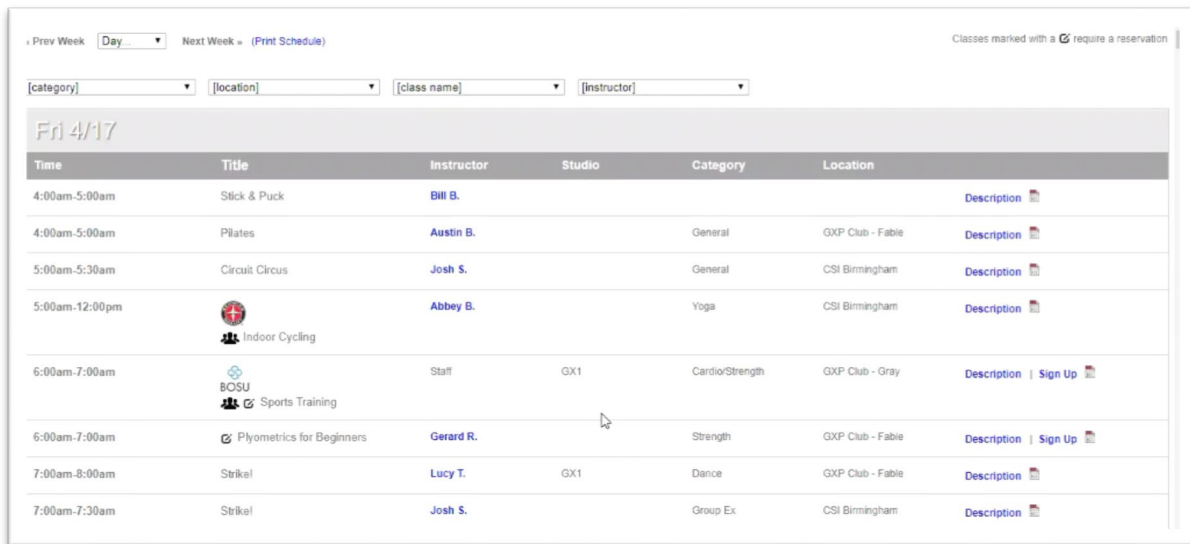





## Reserving a Class

Reserve the group fitness class of your choice now directly through our online schedule. This will ensure you have a dedicated spot in our upcoming class offerings and also allow access to add yourself to a waitlist for a class or cancel your upcoming reservation.

### Reserve Your Spot



Time	Title	Instructor	Studio	Category	Location	
4:00am-5:00am	Stick & Puck	Bill B.				Description
4:00am-5:00am	Pilates	Austin B.		General	GXP Club - Fabie	Description
5:00am-5:30am	Circuit Circus	Josh S.		General	CSI Birmingham	Description
5:00am-12:00pm	 Indoor Cycling	Abbey B.		Yoga	CSI Birmingham	Description
6:00am-7:00am	 BCSU Sports Training	Staff	GX1	Cardio/Strength	GXP Club - Gray	Description   Sign Up
6:00am-7:00am	 Phymetrics for Beginners	Gerard R.		Strength	GXP Club - Fabie	Description   Sign Up
7:00am-8:00am	Strike!	Lucy T.	GX1	Dance	GXP Club - Fabie	Description
7:00am-7:30am	Strike!	Josh S.		Group Ex	CSI Birmingham	Description

**Step 1:** View our schedule on the website *(INSERT LINK)*

**Step 2:** Filter based on your preferences

**Step 3:** Look for the reservation icon  or 'Sign Up' by your desired class

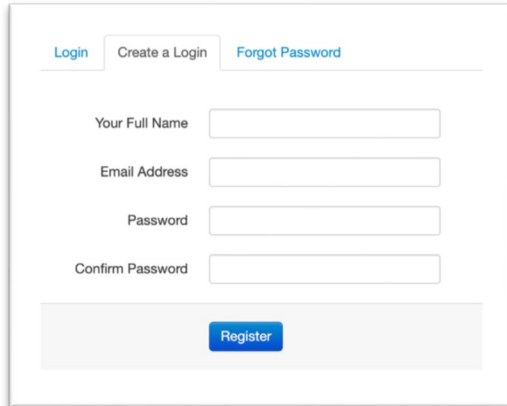
**Step 4:** Select the icon or 'Sign Up' link to reserve your spot

**Step 5:** Log in or create an account to reserve your spot

*Reserved a class before?*

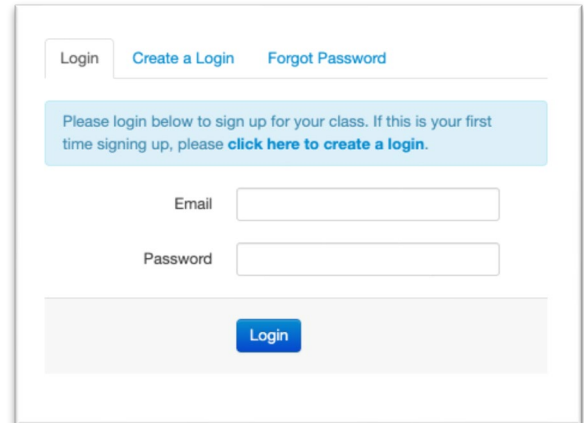


Log in using your email address and previously established password. Should you see an error message, select the “Forgot password?” link and reset your password. That reset will go to your email and provide instructions.



The registration form features a header with three links: "Login", "Create a Login", and "Forgot Password". Below the header are four input fields: "Your Full Name", "Email Address", "Password", and "Confirm Password". A blue "Register" button is positioned at the bottom center of the form.

*Never used the reservation feature?*



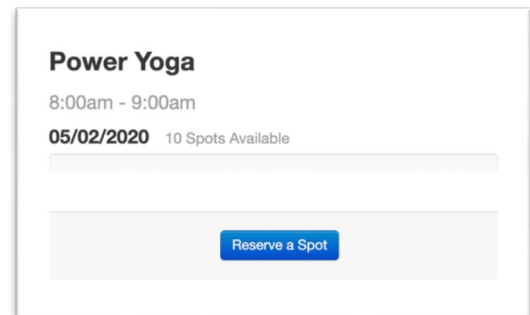
The login form has a header with three links: "Login", "Create a Login", and "Forgot Password". A light blue message box states: "Please login below to sign up for your class. If this is your first time signing up, please [click here to create a login](#)." Below this are two input fields for "Email" and "Password". A blue "Login" button is located at the bottom center.

Register using your name, email address and password of choice. Registering for classes through GroupEx Pro is secure. Your account information will never be shared, and you will not be

subscribed to receive promotional or marketing related emails. The only emails you will be eligible to receive are reservations-based communications.

## Step 6: Reserve your spot

In this step, you will see the amount of spots available in the class, title of the class you are registering for and date & time that the class takes place.



The reservation screen displays the class title "Power Yoga" in bold. Below it, the time "8:00am - 9:00am" and the date "05/02/2020" with "10 Spots Available" are shown. A blue "Reserve a Spot" button is centered at the bottom.

## Step 7: Receive email confirmation

After you have successfully reserved a spot in your desired class, you will receive an email confirming your spot.



The email confirmation is titled "Class Reservation for Maxie". It includes a profile picture of a red circle with a white 'G' and the sender information "GroupExPRO.com <no\_response@groupexpro.com>". The body of the email says "Hi Maxie" and "You have reserved a space in the following class:". The class details are: "Class: Hot Yoga", "Date: 05/04/2020", and "Time: 9:00am". It concludes with "Thanks and we'll see you soon! GXP".

## Join the Waitlist



If a class is full when you go to reserve a spot, add yourself to the waitlist for a chance to get added to the exercise class if another member drops out.

**Step 1:** Select 'Join the Waitlist'

**Step 2:** Confirm you are on the Waitlist

There are two ways to **confirm you are on the waitlist**.

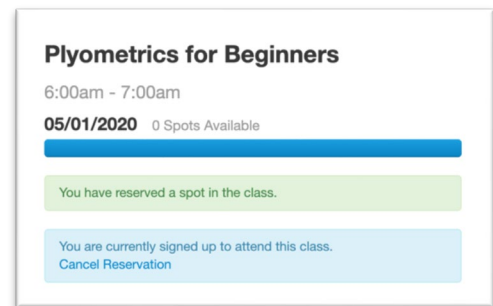
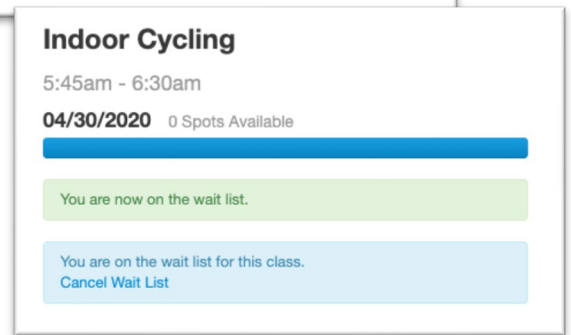
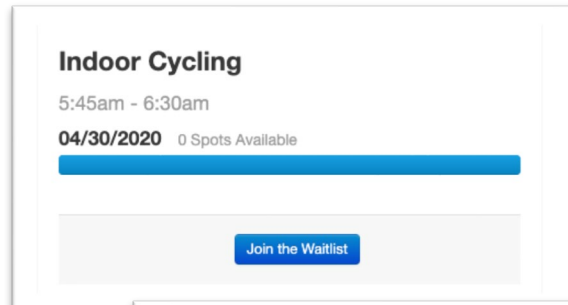
1. Check for a green notice (below) that will populate once you have successfully been added to the waitlist.
2. Check your inbox for an email notifying you that you have been successfully added to the waitlist.

## Cancel Your Reservation

If you can not make it to a class after you have reserved your spot, be sure to locate the class you signed up for in your online schedule and cancel the reservation.

**Step 1:** Locate your online schedule and specifically the class you signed up for.

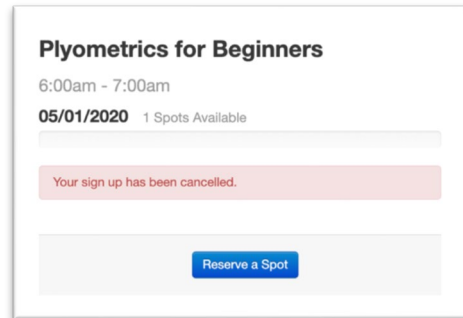
**Step 2:** Select the reservation icon  or 'Sign Up' by the appropriate class that you would like to cancel your reservation for.



**Step 3:** Select the 'Cancel Reservation' hyperlink to successfully cancel your reservation or waitlist request.

### Step 4: Confirm cancellation

You will receive a red notice on your screen when your reservation has been cancelled and a confirmation email as well.



### Reservations not open yet?

If you go to reserve a spot in a class and the reservation hasn't opened, you will see a notice of the exact dates that the desired class will be open for reservations.

