

How to series: **Book make-up classes online**

To book make-up classes online you need to have a YTGS Online Account.

You can pick up the 'How to' from reception, if you haven't already got one.

Why do it

Booking your own make-up class online saves you time and helps us manage class numbers

How to do it

1. Log-in to your online account
2. Cancel the class you can't attend
 - Click on the My Schedule tab
 - Click the cancel button to the right of the class you cannot attend
3. Book your make-up class
 - Go to the Term Courses tab
 - Find the day/ date of the class you will do as your make-up Click on the Sign Up Now button
 - Click on the round Choose Your Schedule Button
 - Click on the date of the class you will attend
4. Check your schedule
 - Click on the My schedule tab - you should see your complete term, with your new make-up class showing as one of your classes for the term

Questions or feedback?

Our reception staff are here to help.

Reminder of our Terms and Conditions

There are a maximum of three make-ups per student per term.
When you book your make-up, you are automatically on the roll for that class.

If you don't show up - there aren't any make-ups of make-ups.

