

A Guide to the Booking and Payment System

[Log in to the system](#)

[Using the System for the first time](#)

[Logging in](#)

[Booking Sessions](#)

Remember! Even if you have a payment option in place, you still need to go through to the [checkout](#) to complete your booking.

[Purchasing a Class Pass](#)

[Paying with a Class Pass](#)

[Purchasing a Membership](#)

[Paying with a Membership](#)

[Understanding your account](#)

The first time you use the system you create an account and password.

Click the big purple bar



User login

In order to book a session you must login or register if you have not done so before

Not registered? Please click here

email address

password

Forgot your password? [please click here](#)

remember me on this device

Cancel Submit


Back to top


next

User registration

Already registered? Please click here

 Login with Facebook

First Name*

Last Name*

Email*

Password* (minimum six characters)

Please subscribe me to the newsletter remember me on this device

Cancel

Submit

Fill in the details




Back to top

And click submit



You need to register the first time you use the system.

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



User login

In order to book a session you must login or register if you have not done so before

Not registered? Please click here

email address



password



Forgot your password? [please click here](#)

remember me on this device

Cancel

Submit




Back to top

After you [log in](#), you will see the booking calendar

Your account details are here

You can use the search fields to find the sessions you want or this button to scroll forward

welcome Shirley -



choose date [calendar icon]
filter service [dropdown] filter resource [dropdown]

show next days

Thu May 26, 2022

Fri May 27, 2022

Mon May 30, 2022

Tue May 31, 2022

10:00 AM - 10:45 AM

10:00 AM - 10:45 AM

10:00 AM - 10:45 AM

11:00 AM - 11:45 AM

Tai Chi Practice: Yang 8, 10 and 24
Zoom

Tai Chi Practice : Sun 30 and Sun 73
Zoom

Tai Chi Practice : Sun 30 and Sun 73
Zoom

Tai Chi for Health
Zoom

find out more cost

book a place

find out more cost

book a place

find out more cost

book a place

find out more cost

book a place

11:00 AM - 11:45 AM

11:00 AM - 12:00 PM

11:00 AM - 11:45 AM

12:30 PM - 1:00 PM

Tai Chi for Health
Zoom

Deeply Moving
Zoom

Seated Tai Chi & Qi Gong
Zoom

Daily Qi Gong
Zoom

find out more cost

book a place

find out more cost

class full - join waitlist

find out more cost

book a place

find out more cost

book a place

12:30 PM - 1:00 PM

12:30 PM - 1:00 PM

12:30 PM - 1:00 PM

2:30 PM - 3:30 PM

Daily Qi Gong
Zoom

Daily Qi Gong
Zoom

Daily Qi Gong
Zoom

Tai Chi for Better Health
Broomhall & Sound Community Hall

find out more cost

book a place

find out more cost

book a place

find out more cost

book a place

find out more cost

book a place

3:45 PM - 4:45 PM

4:00 PM - 5:00 PM

Tai Chi: Yang 24
Zoom

DMP - In Person Appointment
Studio

find out more cost

book a place

find out more cost

fully booked

Back to top

Choose the session you want to book and click the button

next

The next screen will show all the other dates available for your session and how many spaces are available.

You can choose to book more dates

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

Reserve Future Appointments

You have reserved 5 places(s) on one date in this workshop. Would you like to book other dates for this workshop?

[No thanks, let's just continue](#)

Tai Chi for Better Health

Wed Jun 8, 2022	2:00 PM - 3:00 PM	Broomhall & Sound Community Hall	6 places available	book a place
Wed Jun 15, 2022	2:00 PM - 3:00 PM	Broomhall & Sound Community Hall	7 places available	book a place
Wed Jun 22, 2022	2:00 PM - 3:00 PM	Broomhall & Sound Community Hall	7 places available	book a place
Wed Jun 29, 2022	2:00 PM - 3:00 PM	Broomhall & Sound Community Hall	7 places available	book a place

This is wrongly-worded. Don't panic! It should say 'you have booked 1 place on five dates'

You have chosen 5 timeslots [click here to continue](#) [cancel](#)


Back to top


next

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 and click to continue

You are booking a workshop

You are booking a workshop that occurs on 10 different dates.

Please review the appointments for your workshop below

Date	Time	Service	Resource	
Tue May 31, 2022	2:30 PM - 3:30 PM	Tai Chi for Better Health	Broomhall & Sound Community Hall	delete

Terms and conditions

Health & Safety
By taking part in our sessions you agree to take full responsibility for monitoring your own physical condition and wellbeing. Please ensure that you wear suitable clothing and footwear.

Additionally, for online sessions please:

- ensure that you have enough space to move safely
- make sure there are no trip hazards nearby, or anything that could cause injury.
- remember to stay hydrated

I agree to the terms and conditions

You have chosen 1 timeslots [click here to continue](#) [cancel](#)

[Back to top](#) [next](#)

This is the check out screen.

You can choose to purchase a Class Pass or a subscribe to a [Membership](#)

welcome Shirley ▾

Choose Payment Option

You need to pay for 1 booking. Please choose from the options below.

Buy a membership ⓘ

There are membership options available for this service, please select 'view membership options' to see your choices

view membership options

Buy package ⓘ

Class Pass

£48.00 for 6 appointments

Description

add

Taster Session

£0.00 for 1 appointments

add

Direct Payment (admin use only)

£0.00 for 0 appointments

Description

add

Ignore these options.
Taster Sessions can only be 'purchased' once
The Direct Payment option is for admin use only

Your Total: GBP £0.00

Choose payment option for 1 appointments ⓘ

cancel


Back to top


next

Use the down arrow to select your membership

Memberships

Individual Membership

Choose membership option: Individual Membership

Unlimited access to in person and online sessions. Video resources to support the online sessions. Individual appointments.

This membership gives you unlimited access to the following services:

- Daily Qi Gong
- Seated Tai Chi & Qi Gong
- Tai Chi Practice
- Tai Chi for Arthritis
- Tai Chi for Better Health
- Tai Chi for Diabetes
- Tai Chi for Health

You can choose from the following options to pay for this membership:

Billing cycle	Cost	
renews every month	GBP £30.00	buy
renews every 3 months	GBP £80.00	buy
renews every 6 months	GBP £160.00	buy

Close

Memberships

Joint Membership

Choose membership option: Joint Membership

For 2 people living in the same household. Unlimited access to in person and online sessions. Video resources to support the online sessions. Individual appointments.

This membership gives you unlimited access to the following services:

- Daily Qi Gong
- Seated Tai Chi & Qi Gong
- Tai Chi Practice
- Tai Chi for Arthritis
- Tai Chi for Better Health
- Tai Chi for Diabetes
- Tai Chi for Health

You can choose from the following options to pay for this membership:

Billing cycle	Cost	
renews every month	GBP £45.00	buy
renews every 3 months	GBP £125.00	buy
renews every 6 months	GBP £250.00	buy

Close

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Back to previous

If you have a Class Pass – use the credits to pay for your booking

welcome Shirley ▾

Choose Payment Option

All your appointments have been paid for. Please click 'continue' at the bottom of the page.

Buy a membership ⓘ

There are membership options available for this service, please select 'view membership options' to see your choices

[view membership options](#)

Pay with your existing package credit ⓘ

Package name	Credits used today	Credits remaining	
Class Pass	1	5	remove

Buy package ⓘ

Class Pass

£48.00 for 6 appointments

[Description](#)

[add](#)

Taster Session

£0.00 for 1 appointments


[add](#)

Direct Payment (admin use only)

£0.00 for 0 appointments

[Description](#)

[add](#)


[Back to top](#)

Your Total: GBP £0.00

[Please click here to continue](#)



Privacy - Terms

After the [summary screen](#), if you have a current Membership you will see this

Pay with your membership

All of your appointments will be paid for with your
Individual Membership
membership

cancel [please click here to continue](#)


Back to top


next

And then this

Your appointments have been confirmed

Date	Time	Service	Resource
Wed Jun 1, 2022	2:00 PM - 3:00 PM	Tai Chi for Better Health	Broomhall & Sound Community Hall
Wed Jun 8, 2022	2:00 PM - 3:00 PM	Tai Chi for Better Health	Broomhall & Sound Community Hall
Wed Jun 15, 2022	2:00 PM - 3:00 PM	Tai Chi for Better Health	Broomhall & Sound Community Hall
Wed Jun 22, 2022	2:00 PM - 3:00 PM	Tai Chi for Better Health	Broomhall & Sound Community Hall
Wed Jun 29, 2022	2:00 PM - 3:00 PM	Tai Chi for Better Health	Broomhall & Sound Community Hall

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

connect with us



[Back to the calendar](#)


Back to top

Here is your confirmation

You can see the bookings you have made, the payment method and the class instructions

Your appointments have been confirmed

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

Payment summary

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

Your payment: **GBP £0.00**

Instructions - please 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

[f](#) [in](#)

[Back to the calendar](#)


Back to top

You can check or manage your bookings and transactions from your account.

[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

Mon Sep 7, 2020

11:00 AM - 12:00 PM

Movement in Mind (Parkinson's)

class

description

cost

book

12:30 PM - 1:00 PM

Daily Qi Gong (online)

class

description

cost

book

2:00 PM - 3:00 PM

Feeling Good! (online)

class

description

cost

book

Tue Sep 8, 2020

11:00 AM - 12:00 PM

JingShen Tai Chi & Qi Gong (online)

class

description

cost

book

12:30 PM - 1:00 PM

Daily Qi Gong (online)

class

description

cost

book

Wed Sep 9, 2020

11:00 AM - 12:00 PM

JingShen Tai Chi & Qi Gong (online)

class

description

cost

book

12:30 PM - 1:00 PM

Daily Qi Gong (online)

class

description

cost

book

Thu Sep 10, 2020

12:30 PM - 1:00 PM

Daily Qi Gong (online)

class

description

cost

book

4:00 PM - 5:00 PM

JingShen Tai Chi & Qi Gong (online)

class

description

cost

sorry, this session is fully booked

Back to top

next

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

You can view and manage your payments from here

The screenshot shows a user dashboard with a header containing a 'Back to home' button and a 'welcome Shirley' dropdown. Below the header is a section titled 'Your appointments' with a row of buttons: 'view account', 'view appointments', 'view packages', 'view memberships', 'view transactions', and 'payment method'. Underneath these buttons are two tabs: 'Future appointments' and 'Past appointments'. A table displays appointment data with columns for Date, Time, Service, and Payment. Each row in the table has a 'delete' button. At the bottom right of the table area is a 'Back to calendar' button. Red arrows point from the text above to the 'view appointments' button, the 'view transactions' button, the 'payment method' button, and the 'delete' buttons in the table.

Date	Time	Service	Payment	
Mon Sep 7, 2020	11:00 AM - 12:00 PM	Movement in Mind (Parkinson's)	paid by package credit	delete
Mon Sep 14, 2020	11:00 AM - 12:00 PM	Movement in Mind (Parkinson's)	paid by package credit	delete