



**MELBOURNE  
SPORTS  
CENTRES**

# **GROUP FITNESS BOOKING INSTRUCTIONS**

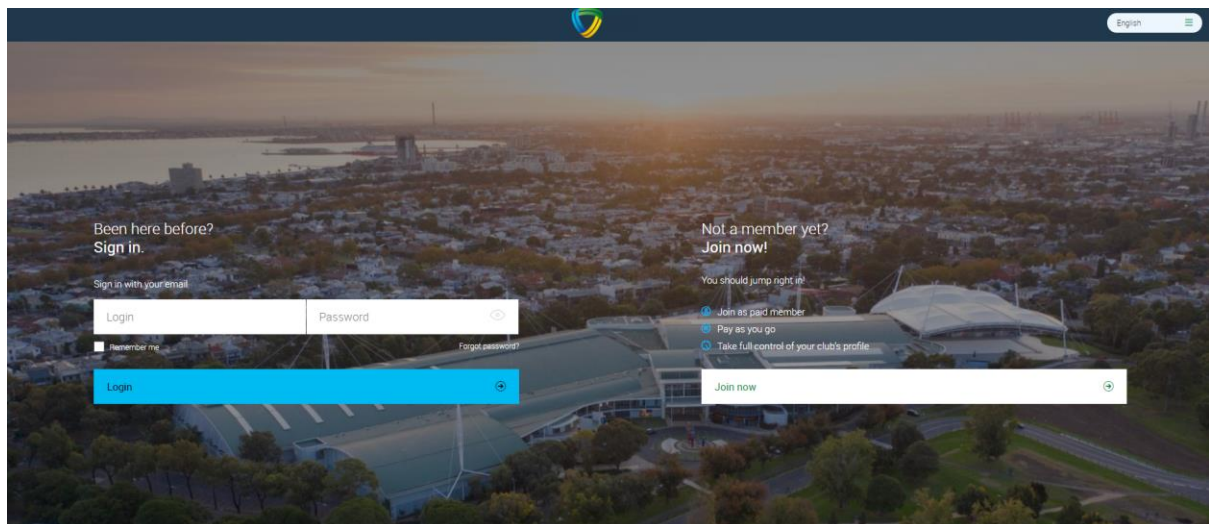
# Group Fitness Booking Instructions

## Step 1:

Click on this [link](#).

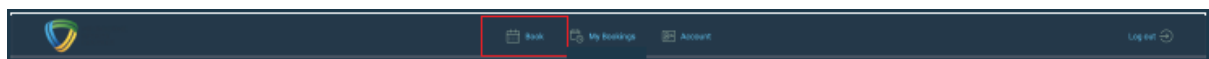
## Step 2:

Sign in using your username and password or create an account if you are not a member.



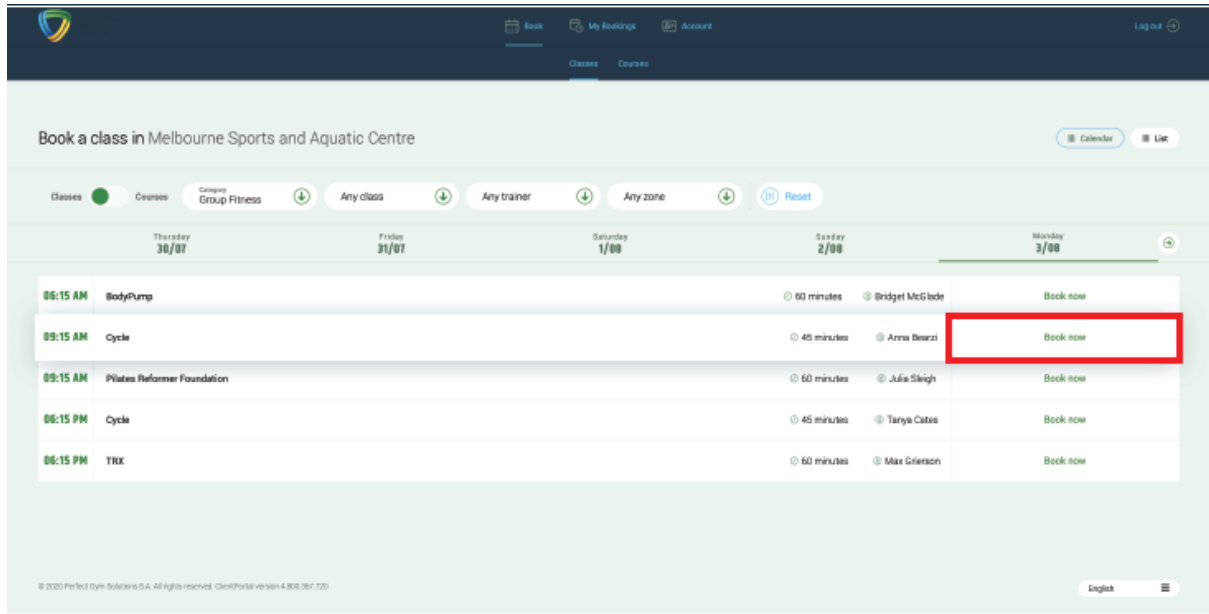
## Step 3:

At the top of the screen, select the 'Book' tab.



## Step 4:

Use the dropdown menus to filter your search results and once you find the class you are looking for, click on the 'Book Now' button.

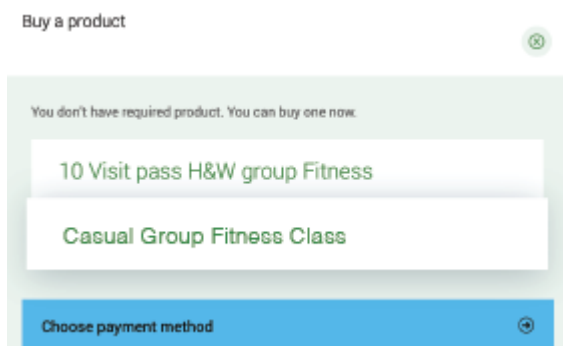


The screenshot shows a web interface for booking a class at the Melbourne Sports and Aquatic Centre. At the top, there are navigation links for 'Book', 'My Bookings', and 'Account', along with a 'Log out' button. Below this, the page title is 'Book a class in Melbourne Sports and Aquatic Centre'. There are filters for 'Classes' (selected) and 'Courses' (Group Fitness). Further filters include 'Any class', 'Any trainer', and 'Any zone', with a 'Reset' button. A calendar view shows the dates from Thursday 30/07 to Monday 3/08. A table of classes is displayed with columns for time, class name, duration, and trainer. The 'Book now' button for the 09:15 AM Cycle class is highlighted with a red box.

Time	Class Name	Duration	Trainer	Action
06:15 AM	BodyPump	60 minutes	Bridget McElbide	Book now
09:15 AM	Cycle	45 minutes	Anna Bessarzi	Book now
09:15 AM	Pilates Reformer Foundation	60 minutes	Julia Sligh	Book now
06:15 PM	Cycle	45 minutes	Tanya Cates	Book now
06:15 PM	TRX	60 minutes	Max Grierson	Book now

## Step 5:

Select the item you wish to purchase and then click 'choose payment method'.



The screenshot shows a 'Buy a product' screen. It displays a message: 'You don't have required product. You can buy one now.' Below this, there are two items listed: '10 Visit pass H&W group Fitness' and 'Casual Group Fitness Class'. At the bottom, there is a blue button labeled 'Choose payment method'.

## Step 6:

Fill out your payment details and once complete, click on 'process payment'.



**Payment Information**

**i** You are paying: Melbourne Sports Centres  
Transaction Reference:  
CP2-189110-E1458207-67A7-488  
Description:  
**Client Portal Sale**  
Transaction Amount:  
**\$29.00**



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**Contact Details**

First Name  Last Name   
Title  Member   
Email  members@melbournesportscentres.com.au  
Phone #

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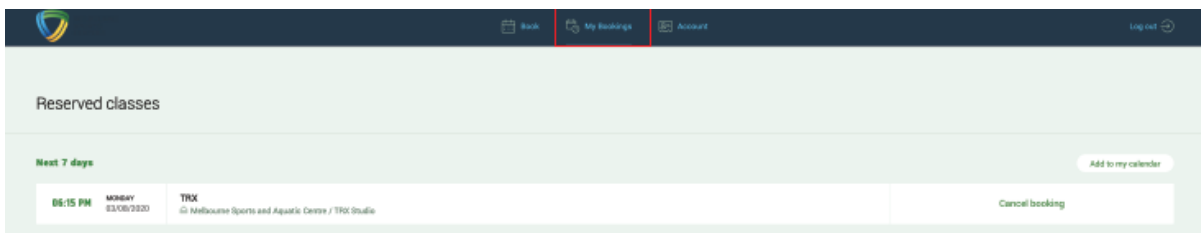
**Payment Method**

Name on Card\*

## Step 7:

Your booking has now been made and you can view this, as well as any other bookings you have made under the 'My Bookings' tab at the top of the screen.

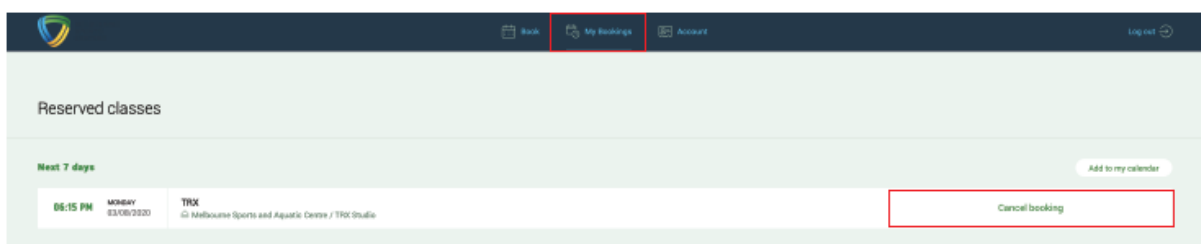


The screenshot shows the 'My Bookings' page with a navigation bar at the top containing 'Back', 'My Bookings', and 'Account' tabs. Below the navigation bar, the page title is 'Reserved classes'. Underneath, there is a section for 'Next 7 days' with an 'Add to my calendar' button. A table lists a reserved class:

Time	Day	Class Name	Location	Action
06:15 PM	MONDAY 03/06/2020	TRX	Melbourne Sports and Aquatic Centre / TRX Studio	Cancel booking

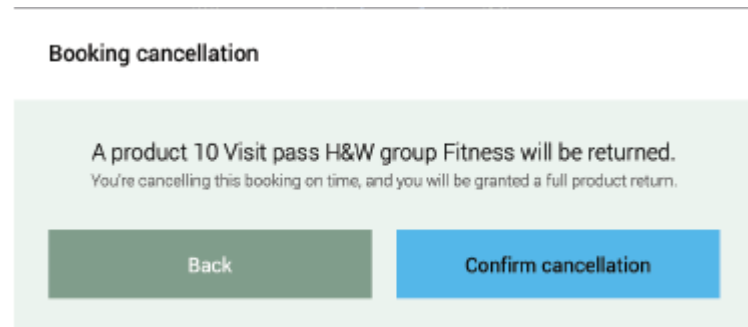
## How to cancel a class that you have booked.

Simply click on the 'My Bookings' tab at the top of the page and then click 'Cancel Booking.'



This screenshot is identical to the previous one, but a red rectangular box highlights the 'Cancel booking' button in the table, indicating the action to be taken.

A pop up screen will appear asking you to confirm your booking cancellation. Note that if you are cancelling outside of the 24-hour window, your session will be returned to your account. If your cancellation request falls within 24-hours of the scheduled session, then you will lose that session.



Your booking will now be removed from your schedule.

