

## 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 membership in place, you still need to go through to the [checkout](#) to complete your booking.

[Purchasing a Membership](#)

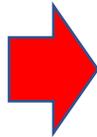
[Paying with a Membership](#)

[Understanding your account](#)

**An account has been registered for you.**

**Your password is the same as your email address.**

**(You can change this if you wish)**



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

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

filter service  filter resource

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

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

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	<a href="#">book a place</a>
Wed Jun 15, 2022	2:00 PM - 3:00 PM	Broomhall & Sound Community Hall	7 places available	<a href="#">book a place</a>
Wed Jun 22, 2022	2:00 PM - 3:00 PM	Broomhall & Sound Community Hall	7 places available	<a href="#">book a place</a>
Wed Jun 29, 2022	2:00 PM - 3:00 PM	Broomhall & Sound Community Hall	7 places available	<a href="#">book a place</a>

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	<a href="#">delete</a>

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.

If you don't have a current [Membership](#) you can subscribe here



### 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](#)

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

  
Back to top

 Back to previous

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 details 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 from the text above point 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	<a href="#">delete</a>
Mon Sep 14, 2020	11:00 AM - 12:00 PM	Movement in Mind (Parkinson's)	paid by package credit	<a href="#">delete</a>