

SYSTEM DETAILS:

Classes run for a specific period, usually in two-month sessions. Prior to each session, there is a two day 'pre-registration' period where current clients can register for the classes that they regularly attend. After this two-day period, anyone can register for any class.

There are two parts to registering for classes. The first is to purchase class passes that will allow you to then book the classes you wish to attend. These passes are available in one, four, eight, twelve, and sixteen classes. This allows you to buy any specific number you choose. This purchase does not expire and can be used from one session to the next. When you are ready to register for classes, you buy classes first, and then book the dates you want to attend as a separate step. You continue to book classes with this purchase until you have used it all up. At that point you would then purchase another number of classes and continue your booking. Your class purchase does not expire when the current session is finished. It only expires when you have booked and attended the number of classes you purchased.

There are two types of classes: Reformer classes held in the studio, and zoom classes held online. The price is different for these, so you must ensure that you are purchasing the right type of pass for what you wish to book. You cannot use a reformer pass to book a zoom class, and vice-versa.

Our cancellation policy is as follows: if you cancel up to 12 hours before class begins, that class credit goes back to your profile and can be rebooked later. If you cancel within 12 hours of the class beginning, your purchase is forfeited.

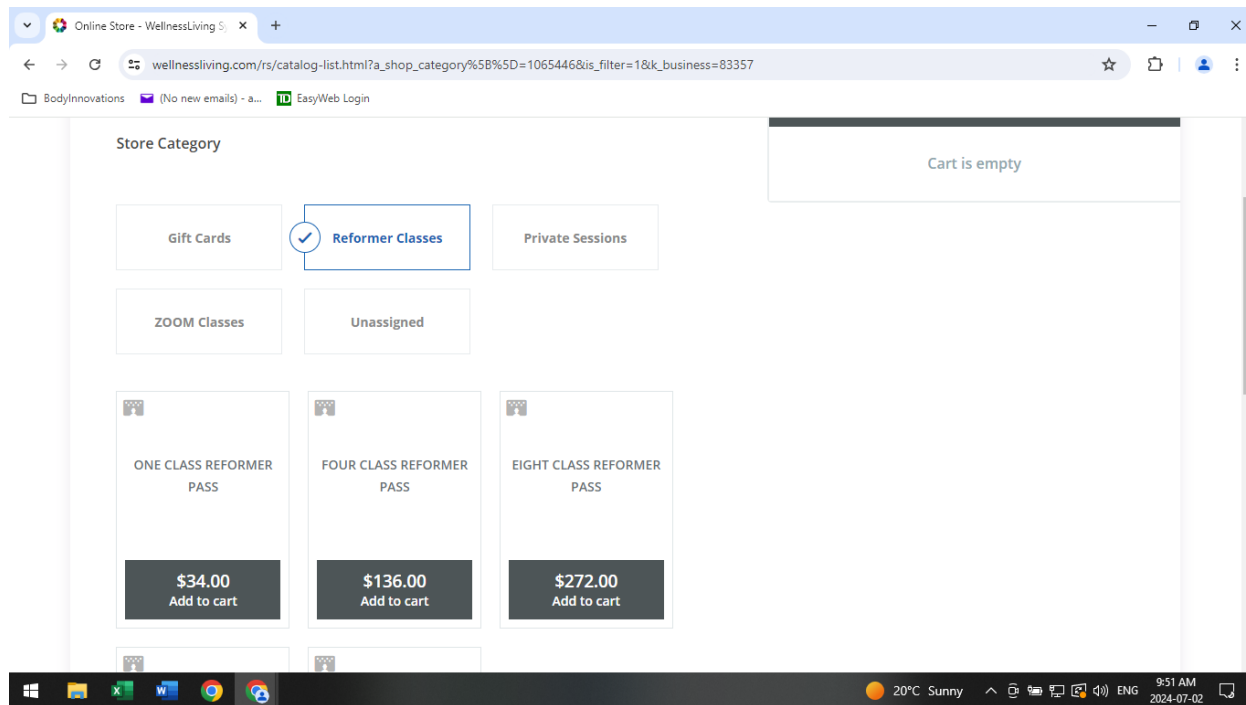
REGISTRATION INSTRUCTIONS:

Go to bodyinnovations.org and select BOOK A CLASS, located in the upper right-hand corner of the screen. On the next screen your options are to SIGN IN if you are registered, SIGN ON if you are new to Body Innovations, or you can view the class schedule.

** Please note that the screen shots that follow are on a computer, not a phone or tablet. Views may vary depending on the device you are using.

PURCHASING CLASSES:

Click on STORE on the menu bar at the top of the screen (black banner). Select REFORMER CLASSES, or ZOOM CLASSES, depending on what you are wishing to book, and you will see the purchase options available as described above.



Select the purchase option you wish to buy by hitting ADD TO CART. The system will allow you to purchase more than one pass at a time if you so desire. Before completing your purchase, please make sure that your cart is correct. At this step you do not book any classes, you are only purchasing them.

Proceed to the payment screen and complete your purchase.

BOOKING CLASSES:

Click on BOOK NOW at the top of the screen (black banner), and then select either REFORMER CLASSES or ZOOM CLASSES on the top left-hand side of the screen (Blue banner).

You have a variety of display options – day, week, and month. Select Week, and then go to the first week you are registering for.

Body Innovations Class Registration Instructions

Time	Class Name	Staff	Duration	Availability	Room
10:30am - 11:30am	Reformer (Mix) WED	Melanie Tukendorf	60 min	2/6	Book now
1:00pm - 2:00pm	Reformer (Gentle) WED	Susan Nash	60 min	4/6	Book now

Time	Class Name	Staff	Duration	Availability	Room
10:30am - 11:30am	Reformer (Mix) THU	Susan Nash	60 min	0/6	Full Booking is closed

Click on the class/first date you wish to register for. Hit BOOK NOW. If you just want the single class, press COMPLETE BOOKING. If you want to book all or part of the session (2-month period), hit the drop-down box under Frequency and select CUSTOM FREQUENCY.

Step 1 of 1

Class booking

[Click complete to finalize your booking](#)

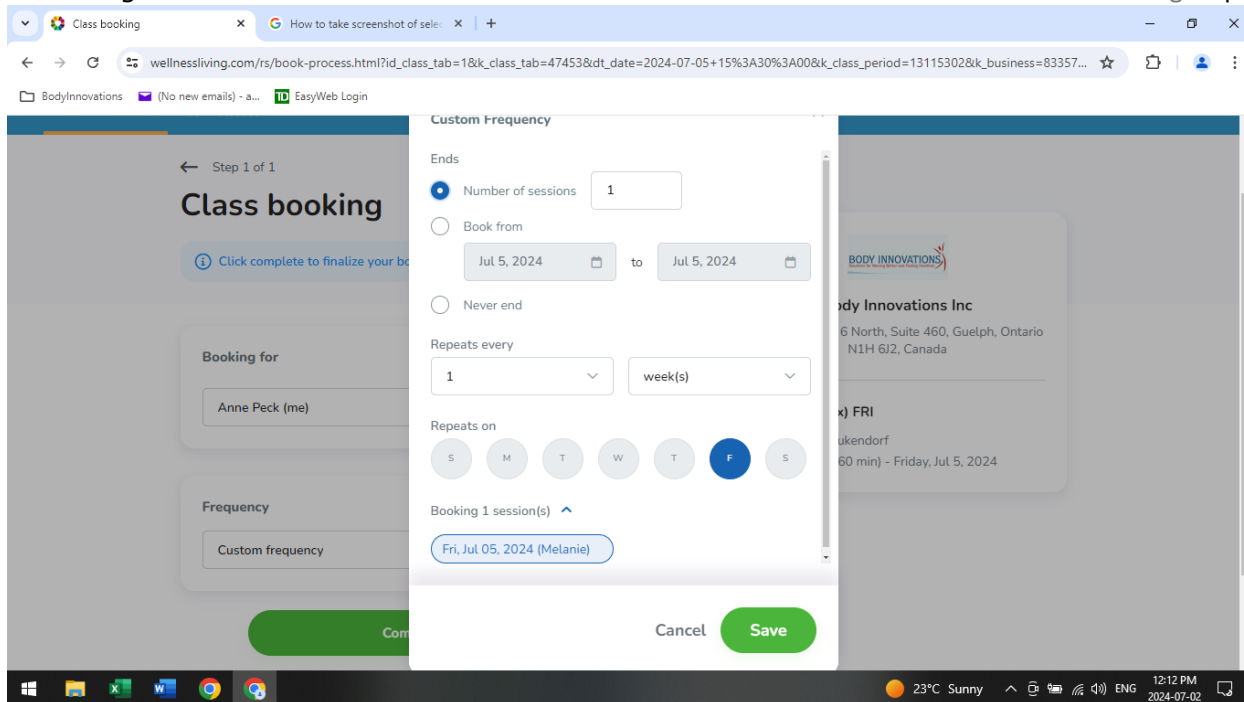
Booking for: Anne Peck (me)

Frequency: One-time booking

[Complete booking](#)

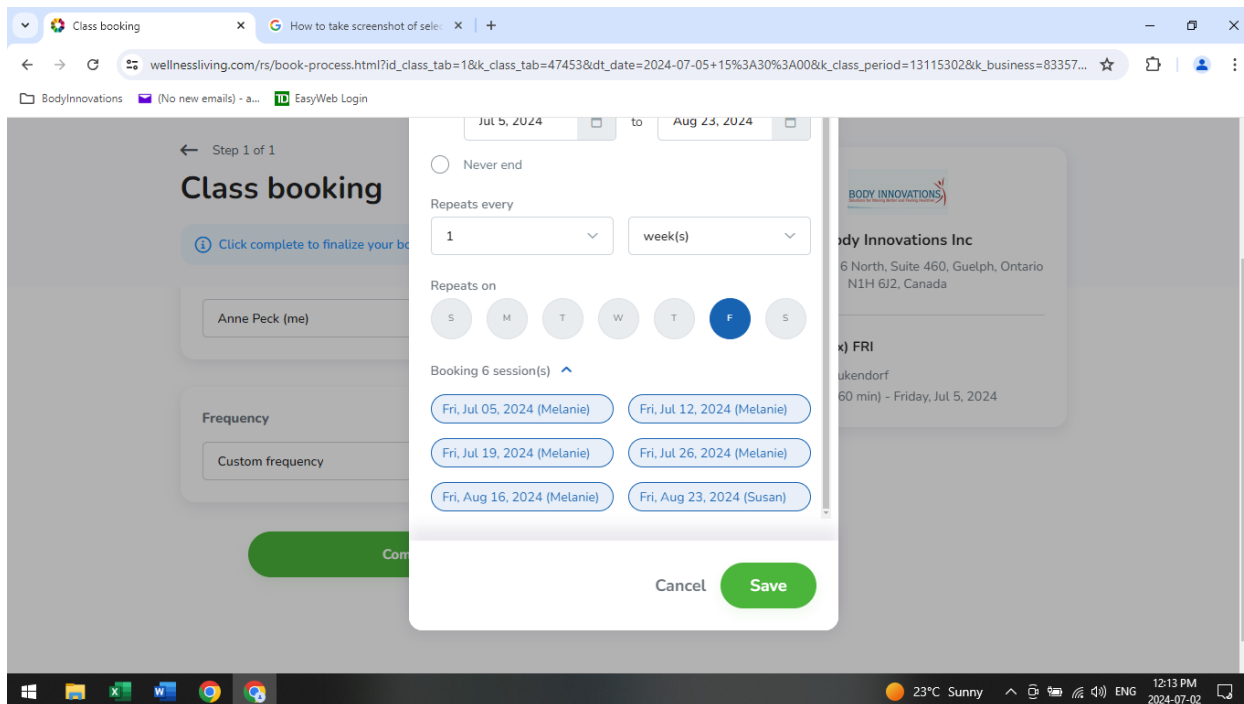
Body Innovations Inc
5420 Highway 6 North, Suite 460, Guelph, Ontario
N1H 6J2, Canada

Reformer (Mix) FRI
with Melanie Tukendorf
10:30am EST (60 min) - Friday, Jul 5, 2024



Click on BOOK FROM – TO. The from date will be defaulted to the date of the class you selected. Input the TO date to the end of the session.

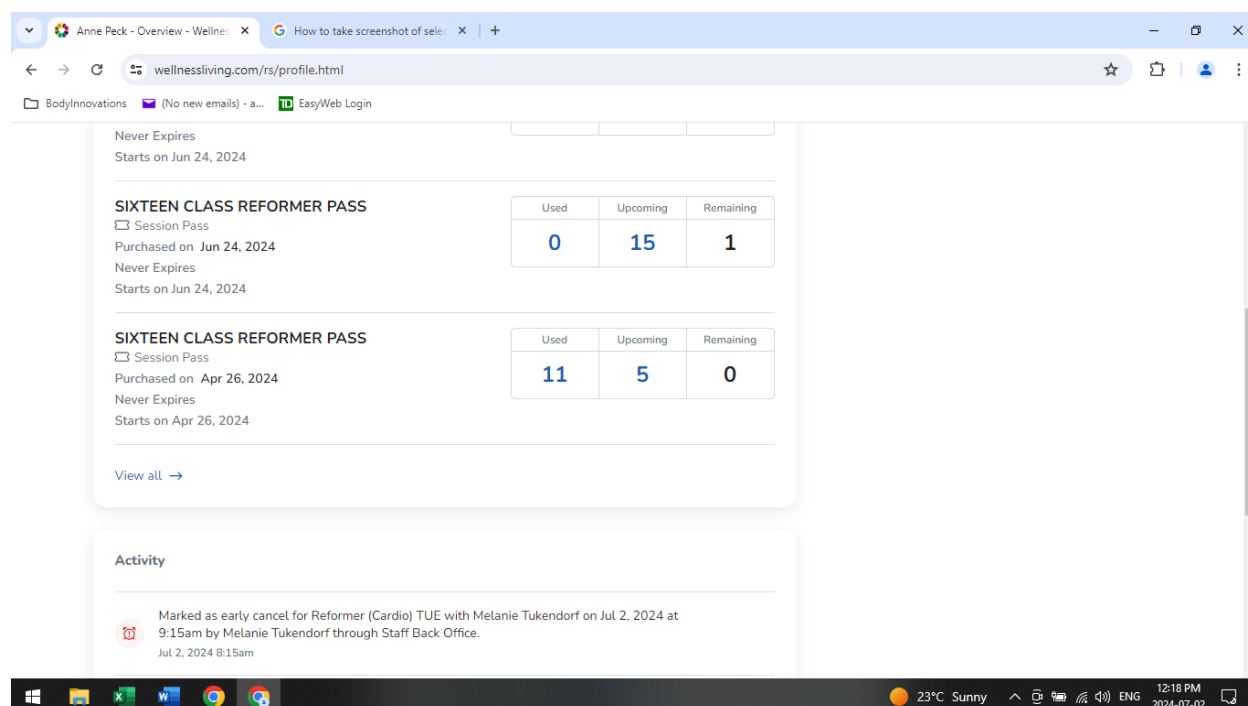
All the available dates appear on the lower part of the screen. If there are any you do not wish to book, click on them to eliminate them.



Hit SAVE. Your reservation has been made. Continue booking any class dates and times as desired.

VIEWING THE STATUS OF YOUR CLASS PURCHASES:

Select MY PROFILE from the menu bar at the top of your screen and you will see the status of your class purchases. For the purchase listed at the top, 16 classes were bought, 15 have been scheduled (UPCOMING), and 1 is REMAINING to be booked. For the purchase below that, 16 were purchased, 11 have been USED on past classes, there are 5 UPCOMING, and 0 REMAINING to be booked.



VIEW YOUR ACTIVITY:

You can view all your activity on the booking site by going to MY PROFILE, and scroll down below your class purchases status. This will list, in chronological order, everything that has been done on your account, including bookings, purchases, cancellations and attendance.

CANCELLING A CLASS:

To cancel a class that you have booked, go to the MY SCHEDULE on the top menu bar. Go to the class you wish to cancel and select the three dots on the right-hand side of the screen, under ACTION. Click on CANCEL SESSION. Provided you are within the cancellation window, your class will be returned to your purchase to rebook at a later date. Upcoming would be decreased and REMAINING increased.

