

HOW TO BOOK THE ONLINE GRIEF CIRCLE USING THE LINK


Thank you for your interest in our Online Grief Circle, which runs every month on alternate Mondays at 7pm and Wednesdays at 12pm. Once you have booked, you will receive a confirmation email with all the relevant information about how to get the most from the class.

GETTING STARTED

To access the booking system, please click on the **link** on our website, see below.

<https://cavendishbookings.as.me/CavGC>

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



Online Grief Circle
1 hour

An online group session facilitated by Toby Oliver, an experienced therapist and Grief Counsellor.

The Grief Circle is a safe and supportive space with others who have experienced a similar loss, people who 'get it'. You are free to share or ask questions if you want to or to simply listen.

< December 2023 > Monday, December 11

TIME ZONE: LONDON (GMT)

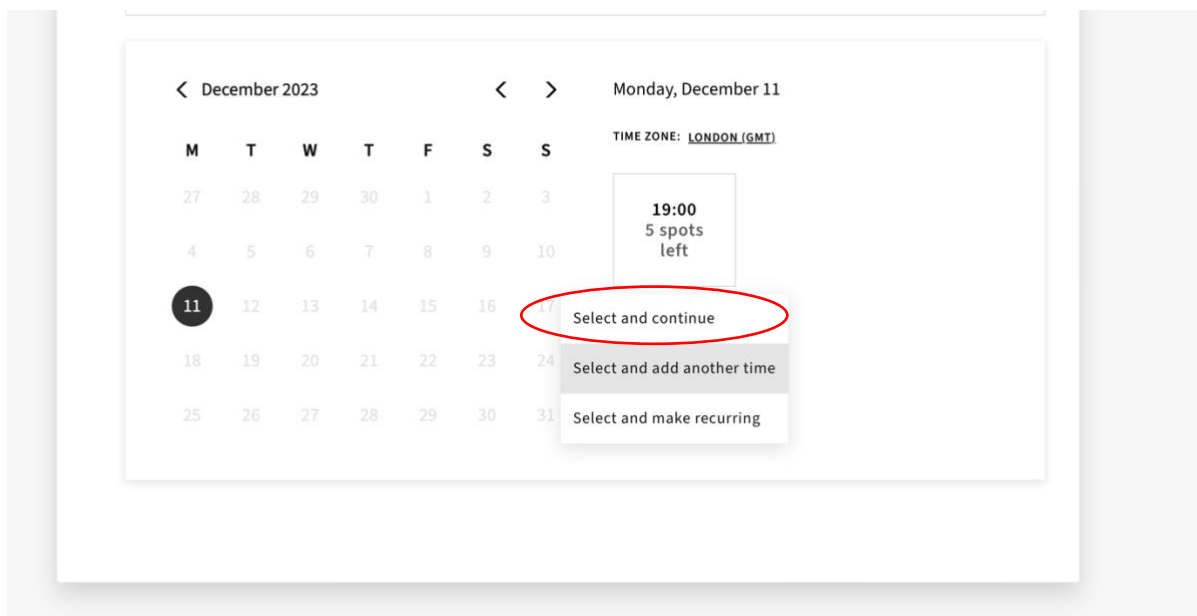
M	T	W	T	F	S	S
27	28	29	30	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

19:00
6 spots
left

PLEASE SCROLL DOWN TO NEXT PAGE

BOOKING A CLASS

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 SELECT AND CONTINUE and go to page 4 YOUR DETAILS.

IF YOU WISH TO BOOK MORE THAN ONE CLASS, PLEASE SCROLL DOWN TO NEXT PAGE

BOOKING MULTIPLE CLASSES

If you wish to book more than one class, click on 'SELECT AND ADD ANOTHER TIME'. Then use the arrows, circled in blue below to go to the next month. Keep selecting 'SELECT AND ADD ANOTHER TIME' until you have booked everything.

PLEASE NOTE: WE ASK THAT YOU ATTEND A MAXIMUM OF 6 SESSIONS

You will see the classes you are booking on the right hand side below. If you add one by accident, click REMOVE next to the date and then press CONTINUE.

< March 2024

Wednesday, March 13

TIME ZONE: LONDON (GMT)

M	T	W	T	F	S	S
26	27	28	29	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

12:00
10 spots
left

- Select and continue
- Select and add another time
- Select and make recurring

TIMES ADDED:

December 11th, 2023 at 19:00	REMOVE
January 10th, 2024 at 12:00	REMOVE
February 12th, 2024 at 19:00	REMOVE

CONTINUE

PLEASE SCROLL DOWN TO NEXT PAGE

YOUR DETAILS

You will reach this screen below. You can see the classes you are booking on the top left. If there are any errors or double bookings, you can press 'edit appointment information', circled in red below and delete any unwanted classes.

returning / [Log In](#)

[← EDIT APPOINTMENT INFORMATION](#)

Online Grief Circle
1 hour
December 11, 2023 at 19:00
January 10, 2024 at 12:00
February 12, 2024 at 19:00

Name *

First Name Last Name

Phone

Add your phone number to receive an appointment reminder via text message.

Message and data rates may apply. One message per appointment.

Email *

You will need to input your details, please ensure you answer all questions with a red asterisk. You will then be asked if you wish to add Gift Aid to your donation.

PLEASE SCROLL DOWN TO NEXT PAGE

GIFT AID

Gift aid will 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. If you wish not to donate, press 'Complete Appointment'.

Why Your Donations Matter

At Cavendish Cancer Care we are committed to providing our care completely free of charge to everyone who needs it, whenever they need it. However, as we receive very little funding from the NHS, this is only possible thanks to the generosity of our community and people like you.

If you would like to make a donation to help us be there for more local people affected by cancer, just click the button below to 'Add a Pay What You Want amount'. On the next screen you will be able to enter the amount you wish to donate into the box labelled 'Pay What You Want Additional amount'.

Gift Aid

Boost your donation by 25p for every £1 you donate! If you can, please complete the declaration below 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.

Add a Pay What You Want amount »

OR

Complete Appointment »

PLEASE SCROLL DOWN TO NEXT PAGE

DONATION

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 online classes 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 [REDACTED] Last Name [REDACTED]

Credit Card Number

Card number [REDACTED] MM / YY CVC [REDACTED]

Your transaction is secure

Zip / Postal Code [REDACTED]

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.

IMPORTANT NOTE PLEASE DO NOT LEAVE THIS PAGE UNTIL YOU HAVE REGISTERED FOR AN ACCOUNT PLEASE SCROLL DOWN TO NEXT PAGE

REGISTER 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. If you do not register for an account you will have to input all your information again when you next book.

**cavendish
cancer
care**

Choose Appointment Your Info Confirmation

Returning? [Log in](#)

Clare Llongstaffe
Online Grief Circle
Monday, December 11, 2023
19:00

Click to join meeting: <https://app.acuityscheduling.com/schedule.php?owner=19423215&action=zoom&uniqueID=328b1d593627e35070d7918544c79fab&ownerID=19423215>

Toby

Cancel Reschedule Edit Forms

Add to iCal/Outlook Add to Google

Log in a [redacted] **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 *

Password *

Confirm Password *

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

Sign up

[cancel](#)

BOOKING FUTURE CLASSES

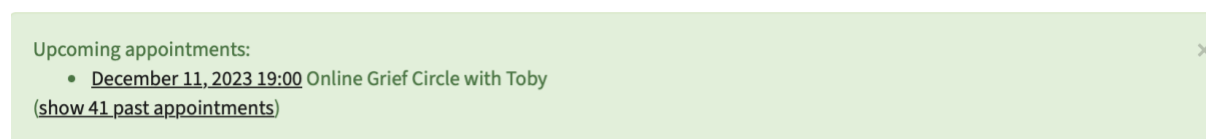
Next time you wish to book, use the same **class link** as on page 1.

This time click on the top right hand corner RETURNING? LOG IN.

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

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.



clare Longstaffe

Online Grief Circle

Monday, December 11, 2023

19:00

📍 Click to join meeting: [https://app.acuityscheduling.com/schedule.php?](https://app.acuityscheduling.com/schedule.php?owner=19423215&action=zoom&uniqueID=43c941aefe58e9481a3f49dda8af51a8&ownerID=19423215)

[owner=19423215&action=zoom&uniqueID=43c941aefe58e9481a3f49dda8af51a8&ownerID=19423215](https://app.acuityscheduling.com/schedule.php?owner=19423215&action=zoom&uniqueID=43c941aefe58e9481a3f49dda8af51a8&ownerID=19423215)

Toby



Add to iCal/Outlook

Add to Google

Schedule another Appointment »

If you log onto your account, you will see a screen similar to above with your upcoming classes on the green block.

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

We look forward to seeing you at the Online Grief Circle Class.

END OF DOCUMENT