

How to Use the Scheduler



How to Use the Scheduler (Cancel, Reschedule, Make New Booking)



Bookings
(My Bookings)

How To Cancel/Reschedule



Services > My Bookings

[My Bookings](#) | [Services We Offer](#) | [Class Schedules](#) | [My Session Balances](#) | [Purchase Session Credits](#) | [Our Staff](#)


My Bookings Calendar

Make A New Booking Share My Schedule


[Show As A List](#)

August 2013 export Print Calendar Aug 2013

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
				8	9	10
				15	16	17
				22	23	24
25	26	27	28	29	30 9:00 AM - 10:00 AM Personal Training with Mo2 Demo	31



Personal Training Booking (#12736639)
9:00 AM - 10:00 AM Friday, August 30, 2013
(60 Mins) with Mo2 Demo



- * There are a couple of different ways to access your bookings but a common way is to view your Bookings Calendar.
- * You can Cancel or Reschedule existing bookings by selecting the booking you wish to change. Cancellations and any other scheduling changes must be made 24 Hours in advance of a scheduled appointment to avoid the loss and billing for the session. If you are on an Unlimited Membership, you will be charged a Cancellation Fee of \$20+Tax per session.
- * Rescheduling is done by selecting on the new date. The system will automatically look for times available.

Make a New Booking



Make A New Booking Share My Schedule

Services > **My Bookings**

Print Calendar Aug 2013

Thu	Fri	Sat
1	2	3

Services We Offer

Our Services

Personal Training
30 min / 45 min / 60 min sessions
You Have (1) Available Session Credits
 Make Bookings

Corp PT Service
15 min / 30 min sessions
You Have (3) Available Session Credits
 Make Bookings



- * To Make a New Booking, select the link at the top of the calendar. A new window will open up telling you how many credits you have available to book for new sessions.
- * Once you select the service you wish to book, you can choose your class and the correct date and time.
- * Once you select the class, the correct date and time, a confirmation window showing the Cancellation Policy is displayed.
- * You have the option of sending yourself a reminder email when you make the booking.
- * Note that you may also make a New Booking from your Home > Overview screen .