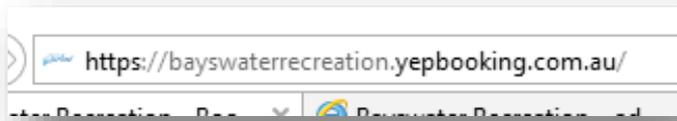


How to Book using The RISE and Bayswater Waves Booking System

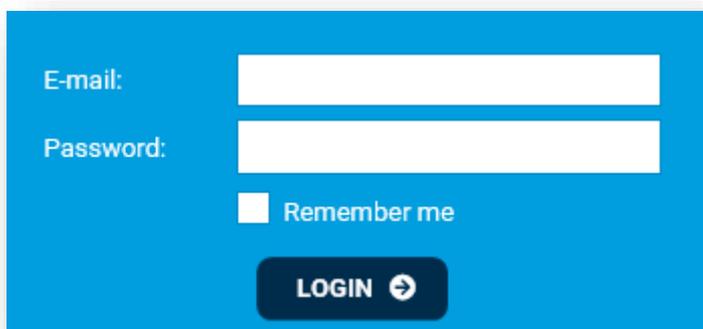
1. Enter <https://bayswaterrecreation.yepbooking.com.au/> into your browser.



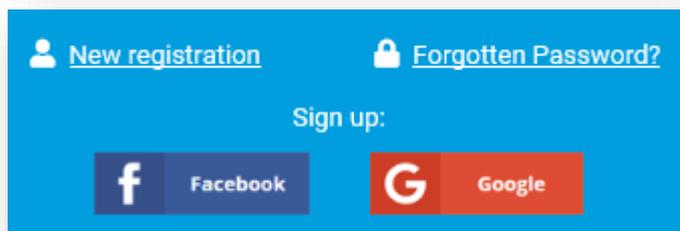
2. Click the 'Login' button at the top right of the Online Booking page.



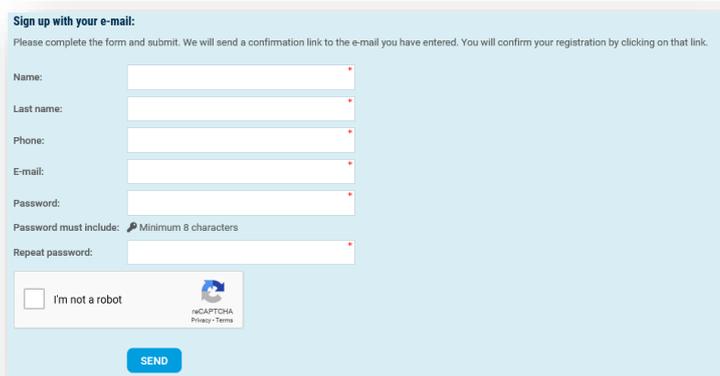
3. If you have signed up previously, enter in your E-mail and Password in the login fields.

A screenshot of the login form. The form has a blue background. It contains two white input fields: one for "E-mail:" and one for "Password:". Below the password field is a checkbox labeled "Remember me". At the bottom of the form is a dark blue button with the word "LOGIN" in white and a white right-pointing arrow.

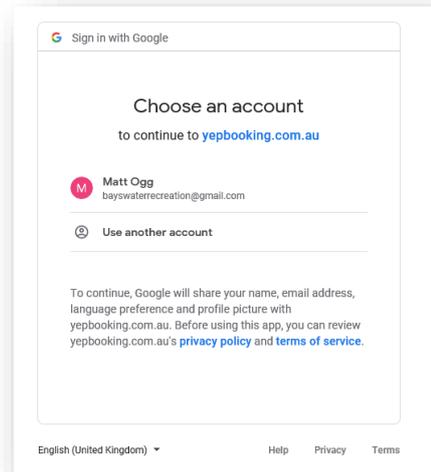
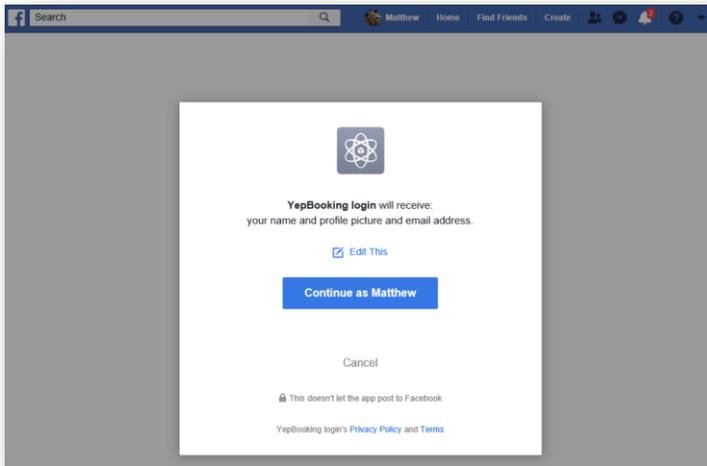
4. If you haven't signed up previously, there are 2 options to do so.
 - a. By clicking 'New Registration', or
 - b. By clicking the 'Facebook' or 'Google' sign-up buttons.



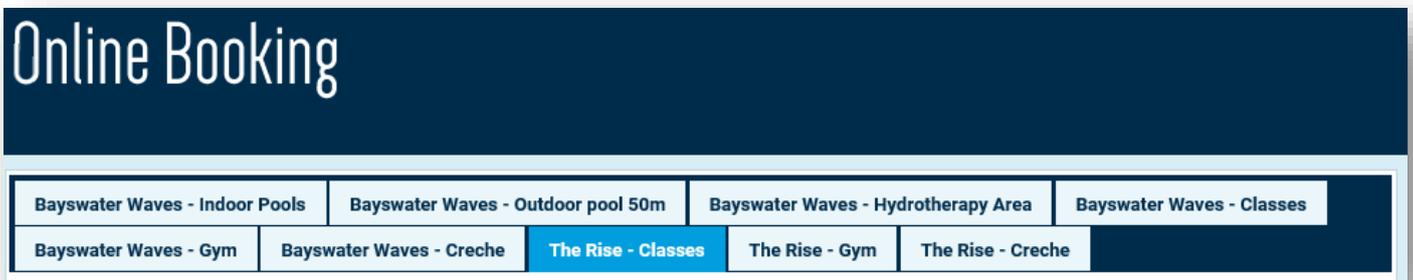
- 4(a). New Registration – Click on the 'New Registration' link and complete the required information.

A screenshot of the "Sign up with your e-mail" registration form. The form has a light blue background. At the top, it says "Sign up with your e-mail:" and "Please complete the form and submit. We will send a confirmation link to the e-mail you have entered. You will confirm your registration by clicking on that link." Below this are several white input fields: "Name:", "Last name:", "Phone:", "E-mail:", "Password:", and "Repeat password:". Below the password fields, there is a note: "Password must include: Minimum 8 characters". At the bottom left, there is a checkbox labeled "I'm not a robot" next to a CAPTCHA logo. At the bottom center, there is a blue button with the word "SEND" in white.

4(b). If booking through Facebook or Google, click the icons and follow the instructions to sign up.



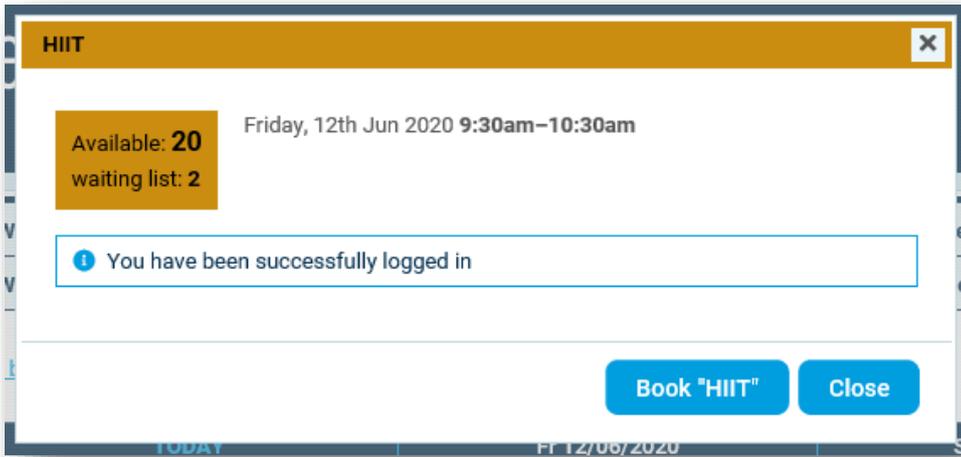
5. After you have logged in, find the facility and area you would like to book in to by looking at the tabs along the top of the page, and clicking on the desired tab.



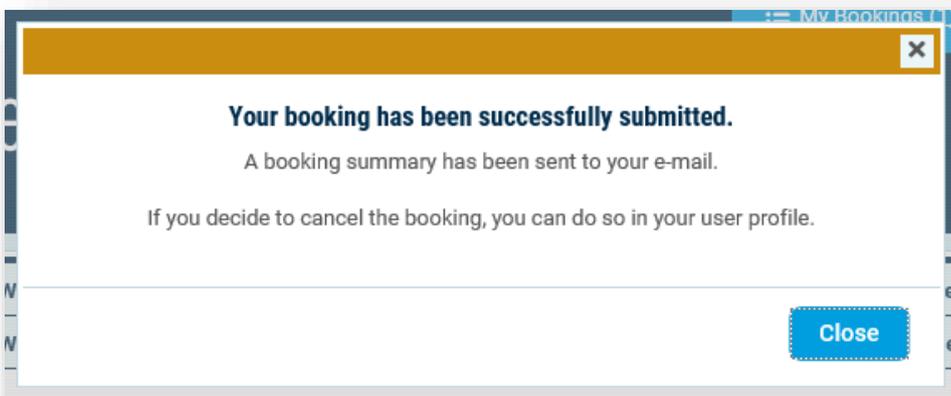
6. Class or time slots will appear in colour for the bookings that can be reserved. You are also able to view how many spots are left in that class or time slot. Bookings can only be made 48hrs in advance. Classes and time slots which read 'Not Allowed' do not fall within this 48hr period.

	Mo 08/06/2020	Tu 09/06/2020	TODAY	Th 11/06/2020	Fr 12/06/2020	Sa 13/06/2020	Su 14/06/2020
6:00	6:15am-7:00am Kforce Past	6:15am-7:00am HIIT Past	6:15am-7:00am BTT Conditioning Past	6:15am-7:00am HIIT available: 20 (+2)	6:15am-7:00am Kforce available: 27 (+2)		
6:30							
7:00							
7:30							
8:00						8:15am-9:15am HIIT Not allowed	8:15am-9:15am HIIT Not allowed
8:30							
9:00						9:15am-10:15am Yoga/Pilates Fusion Not allowed	9:15am-10:15am Yoga Not allowed
9:30	9:30am-10:15am Pump Past	9:30am-10:15am Metafit Past	9:30am-10:30am Yoga Past		9:30am-10:30am HIIT available: 28 (+2)		
10:00		10:15am-11:00am Pilates Past		10:15am-11:15am Pilates available: 21 (+2)			
10:30	10:30am-11:30am Yoga/Pilates Fusion Past						
11:00							
11:30							
12:00	12:00pm - 5:00pm						
5:00							
5:30	5:30pm-6:30pm Pump Past	5:30pm-6:30pm HIIT Past	5:30pm-6:30pm Pump available: 17 (+2)	5:30pm-6:30pm HIIT available: 27 (+2)			
6:00							

7. From here, simply click on the class or time slot you would like to book in to, and press the 'Book' button.



8. If you have booked correctly, you will receive the below pop up box, and confirmation sent to your email address.

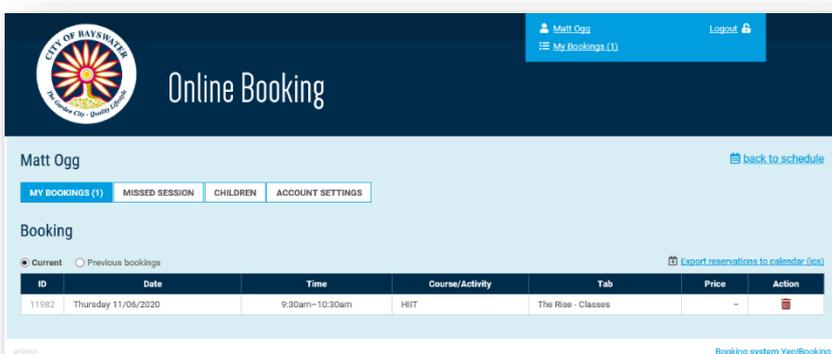


9. If you need to book in for an additional person who cannot booking for themselves, for whatever reason, simply repeat instruction 7.

10. To view the classes or times slots you have booked, simply click on 'My Bookings' up the top right of the page.



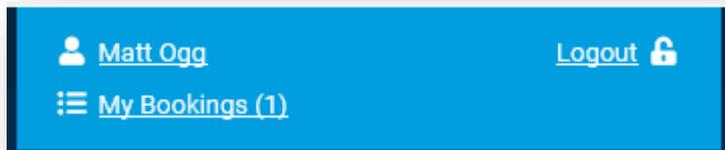
11. A list of booked classes or times will appear.



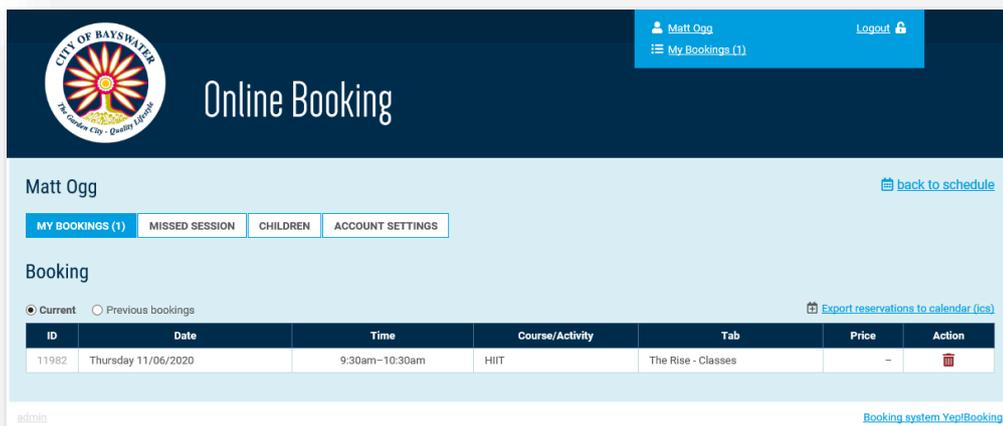
How to Cancel a booking in The RISE and Bayswater Waves Booking System

If you have made a booking and are unable to make it for any reason, it is imperative that you cancel your booking, allowing for someone else to book in your place.

1. Click on 'My Bookings' up the top right of the page.



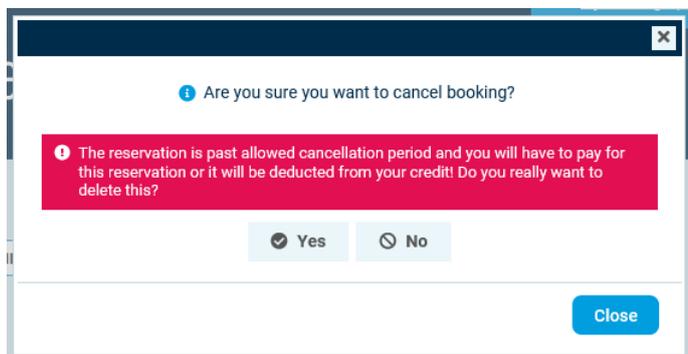
2. Find the class or time slot you would like to cancel.



3. Find the little red bin icon that correlates with the class or time slot you'd like to cancel.



4. When the 'Are you sure you want to cancel booking?' box pops up, click 'Yes'.



5. You will receive an email to confirm your cancellation.