



## HOW TO BOOK A CLASS FROM THE WEBSITE: [WWW.STABLEYOGA.CO.UK](http://WWW.STABLEYOGA.CO.UK)

- Go to the Online Booking page of the website, or in any other pages, click on one of the green 'Make A Booking' buttons.
- This takes you to a screen showing the Classes/calendar for that week and you can navigate to later or earlier weeks by clicking the arrows either side of the dates. From this page you can also choose 'Courses', which are one-off events or workshops we may be running, or 'Memberships' where you can buy a bundle of class credits.
- Click on the Login button to the right and you have the choice of 'Sign In' or 'Register'. If you are registering for the first time, you will be asked to accept the liability waiver in Stable Yoga's Terms and Conditions.

### **You now have 2 options for buying slot(s) in a class:**

1. IF YOU WISH TO ATTEND CLASSES ON A **REGULAR BASIS**, CHOOSE 'MEMBERSHIPS'. Here you will have the choice of buying a term's worth of tickets. There are various options (from 10 to 36), depending on whether you plan to attend once, twice or three times a week:

If you purchase a 'membership' of 10 class credits the cost works out at is £10/class and the credits will expire after 3 months.

If you purchase 12 class credits the cost is still £10/class, but the credits will expire after 4 months.

If you purchase 20, 24, 30 or 36 credits, the cost drops to £9/class and the credits expire after 4 months.

The easiest way to pay for multiple classes is by credit/debit card. You can input your card details for use now and this secure system will store them for future use. If you'd rather pay (or have already paid) by cash, cheque, or bank transfer, please contact Lucy ([info@stableyoga.co.uk](mailto:info@stableyoga.co.uk)) who will credit your account with the classes as soon as payment is received.

Once you've purchased your batch of classes, to avoid the disappointment of finding a class full, we recommend booking into everything you want to attend for the whole term. To book yourself into your chosen classes, click on the Classes icon on the home screen and click through the weeks of the term, selecting those you want to attend, and a

credit will automatically be used up for each class you book onto. If you add a “+1” – i.e. you plan to bring someone with you, the system will deduct 2 credits.

Next to the Log In/Out button in the top right corner, you can click 'Profile' to see how many credits you have left and a list of classes you've booked yourself into. If you change your mind or are unable to attend for any reason, here you can cancel your attendance up to 2 hours before the start of a class and use that credit again.

Please note that all multiple classes purchased have an expiry date: 3 or 4 months from the date of purchase. Although we officially have 'term time' and 'holiday sessions' that are scheduled after the official end of term, you can use up your credits (as long as they have not yet expired) in any class with any teacher.

Without a valid medical reason, classes purchased singly or in batches cannot be refunded, but please contact Lucy at [info@stableyoga.co.uk](mailto:info@stableyoga.co.uk) if you feel you are eligible for a refund.

2. IF YOU WISH TO ATTEND AS A ONE-OFF, **DROP-IN STUDENT** (£13/class), CLICK THE 'CLASSES' BUTTON AT THE TOP OF THE CALENDAR SCREEN

Scroll through the weeks until you reach the date you wish to attend.

Choose the class you wish to attend, click on it, (you can add a “+1” if you plan to bring someone with you), and you will have the option to Pay Now. If you click Yes, you can put in your credit/debit card details, if you click No, you can pay by cash or cheque (payable to Stable Yoga) straight to the teacher when you arrive for your class.

If a class is full (at 15/15 people), you can place your name on the waiting list and you will be notified once a slot becomes available. Please note that you cannot add yourself and a “+1” to the waiting list – in that instance your “+1” will need his or her own registered account (which is quick and easy!)

You can check what you're booked into by clicking 'Profile' next to the Log In/Out button in the top right corner.

If you change your mind or are unable to attend for any reason, you can cancel your attendance up to 2 hours before the start of a class. In the Profile option, click Cancel to the right of the class. You'll automatically have that credit back to use again for a class that suits you better.

Without a valid medical reason, classes purchased singly or in batches cannot be refunded, but please contact Lucy at [info@stableyoga.co.uk](mailto:info@stableyoga.co.uk) if you feel you are eligible for a refund.

***If you have any trouble accessing the system and or need advice on how to use it, please contact Lucy: 07834 363820 or [info@stableyoga.co.uk](mailto:info@stableyoga.co.uk).***