



## HOW TO BOOK ONE CLASS:

**SIBLINGS:** You will need to save 2 spots for siblings in the same class, please remember to increase the Quantity of spots you are saving from 1 to 2. Do this using the "Quantity" field.

1. Go to <https://allstarmartialartstraining.as.me/>
2. Click "Click Here to Book In-Studio Group Lessons"
3. Under "I would like to schedule..." Click on your student's appropriate class
4. Click on your desired time under your desired day. ***\*If your selection is in RED & crossed out that means the class is not available and you are NOT booked.***
5. Click the red "Continue>>" button
6. Type in your STUDENT'S information
7. Click "Complete Appointment"

## HOW TO BOOK RECURRING CLASSES:

We open booking in 9 – 12 week "blocks" (the duration of our test cycle). A test cycle begins the Monday after we host Rank Testing ceremonies. If you would like to book recurring classes for the duration of the cycle, under "Times to Repeat" select at least "12". You will have to re-book classes when we begin a new test cycle.

**SIBLINGS:** You will need to save 2 spots for siblings in the same class, please remember to increase the Quantity of spots you are saving from 1 to 2. Do this using the "Quantity" field.

1. Go to <https://allstarmartialartstraining.as.me/>
2. Click "Click Here to Book In-Studio Group Lessons"
3. Under "I would like to schedule..." Click on your student's appropriate class
4. Click on your desired time under your desired day
5. Click "Recurring..."
6. In the pop-up under "Times to Repeat" choose your desired number of times & click the red "Add Recurring Times" button. ***\*If a date is in RED & crossed out that means the class is not available and you are NOT booked.***
7. Repeat steps 4 through 6 for your other class/classes
8. Click the red "Continue>>" button
9. Type in your STUDENT'S Information
10. Click "Complete Appointment"

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**HOW CAN I SEE WHICH CLASSES I BOOKED?** You will get a confirmation email sent to the inbox of the email address you typed when making the reservations.

**HOW CAN I CANCEL/RESCHEDULE?** Click the "Register for an Account" button that pops up after completing your reservations to create a scheduling page "log in". Once you make your account you have full access to cancelling and rescheduling.

**\*\*Cancellations with less than 12 hours' notice & no-shows will result in the lesson being forfeited and you will not acquire a make-up lesson in its place. We have limited availability and not showing up/cancelling last minute is taking the time away from another member.**