

HOW TO BOOK CHAIR YOGA USING THE LINK

Thank you for your interest in our Online Chair Yoga Class, which runs every Thursday 10am until 11:15am. We are now able to take bookings online and once you have booked, you will receive a confirmation email with all the relevant information about how the class works and how to get the most from the class.

PLEASE ENSURE YOU HAVE READ EVERYTHING AND UNDERSTAND YOUR RESPONSIBILITIES.

GETTING STARTED

To access the booking system, please click on the **class link** below. PLEASE SAVE THIS DOCUMENT TO MAKE FURTHER BOOKINGS


<https://CavendishBookings.as.me/?appointmentType=21062602>

You will be taken to a page that looks like this, below. Click on the date you wish to book, circled here in red.

Chair Yoga (1 hour 15 minutes @ £4.00)

Please ensure you keep your Health Form up to date and notify your contingency number of the time of the class.

IMPORTANT- The confirmation page that follows will inform you of equipment needed

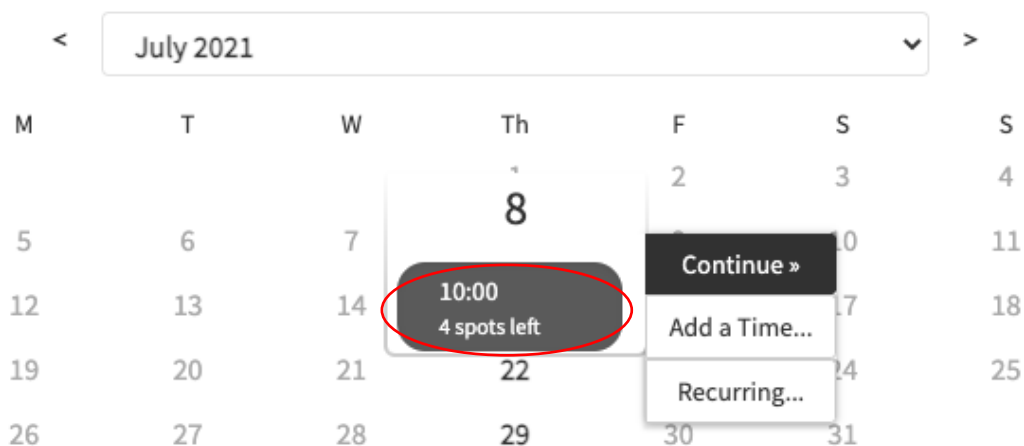


M	T	W	Th	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18

PLEASE SCROLL DOWN TO NEXT PAGE

BOOKING A CLASS

You cannot book more than 4 weeks in advance and the available classes are in bold. Booking closes 24 hours before each class, so you will not be able to book less than 24 hours before. When you click on the date, you will see a similar screen to below. You will see the time of the class and how many places are left.



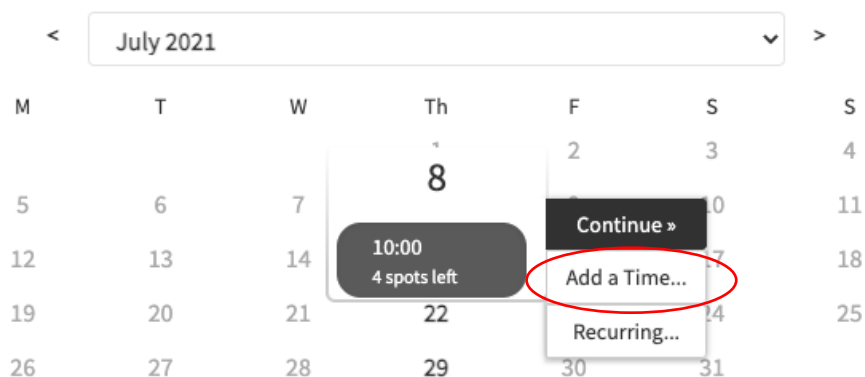
If you only wish to book one class at a time, please press CONTINUE and go to page 4 YOUR DETAILS AND HEALTH FORM

It is more cost effective for Cavendish to book multiple classes together rather than separate bookings. For multiple classes, go to the page below.

PLEASE SCROLL DOWN TO NEXT PAGE

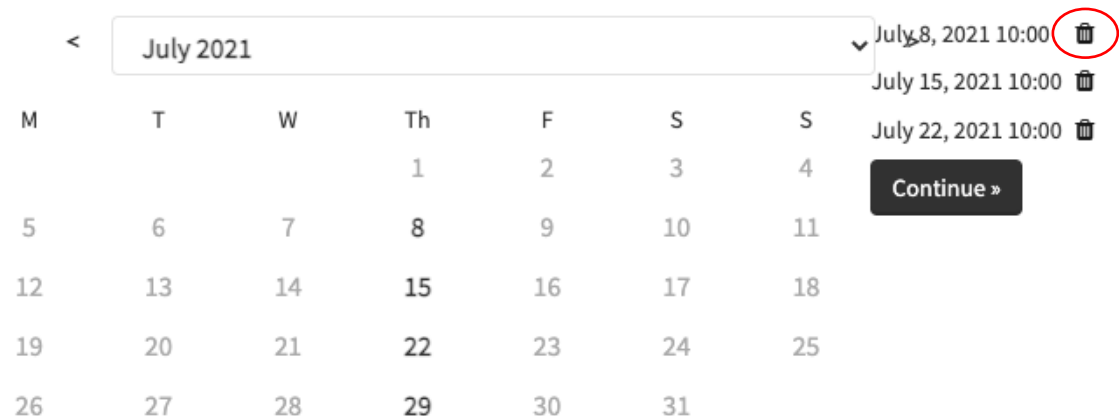
BOOKING MULTIPLE CLASSES

If you wish to book more than one class, click on 'add a time', circled in red below and then click on the available classes which are in bold, you will then need to click 'add a time' again if you wish to book more classes. You will see the classes you are booking on the right hand side, see second image on this page.



You can delete any unwanted classes at this stage by clicking on the bin next to the date, see below. When you have finished booking, click CONTINUE, highlighted below in black.

PLEASE SCROLL DOWN TO NEXT PAGE



PLEASE SCROLL DOWN TO NEXT PAGE

YOUR DETAILS AND HEALTH FORM

Click on CONTINUE and you will reach this screen below. You can see the classes you are booking on the top left.

The screenshot shows a web form with three tabs at the top: 'Choose Appointment', 'Your Info', and 'Confirmation'. The 'Your Info' tab is active. In the top right corner, there is a link that says 'Returning? [Log in](#)'. Below this, the appointment details are listed: 'Chair Yoga', 'July 8, 2021 10:00', 'July 15, 2021 10:00', 'July 22, 2021 10:00', and a link to 'Change'. The form then asks for 'Name' with two input fields for 'First Name' and 'Last Name'. Below that is a 'Phone' field and an 'Email' field, both marked with an asterisk to indicate they are required. At the bottom of the form, there is a partially visible link that says 'Click on Health & Confirmation Control Form'.

You will need to input your details as above and you will then be asked if you wish to add Gift Aid to your donation.

PLEASE SCROLL DOWN TO NEXT PAGE

GIFT AID

Our priority remains our individually-tailored therapy service which we are committed to offering free of charge to everyone. Your donations for our additional groups and courses help us to continue doing so and reach more people who need our help, whilst also providing ongoing support beyond therapy.

You will see the form below. If you would like to boost your donation by 25p for every £1 you donate at no extra cost to you, please ensure you tick the consent box circled here in red. Your device should save these settings for the next time you log on.

Gift Aid Declaration

Boost your donation by 25p for every £1 you donate! If you can, please complete the declaration below and confirm your full address to allow us to reclaim Gift Aid from the tax you pay.

By ticking the box below you confirm that you are a UK taxpayer and understand that if you pay less Income Tax and/or Capital Gains Tax than the amount of Gift Aid claimed on all your donations in that tax year, it is your responsibility to pay the difference.

I want to Gift Aid this donation and any donations I make in the future or have made in the past 4 years to Cavendish Cancer Care.

Address Line 1

Address Line 2

Address Line 3

Town/City

Postcode

Scroll down the page and then complete a Health Form. You will not need to do this again as long as you create an account which is explained later in this guide.

Please read each section carefully and complete each box, writing 'none' if there is no relevant information for you to write as all boxes with a red asterisk must be completed. Some sections require you to click on 'yes' or 'no'.

PLEASE SCROLL DOWN TO NEXT PAGE

COMPLETING BOOKING AND DONATION

For each class there is a suggested donation, although you can increase this to whatever you wish. Simply click 'Add a Pay What You Want amount' or if you wish not to donate, press 'Complete Appointment'.

advance or class attendance *

yes no

Add a Pay What You Want amount »

OR

Complete Appointment »

You will then be taken to the payment page (below) where you can enter the amount you wish to donate in the box labelled 'Pay What You Want Additional Amount'. If you have completed the Gift Aid declaration you will boost your donation by 25p for every £1 you donate at no extra cost to you. The suggested donation for Chair Yoga is £4.

Secure Payment

You will be billed £0.00 for C [REDACTED]

Pay What You Want Additional Amount

£ 0.00

Total: £0.00

First Name

Last Name

Credit Card Number

Card number
MM / YY CVC

🔒 Your transaction is secure

Zip / Postal Code

Save this card for easier use in the future

Pay & Confirm »

Cancel

At the bottom of the form, click on PAY AND CONFIRM.

You will not be able to do this if any information is missing, this will be highlighted in pink for your attention. You will need to input your card details as with a normal online payment, you can tick to save the card. When you book again, you may have to input your CVC number again.

REGISTER FOR AN ACCOUNT

IMPORTANT NOTE PLEASE DO NOT LEAVE THIS PAGE UNTIL YOU HAVE REGISTERED FOR AN ACCOUNT

Circled in red below is the option to REGISTER FOR AN ACCOUNT. You MUST do this in order to save your information for future bookings. Please click REGISTER FOR AN ACCOUNT.

Chair Yoga

Thursday, August 26, 2021

10:00

📍 [Click to join meeting: https://app.acuityscheduling.com/schedule.php?owner=19423215&action=zoom&uniqueID=86bde31ab5c2dfa3db51f099d4d981c6&ownerID=19423215](https://app.acuityscheduling.com/schedule.php?owner=19423215&action=zoom&uniqueID=86bde31ab5c2dfa3db51f099d4d981c6&ownerID=19423215)
Pauline

Cancel Reschedule Edit Forms

Please wear comfortable clothing that allows you to move freely.

Please ensure you have the following equipment and that your camera is placed such that the therapist can see you.

Stable chair e.g. dining chair or office chair

Blanket

Yoga block (or hardback book or cushions) for under feet

Yoga belt, (or scarf, tie or belt)

Add to iCal/Outlook Add to Google

Log in as clarelongy@ma... Register for an Account

You will be taken to the screen below and will need to input your email address and a password and tick you agree to the Terms of Service and then click on SIGN UP.

PLEASE MAKE A NOTE OF YOUR PASSWORD AS YOU WILL NEED THIS TO BOOK FUTURE CLASSES.

If you do not receive a confirmation email within 15 minutes, please check your junk/spam folder. If it is here, please move it to your inbox.

Register for an Account

Optionally register for an account with Acuity Scheduling (a Squarespace company) to save your information for faster booking later with Cavendish Cancer Care.

Username/Email *

Email

Password *

Confirm Password *

I agree to the [Terms of Service](#) and acknowledge that I understand the [Privacy Policy](#) *

Sign up cancel

BOOKING FUTURE CLASSES


Next time you wish to book, use the same **class link** below

<https://CavendishBookings.as.me/?appointmentType=14721531>

This time click on the top right hand corner RETURNING? LOG IN (see below)

You will be able to input your email address and password and book another class using the same process.

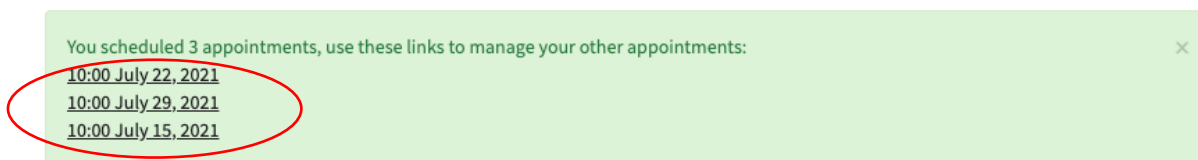
You will have the option to edit your Health Form. Please note it is your responsibility to keep this Health Form up to date. If there are no changes, you can scroll down and click PAY NOW.

Choose Appointment	Your Info	Confirmation
		Returning? Log in
<p>This course is additional to our free of charge support service which we offer to everyone. In order to help as many people as possible we ask for donations for our additional group work sessions to ensure all the costs are covered.</p> <p>For each class there is a suggested donation and an optional 'pay what you want additional amount'.</p> <p>Please contact info@cavcare.org.uk if your financial circumstances exclude you from these groups.</p>		
<p>Chair Yoga (1 hour 15 minutes @ £4.00)</p> <p>Please ensure you keep your Health Form up to date and notify your contingency number of the time of the class.</p> <p>IMPORTANT- The confirmation page that follows will inform you of equipment needed</p>		

PLEASE SCROLL DOWN TO NEXT PAGE

CANCEL/RESCHEDULE A CLASS

If you cannot attend a class please cancel or reschedule by clicking on CHANGE/CANCEL APPOINTMENT on your confirmation email OR by logging onto your account.



Chair Yoga
Thursday, July 15, 2021
10:00

Click to join meeting: <https://app.acuityscheduling.com/schedule.php?>

If you log onto your account, you will see a screen similar to above with your upcoming classes, circled here in red.

Click on the appointment you want to change and you will get the screen below and you can cancel or reschedule. You should get a confirmation email of any changes.

Chair Yoga
Thursday, July 15, 2021
10:00

Click to join meeting: <https://app.acuityscheduling.com/schedule.php?>

[owner=19423215&action=zoom&uniqueID=7f8b784a4c8ad658f2686fcd0af20ff2&ownerID=19423215](https://app.acuityscheduling.com/schedule.php?owner=19423215&action=zoom&uniqueID=7f8b784a4c8ad658f2686fcd0af20ff2&ownerID=19423215)

Pauline £4.00



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Yoga block (or hardback book or cushions) for under feet

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We look forward to seeing you at the Online Chair Yoga Class.

END OF DOCUMENT