

This document will help you get started with your On-Line Scheduling.

1. Type in <http://www.instant-scheduling.com> on your Internet browser.
2. For first time users, you will need to “Sign Up” before you can enter in your email and password.
3. Click on “Sign Up” on the top right area of the screen. You only need to follow this procedure once and then future classes, you would come to the first screen and enter your Email and Password and click on Log In.
4. Click on the “Free personal account” which is located on the bottom right of the screen.
5. Enter in each field required. Please enter in as much as possible as I will be using this to contact you verses going to paper files. You can even update this information at anytime, for example, if your phone number changes, address changes, email changes, etc.
6. Then click on “Create your Account” which is located on the bottom of the screen.
7. Click on “Please, use the authentication form to access your account now.” This is located in the very center of the screen).
8. Type in your e-mail address and the password that you picked out, and click on “Log In”.
9. Under **New appointments** – click on the “click here”. Notice under new appointments is the area where you can cancel/reschedule your appointment.)
10. You will be brought to a screen that says “LOOK UP PROFESSIONALS” on the right side of the screen. Where Business Name is listed, just type in the word “yoga” – you can type in “De-Stress with Yoga”, but it takes longer to type that.
11. Then click “Search the Database”.
12. My business name De-Stress with Yoga, will come up on in a blue box on the left side of the screen. Any of those links will give you information about my business and website.
13. Click on “Request an appointment”
14. You will be brought to a list of all my classes that require sign ups. Click on the class you would like to attend. Sunday is listed once, but if you click on it, the next screen gives you the option of which time you would like. The details of each class are listed on the right of each class if you click on them. Tuesday’s Variety class is listed with the rotating class, so you will know which type of yoga we will be practicing.
15. The next screen will show a calendar. Click on the date you would like to come to class.
16. Click on the time the class will be running. If it says “N/A” that means the class you chose does not run on that day or the class is full.
17. The next screen is completely pre-filled for you from the information you entered when you signed up.
18. Just click on “Submit Your Request”
19. A thank you screen will come up and you will receive a confirmation email.
20. You can request another class by clicking on “Select a service” or you can exit.
21. To exit, click on your red **X** located at the top right hand corner.
22. Before you log out, check out the 3 different tabs in your account. You can request/cancel classes here and you can also see how many appointments/classes you have scheduled for today, tomorrow, and upcoming appointments.
23. To log out, simply click on “**Log Out**” which is located on the top right.
24. You will receive one last screen that confirms you have logged out. A **green box** will tell you this.

Now that you are Signed Up for this service, you simply need to put in your email and password and click on Log in to schedule your class(es).

This on-line scheduling is free for you! Enjoy at your convenience. See you at class.

- **Please remember to cancel any class a.s.a.p. so another student can sign up.**

If you have any questions, please email Mimi at de-stresswithyoga@charter.net or call 508-943-1579.