

HOW TO BOOK A CLASS

If you already have an account

CHOOSE YOUR CLASS: *Open the time table at <https://www.joga.me/class-booking>*

1. Click **“Login”** and enter our username/password (*do not login if this is your first booking - see below on how to book a class if you do not have an account*)
2. Click the **date and time** of your class you wish to book. (The description of the class will appear on the right, or below if you're on a phone)
3. Click **“Select”**

The Class will be added to your cart. You can see this at the top of the page.

The screenshot shows a web interface for booking yoga classes. At the top right, there is a green 'Login' button with a yellow arrow labeled '1' pointing to it. Below this is a navigation bar with 'SCHEDULE' and 'CLASS PASSES'. The main content is divided into two columns. The left column is a calendar for August 2020, showing dates from the 20th to the 23rd. Each date has a list of classes with their times and descriptions. The class 'Vinyasa Flow (Stockbridge Town Hall)' on Thursday, 20th, 7pm-8pm is highlighted in yellow, with a yellow arrow labeled '2' pointing to it. The right column shows the details for this selected class, including the date, time, and location. Below this, there is an 'INFORMATION' section and a 'TICKETS' section. The 'TICKETS' section shows a 'Class Ticket' for £10.00 and options to book using class passes (Six or Ten classes in person). A blue 'Select' button is visible, with a yellow arrow labeled '3' pointing to it. At the bottom of the details section, there is a 'View selections' button.

OPTIONAL STEP: Book an additional class

- Repeat steps 2 and 3, as many times as you like to book extra classes. (But **always** press **“Select”**)

You will see that additional classes have been added to your cart. If not you forgot to press the select button each time.

CHECK OUT

1. Click on the cart icon at the top of the page
2. Check the items in your cart are correct, esp dates
3. If you have a discount code enter it. Click **“Apply”**
4. Click **“Book Now”**
5. Check or enter your details and press **“Continue”** (Note this step is not shown below)

HOW TO BOOK A CLASS

If you already have an account

The screenshot shows the booking interface. At the top right, a shopping cart icon indicates '1 item' for '£10.00', with a yellow arrow labeled '1' pointing to it. Below the navigation bar, the 'SELECTED ITEMS' section shows a class: 'Vinyasa Flow (Stockbridge Town Hall)' with a yellow arrow labeled '2' pointing to the class name. The class details include the date 'Thu, 20 Aug '20' and time '7pm - 8pm'. A table shows 'Class Ticket' with a quantity of 'x 1' and a price of '£10.00'. Below this, the 'Total cost of tickets' is '£10.00'. A yellow arrow labeled '3' points to the 'Enter discount code' input field, which has an 'Apply' button next to it. At the bottom right, a green 'Book now' button is highlighted with a yellow arrow labeled '4'. A 'Select more' button is visible on the bottom left.

USE YOUR PASSES OR PAY WITH CARD

If you have classes passes (eg 5 or ten class-pass): Credits will be deducted automatically from your pass
If you don't have any credits and would prefer to pay for each class as you go:

- Click **"Pay by card"**
- Enter your card details and click **"Pay"**

BOOKING CONFIRMED

Once your booking is confirmed, you should see this page

The screenshot shows the booking confirmation page. At the top, a green banner with a checkmark icon says 'Booking Complete'. Below this, the booking reference 'V3QT7' is displayed, along with the text 'You can access your booking using the link in the confirmation email.' A red callout bubble with white text says 'If you do not get this screen, you have not booked on!!'. Below the banner, the 'BOOKING DETAILS' section shows 'Booked by: jjcdowey@gmail.com'. The class details are: 'Vinyasa Flow (Stockbridge Town Hall)', 'Thu 20 Aug, 7:00pm - 8:00pm', 'Class Ticket', and 'Jo Dowey'. The 'ADDITIONAL INFORMATION' section includes the class name, a thank you message, arrival instructions, and a sign-off from JOGA.

CONFIRMATION EMAIL

Please check your emails for a confirmation. It contains important information:

- The address of the class
- Details for arrival & info about props and equipment
- A link to your online class
- Cancellation policy

HOW TO BOOK A CLASS

If you **DO NOT** have an account

CHOOSE YOUR CLASS: *Open the time table at <https://www.joga.me/class-booking>*

1. **Click the date and time** of your class you wish to book. (The description of the class will appear on the right, or below if you're on a phone)
2. **Click "Select"**

The Class will be added to your cart. You can see this at the top of the page.

OPTIONAL STEP: Book an additional class

- **Repeat** steps 2 and 3, as many times as you like to book extra classes. (But **always** press **"Select"**)

You will see that additional classes have been added to your cart. If not you forgot to press the select button each time.

CHECK OUT

1. **Click** on the cart icon at the top of the page
2. **Check** the items in your cart are correct, esp dates
3. **If you have a discount code** enter it. Click **"Apply"**
4. Click **"Book Now"**
5. **Enter** your personal details and press **"Continue"**

USE YOUR PASSES OR PAY WITH CARD

If you have classes passes (eg 5 or ten class-pass): Credits will be deducted automatically from your pass

If you don't have any credits and would prefer to pay for each class as you go

- **Click "Pay by card"**
- **Enter** your card details and click **"Pay"**

BOOKING CONFIRMED

Once your booking is confirmed, you should see a booking complete page (as above)

CONFIRMATION EMAIL

Please check your emails for a confirmation. It contains important information:

- The address of the class
- Details for arrival & info about props and equipment
- A link to your online class
- Cancellation policy

BUYING PASSES & CANCELLING CLASSES

BUYING A PASS

Passes need to be purchased when selecting a class.

1. First **click** on **class passes** and **select** the pass you want to purchase.
2. You will then be asked to **book** your required class press "**SELECT TICKETS**" and choose your class
3. **Book** as above...

CANCELLING OR TRANFERING CLASSES....

If you need to make changes to your booked class, you have two options.

- (1) You can cancel the ticket or
- (2) transfer it to another date (**preferred option**)

To do this:

1. find your **booking confirmation email** (do not discard this!)
2. Press **view booking**
3. **Login** to your account and manage your booking here

*NOTE: If you already have an account, you can **login** first and manage your all your bookings in one place*