

HOW TO USE THIS GUIDE

DON'T HAVE A USERNAME + PASSWORD?

Scroll down to **page 2** for your step-by-step instructions

DO HAVE A USERNAME + PASSWORD?

Scroll down to **page 3** for your step-by-step instructions

NOT SURE IF YOU HAVE A USERNAME/PASSWORD?

- Try logging in with your email address and the password/s you use for most things.
- Try the “forgotten your password” option, to re-set your password if necessary.
- If neither of those works, assume you don't have a username or password.

HOW TO BOOK A CLASS

IF YOU DON'T HAVE A USERNAME + PASSWORD

CHOOSE YOUR CLASS

1. **Click the class** you wish to book.
2. **Click "Select"**.
3. **Optional:** Repeat steps 2 and 3 - as many times as you like to book extra classes. Press select every time.

CHECK OUT

1. **Click** on the cart icon.
2. **Check** the items in your cart are correct.
3. **Optional:** If you have a Promo Code - enter it. Click **"Apply"**
4. **Click "Book Now"**.
5. **Enter** your personal details and press **"Continue"**

PAY / USE YOUR PASS

- **If you have a pass** - credit/s will be deducted automatically.
- **If you don't have a pass** - click **"Pay by card"**.
- **Enter** your card details and click **"Pay"**.

YOU'RE ALL DONE!

- **Check** you get the green **confirmation screen**.
- **Check** you get a **confirmation email** - it might be in the Spam folder.

PRO TIP: In the blue box, you are given the option to set a password. It's optional, but it means it'll be easier next time you book a class.

HOW TO BOOK A CLASS

IF YOU HAVE A USERNAME + PASSWORD

CHOOSE YOUR CLASS

1. **Click "Login"**. Enter your username and password.
2. **Click the class** you wish to book.
3. **Click "Select"**.
4. **Optional:** Repeat steps 2 and 3 - as many times as you like to book extra classes. Press "Select" each time.

CHECK OUT

1. **Click** on the cart icon.
2. **Check** the items in your cart are correct.
3. **Optional:** If you have a Promo Code - enter it. Click "**Apply**".
4. **Click "Book Now"**.
5. **Enter** your personal details and press "**Continue**".

PAY / USE YOUR PASS

- **If you have a pass** - credit/s will be deducted automatically.
- **If you don't have a pass** - click "**Pay by card**".
- **Enter** your card details and click "**Pay**".

YOU'RE ALL DONE!

- **Check** you get the green **confirmation screen**.
- **Check** you get a **confirmation email** - it might be in the Spam folder.

PRO TIP: Add the booking directly to your calendar by clicking the **.ics** file that's attached to the email.

STILL GOT PROBLEMS?

TRIED ALL THIS AND STILL NOT WORKING?

Contact me to let me know. Maybe there's a glitch in the system. Or maybe I've missed a step in these instructions!

Email: hello@paradiseyoga.com.au

Phone: 0416 147 009

- Please be as specific as possible, so that I can sort it out quickly :)
- So, rather than saying "It's not working", tell me if you are getting an error message, or a blank screen, or something else.
- If you can send me a screen shot of the problem, that would be even better!

One thing to note - it's always much easier on a proper screen (laptop, desktop) rather than an iPad or phone...