INSTRUCTIONS for Booking Yoga Classes / Events with OM YOGA North Wales; Kate Hamilton-Hunter and Guest Speakers / Teachers.

1. I have my own page on an online Booking System called Bookwhen.com.
2. Go to this link <https://bookwhen.com/katehamiltonhunter> and you will see all of my classes and events listed on the left hand side, in date order.
3. Now have a look on the right hand side for fees. The Drop-In charge of £10 is for one-off classes. Regular students will get discounts when they buy a **CLASS PASS**.
4. Click on the blue text 'Class Passes' and read through how they work and the t & c's. There are three options; 4, 6 or 8 classes. **Choose one** of the Class Passes, click SELECT and it will appear in your basket at the top of the screen.
5. Then click back to the **SCHEDULE** on the top left, and you will go back to the listings page. Choose your first class and click on it, it will go YELLOW. **Click SELECT** on the right (don't worry about it saying Drop-In £10, it will be discounted with your Class Pass). Keep booking classes in this way. You can use up all your classes in your Class Pass or you can book some now and some later. You don't have to book the same class every week, and you don’t have to come every week; you pick and choose when you can come, as long as there is space (when you click on a class it will tell you how many spaces are free).
6. There is a also a **Waiting List** option on the website so if a class is full, please put your name down and any cancellations that come up will automatically trigger e-mails to each person, in turn, on the waiting list, giving you the chance to jump in and get a late spot.
7. Your basket is at the top of the page and will show your Class Pass and the classes you have booked, with your discount applied, or the events you have booked.
8. **EVENTS** are not included in your Class Pass as they are priced differently but you can book them in the same way.
9. You will be asked for your e-mail address to complete your booking.
10. Either pay online now for your class pass / event or leave a note at the bottom of the page re how you want to pay – cash, cheque, chip & pin or BACS.
11. You will receive an automatic e-mail with all your booking information, address of the class / event and what you will need to bring, as well as a link back to the website to manage your bookings if you need to.
12. If you can’t make a class, you can **TRANSFER** your booking to another date at any time and not lose any money as long as it more than 24 hours before the class / event. You won't be refunded directly if you CANCEL a class or event, but I can organise that if you do cancel before the 24 hour deadline.
13. **To TRANSFER a class or event,** find the class in your account and click the booking number eg M6M77 OR find your e-mail that you were sent when you created the booking, click on the View Booking button and you will see TICKET OPTIONS next to each date. Open this and Choose Transfer then follow the instructions to choose another class and SAVE. You will get an e-mail to let you know you have successfully moved your class / event.
14. You will get an automatic reminder e-mail before each class.
15. **Please do not reply** to the katehhyogabookings@gmail.com e-mail, please contact me via my personal e-mail kate@omyoganorthwales.co.uk or call / text / WhatsApp me on 07778 134846 with any questions. Please, if technology really baffles you, I don’t want you to not come to yoga because of the booking system, let me know and I will help you get booked on to your classes.
16. See you on your mat very soon! Namaste x