

## How to series: **Manage your 10 Class Pass Online**

To Manage your 10 class pass online you need to have a YTGS Online Account.

### **Why do it**

You can secure your place before class to avoid arriving at the studio to find the class fully booked.

If you are booked in prior to the class the studio can notify you of any scheduling changes.

### **How to do it**

1. Log-in using your email/ password

2. Purchase a 10 Class Pass

(NOTE: if you have already purchased a pass in-store, you can skip to step 3)

Click 'Online Store'

Select 'All Class Passes'

Follow prompts to purchase 10 Class Pass

3. Enrol in classes

Select 'Term Courses' and find the class you want to attend

Click the blue 'Sign Up Now' button

Reserve your space by clicking on the dates you wish to attend

Click 'Enrol'

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.

### **Tips**

Track how many classes you have remaining and your passes expiry date by clicking 'My Info' and selecting the 'Account' tab

If you cannot attend a class you have booked you must cancel your booking prior to the class—if you do not cancel prior to the class it will be counted against your pass.

### **Reminder of our Terms and Conditions**

10 Class Passes are valid for 3 months from date of purchase

### **Questions or feedback?**

Our reception staff are here to help