

BOOKING SYSTEM

Logging in

To login go to 'Home' (or 'Contact us') page on the Movement3 website:
<http://www.movement3.co.uk/>



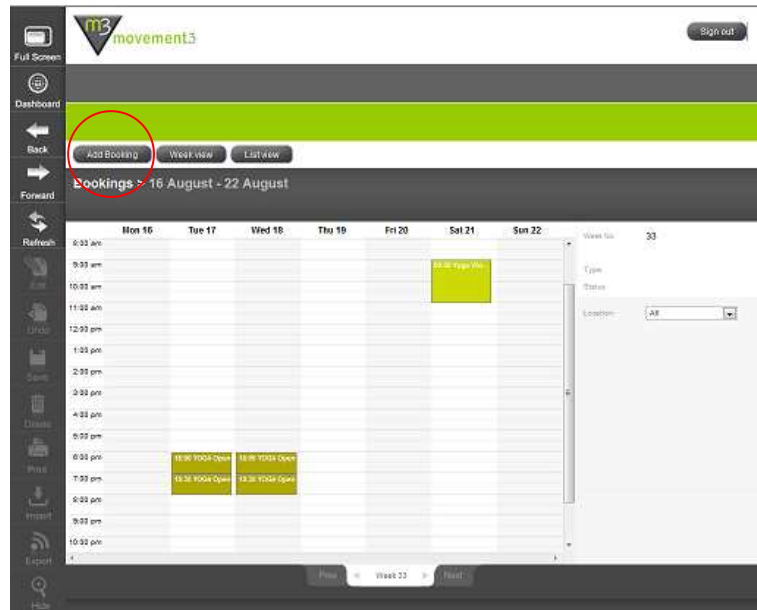
Once at the booking system landing page...

login using your **email address** as your username and your password is the **1st letter of your first name, 1st letter of your surname followed by 'm3'**. The username and password entries are all lower case.

A screenshot of the login form on the Movement3 website. The form is titled "m3 movement3" and contains the following fields: "Username:" with the placeholder text "email address", "Password:" with four dots, and "Remember:" with a checked checkbox. There is a "Sign in" button at the bottom of the form.

e.g. John Smith
username = john.smith@hotmail.co.uk
password = jsm3

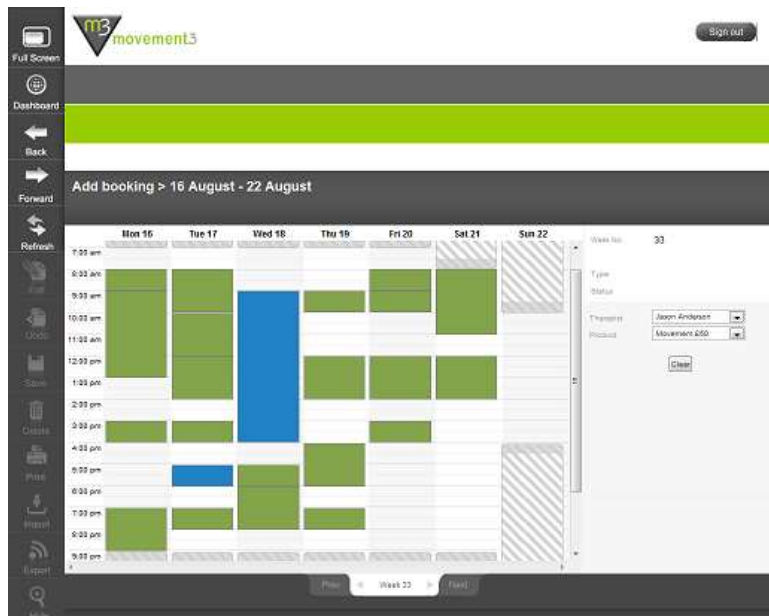
Once you have logged in you will be directed to the booking sheets:



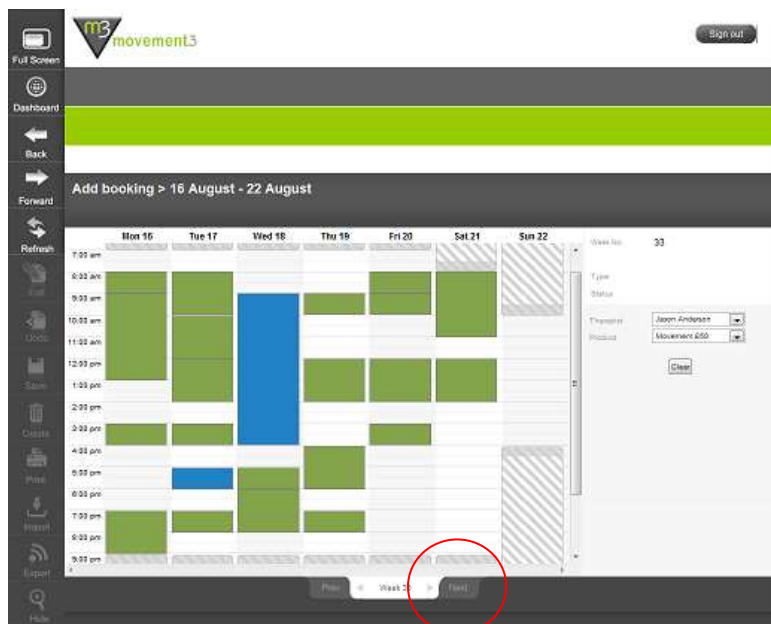
Where you will be able to view any classes being held that week and any sessions you have booked or completed with your therapist.

Requesting an appointment

To request a session click **'add a booking'** button where you will be directed to a week view indicating your therapist's availability:



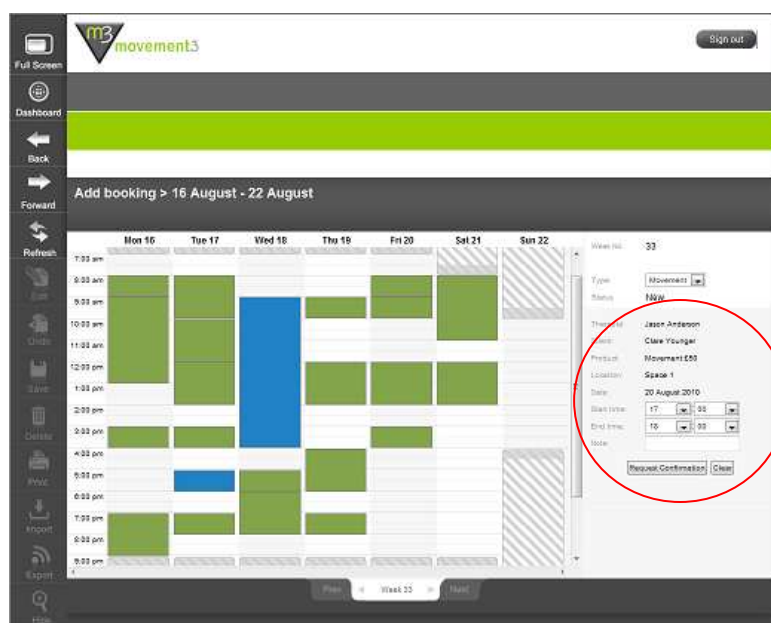
Next select a day and time by clicking on the relevant (un-shaded = available) space. **If you want a future week...** use the navigation arrows at the bottom of the page.



You will then be asked to 'request confirmation' which will send an email to your therapist informing them of your booking request.

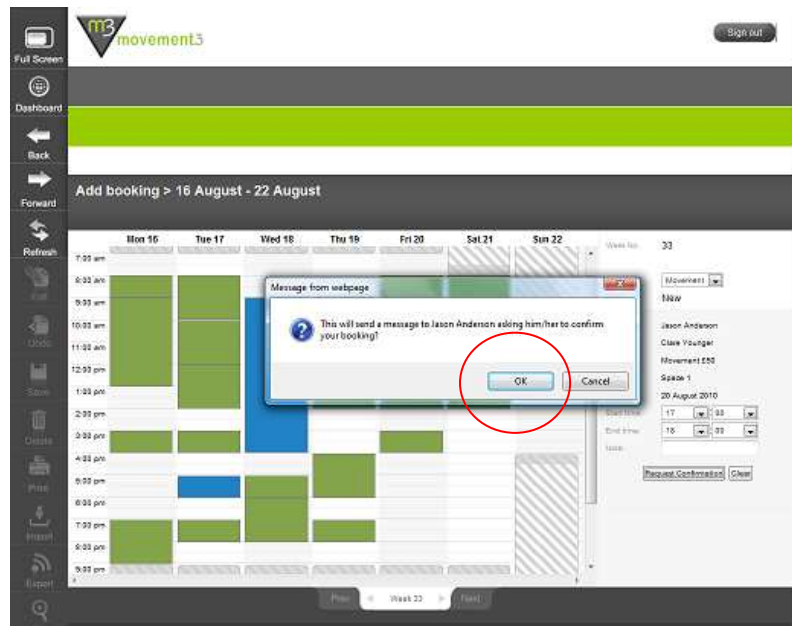
Note:

Before selecting 'request confirmation' **please ensure that you have selected the correct day / week... and the correct time.** The time can be altered by clicking on the arrows at the side of the indicated time.

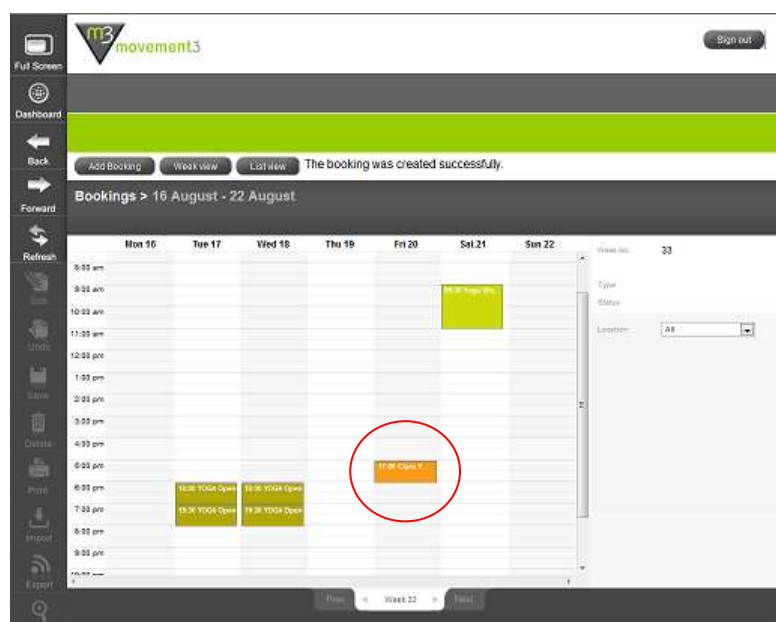


Once you have selected the correct date and time...
Select the **'request confirmation'** button.

A message will appear asking you to confirm that you would like a message sent to your therapist. Select **'OK'** to send.



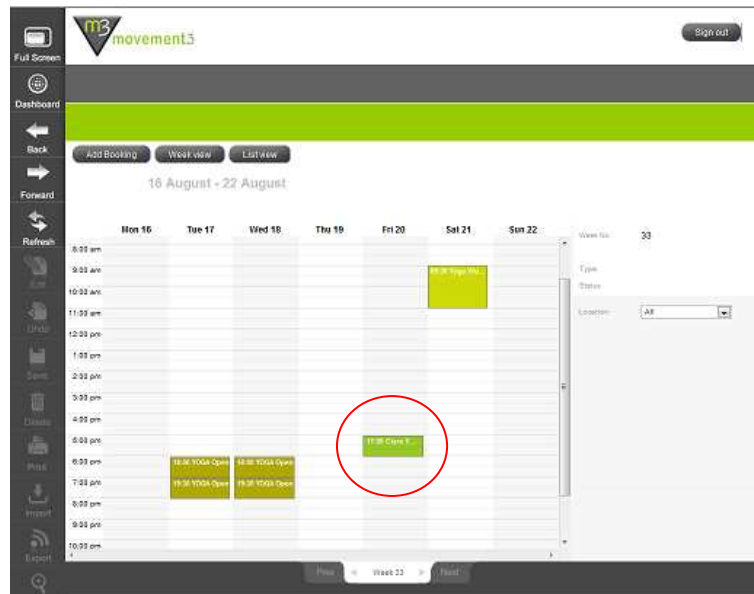
Once you have selected **'OK'** you will be directed back to the **current week's booking sheets** where your requested session will be indicated in **orange** (if your session request is for the current week).



Appointment confirmation

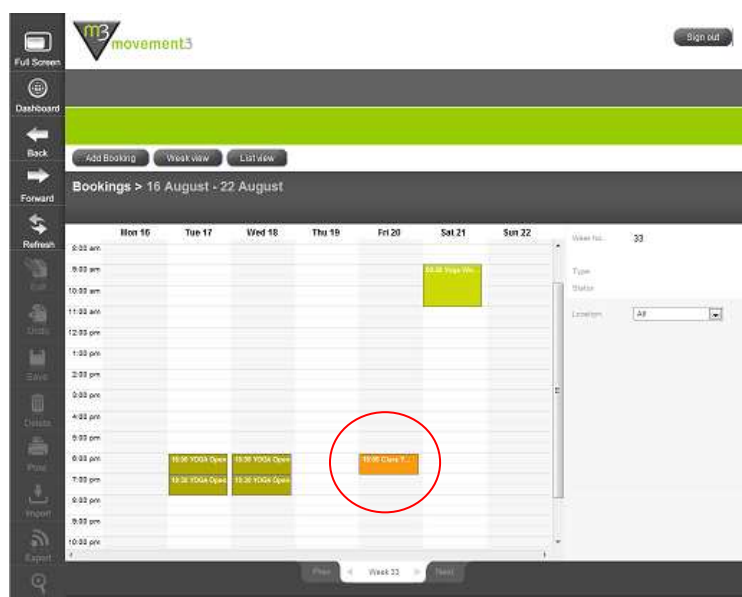
Once your therapist receives the email requesting a session date and time he or she will either **'confirm'** the booking or **'request an alternative time'**.

Once the appointment has been confirmed by your therapist you will receive an email confirming details of your booking. This can also be viewed on your booking sheets as a **green** shaded area.

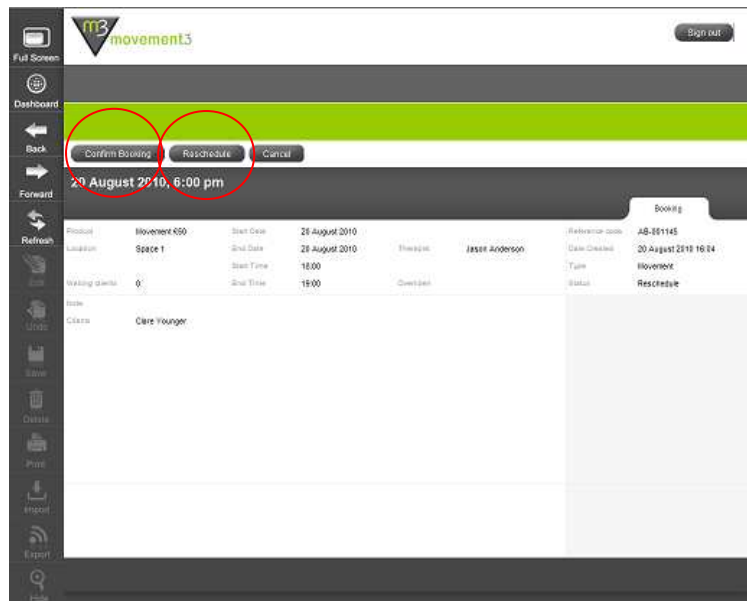


Appointment alternative

If the therapist cannot make the requested appointment they will **'request an alternative'** appointment for which you will receive an email asking you to login to confirm. This will be indicated by an **orange** area:



To confirm or suggest (an alternative) please click on the **orange** area, where you will be taken to the **'confirm booking'** or **'reschedule'** page:



Confirm booking

Selecting 'confirm booking' will take you back to your dashboard, where a list your movement3 activities are displayed in chronological order:

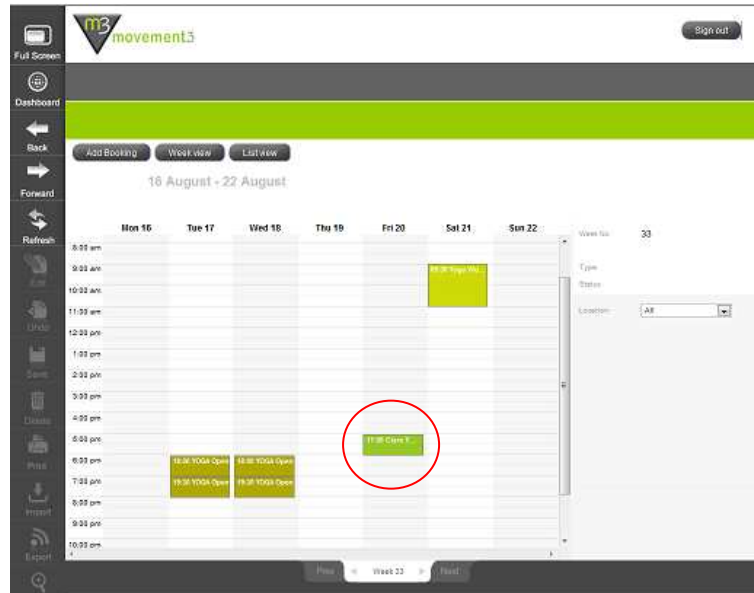


Reschedule

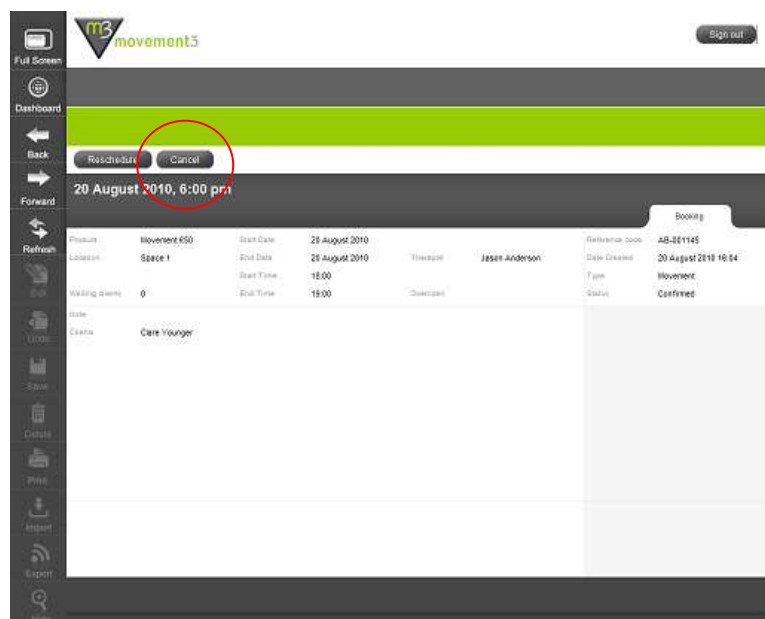
Selecting 'reschedule' will take you back to the booking sheets to select another time. Please follow the previous protocol.

Cancellations

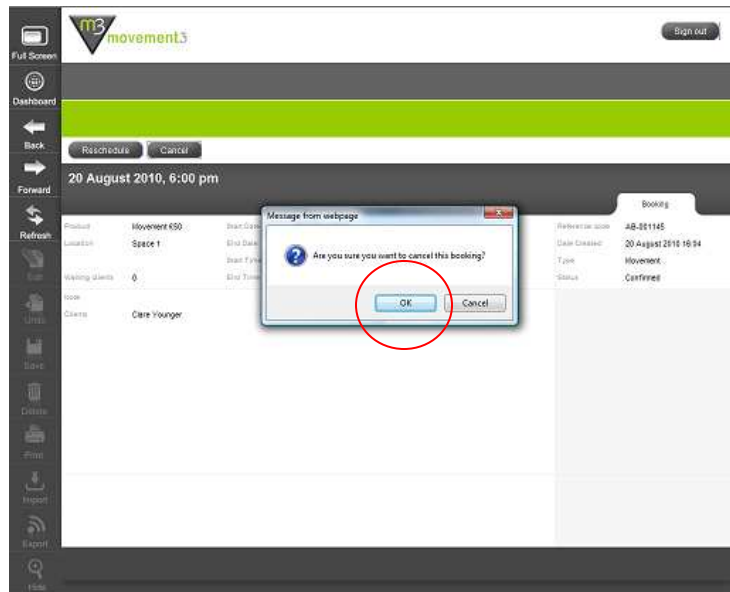
In order to cancel an appointment login, locate and click the session you want to cancel.



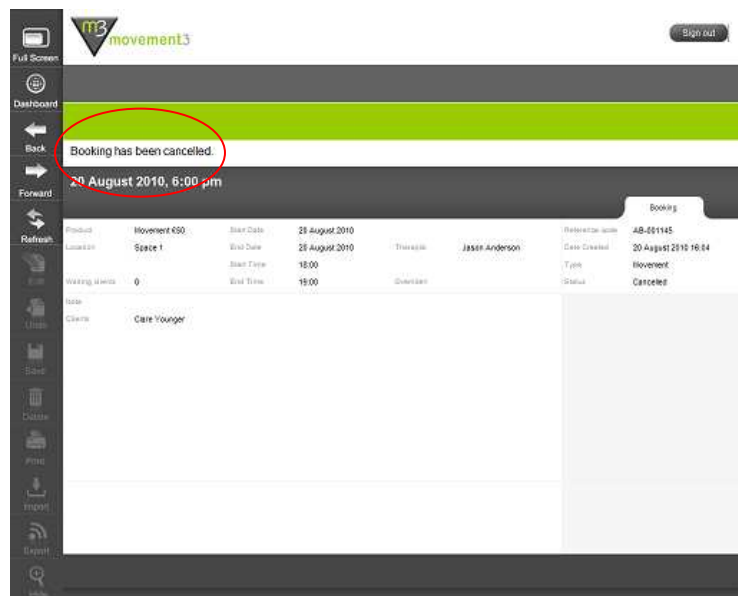
This will take you to the 'reschedule / cancel' page:



Select the 'cancel' option, where you will be prompted to confirm your cancellation by selecting 'OK':



Selecting 'OK' to cancel appointment will send your therapist an email informing them of the cancellation... and confirm your cancellation in the top left hand section of the page:



Note: Appointments cancelled or rescheduled with less than 24 hours notice will be charged in full.

If you are experiencing difficulties with our booking system please contact me (Jason) on **020 8892 2493** or at **jason@movement3.co.uk**

Kind regards

