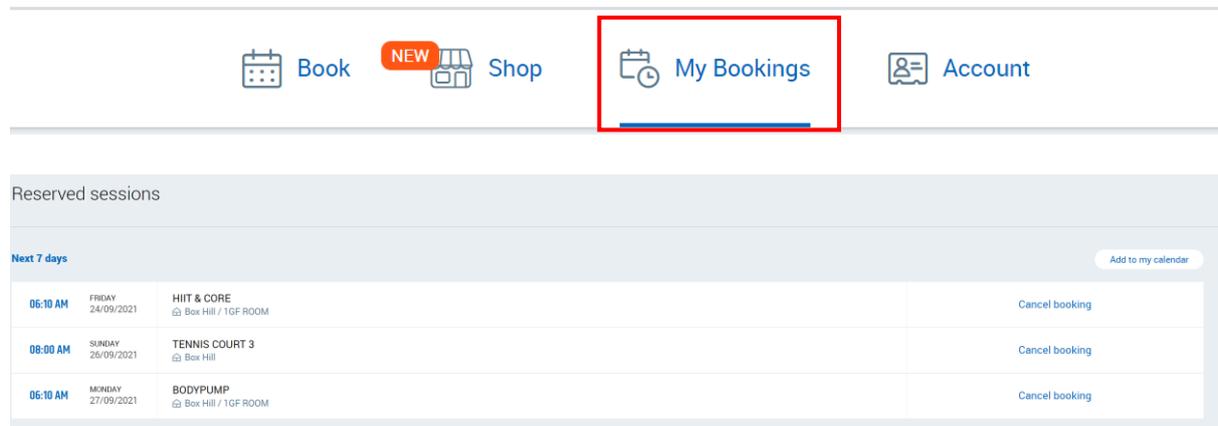


## Searching, Checking or Cancelling Bookings

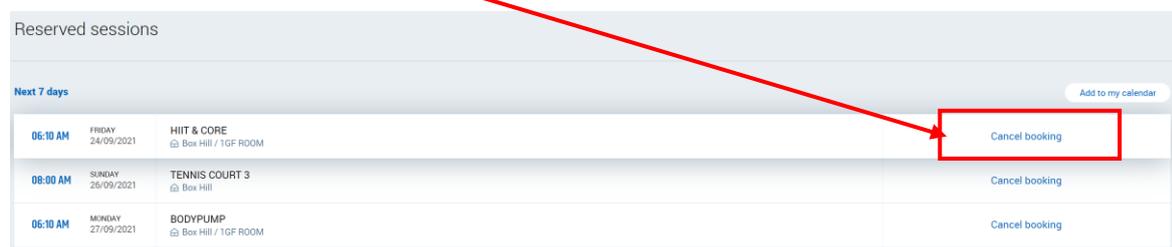
### My Bookings

This section displays a list of your reserved sessions and includes the ability to cancel a class or facility booking.



### How to cancel a booking in the member portal

- 1> Click on **Cancel booking** next to the session you are not able to attend.



- 2> A Booking Cancellation pop up window will ask you to confirm the cancellation. Click on **Confirm cancellation**.

### How to filter your search of group fitness classes to one particular area only

You can filter to view only particular classes in the portal

**Select category** – type of classes (express, regular, combined)

**Select class** – list of classes (e.g. body attack, boxing, yoga)

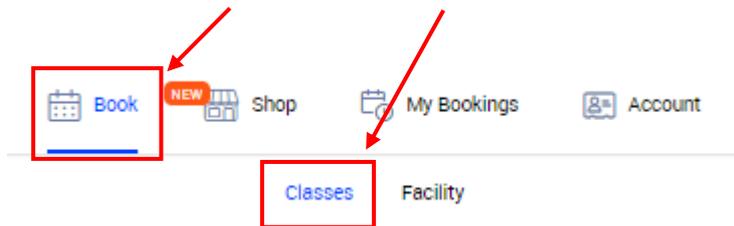
**Select trainer** – Not applicable

**Select zone** – room that class is in (e.g. GF room, studio 1)

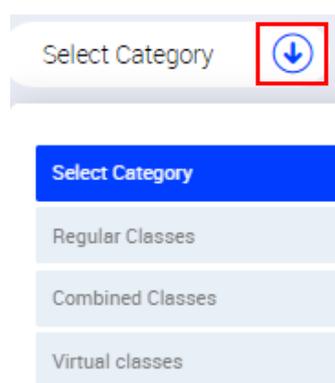


To do this follow the steps below:

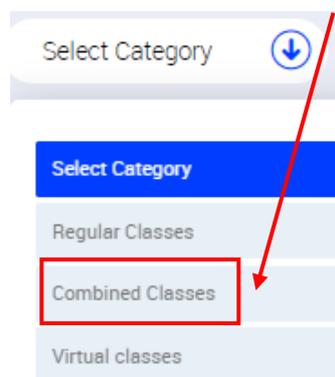
1> Go to **Book** and click on **Classes**



2> Click on the **drop down arrow** next to the filter you want to use (e.g. **Any category**)



3> Click on the **category** you want to display on the screen (e.g. **Combined classes**)



4> This will display all the **Combined classes** available at this centre

A screenshot of a class schedule interface. At the top, there are filter buttons: 'Category' (set to 'Combined Class...'), 'Select Session', 'Select Trainer', 'Select Zone', and a 'Reset' button. Below the filters is a calendar view with days from Monday 14/12 to Friday 18/12. The 'Tuesday 15/12' column is selected. Below the calendar is a table of classes.

Category	Combined Class...	Select Session	Select Trainer	Select Zone	Reset
	Monday 14/12	Tuesday 15/12	Wednesday 16/12	Thursday 17/12	Friday 18/12
08:10 AM	AQUA (Combined)	45 minutes	Book now		
08:10 AM	FAB STRENGTH (Combined)	45 minutes	Book now		

## How to view the class description of a particular class

Members can view the class information of a class to see a description about the class. To do this follow the steps below:

1> Click in the **box with the class name** (e.g. bodypump, rpm etc)

Monday 14/12	Tuesday 15/12	Wednesday 16/12	Thursday 17/12	Friday 18/12
06:10 AM	HIIT		45 minutes	Book now
06:20 AM	RPM		45 minutes	Book now
09:20 AM	BODYATTACK		45 minutes	Book now

2> Click on the **drop down arrow** next to **CLASS INFORMATION**

HIIT

06:10 AM

Available slots 40 / 44 45 minutes

Book now

CLASS INFORMATION

3> This will display a description of that particular session / class (the below example is the class information for Bodypump)

High intensity interval training uses power, agility, weight training and explosive high-impact body weight exercises that will get you super fit super fast. Transform every muscle fibre to produce a lean, athletic shape. Suitable for moderate to high fitness levels

To close the pop up window, click on the **x** at the top right hand corner next to the session / class title

HIIT

