

Studio Reception – Class Swaps

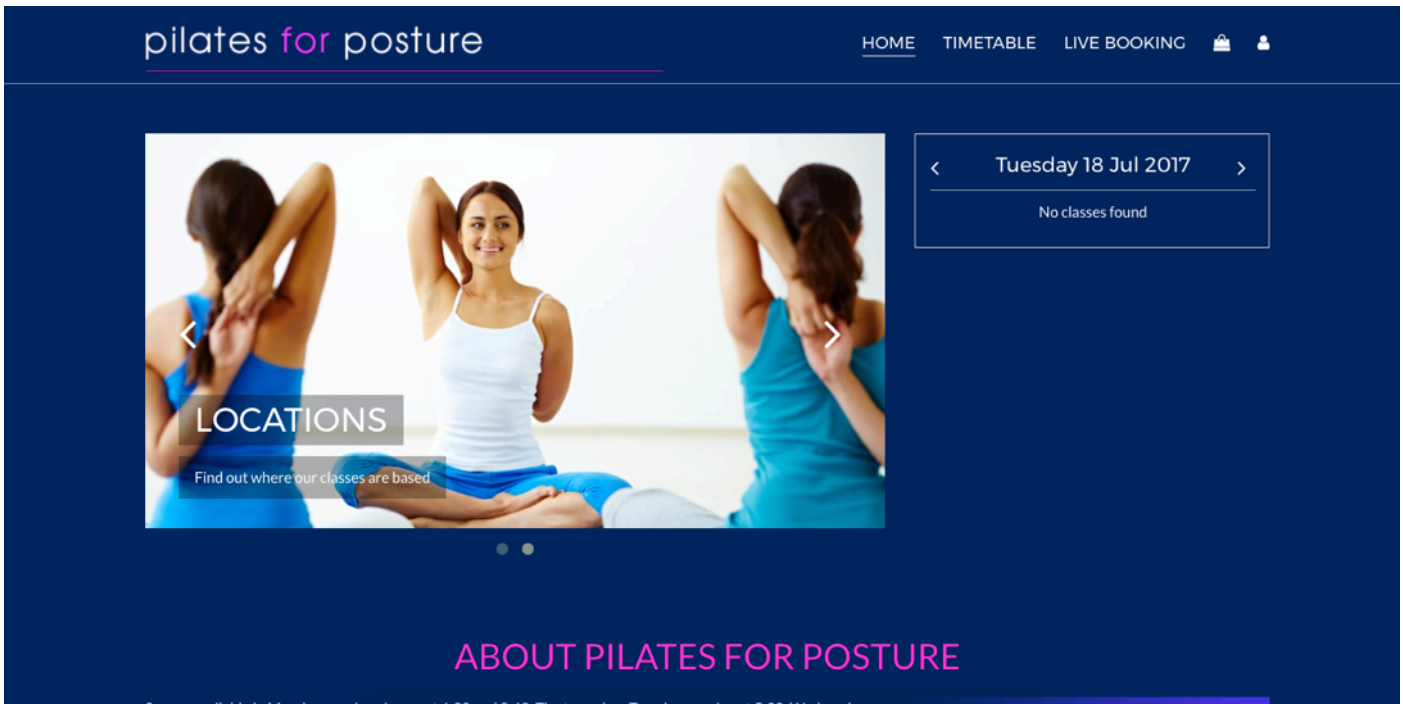
1. About Class Swaps


There is a 'class swap' system on Studio Reception for termly-booked classes, which means that if you need to miss a class, you can cancel (within your Yoga or Pilates studio's terms) and you will receive a credit for the class you are missing.

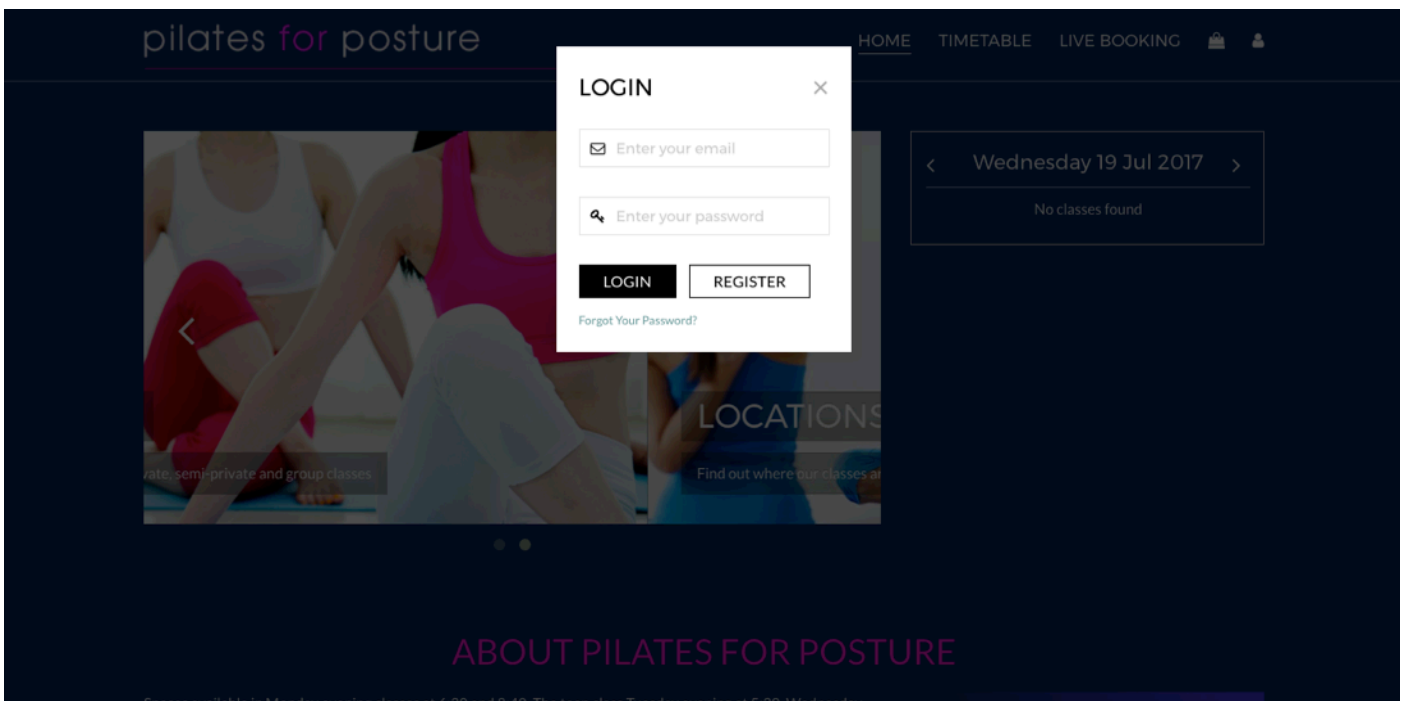
By cancelling, you will also be creating a swap space on the schedule that other students can make use of.

Each student can use their credits on swap spaces on the schedule. It is important to understand that the credits cannot be used for regular spaces, which are kept open for people who wish to book a full term.

2. Log in



- From the Studio Reception homepage (or any other page across the site), click on the “Myspace” icon .



- The log in form will appear. Enter your email address used for the registration and your password.
- Click on “Login”.

3. Cancel a class

The screenshot shows the 'pilates for posture' website interface. At the top, there is a navigation bar with 'HOME', 'TIMETABLE', and 'LIVE BOOKING' links, along with a shopping cart and user profile icon. Below the navigation bar, a pink banner reads 'WELCOME BACK CHRIS'. The main content area features a tabbed interface with 'MY SESSIONS', 'MY CREDITS', 'MY PRODUCTS', and 'MY DETAILS'. The 'MY SESSIONS' tab is active and expanded, showing a table of sessions for the term 'September - December 2017 - 04/09/17'. The table has columns for the date, session type, time, and instructor. Each row includes a 'Cancel' button. To the right of the sessions table is a user profile card for 'chris dennis', registered on 25/03/2017, with an 'Edit' button.

| Term | Session Type | Time | Instructor | Action |
|--------------------------------------|--------------|--------------------|----------------|--------------|
| September - December 2017 - 04/09/17 | Mixed | Monday 20:40-21:40 | Emily Anderson | ✘ Cancel all |
| Monday 04/09/2017 | Mixed | 20:40-21:40 | | ✘ Cancel |
| Monday 11/09/2017 | Mixed | 20:40-21:40 | | ✘ Cancel |
| Monday 18/09/2017 | Mixed | 20:40-21:40 | | ✘ Cancel |
| Monday 25/09/2017 | Mixed | 20:40-21:40 | | ✘ Cancel |
| Monday 02/10/2017 | Mixed | 20:40-21:40 | | ✘ Cancel |
| Monday 09/10/2017 | Mixed | 20:40-21:40 | | ✘ Cancel |

- Once you have logged onto your My Space, in the “My Sessions” tab, expand the term where you would like to cancel the upcoming class.
- Click on “X Cancel” corresponding to the class you wish to cancel (do NOT click on “Cancel All”)

4. Find a class available for a Class Swap

pilates for posture HOME TIMETABLE LIVE BOOKING

LIVE BOOKING SCHEDULE

The Live booking schedule shows all session availability from today onwards; click the green buttons to book sessions. Use the date controls if you want to view details of forthcoming (or previous) days. Use the filters on the right to narrow down the list to specific locations, class types, levels or instructors.

How to enrol for classes: [Click here for instructions.](#)

All Locations ▾ Levels ▾ Professionals ▾ Disciplines ▾ **FILTER**

< 4 September - 10 September 2017 > 04/09/2017

| TIME / DURATION | SESSION | PROFESSIONAL | LOCATION | PLACES |
|-----------------|-----------------|-----------------|--------------------------|-------------|
| MONDAY 04 SEP | | | | |
| 09:30/60 mins | Pilates / Mixed | Jennifer Dennis | Clapham Common West Side | 10 PLACE(S) |
| 10:35/60 mins | Pilates / Mixed | Jennifer Dennis | Clapham Common West Side | 10 PLACE(S) |

- Go to the Live Booking schedule, and using the calendar, find a week when it would be convenient for you to book a make up class.

THURSDAY 07 SEP

| TIME / DURATION | SESSION | PROFESSIONAL | LOCATION | PLACES |
|-----------------|--------------------|-----------------|----------------------------|--------------------------|
| 06:45/35 mins | HIIT Class / Mixed | Jennifer Dennis | Broomwood Methodist Church | 1 CLASS SWAP /9 PLACE(S) |
| 09:30/60 mins | Pilates / Mixed | Jennifer Dennis | Clapham Common West Side | 11 PLACE(S) |
| 11:00/60 mins | Pilates / Mixed | Jennifer Dennis | Clapham Common West Side | 10 PLACE(S) |


- You can book your make up class where you see one or more “Class Swap” displaying on the “Places” button.

5. Credits

The screenshot shows the 'pilates for posture' website interface. At the top, there is a navigation bar with 'HOME', 'TIMETABLE', and 'LIVE BOOKING' links, along with a shopping cart icon and a user profile icon. Below the navigation bar, a large pink heading reads 'WELCOME BACK CHRIS'. Underneath this, there is a horizontal menu with four tabs: 'MY SESSIONS', 'MY CREDITS', 'MY PRODUCTS', and 'MY DETAILS'. The 'MY CREDITS' tab is currently selected and highlighted. Below the tabs is a table with three columns: 'Purchased', 'Status/Title', and 'Credits (Total/available)'. The table contains two rows of data. To the right of the table is a user profile card for 'chris dennis', which includes a placeholder for a profile picture, the name 'chris dennis', the registration date 'Registered: 25/03/2017', and an 'Edit' button.

| Purchased | Status/Title | Credits (Total/available) |
|-----------|--------------------------------|---------------------------|
| 02/08/17 | Approved/ Autumn - 14 sessions | 14/0 Top up (£168) |
| 07/07/17 | Approved/ Summer - 11 sessions | 11/0 Top up (£132) |

chris dennis
Registered: 25/03/2017
Edit

- To check if you have available credits to book a class swap, go back to your My Space 
- Click on the "My Credits" tab
- You will find a summary of your available credits for each term you have been / are enrolled on.
- Credits cannot be carried through from a previous term.