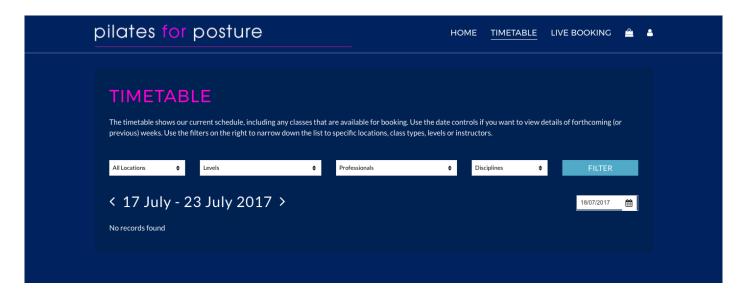
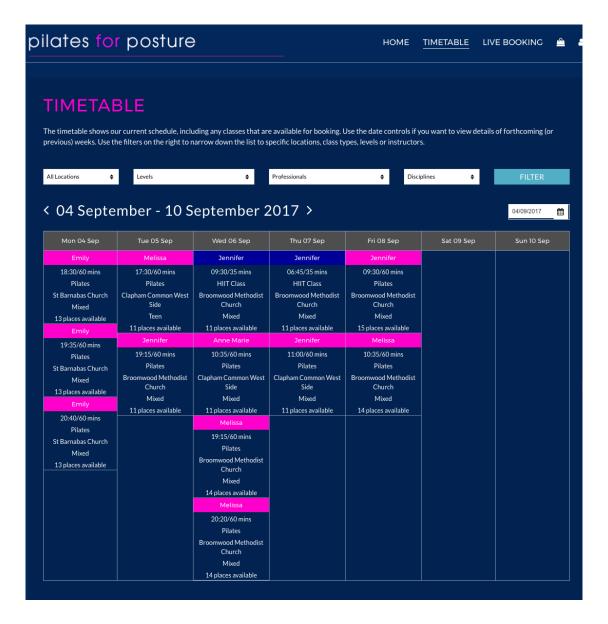
## **Book sessions from the Timetable**



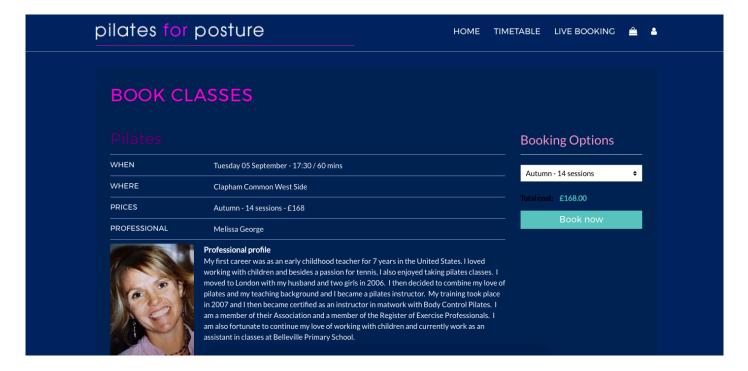
- Click on "Timetable" in the navigation menu on the top right hand side of the screen.
- You will land on the current timetable page. As the next term only starts in September, there will be no timetable displaying on this page yet.



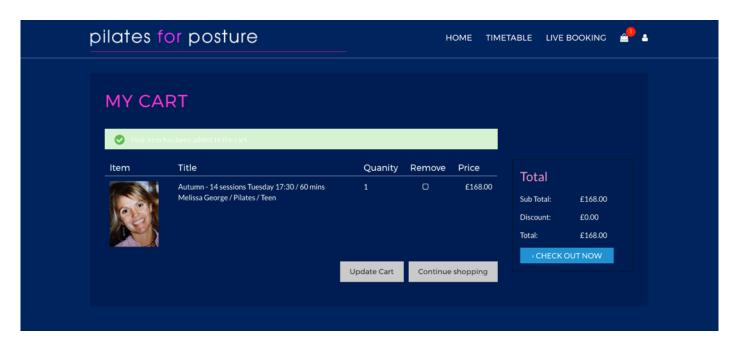
• Use the calendar to navigate to the 4<sup>th</sup> of September, when the next term starts. (Calendar expanded on picture above)



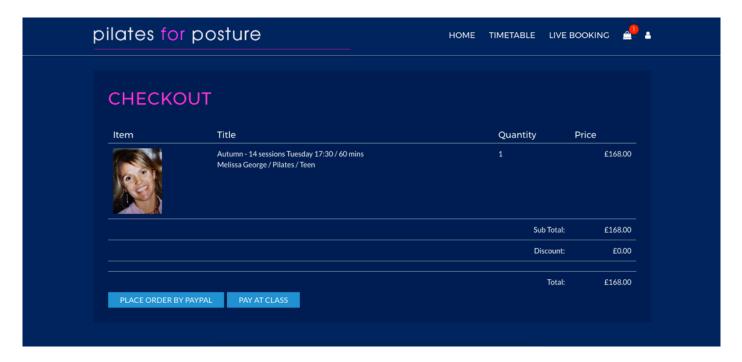
- The timetable now displays all the upcoming classes.
- Click on the class you wish to book.



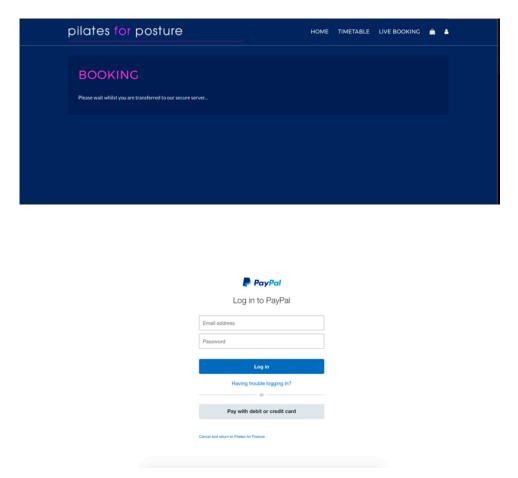
- The class description page will load.
- · Click on "Book now".



- A screen will confirm that you have added this class to your basket.
- From here, you can go back and add more classes to your basket by clicking "Continue shopping" and follow the previous steps of section 2.1. of this document once more.
- Click on "Check out now" if you do not wish to add more classes in your basket and to go to check out.



- On the check out screen, you will be presented with two options:
  - Place order by Paypal: selecting this, you will be redirected to Paypal to complete the payment. You will need a Paypal account in order to pay with this method. <a href="https://www.paypal.com/uk/webapps/mpp/account-selection">https://www.paypal.com/uk/webapps/mpp/account-selection</a>



Pay at class: if you have been paying via Direct Debit before and wish to continue to use this method to pay for your classes, select this option.