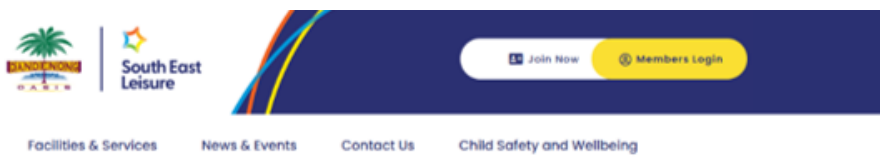


Make Up Lessons How To Guide

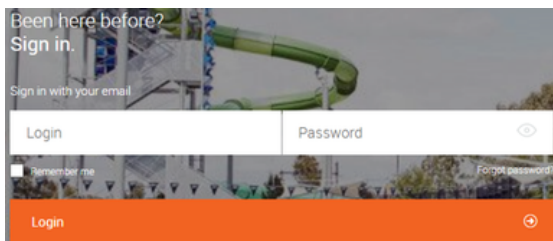
These instructions will help you to cancel a single lesson and book the make up lesson.

Single Lesson Cancellation

- Go to the Noble Park or Dandenong Oasis website, depending on where you do your lessons.
- Click '*Members Login*' at the top right of the home screen.



- Sign in using the email used for your membership, if you have not set up a password click '*Forgot Password*' to set one up.

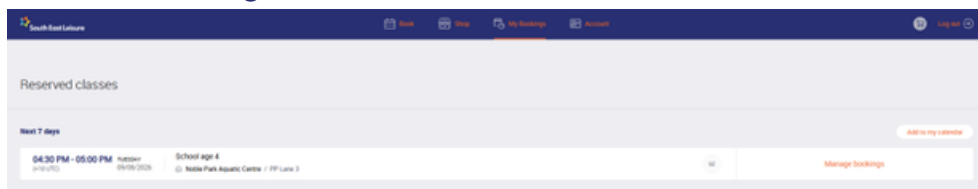


- Choose my bookings.



• Choose the date the student is unable to attend. **This must be completed 3 hours or more before the lesson or you will not be entitled to a make up lesson.**

• Click 'Manage Booking', and then on the pop up click 'Cancel Booking'.



Booking a Make Up Lesson

Login to the membership portal.

• Click 'Book', then 'Enrolments'.

• Click the 'Course' button to show - 'Single/Make-up Lesson'.



• Look for students' level.

• Find a date and time that suits you. This needs to be within 3 months of the cancelled lesson.

• Click 'Book Now'.

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