

How-to-guide: Using bookamat for bookings with The Centre of Ki

1. Use the link provided to register:

<https://bookamat.co/register/client/the-centre-of-ki>

Fill in all your details and create a password for your account. Then select 'Submit'.

bookamat

[Browse Activities](#) or [Register Your Business](#)

[Sign In](#)

[Need Help?](#)

[Menu](#)

The Centre of Ki Registration

Please register below to browse our full schedule and manage your bookings.

.....

Firstname:

Surname:

Email:

Mobile Number:

Choose Password:

Confirm Password:

[Show Password](#)

2. Your account will be ready to go. Select 'Ok'.

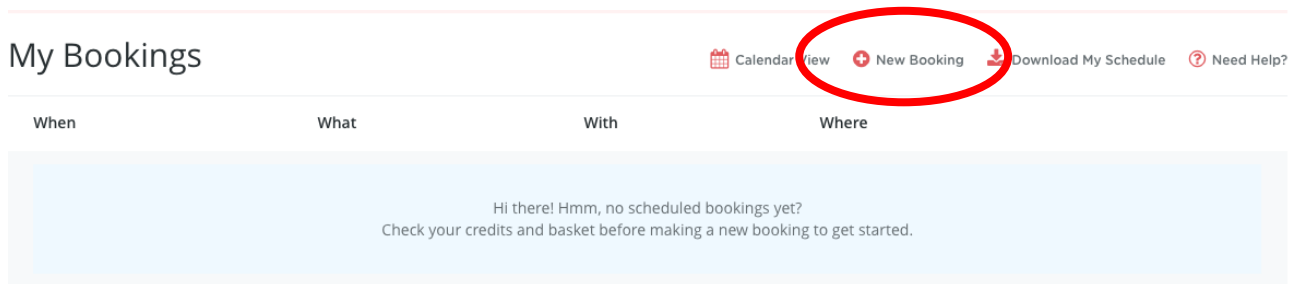
Welcome Leah Cooper ×

Your account is ready :)

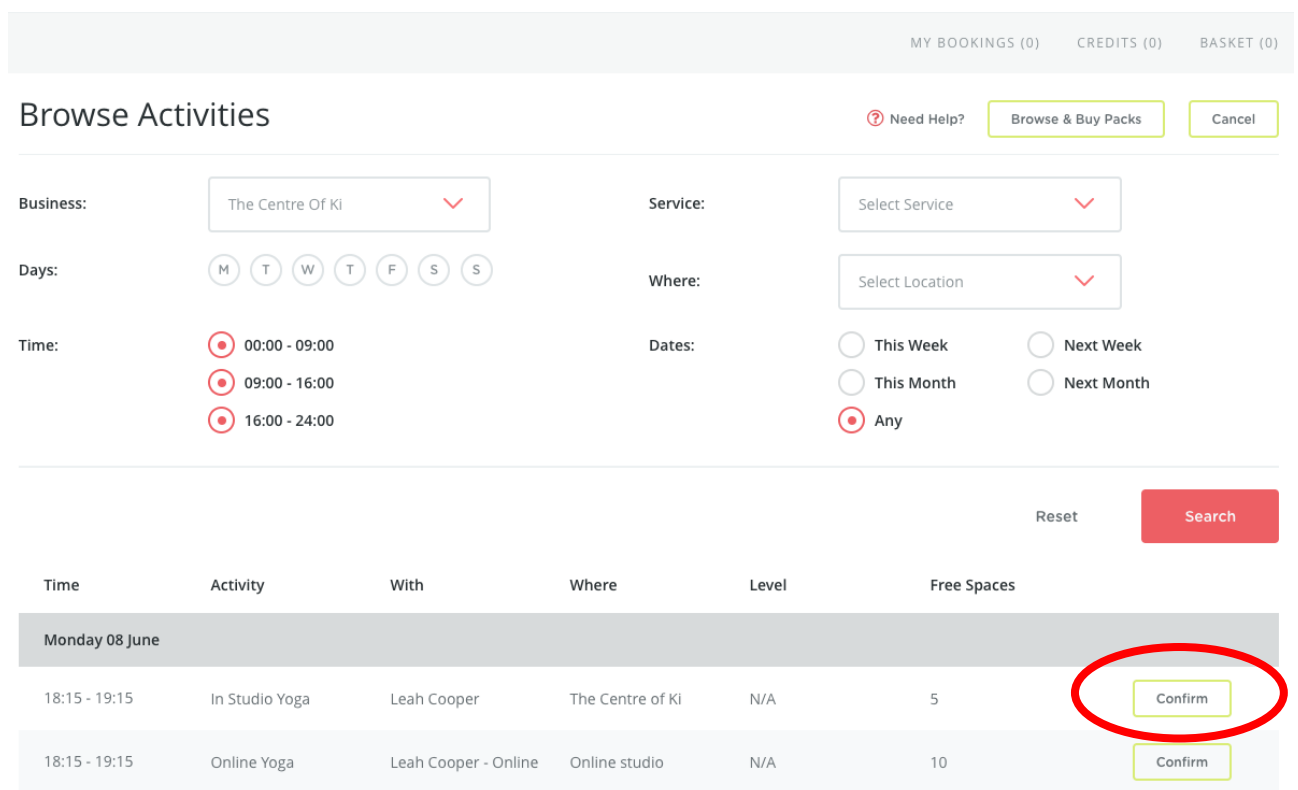
Make new bookings, reschedule or cancel bookings from the convenience of your mobile or tablet or desktop. Set up reminders for upcoming activities or download your schedule as a PDF.

If you need any help please visit our [FAQ page](#) or [Contact Us](#).

3. From your My Bookings page, select 'New Booking' in the top toolbar.



4. You can then browse activities and select the class you want to attend from the list. Select 'Confirm' on the right-hand side next to the class you want to join.



5. The next window will ask you to select a payment option. If you have credit available, select 'Use Credit' and then select 'Schedule Credit'. **Note:** credits can be used for in-studio and online classes.

New Booking [X]

When: 18:15 - 19:15 / Thursday, 11 June
Where: The Centre of Ki (Online studio)
What: Online Yoga
Level: N/A
With: Leah Cooper - Online
Flexi-Use: ? In Studio Yoga

Choose a payment plan for this activity and/or future activities:

- Use Credit | In Studio Yoga - You have credit for this activity :)
- Buy | Casual visit - Concession (\$12.00)
- Buy | Casual visit - Online (\$15.00)
- Buy | 5 Class Pass - Concession (\$55.00)
- Buy | 5 Class Pass (\$70.00)
- Buy | 10 Class Pass (\$130.00)

Cancel **Schedule Credit**

Need help? [Visit our FAQ](#)

If no credit is available, other options include purchasing a casual visit, 5-class pass or 10-class pass. Make your selection and then select 'Add to Basket'.

New Booking [X]

When: 18:15 - 19:15 / Thursday, 11 June
Where: The Centre of Ki (Online studio)
What: Online Yoga
Level: N/A
With: Leah Cooper - Online
Flexi-Use: ? In Studio Yoga

Choose a payment plan for this activity and/or future activities:

- Use Credit | In Studio Yoga
- Buy | Casual visit - Concession (\$12.00)
- Buy | Casual visit - Online (\$15.00) - One booking only.
- Buy | 5 Class Pass - Concession (\$55.00)
- Buy | 5 Class Pass (\$70.00)
- Buy | 10 Class Pass (\$130.00)

Cancel **Add to Basket**

Need help? [Visit our FAQ](#)

6a. If payment is required, you will be taken to the Basket to complete the transaction. Select your payment method: cash (in person), credit/debit card, EFT or PayPal and then 'Pay Now'. Please only select cash payment for in-studio class attendance.



Basket

[+ New Booking](#) [? Need Help?](#)

Start Date	Activity	Payment Plan ?	Total Bookings	Where	
June (1)					
18:15 - 19:15 Thursday 11 June	Online Yoga	Casual visit - Online	1	Online studio, The Centre of Ki	Options
Valid From: Date of First Activity Valid For: 1 Day Payment due by: 11 June 2020 Note: 24hr cancellation policy applies to all bookings					Amount: \$15
					Total Amount: \$15

Cash (In Person) Credit / Debit Card (Online) EFT (Bank Transfer) PayPal [Pay Now](#)

6b. If you have selected the wrong class and want to remove the booking from your basket, select the 'Options' button for the class and then 'x Remove' to delete the booking.



Basket

[+ New Booking](#) [? Need Help?](#)

Start Date	Activity	Payment Plan ?	Total Bookings	Where	
June (1)					
18:15 - 19:15 Thursday 11 June	Online Yoga	Casual visit - Online	1	Online studio, The Centre of Ki	Options
Valid From: Date of First Activity Valid For: 1 Day Payment due by: 11 June 2020 Note: 24hr cancellation policy applies to all bookings					\$15
					\$15

Pay Cash (In Person) \$15

Pay Credit / Debit Card (Online)

Pay EFT (Bank Transfer)

Pay PayPal \$15

Remove

Cash (In Person) Credit / Debit Card (Online) EFT (Bank Transfer) PayPal

7. Once you have paid, your My Bookings page will show the class, or classes, you are booked in for.

If you have booked in for an online class, select the 'View Broadcast Link' to open Zoom and access the online class.

You will also receive an email from bookamat with the link and password to access the Zoom class. Check your Spam folder if it hasn't come to your Inbox.

The screenshot shows the bookamat user interface. At the top left is the 'bookamat' logo. On the right, there is a user profile for 'Leah Cooper Sign Out' and navigation links for 'My Activities', 'My Account', and 'My History'. Below these is a navigation bar with 'MY BOOKINGS (1)', 'CREDITS (2)', and 'BASKET (1)'. The 'MY BOOKINGS (1)' tab is circled in red. The main heading is 'My Bookings', followed by utility links: 'Calendar View', 'New Booking', 'Download My Schedule', and 'Need Help?'. A table lists bookings with columns 'When', 'What', 'With', and 'Where'. A grey bar indicates the date 'Saturday 06 June'. The table entry shows a booking for '08:00 - 09:00' of 'Online Yoga' with 'Leah Cooper' at 'The Centre of Ki (Online studio)'. The 'View Broadcast Link' button is circled in red, and an 'Options' button is visible to the right.

If you have any questions or experience difficulties with this process, please contact me on 0412 704 330 or leah@thecentreofki.com.au for assistance.

I look forward to seeing you in class soon.

Leah

Website: www.thecentreofki.com.au

Facebook: <https://www.facebook.com/thecentreofki>

YouTube: <https://www.youtube.com/channel/UCbOmebNMleVowBCD9jKBLGg>

