

STUDENT GUIDE – CLASS RESERVATIONS & PAYMENTS

- 1) **CLASS RESERVATIONS:** All students need to make class reservations through our website's 'Schedule' page. This can be done at home or in the studio, where it can be done with one's phone or a computer/tablet there.
- 2) **FIRST-TIME REGISTRATIONS** will require filling out a digital version of our student info form, as well as a check-off liability waiver. This is done using the first option-box, labeled "First-Time Registration," above the list of Weekly Classes and below the Discount Code button.
- 3) **LOGIN:** After your first time using the Acuity scheduling system, you should log in before you register for more classes, as it will simplify the process for you. In order to create a login password, you will need to "Register a new account" with Acuity on the confirmation page for your class reservation. **NOTE:** *Acuity will allow you to make class reservations with just your email, but you will need to register your account with a password in order to keep track of your reserved classes on the Schedule page.*
- 4) **MEMBERS:** Get your 25% discount on class fees by selecting the orange button and typing the code: 'Member'. All class fees will then be adjusted from \$20 to \$15 each. **NOTE:** *Acuity does not keep track of your membership status, since we don't use it to maintain our member list; that means you will have to use the Discount Code button each time you reserve a class in order to get the member discount.*
- 5) **CLASS 'TYPE':** Next, you can select a class 'type' (day/time/teacher), and then you will see the current month's calendar with the available dates for that class type in bold. Arrows above will let you move to other months when needed.
- 6) **DATE SELECTION:** Choose the first available date you prefer to reserve a spot. You will then be given an opportunity to:
 - a. **CONTINUE:** To finish reserving and pay for that one class.
 - b. **ADD ANOTHER:** To add one more date at a time.
 - c. **ADD MULTIPLE:** To add a set of dates all at once; start by choosing how many in a row you would like; you can always remove one or more dates from the list that will be created, and you can always cancel or reschedule any of your reserved dates later. **NOTE:** Rescheduling can only be done within a single class 'type' (day/time/teacher); you cannot reschedule across class 'types'.
- 7) **PAYMENT OPTIONS:** Choose whether to 'Pay Now' (by credit card) or 'Pay Later'. If you choose to 'Pay Later,' you will see a 'Pay Now' button show up on your confirmation email, along with buttons to 'Cancel' or 'Change' a class, to use at any time thereafter. If you choose to 'Pay Later,' you can also deliver payment to the studio (cash or check). Please

note that the YCOM Board prefers that you 'Pay Now' during the registration process in order to conserve our limited volunteer labor for processing payments.

- 8) CONFIRMATION: See the complete list of your new class reservations (sometimes called 'appointments'). This is also where you can 'Register for an account' (with Acuity), if you haven't already. Then you can choose to 'Schedule another class/appointment' and get taken back to the initial Schedule page.
- 9) EMAIL CONFIRMATIONS: You will receive an email confirmation for the class appointments just made, including buttons to 'CANCEL' or 'CHANGE'. You will also receive a weekly reminder of the classes you are registered for that week (which you can opt out of, if desired).