

How to book a class through our new online booking system

STEP 1:

Visit our website http://www.chelseaheightscommunitycentre.com.au/.

When you enter the address or click on the link you will automatically arrive on our homepage. To access classes, click on the **Activities** tab on the top of the page.



STEP 2:

Once clicked, you will be taken to the **Activities** page where classes are listed in 4 different categories. Select the relevant category by clicking on the category picture or button.



Chelsea Heights Community Centre

STEP 3:

You will then be taken to the following page with all the class list in the category selected. Click on the picture for the class/day/time you would like to join.



STEP 4:

You will then be taken to the following page with all the class details, pricing, list of the sessions and Terms&Conditions.

If you'd like to book for all sessions, click on **Register for all sessions**.

If you'd like to book only for a particular session, browse for the date wanted and click on **Register**.

TI Fitness with Shelley - Thursday 9.30am



STEP 5:

You will then be taken to the following page where you can enter your personal details.

2 options, see next page.

NEW CHCC MEMBER	RETURNING CHCC MEMBER
If you are a new member of the Centre, enter the	If you are a returning member of the Centre, click
details requested. Select your preferred method of navment (in person/credit card) and tick the box to	on Returning member? Register here, see picture
accept our Terms&Conditions.	Sciew.
To confirm your enrolment, click on Register .	
Return to Details	Return to Details
Register for T1 Fitness with Shelley	Register for T1 Fitness with Shelley
- Thursday 9.30am	- Thursday 9.30am
Thursday, 9th Feb 2023 - 9:30 AM	Thursday, 9th Feb 2023 - 9:30 AM
Register as new member Register here.	Register as new member Register here.
First name *	First name *
Last name *	Last name *
Phone	Phone
Email *	Email *
Price Level *	Price Level *
Amount \$ Please select a price level	Amount \$ Please select a price level
Payment Method *	Payment Method *
+ Register	+ Register
	Returning member of the Centre will be directed to this new page below. If you are a new member of the Centre, enter the details requested. Select your preferred method of payment and tick the box to accept our Terms&Conditions. To confirm your enrolment, click on Register .
	Register for T1 Fitness with Shelley - Thursday 9.30am
	Thursday, 9th Feb 2023 – 9:30 AM
	Returning member registration First time? Register here.
	Email *
	Price Level *
	Amount \$ Please select a price level
	Payment Method *
	Creait Cara +
	+ <u>*</u> Register

STEP 6:

If you have chosen to **Pay by Credit Card** you will be directed on this page. Enter all your personal and card details and click on **Pay Now**.

If you have chosen to Pay at the Office, please go to next step.

Register for T1 Fitness with Shelley - Thursday 9.30am

Thursday, 9th Feb 2023 - 9:30 AM

Amount to Pay	
\$6.37	
*Card processing fees applicable: \$6.00 +	\$0.37 = \$4.37
Card Details	
First name *	Last name *
Email *	
ch_htscc@bigpond.net.au	
Card number *	
Expiry date *	
	CVC *
Address Line 1*	Address Line 2
City *	Postal code *
	Country *
State *	Australia

STEP 7:

Once payment is done or if you have selected Pay at the Office, the text will appear as below.



Thank you for your booking and support as we transition to our new online system. Please be patient with our staff, tutors and volunteers as we work through the transition process. A "How to book my class?" handbook is available at the office or on our website. Any issues please contact us on 03 9772 3391