

How to series: **Book make-up classes online**

To book make-up classes online you need to have a YTGS Online Account.

You can pick up the 'How to' from reception, if you haven't already got one.

Why do it

Booking your own make-up class online saves you \$2 and the need to email or ring us to let us know what's happening.

How to do it

1. Log-in using your email/ password
2. Cancel the class you can't attend
Click on the My Schedule tab
Click the cancel button to the right of the class you cannot attend
3. Book your make-up class
Go to the Term Courses tab
Find the day/ date of the class you will do as your make-up Click on the Sign Up Now button
Click on the round Choose Your Schedule Button
Click on the date of the class you will attend
4. Check your schedule
Click on the My schedule tab - you should see your complete term, with your new make-up class showing as one of your classes for the term

Questions or feedback?

Our reception staff are here to help.

Reminder of our Terms and Conditions

There are a maximum of three make-ups per student per term.
When you book your make-up, you are automatically on the roll for that class.

If you don't show up - there aren't any make-ups of make-ups.

