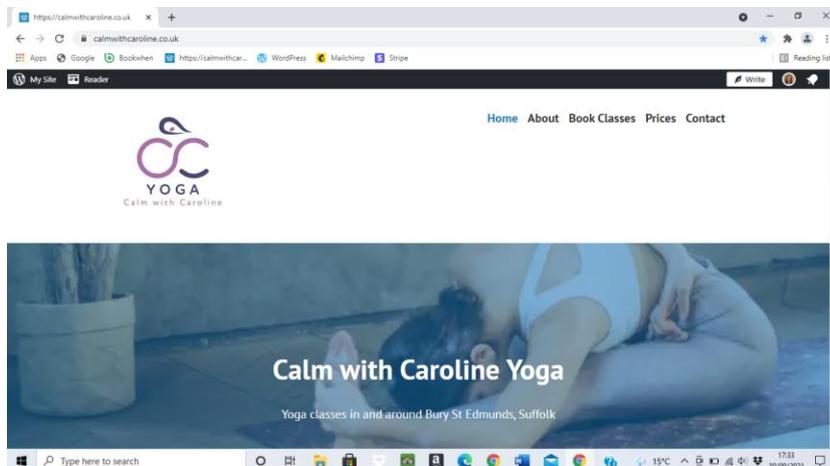
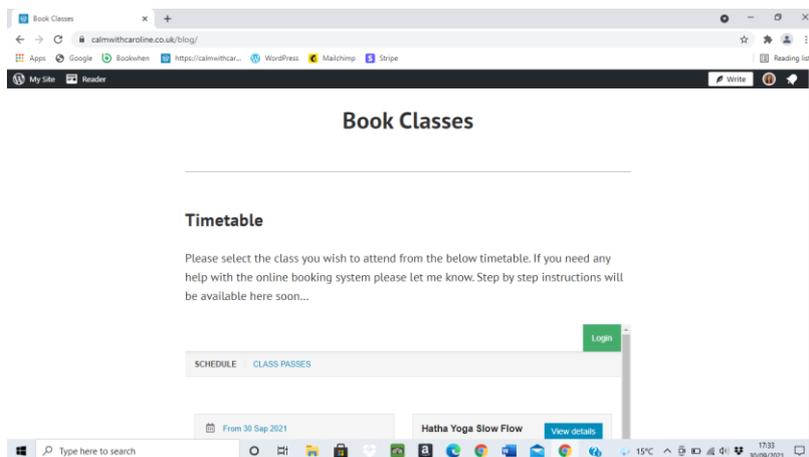


Step by Step Guide to Making an Online Booking

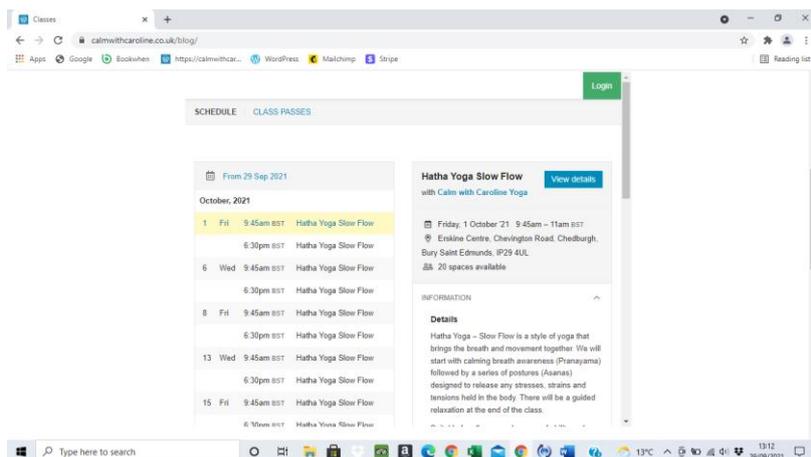
1. Go to www.calmwithcaroline.co.uk and click on the 'Book Classes' tab.



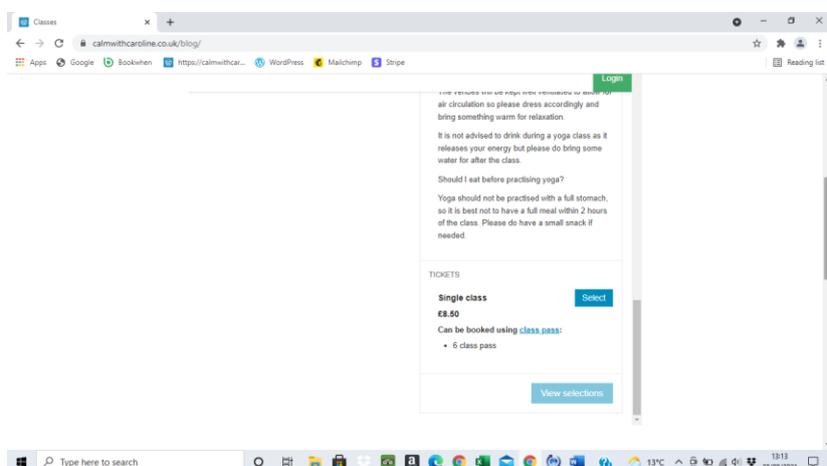
2. You will see a timetable with classes listed on the left.



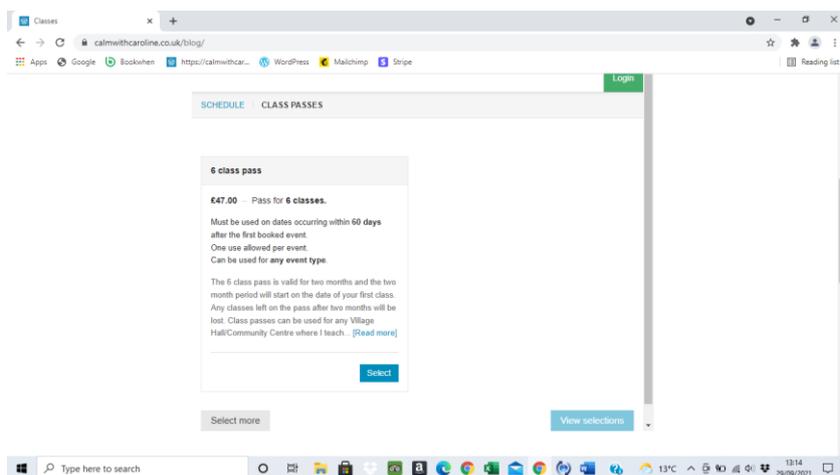
3. You now have two options:
 - a) Make a single class payment (for one or more classes of £8.50 each) OR if you already have a 6 class pass with sessions to use up. Click on the class you wish to attend and then scroll down using the grey bar next to the class description to the very bottom and follow the instructions below.
 - b) If you are purchasing a 6 class pass, Click on 'Class Passes' at the top of the list of classes. Continue to step 5.



4. Click on 'Select' next to 'Single Class' and then click on 'View Selections'. You need to do this even if you have already paid for a 6 class pass, you will not be charged. Continue to step 8.

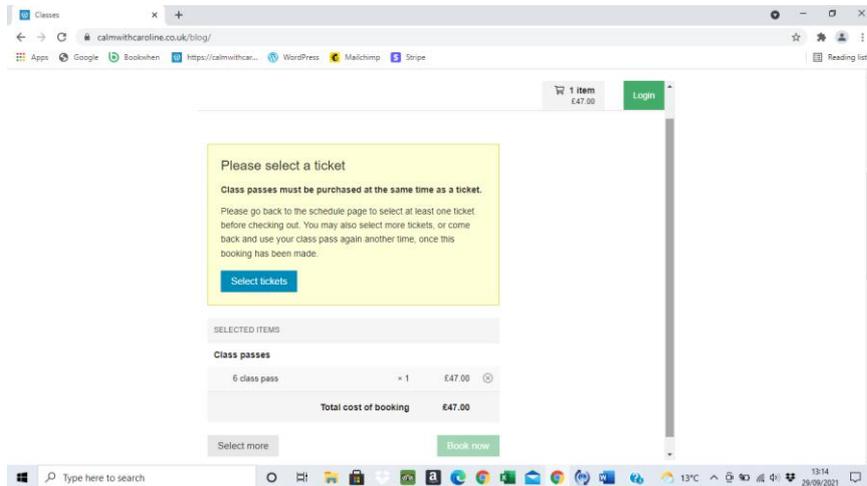


5. If you select 'Class Passes' you will be taken to the screen below. Click on 'Select' and then 'View Selections'

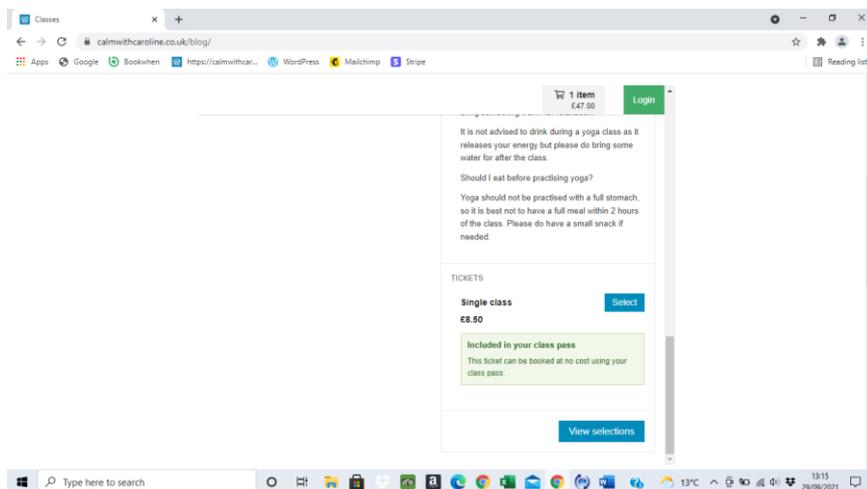


6. a) Click on 'Select Tickets' which basically means select your class. You will be directed back to the timetable.

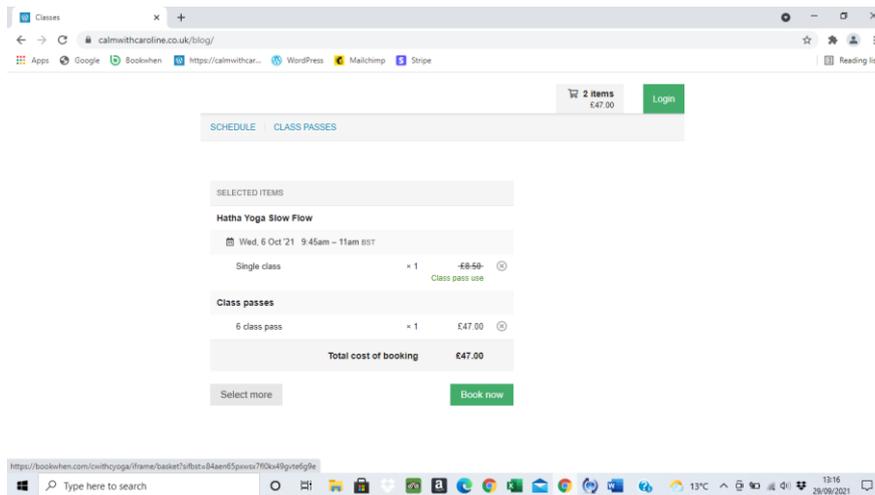
b) Please select which Class you would like to attend and scroll down.



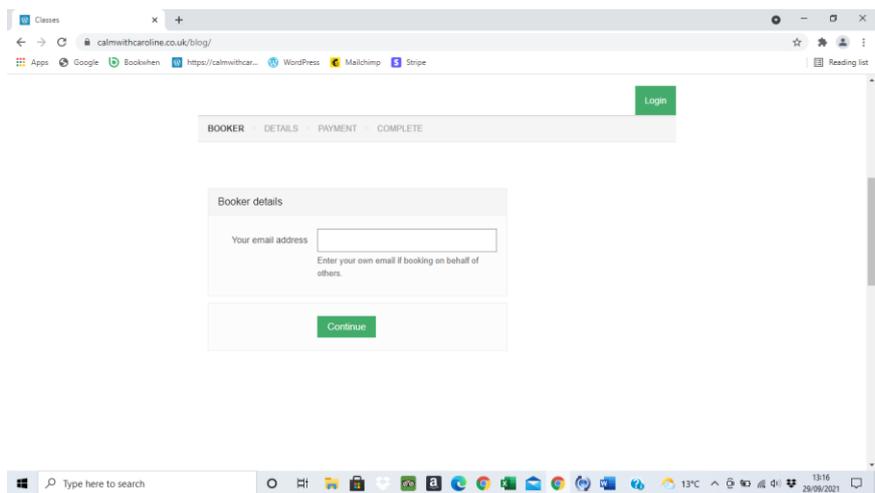
7. You then need to click on 'Select' next to the Single Class payment. You will not be charged for this as well as the 6 class pass. And click on 'View Selections'



8. Two options
 - a) If you want to book another class click on 'Select more' and repeat the process from step 6 to 8. Keep repeating until you have booked all the classes you wish then click on 'Book Now'.
 - b) If you have finished click on 'Book Now'



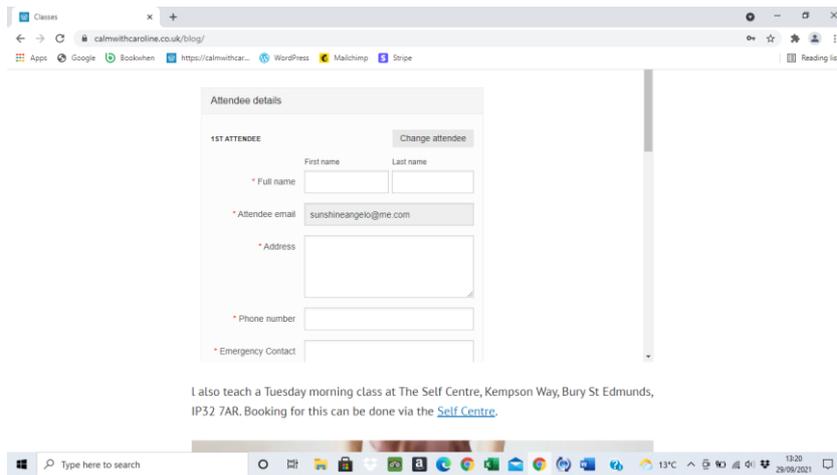
c) Enter your email address and click 'Continue'.



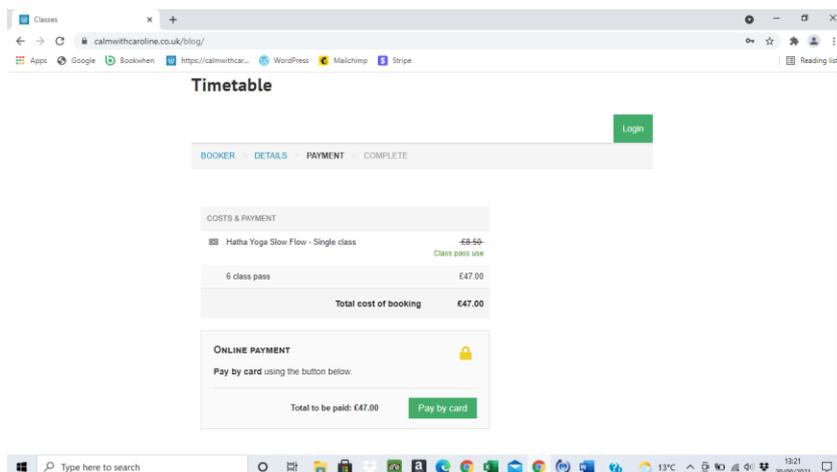
d) If you have an account please enter your password, check your details are correct and continue to step 12.

If it is your first time you will be asked for personal details to set up your account. These details are stored by BookWhen.com on their secure server in London. You will not need to input these details each time you make a booking if you create an account.

If you choose not to set up an account you will need to input these details each time.



e) Finally, you can complete your booking by making payment with a Debit or Credit card.



Password

You should receive an email (similar to below) which will have a link on it to set up a Log in Password.

Welcome to Bookwhen

Please confirm your account by clicking the button below:

[Confirm your account](#)

You'll be prompted to set up a password.

Thank you.

This *account confirmation* step lets us know that we have your correct email. It also means you don't have to set a password until you've had a chance look at the system.

If you can't click the button above then paste this link into your browser:

<https://admin.bookwhen.com/activation/v2Rc1RWZGrc8KX>

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Confirmation

You should also receive a second email (below) which has a booking code. I suggest saving this receipt in case you need to amend your booking. You can transfer or cancel that class by clicking on the 'View booking' link in that email.

NOTE: Please always click 'Transfer' as this will allow you to use your purchase for a different class.

New booking: **2T4XT**

[View booking](#)

Booking contact: email address

Hatha Yoga Slow Flow

-  Erskine Centre, Chevington Road, Chedburgh, Bury Saint Edmunds, IP29 4UL
-  Fri 1 Oct, 9:45am - 11:00am
-  Single class @ £8.50

Cancellation Policy

You can transfer any booking by logging on and transferring it to an alternative class. You need to do this at least 2 hours before the start of the class.

NOTE: Only click on 'Cancel' if you are requesting a refund.