

## How to series: **Manage your 10 Class Pass Online**

To Manage your 10 class pass online you need to have a YTGS Online Account.

### **Why do it**

You can secure your place before class to avoid arriving at the studio to find the class fully booked.

If you are booked in prior to the class the studio can notify you of any scheduling changes.

### **How to do it**

1. Log-in to your online account via the website using your email/ password
2. Enrol in classes
  - From the timetable page on the website find the class you want to attend
  - Click the 'Sign Up' button
  - Reserve your space by clicking on the dates you wish to attend
3. Purchase a 10 Class Pass  
(NOTE: if you have already purchased a pass in-store, you can skip to step 4)  
If you need to purchase a 10 class pass you will receive the following message  
"Your account does not have the credits needed to sign up. Please click here"  
Follow the prompts to the Online Store  
Select 'All Class Passes'  
Follow prompts to purchase 10 Class Pass
4. Check your schedule
  - Click on the My schedule tab - you should see your class showing as one of your classes for the term.

### **Tips**

Track how many classes you have remaining and your passes expiry date by clicking 'My Info' and selecting the 'Account' tab

If you cannot attend a class you have booked you must cancel your booking prior to the class—if you do not cancel prior to the class it will be counted against your pass.

### **Reminder of our Terms and Conditions**

10 Class Passes are valid for 3 months from date of purchase

### **Questions or feedback?**

Our reception staff are here to help

