private, dual and small group appointments~~

The “back” button on the bottom of the page takes you back to the schedule where you can book other classes.

The cancellation policy is also available at: <http://www.feelgoodyogavictoria.com/purchases.php>

Here is what it looks like when I added the Monday classes I like and the cancelled Wednesday I know I cannot make.

<b>Current Series: Flex Pass 10 Unbooked: 1 / Remaining: 10 Expiration Date:1/14/2093</b>						
<b>This Week At Feel Good Yoga &amp; Pilates</b>						<b>Web Cancel</b>
No Scheduled Sessions						
<b>Next Week At Feel Good Yoga &amp; Pilates</b>						<b>Web Cancel</b>
Mon	9/14/2009	7:00 PM	Yogilates Level 1	Laura Phelps	y	<a href="#">[Cancel]</a>
Wed	9/16/2009	7:00 PM	Yogilates Level 2	Laura Phelps	y	<a href="#">[Cancel]</a>
<b>Week 3 At Feel Good Yoga &amp; Pilates</b>						<b>Web Cancel</b>
Mon	9/21/2009	7:00 PM	Yogilates Level 1	Laura Phelps	y	<a href="#">[Cancel]</a>
Wed	9/23/2009	7:00 PM	Yogilates Level 2	Laura Phelps	y	<a href="#">[Cancel]</a>
<b>Week 4 At Feel Good Yoga &amp; Pilates</b>						<b>Web Cancel</b>
Mon	9/28/2009	7:00 PM	Yogilates Level 1	Laura Phelps	y	<a href="#">[Cancel]</a>
<b>Week 5 At Feel Good Yoga &amp; Pilates</b>						<b>Web Cancel</b>
Mon	10/5/2009	7:00 PM	Yogilates Level 1	Laura Phelps	y	<a href="#">[Cancel]</a>
Wed	10/7/2009	7:00 PM	Yogilates Level 2	Laura Phelps	y	<a href="#">[Cancel]</a>
<b>Week 6 At Feel Good Yoga &amp; Pilates</b>						<b>Web Cancel</b>
Mon	10/12/2009	7:00 PM	Yogilates Level 1	Laura Phelps	y	<a href="#">[Cancel]</a>
Wed	10/14/2009	7:00 PM	Yogilates Level 2	Laura Phelps	y	<a href="#">[Cancel]</a>

Congratulations and see you in class.

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If this did not work as outlined here, maybe you forgot your password, or have any other question please contact us at: [info@FeelGoodYogaVictoria.com](mailto:info@FeelGoodYogaVictoria.com).

Shanti,

Feel Good Yoga