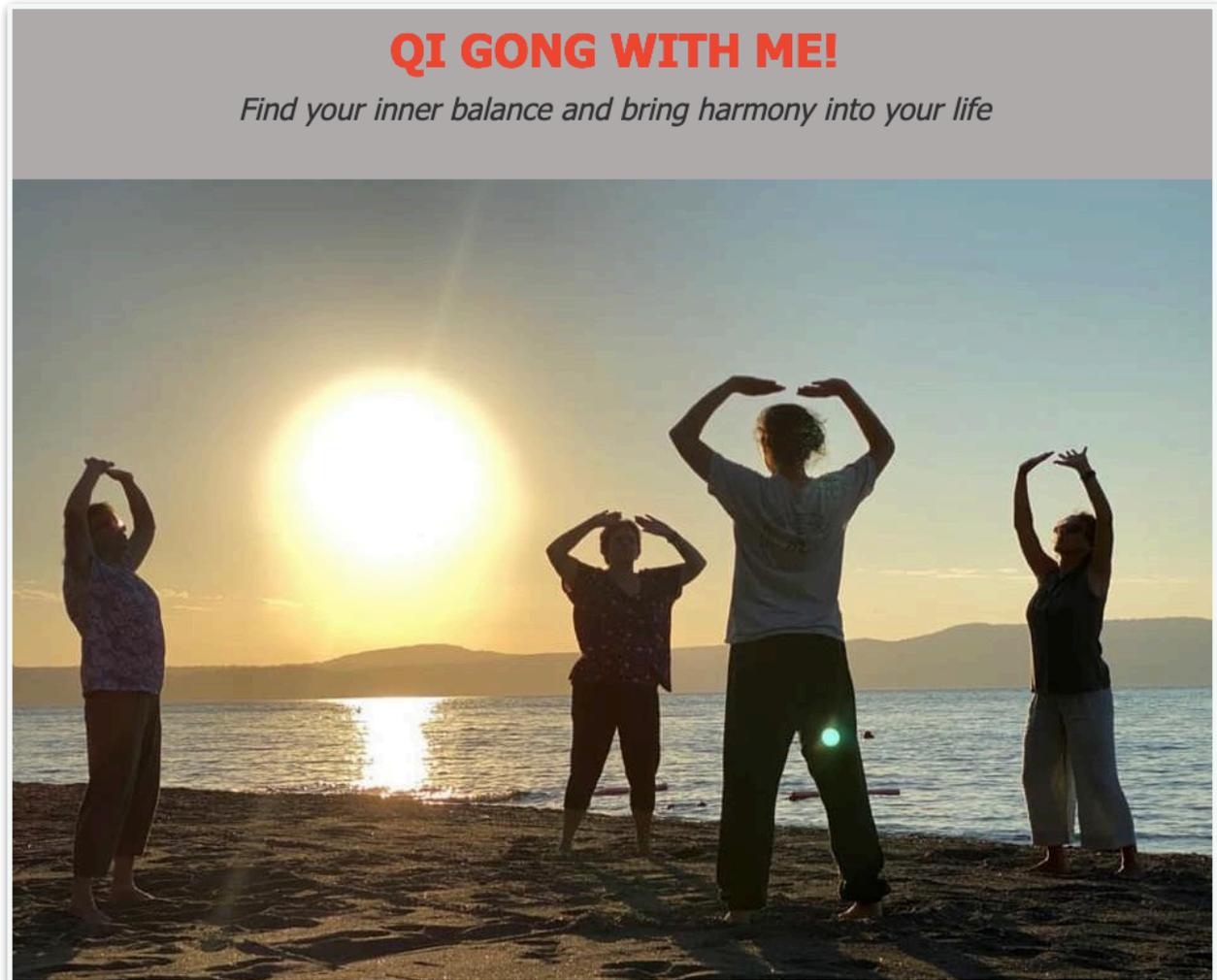
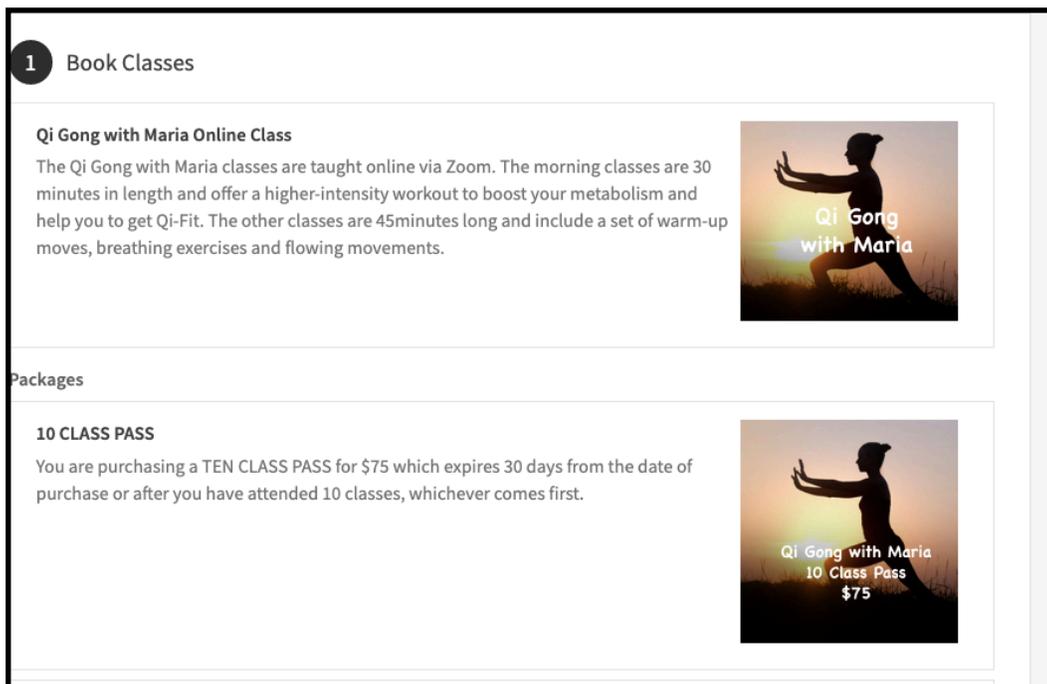


Qi Gong with Maria CLASS SCHEDULING INSTRUCTIONS



Go to the **HOME PAGE** of MY WEBSITE and **SCROLL DOWN** to **“QI GONG WITH ME!”**
Click on **QI GONG WITH ME** - you will be redirected to the
Scheduling Service for my Classes.
You may link to the page by [clicking here.](#)
I suggest adding a **BOOKMARK** so you can easily access
the page in the future.

You will be brought to a page that looks like this:



STEP 1 = BOOK CLASSES

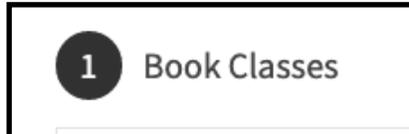
You have the following options when you register (Book Classes) for the Qi Gong with Maria classes:

- **PAY PER CLASS \$10**
- **FOUR CLASS PASS \$36**
- **TEN CLASS PASS \$75 or**
- **UNLIMITED PASS \$80**

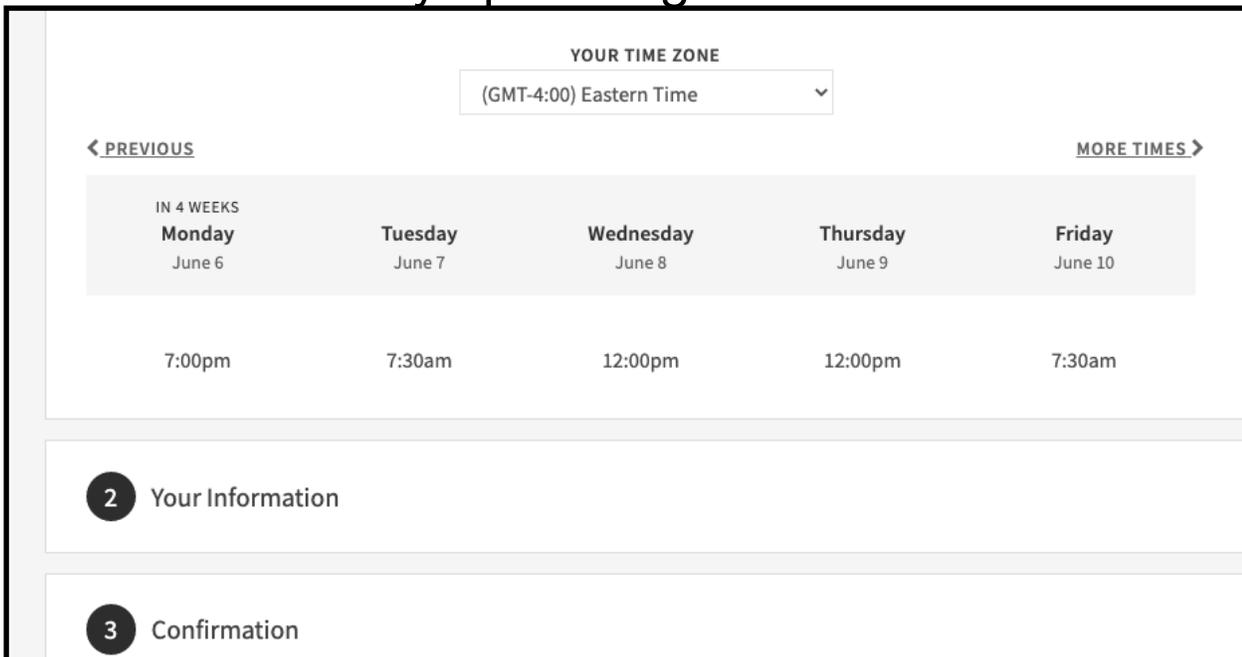
For the PAY PER CLASS option, click “Qi Gong with Maria Online Class”. For the three CLASS PASS options, click your Class Pass choice underneath “CLASS PASSES”.

Please read on for the specific instructions for each option.

- **PAY PER CLASS** - The cost is \$10 per class. If you would like to choose this option, **click on “Qi Gong with Maria Online Class”** which is located directly under



You will be brought to a booking page which will feature my upcoming classes.



You may register for one or multiple classes at the **DROP-IN/PER CLASS** price of \$10 per class. Once you choose a class date, you will click underneath the date on the **TIME OF THE CLASS** in order to book it. To choose one class only, click on **CONTINUE** (see photo below)

| Monday June 6 | Tuesday June 7 | Wednesday June 8 | Thursday June 9 | Friday June 10 |
|------------------|-------------------|---------------------|--------------------|-------------------|
| 7:00pm | 7:30am | 12:00pm | 12:00pm | 7:30am |

7:00pm

Continue >

Add a Time...

Recurring...

To register for more than one class at the per class price of \$10 per class, click on ADD A TIME. You may do this as many times as you wish. Each class you register for will be added to the list on the top of the box. Don't forget to choose your time zone.

YOUR TIME ZONE
(GMT-4:00) Eastern Time

June 6, 2022 at 7:00pm

June 7, 2022 at 7:30am

June 8, 2022 at 12:00pm

Continue >

< PREVIOUS MORE TIMES >

| IN 4 WEEKS Monday June 6 | Tuesday June 7 | Wednesday June 8 | Thursday June 9 | Friday June 10 |
|--------------------------------|-------------------|---------------------|--------------------|-------------------|
| 7:00pm | 7:30am | 12:00pm | 12:00pm | 7:30am |

12:00pm

Continue >

Add a Time...

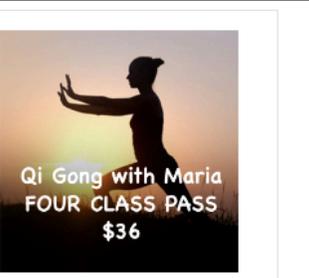
Recurring...

THE CLASS PASSES ARE ALL LOCATED UNDER “CLASS PASSES”

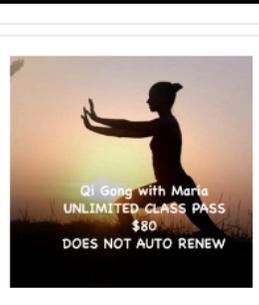
- **10 CLASS PASS** - The cost is \$75 and entitles you to attend 10 classes within 30 days. For this option, click on:

| | |
|---|---|
| <p>10 CLASS PASS</p> <p>You are purchasing a TEN CLASS PASS for \$75 which expires 30 days from the date of purchase or after you have attended 10 classes, whichever comes first.</p> |  An advertisement for a 10-class pass. It features a silhouette of a person in a Qi Gong pose against a sunset background. The text reads: "Qi Gong with Maria 10 Class Pass". |
|---|---|

- **4 CLASS PASS** - The cost is \$36 and entitles you to attend 4 classes within 30 days. If you choose this pass, you will click on:

| | |
|--|--|
| <p>FOUR CLASS PASS</p> <p>You are purchasing a FOUR CLASS PASS for \$36. The Class Pass expires 30 DAYS from the date of purchase or after you have attended four classes, whichever comes first.</p> |  An advertisement for a four-class pass. It features a silhouette of a person in a Qi Gong pose against a sunset background. The text reads: "Qi Gong with Maria FOUR CLASS PASS \$36". |
|--|--|

- **UNLIMITED CLASS PASS** - The cost is \$80 and entitles you to attend as many classes as you would like within the calendar month. For this option, please click on:

| | |
|--|---|
| <p>Qi Gong with Maria UNLIMITED Pass</p> <p>This Class Pass entitles you to take an UNLIMITED number of Qi Gong with Maria classes within the calendar month.</p> |  An advertisement for an unlimited class pass. It features a silhouette of a person in a Qi Gong pose against a sunset background. The text reads: "Qi Gong with Maria UNLIMITED CLASS PASS \$80 DOES NOT AUTO RENEW". |
|--|---|

If you choose any one of the above CLASS PASS options, you will be brought to a registration and payment page like this one:



**Health Coaching
and Qi Gong**

~Body~Mind~Soul~Home~

[« Back](#)

First Name *

Last Name *

Phone

Your E-Mail Address *

Notes to Business (your address or any special notes about your order)

| Item | Quantity | Total |
|----------------|--------------------------------|---------------------------------------|
| 10 CLASS PASS | <input type="text" value="1"/> | \$75.00 |
| <hr/> | | |
| Total: \$75.00 | Coupon: <input type="text"/> | <input type="button" value="Update"/> |

By booking QI GONG WITH MARIA class(es), I agree to the terms and conditions of the [HOME PRACTICE LIABILITY WAIVER](#)

Once you have paid for your Class Pass, you will be able to redeem it to book classes. You may book one at a time or multiple bookings at once. To register for more than one class click on ADD A TIME. You may do this as many times as you wish. Each class you register for will be added to the list on the top of the box. Don't forget to choose your time zone. **The next time you login to the system, you will see the following:**

- 1) **Your upcoming bookings** (including any you may have canceled or rescheduled)
- 2) The amount of **Classes remaining** on your Class Pass

You have the ability at this point to **make future bookings by clicking on QI GONG WITH MARIA ONLINE CLASS (located directly underneath BOOK CLASSES)**

At **STEP 2 - YOUR INFORMATION** you will be asked to enter your name, email address and payment information. Adding a phone number is optional. To make future bookings easier, you can save your payment information. This is a secure site operated by SQUARE so your information is protected.

STEP 3 - CONFIRMATION

Once you complete your booking(s), you will receive a confirmation email with the Zoom link for the class(es). There will be a link in the email for you to add the class to your online calendar, if you choose to do so. You will also receive an email one hour prior to the class start time which will also include the Zoom link.

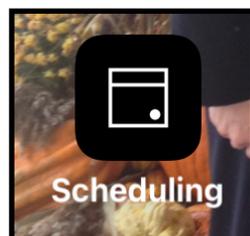
If you purchased either the TEN, FOUR or UNLIMITED CLASS PASS, you will receive a CODE to use when you book future classes. You DO NOT HAVE TO REMEMBER THIS CODE, you may also use your EMAIL ADDRESS to access your remaining CLASS PASS CREDITS each time you book a class. The system will tell you how many classes you have left on your pass (if you have a Four or Ten Class Pass). You will not be allowed to book more classes than you have remaining on your Class Pass.

This new Scheduling System that we are now using has a free APP that you may wish to install on your smartphone.

If you would like to do this, you may **use the QR CODE below** to do so. Open up the CAMERA on your phone and hold it up to the square box below. Click on the link that appears on your phone's screen to be brought to the SCHEDULING app. Please note, you only have to do this once...the app will be installed on your phone and available for you to use whenever you would like to easily and conveniently book a class or see your bookings.



The app will look like this once it is installed on your phone:



Thank you for taking the time to register using my new Scheduling System. I appreciate your patience as we switch over to this new system. Please contact me with any questions you may have. I respectfully request that you do not wait until the last minute to book your classes because I will be unavailable and unable to assist you if you need help registering.

Please keep the following things in mind:

- 1) This system **does not feature a 24/7 Live Help Desk** like we had with Session.
- 2) There is **NO COMMUNITY ROOM** as part of this system so unfortunately we have lost the ability to communicate and connect with each other that way.
- 3) You will receive a class **reminder email with the Zoom link one hour before the class begins**. Please contact me at least 30 minutes before class time if you are unable to find your Zoom link.
- 4) **You can still register for a class right before it is scheduled to begin** and you will immediately receive the Zoom link. However, I strongly suggest that you **NOT DO THIS** until you are comfortable using the new system. Remember # 1 - we no longer have Ed to provide live assistance when you need it and I cannot help you when I have already started teaching class (or am getting ready for class to begin).

5) If you are unable to attend a class which you have registered for, **please CANCEL or RESCHEDULE before the class begins** or you will lose your class credit.

***Thank you once again for your patience and support.
I am hopeful that this system will meet most, if not all, of
our needs.***

***With continued gratitude,
Maria
518-629-5800***