
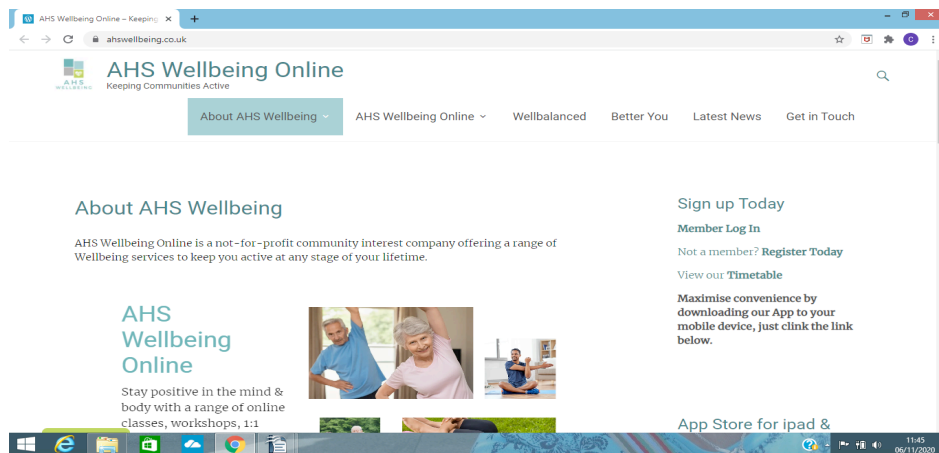


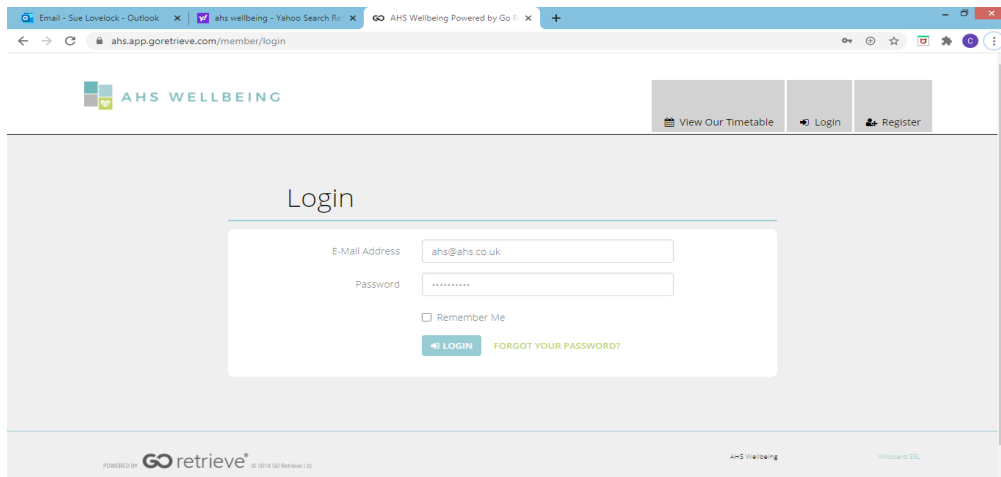


## How to book a class via the website.

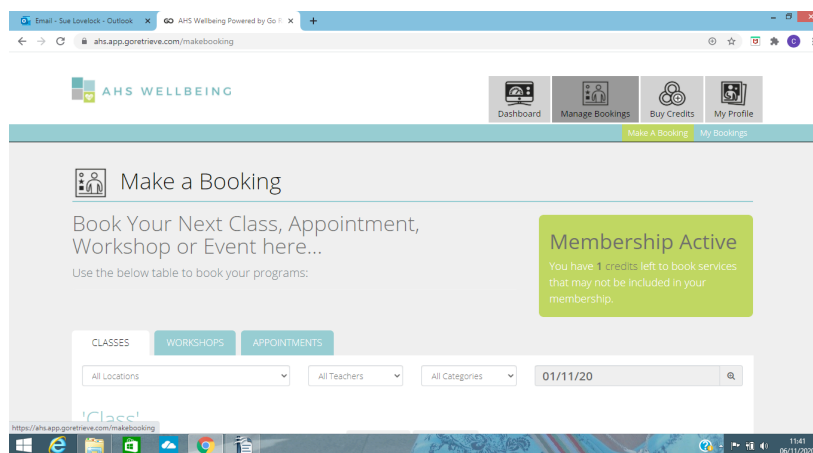
1. To book your chosen class, please log on to the AHS Wellbeing website on your PC or laptop – [www.ahswellbeing.co.uk](http://www.ahswellbeing.co.uk). We advise using Chrome  as your browser, this ensures that all website features are supported.
2. Log into your account – click on the **Member Log In** button on the right-hand side of the screen.



3. Enter your email address and password and click the blue '**Member Log In**' button.  
(If you do not have an account, please register first – see our 'How to Register' guide in the How To... section of the website)



4. You will come to your Dashboard which shows you what classes you have booked and how many credits you have available, along with some useful information. Click on '**Manage Bookings**' – you will then see a week of the class timetable.



5. Use the drop-down boxes to select a location, teacher, category or specific week if required, or scroll down the class list
6. Use the Last Week & Next Week buttons to look ahead and come back.
7. Once you have found the class you want, click the green '**Book Now**' button on the right-hand side, and that's it! You're booked on - and the button will turn dark green and say **Booked**.

The screenshot shows a web browser window with the URL [ahs.app.goretrieve.com/makebooking](https://ahs.app.goretrieve.com/makebooking). The page header includes the AHS Wellbeing logo and navigation links: Dashboard, Manage Bookings, Buy Credits, and My Profile. Below the header, there are navigation buttons for 'LAST WEEK' and 'NEXT WEEK'. The main content area displays a table of classes for two dates: SUN 8th November 2020 and MON 9th November 2020. The table has columns for Start, Class Title, Wellbeing Coach, Location, Duration, Places Left, Credits Req., and a Book Now button.

Start	Class Title	Wellbeing Coach	Location	Duration	Places Left	Credits Req.	
<b>SUN 8th November 2020</b>							
09:00	Yoga for confidence- Video Taster Session	Sal	ON	30 mins	25	Free	BOOK NOW
View details							
11:00	Yoga to release back tightness- Video Taster Session	Sal	ON	30 mins	24	Free	YOU'RE BOOKED
View details							
11:00	Wellbalanced Video Session	Emma	ON	60 mins	25	Free	BOOK NOW
View details							
19:00	Yoga Flow- Video Taster Session	Sal	ON	30 mins	25	Free	BOOK NOW
View details							
<b>MON 9th November 2020</b>							

If you have any queries regarding this, please contact [info@ahswellbeing.co.uk](mailto:info@ahswellbeing.co.uk).