

## Searching, Checking or Cancelling Bookings

How to filter your search of sessions / classes to one particular area only

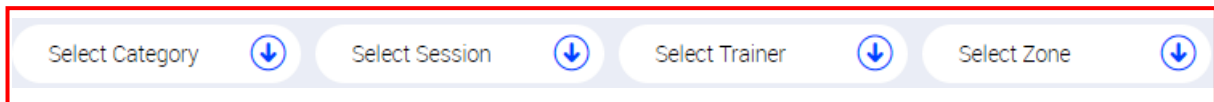
You can filter to view only particular classes in the portal

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

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

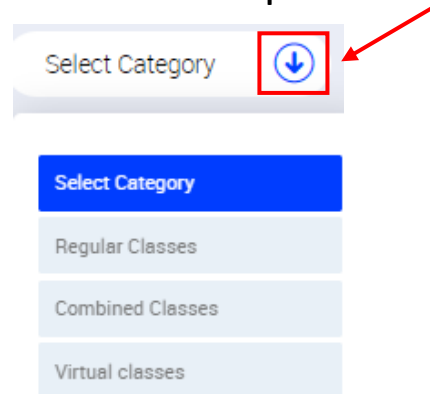
**Select trainer** – Not applicable

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

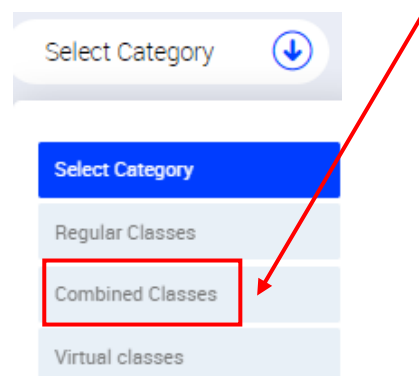


To do this follow the steps below:

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



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



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

Category Combined Class... [v]					Select Session [v]		Select Trainer [v]		Select Zone [v]		[H] 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



## My Bookings

This section displays a list of the reserved classes you have booked into and the ability to cancel a class

Reserved classes			
Next 7 days			Add to
10:40 AM	SATURDAY 13/06/2020	ZUMBA Box Hill / 1GF ROOM	Cancel booking
09:30 AM	SUNDAY 14/06/2020	CYCLE Box Hill / 4SPIN ROOM	Cancel booking

## How to cancel a class in the member portal

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

Reserved classes			
Next 7 days			Add to my calendar
08:20 AM	SUNDAY 14/06/2020	BODYPUMP Box Hill / 1GF ROOM	Cancel booking

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