

Plan of action use Mywellness Cloud for scheduling group lessons

Plan of action use Mywellness Cloud for scheduling group lessons

Step by step how to “book group lessons”

As of April 1st we will be using a new system to book group lessons; MyWellness Cloud.

To get more structure in the registration of participants and to prevent group lessons to fill up, are we changing to a registration system for all group lessons.

Please make note that: to get everybody the time to get familiar with the new system, will March 2018 the transition month. The current passes system to participant in the group lessons ,will be in effect till April 1st. As of April 1st the new system will be in use and are you required to sign up for a group lesson. Even without a mobile phone it is possible to book a group lesson through Unity Self in the fitness room. Our staff is more than happy to assist you with any questions you may have.

In this plan of action is written step by step how to work with the new system.

1. Download the MYwellness app

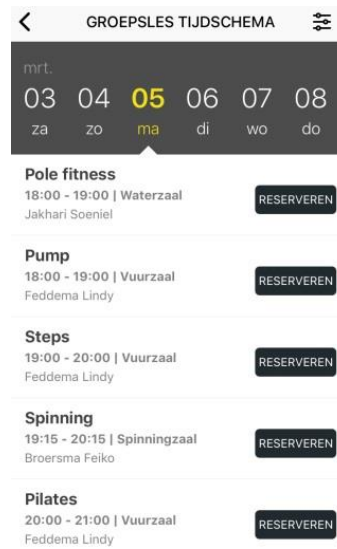
If you want to book a group lesson, it is necessary to download the Mywellness app. Check out the “plan of action Mywellness Cloud.

2. Main menu

On top of the main menu you see the option “group lesson time schedule”. Select this option to get the overview of the group lessons that are being offered. (see picture below on the left)

3. Overview group lessons

In the overview you can see per day which lessons and what time group lessons are being offered by Bewegingscentrum Leeuwarden. Select **reserve** to book a group lesson. (see picture below on the right)

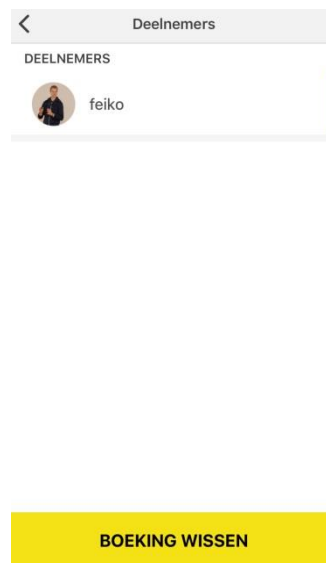
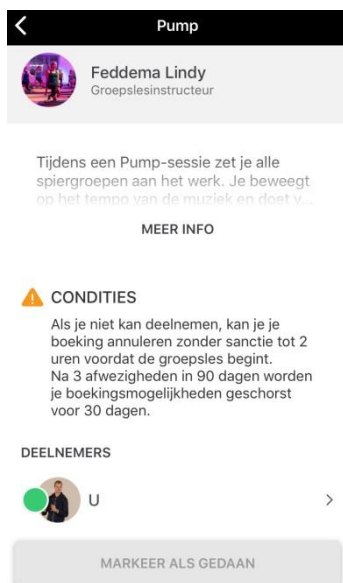
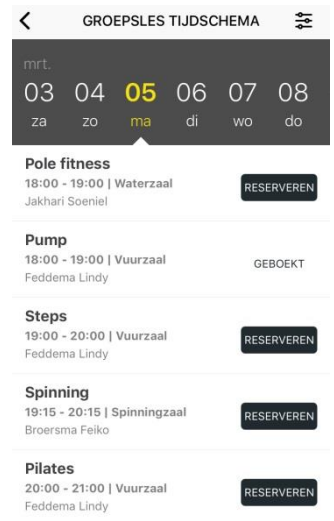


4. Group lesson booked

After the reservation you have booked your lesson and you can participate in the selected group lesson. (see picture to the right) You can find your name under “participants”.

5. Cancel a reservation

It is also possible to cancel a reservation. Select the lesson you wish to cancel. Next you scroll to “participants” and select your own name. Select “cancel reservation”, to cancel your reservation.



6. Regulations procedure to book or cancel group lessons

- You can sign up a maximum of 2 weeks prior to the group lesson.
- You can reserve before the start of the group lesson.
- You can cancel up to 2 hours before the start of the group lesson.
- Signed up, but you were a no-show? When you missed 3 lessons without canceling, the registration system will automatically suspend from making reservations for lessons for 14 days.
- In the case that a group lesson is completely booked, you can make a reservation for the waiting list. If a spot become available, everybody on the waiting list will receive a ‘push message’ on the App (to receive ‘push-messages’, you need to check “Notifications” in the Mywellness –app). The first person to respond, will be added to the selected group lesson.

In the case that a group lesson is always fully booked, we will see to it that an extra lesson will be added to the schedule to ensure that everyone gets a chance to participate.

