

HOW TO BOOK TAP AWAY STRESS USING THE LINK

Thank you for your interest in our Tap Away Stress mini-course. This is a 2 session mini-course, running once a month, so please ensure you have booked for 2 consecutive classes. 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/TrafficLightTappingBookingLink>

You will be taken to a page that looks like this.

Tap Away Stress (1 hour)
A gentle, self-help, calm-down technique using tapping points.

IMPORTANT: This is a 2 session mini-course, running once a month. Please ensure you book BOTH sessions in the same month.

Suggested donation £4 per session



< March 2022 >						
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	19	20
21	22	23	24	25	26	27
28	29	30	31			

PLEASE SCROLL DOWN TO NEXT PAGE

BOOKING A CLASS


You must book both classes that occur on consecutive weeks as this is a 2 session mini-course. The class runs once a month.

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.

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< **March 2022** >

M	T	W	Th	F	S	S
	1	2	3	4	5	6
7	8	16	10	11	12	13
14	15		Continue »		19	20
21	13:30 7 spots left		Add a Time...		26	27
28	29	30	Recurring...			

YOU MUST CLICK ON RECURRING, CIRCLED HERE IN RED

You will then be taken to a screen similar to below. Please click on times to repeat and add 2.

x

13:30 Wednesday, March 16, 2022

REPEAT

Every Wednesday

TIMES TO REPEAT

2

Add Recurring Times

cancel

Instead of recurring, add 13:30 March 16, 2022 and



Add a Time...

PLEASE SCROLL DOWN TO NEXT PAGE

You will then see the 2 consecutive classes booked as below, circled in red.

Suggested donation £4 per session

< **March 2022** >

						March 16, 2022 13:30 
						March 23, 2022 13:30 
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	19	20
21	22	23	24	25	26	27
28	29	30	31			

Continue »

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

PLEASE SCROLL DOWN TO NEXT PAGE

YOUR DETAILS AND TAP AWAY STRESS CONTACT FORM

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

Returning? [Log in](#)

Tap Away Stress
March 16, 2022 13:30
March 23, 2022 13:30
[« Change](#)

Name *

First Name 	Last Name
--	-----------

Phone

Email *

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 Traffic Light Tapping Contact 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 the Traffic Light Tapping is £4.

Secure Payment

You will be billed £0.00 for (C)

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

[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.

Traffic Light Tapping

Wednesday, September 8, 2021

16:00

Click to join meeting: <https://app.acuityscheduling.com/schedule.php?owner=19423215&action=zoom&uniqueID=76082fed3e4c213bbf003902190d8bc2&ownerID=19423215>
Clare

Cancel Reschedule Edit Forms

Add to iCal/Outlook Add to Google

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

Save your information

Schedule another Appointment »

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](#) *

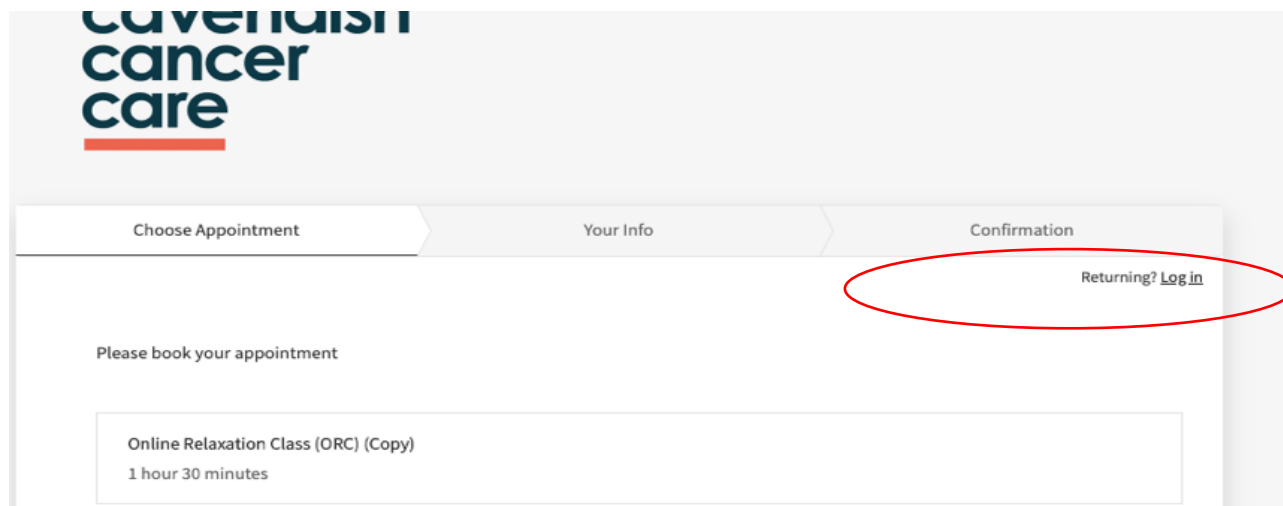
Sign up Cancel

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)



**Cavendish
cancer
care**

Choose Appointment Your Info Confirmation

Returning? [Log in](#)

Please book your appointment

Online Relaxation Class (ORC) (Copy)
1 hour 30 minutes

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 Traffic Light Tapping Contact Form and tick the Gift Aid declaration. Please note it is your responsibility to keep this form up to date. If there are no changes, you can scroll down and click PAY NOW.

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.

If you log onto your account, you will see a screen similar to below with your upcoming classes in the green highlighted section. Click on the appointment you wish to change and you will get the screen below and you can cancel or reschedule. You should get a confirmation email of any changes.

Upcoming appointments:

- [September 8, 2021 16:00 Traffic Light Tapping with Clare](#)


 Tapping
Wednesday, September 8, 2021
16:00

📍 [Click to join meeting: https://app.acuityscheduling.com/schedule.php?](https://app.acuityscheduling.com/schedule.php?owner=19423215&action=zoom&uniqueID=76082fed3e4c213bbf003902190d8bc2&ownerID=19423215)

[owner=19423215&action=zoom&uniqueID=76082fed3e4c213bbf003902190d8bc2&ownerID=19423215](https://app.acuityscheduling.com/schedule.php?owner=19423215&action=zoom&uniqueID=76082fed3e4c213bbf003902190d8bc2&ownerID=19423215)

Clare

 Cancel

Reschedule

Edit Forms

Add to iCal/Outlook

Add to Google

Schedule another Appointment »

We look forward to seeing you at the Tap Away Stress sessions.

END OF DOCUMENT