

1. On my website, select **'Bookings'** in the dropdown in the top right corner. The **Schedule** screen will appear. Select the first date you would like to attend.

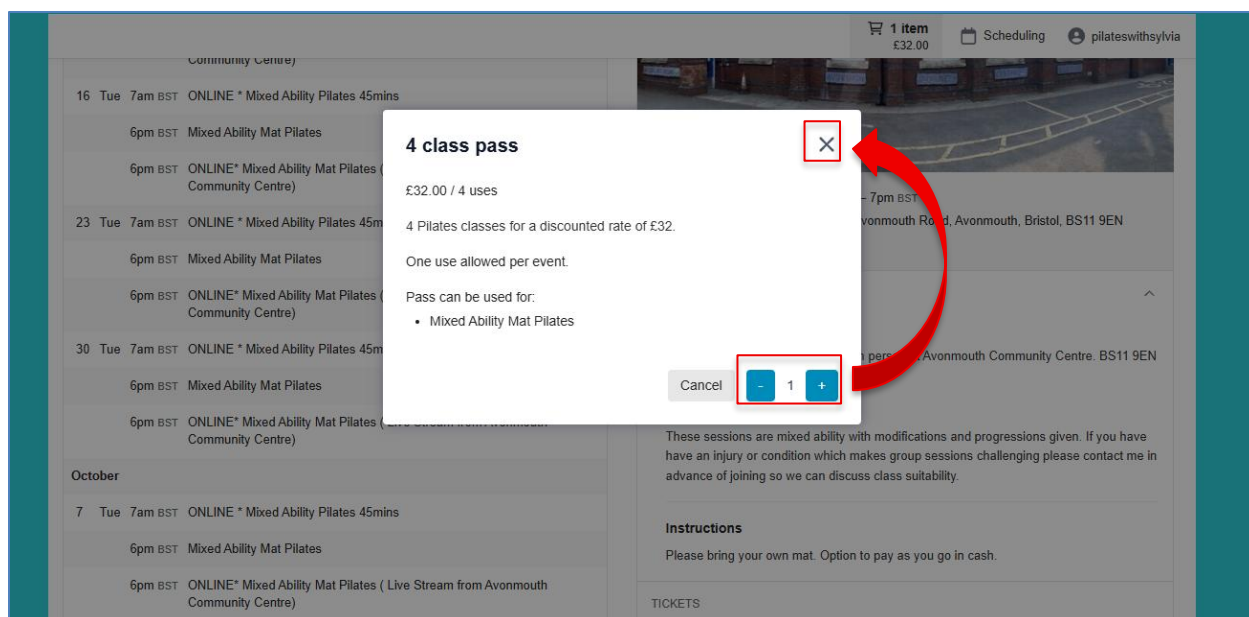
Click the link **4 class pass** (shown below).


The screenshot shows a class page for 'Mixed Ability Mat Pilates'. On the left, a list of dates and times is displayed, including '6pm BST Mixed Ability Mat Pilates' and '7am BST ONLINE * Mixed Ability Pilates 45mins'. On the right, a details panel is visible. The 'TICKETS' section shows 'Mixed Ability Mat Pilates' for £10.00, with 10 spaces available. A red box highlights the '4 class pass' option, which costs £32.00 / 4 uses. A 'Select' button is also visible next to the ticket information.

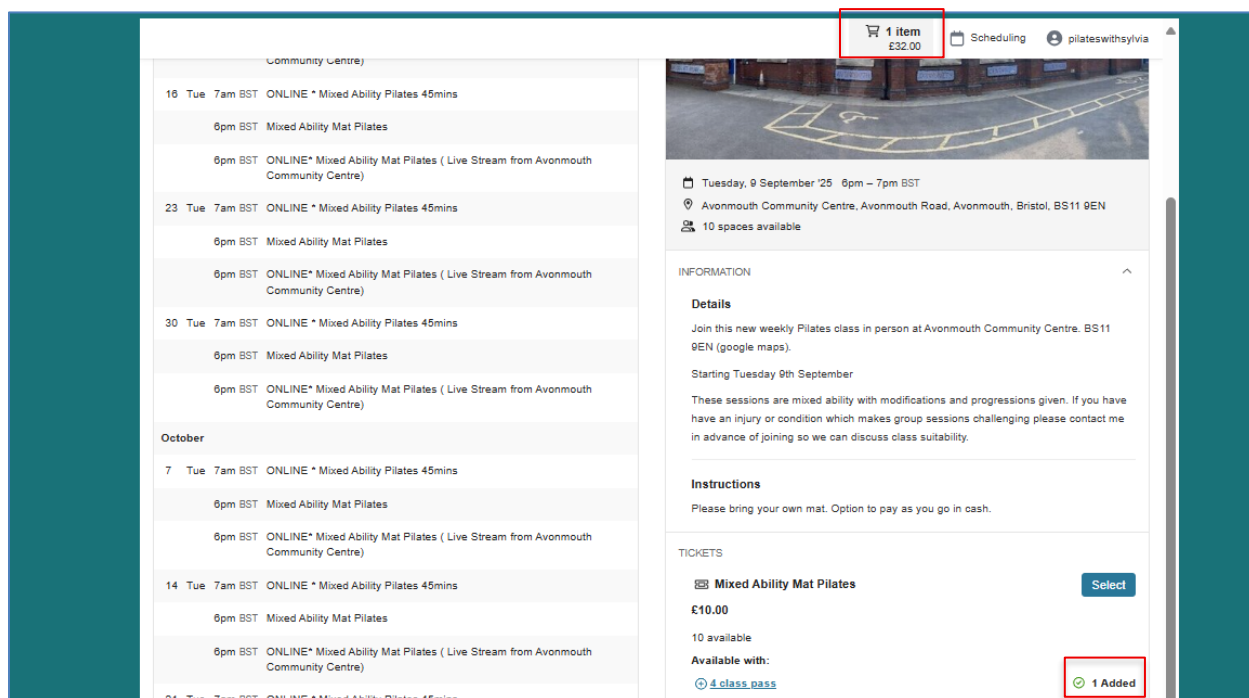
2. A window will appear detailing the option. Click the **'Select'** button to continue

The screenshot shows a modal window titled '4 class pass'. It displays the price '£32.00 / 4 uses' and the description '4 Pilates classes for a discounted rate of £32.00'. It also states 'One use allowed per event' and 'Pass can be used for: Mixed Ability Mat Pilates'. At the bottom, there are 'Cancel' and 'Select' buttons. A red box highlights the 'Select' button.

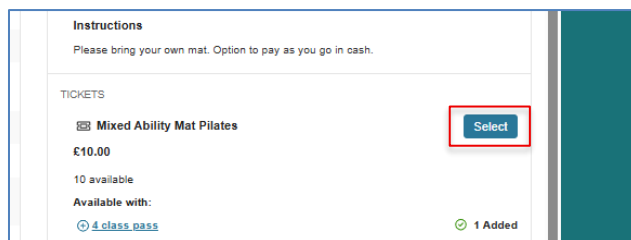
3. The window will update, allowing you to select the number of number of '4 Class Passes' you want to purchase. You can click the + button to add more if you wish. When you have selected the amount you want, close the window by clicking on the **X** in the window.



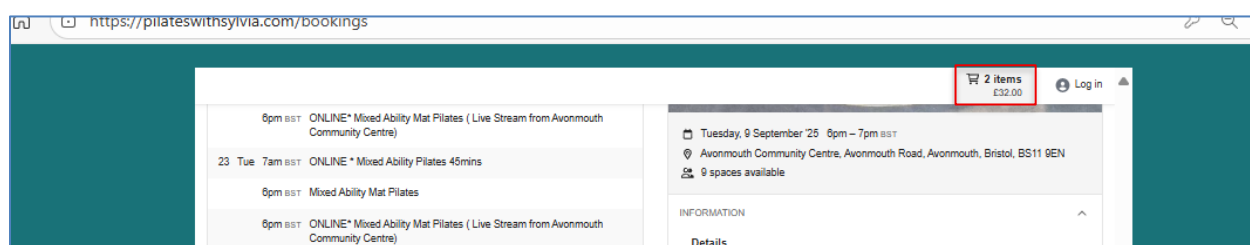
4. This will be added to your Cart, with the total of **£32** showing for the '4 class pass', showing in the top right corner with the trolley symbol. It will also show **'1 added'** with a green tick  opposite the 4 class pass option.



5. Double check the date to start your classes, as this confirms the date of the 1st of your 4 classes you would like to attend. When confirmed, click on the blue **'Select'** button (opposite class description 'Mixed Ability Mat Pilates').

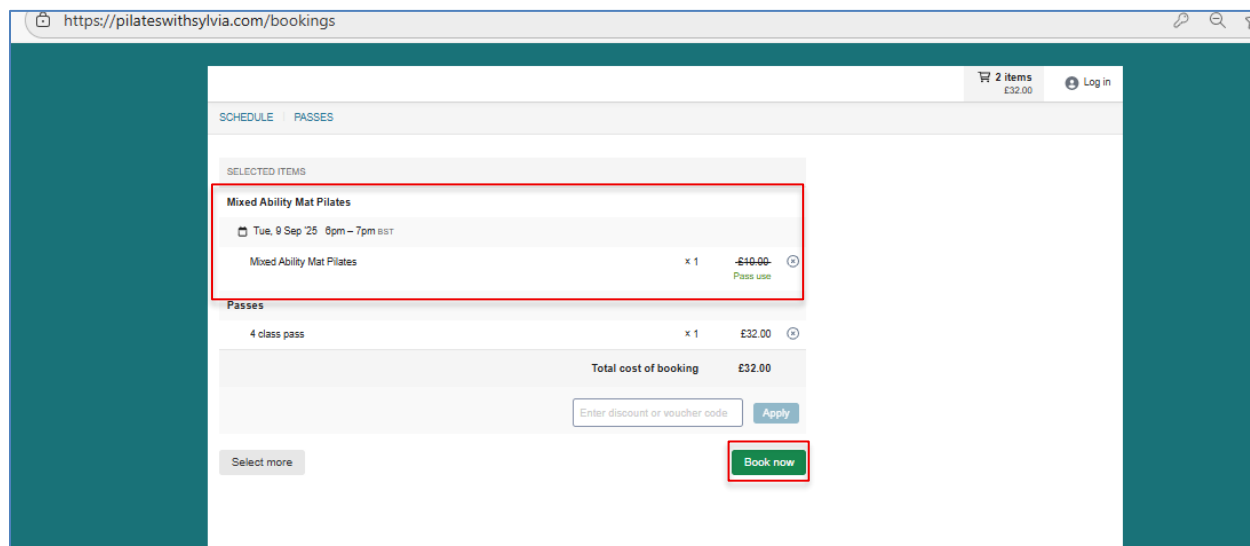


6. The ticket will be added to your Cart and it will show **'2 Items'** (as shown below) with the same price £32.



7. Click on your trolley and you will see your class e.g **'Mixed Ability Mat Pilates'** with the date above and also show **'Pass Use'** (in green) and £10.00 crossed through, to show it will use one of your 4 passes.

This will book you onto that class upon payment. You can then press the Green **'Book Now'** button to go through to payment steps.



8. On the next screen, there will be 4 tabs to work through. **Booker, Details, Payment, Compete.**

On the Booker screen, enter your email. Then press the green **'Continue'** button.

BOOKER > DETAILS > PAYMENT > COMPLETE

Booker details

Your email address

Enter your own email if booking on behalf of others.

Continue

9. In the Details screen, add the attendee details, you can put your full name in (or a friend if they are going in your place.) and press the green **'Continue'** button.

BOOKER > DETAILS > PAYMENT > COMPLETE

Attendee details

1ST ATTENDEE Change attendee

First name Last name

Full name * John Smith

Attendee email pilatesbooking@pilates.com

Continue

10. The Payment screen confirms your pass choice, and the total for payment e.g £32. When ready, click **'Proceed to Payment'** for online payment.

BOOKER > DETAILS > PAYMENT > COMPLETE

COSTS & PAYMENT

Mixed Ability Mat Pilates - Mixed Ability Mat Pilates	£40.00
4 class pass	£32.00
Total cost of booking	£32.00

ONLINE PAYMENT

Proceed to secure online payment using your preferred payment method.

Total to be paid: £32.00 Proceed to Payment

Once the payment is complete, you will receive an email confirming your payment and your purchase of passes. You will then have your 3 remaining passes from your 4-pass bundle on your account. You can then log back into the booking system with your email, and book another day or select more dates from the schedule.

Any problems do let me know, either by contacting me through the Website 'contact' tab in the drop down or emailing me directly to pilateswithsylvia@gmail.com. Or even send me a text to 07812923324 and I'll help as soon as I can.