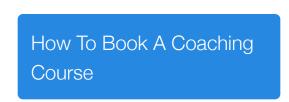
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Booking A Coaching Course For A Child

Adding A Venue To A
Coaching Organisation

How To Book A Coaching Course



This guide can be used to show your members how to book a coaching course, some users may not be very tech-savvy and need a little guidance. It is also great to show you as an admin the process of booking a coaching course once it's been created.

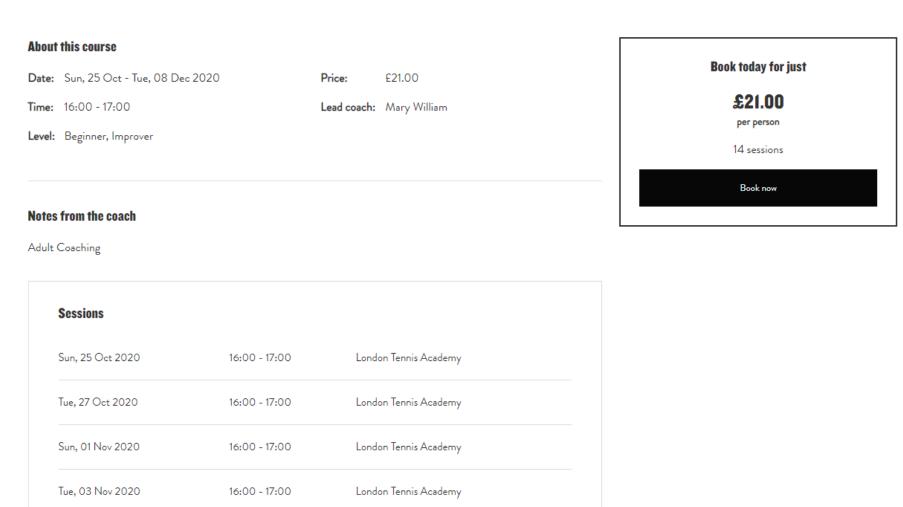
Step 1:

To book onto a course, first, your players will head to your website or relevant search aggregator to find a course that they are looking for.

NOTE: If they are trying to book onto a junior coaching course, please read this guide <u>HERE</u>

Step 2:

Once the players have found the course they wish to book onto, they will **click onto the course** in the list and will be taken to follow screen:

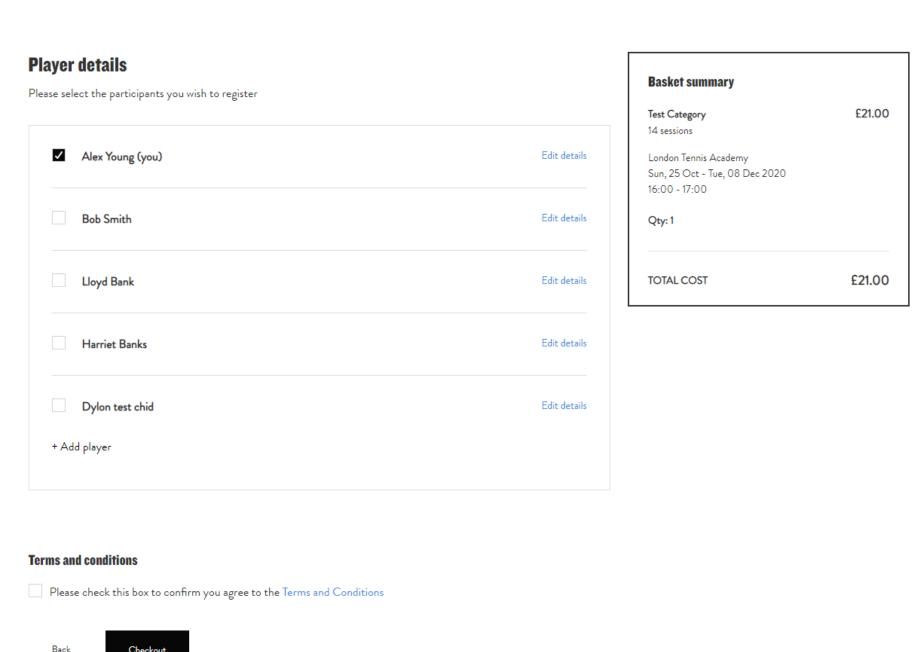


NOTE:

The image above is for a short course, if this is a recurring session course then the player will be able to select the dates/what classes they wish to attend.

<u>Step 3:</u>

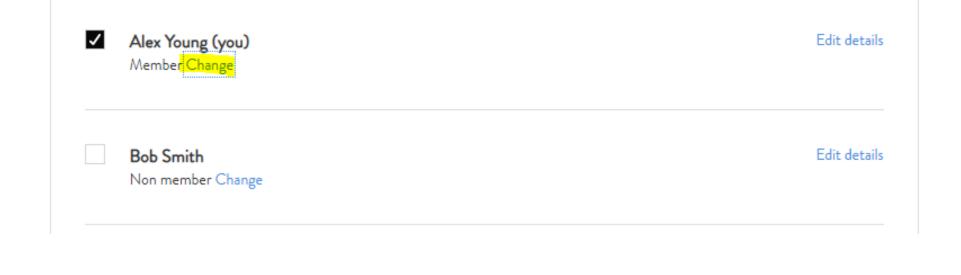
They will then proceed to **click on the 'Book Now' button**, where they will be asked who is attending the course/class.



Step 4:

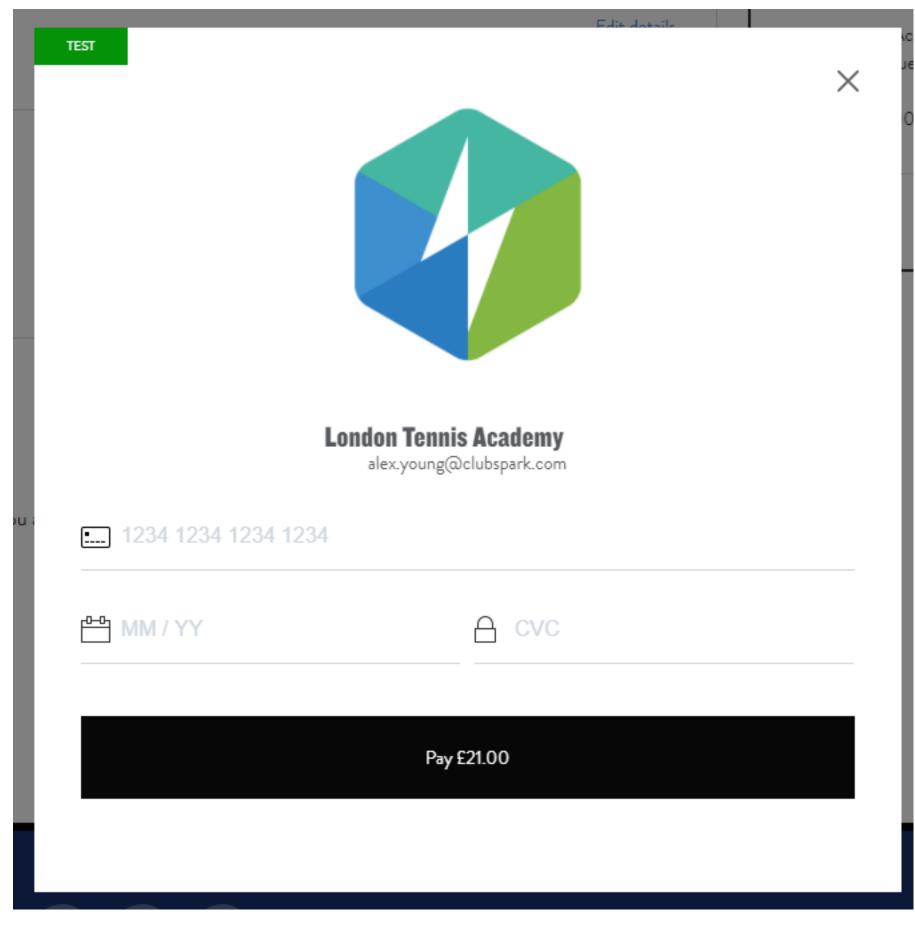
If you offer member and non-member pricing for your course/class, then the player will need to ensure that they **select that they are member** to ensure that they receive the member fee (as shown below).

Player details Please select the participants you wish to register



Step 5:

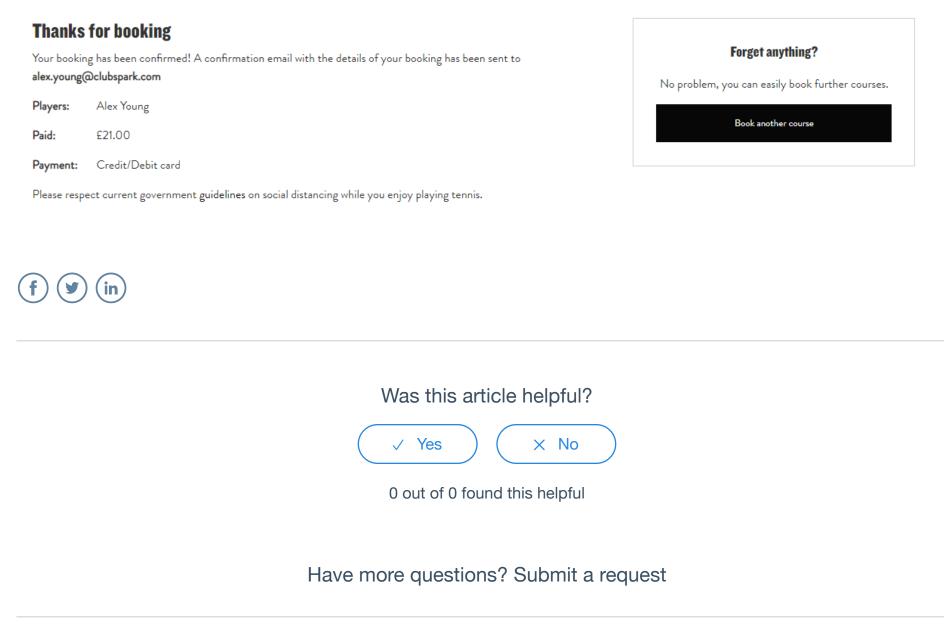
Once they have selected who will be attending the course/class they will need to **click on 'Checkout'** to proceed to payment and enter their card details.



Step 6: To comp

To complete the payment, they'll need to **click the 'pay' button** as in the above image.

Once they have made their payment, they will be taken to the confirmation screen as well as receive a confirmation email of their booking.



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