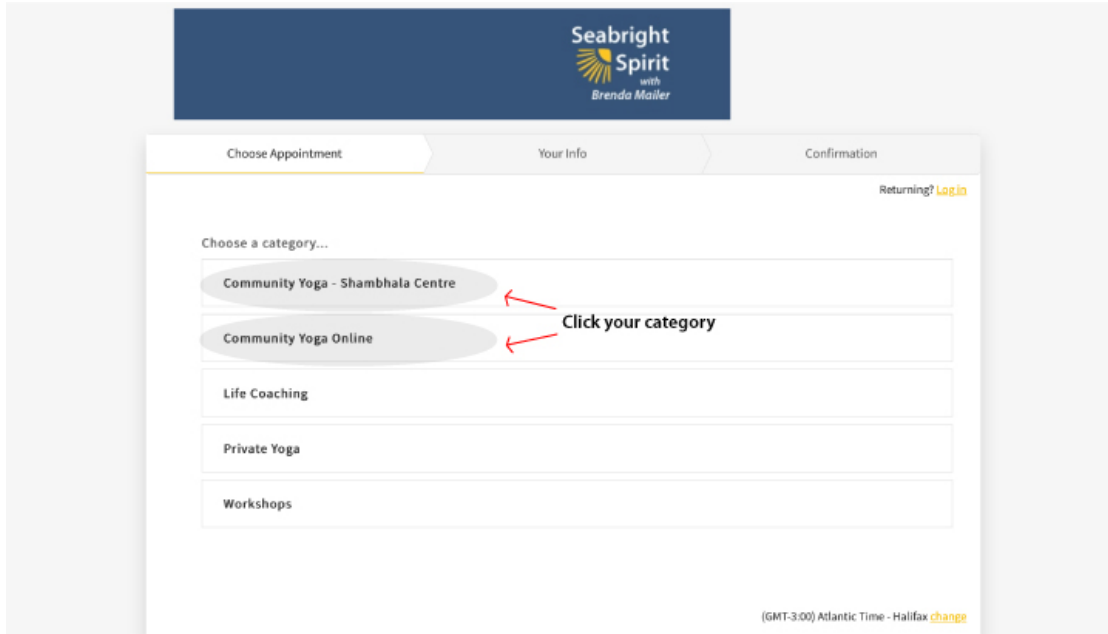


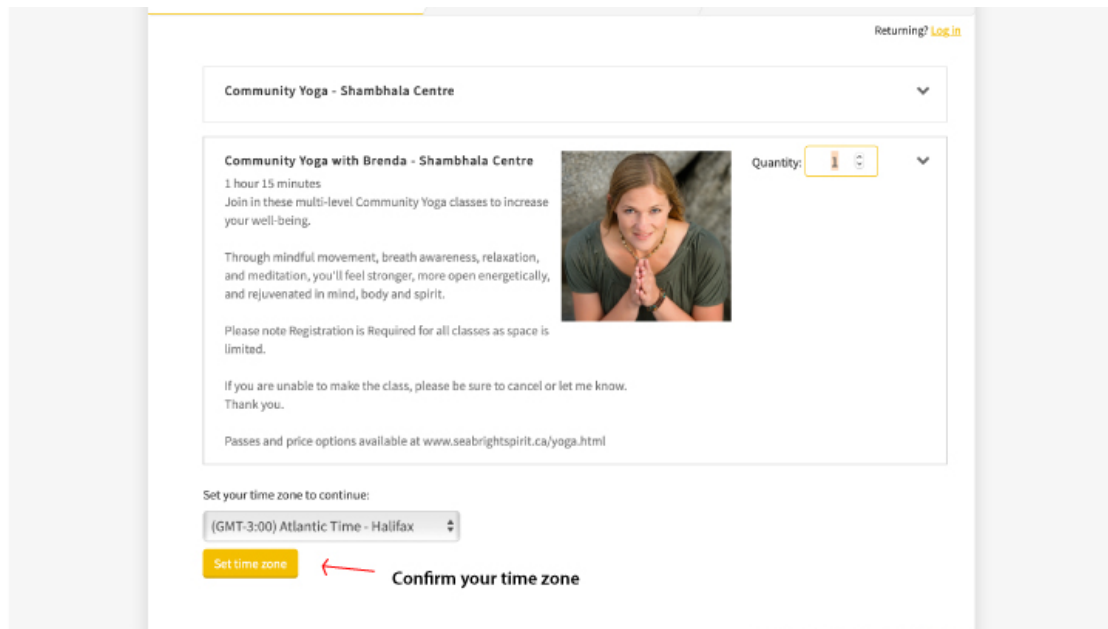
ACUITY Booking Instructions

Visit www.seabrightspirit.as.me



Select your Time Zone

If using a Tablet or phone, you must select the class again by clicking my picture for the timezone to show up.



Choose your dates...

September 2020

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

7:00pm

Continue > → Book 1 Class only

Add a Time... → Book Classes at multiple times/days

Recurring... → Book same Class multiple weeks

(GMT-3:00) Atlantic Time - Halifax [change](#)

Powered By
ACUITY SCHEDULING

If booking more than one class, choose **Add a Time** and select those days/times or select **Recurring** to book the same class multiple weeks.

and rejuvenated in mind, body and spirit.

Please note Registration is Required for all classes as space is limited.

If you are unable to make the class, please be sure to cancel or let me know. Thank you.

Passes and price options available at www.seabrightspirit.ca/yoga.html

September 2020

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

September 28, 2020 at 7:00pm

September 30, 2020 at 11:00am

Continue >

(GMT-3:00) Atlantic Time - Halifax [change](#)

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ACUITY SCHEDULING

Select all dates and times before continuing.

Confirm your selection by clicking **Continue**.

Enter your details to complete and book your class times.

The screenshot shows a web form for booking a class. At the top, there is a dark blue header with the logo for "Seabright Spirit with Brenda Mailer". Below the header, there are three tabs: "Choose Appointment", "Your Info" (which is active), and "Confirmation". The "Your Info" tab contains the following information: "Community Yoga with Brenda - Shambhala Centre", "September 28, 2020 at 7:00pm", "September 30, 2020 at 11:00am", and a link to "Change". There are three required fields: "Name" (with sub-fields for "First Name" and "Last Name"), "Phone", and "Email". A yellow button labeled "Complete Appointment" is at the bottom. A "Returning? Login" link is in the top right corner.

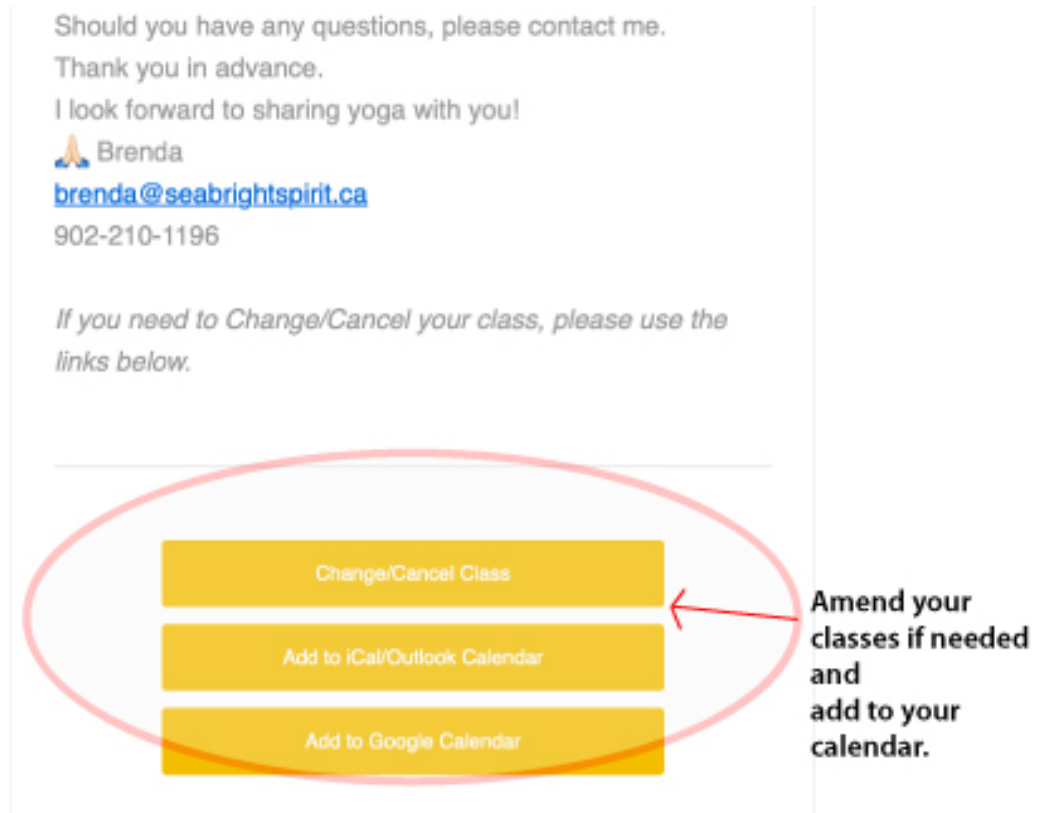
Your Confirmation on the Web...

The screenshot shows an email confirmation for a class on Monday, September 28, 2020 at 7:00pm ADT. The sender is Brenda Mailer. The email contains a "Cancel" button and a "Reschedule" button, with an annotation "Make amendments as needed." pointing to them. A red circle highlights the text "This is your Confirmation Webpage". Below the buttons, there is a "Thank you for scheduling your classes!" message, followed by information about receiving a confirmation email and guidelines for COVID-19 protocols. There is a note about purchasing a yoga session or class card. The email is signed by Brenda, with the email address brenda@seabrightspirit.ca. Below the signature, there are two buttons: "Add to iCal/Outlook" and "Add to Google", with an annotation "Add classes to your personal calendar." pointing to them. At the bottom, there are two buttons: "Log in as brendamailer..." and "Register for an Account", with an annotation "Register for an account, for future class selections and to have a recap of your bookings." pointing to them. Finally, there is a "Save your information" section with a "Schedule another Appointment" button, annotated with "Schedule again."

You will then receive a confirmation email detailing your choices, as well as a reminder email 24 hours before your class.

Should you need to change or cancel a class, see the bottom of the email to do so.

Example Confirmation Email...



Should you have any questions, please contact me.
Thank you in advance.
I look forward to sharing yoga with you!

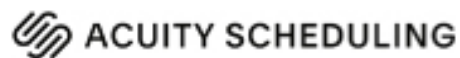
🙏 Brenda
brenda@seabrightspirit.ca
902-210-1196

If you need to Change/Cancel your class, please use the links below.

Change/Cancel Class
Add to iCal/Outlook Calendar
Add to Google Calendar

Amend your classes if needed and add to your calendar.

The screenshot shows an email confirmation. At the bottom, three yellow buttons are highlighted with a red oval: 'Change/Cancel Class', 'Add to iCal/Outlook Calendar', and 'Add to Google Calendar'. A red arrow points from the text 'Amend your classes if needed and add to your calendar.' to the 'Change/Cancel Class' button.



Hope this helps! 😊

🙏 Brenda