## Booking a Regular Makeup on Zen Planner

This tutorial was created using a Google Pixel phone and Google Chrome web browser. Your phone and browser may differ slightly.





## Sign in to your account

■ Wildflower	Riding Club
Email address	
	*
Password	SHOW
Log In Forgot Your Password?	
Don't Have a Passw	ord?
Sign Up Now	
	3)
Click "My	/ Profile"
Wildflower	Riding Club
Calendar	Riding Club
Calendar	Riding Club
Calendar	Riding Club
Calendar My Profile	Riding Club
Calendar My Profile	Riding Club
Wildflower     Calendar     My Profile     Sign Up	Riding Club



Review how many classes you have left this month. This client has 3 lessons left to book this month. If you cancelled one of your regular lessons, this will show that you have 1 left.

8:26 @ 🛆		* ♥⊿ 🕯
	Wildflower Riding Club	
希 🕖 My Profi	le	
	WRC Test Person Intermediate Group Lessons #1 01/11/22 - 29/11/22 4 classes per month (3 left) Makeup Lesson - Group #1388 02/11/22 - 02/11/23 1 class (1 left)	164
Reservations	5	>
Documents		>
Attendance		>
My Finances	;	>
Edit Profile		>
My Family		>



Click on the menu. Click "Calendar"





Pick the calendar most relevant to you.

"{Client Name's} Calendar" will only show you classes you are eligible to sign up for. You can also choose different program calendars. You may not be able to sign up for every class you can see.





Click on the class you want to reserve.





## Choose the student you want to book into the lesson.

8:49 🖸 🛆 🔅 🗣	
Wildflower Riding Club	
Intermediate Group (Youth)	
Date     Monday November 21, 2022     Mor       Time     6:30 PM - 7:30 PM     2       Location Main Location     Staff     Emma Simmons	nday 1 mber
3 Spaces Remaining Select Family Member to view eligibility and register for cl	ass:
WRC Test Person ~	
WRC Test Person Intermediate Group I 🗸 Res	erve
About Cancellations	
To cancel a reservation, you must do so no later than <b>24 h</b> before the class. You can cancel this reservation any time <b>20-Nov-2022 at 6:30 PM</b>	ours until
THERE ARE NO ELIGIBLE CLASSES FOR FREE TRIAL OF DROPIN	R
Create a NEW Family Member	
Cancel	
<b>∢ ● ■</b>	





Choose the membership you want to book the lesson under. Choose your regular lesson package for a regular makeup.

8:49 © @	* 🖗 ⊿ 🗎	8:50 @ @	*	♥⊿₿
Wildflower Rid	ing Club		Wildflower Riding Club	
Intermediate Group (Youth)		Intermediate	Group (Youth)	
DateMonday November 21, 2022Time6:30 PM - 7:30 PMLocation Main LocationStaffEmma Simmons	Monday 21 November	Date Monda Time 6:30 Pt Location Main Le Staff Emma	/ November 21, 2022 V - 7:30 PM ocation Simmons	Monday 21 ovember
3 Spaces Remaining Select Family Member to view eligibili	ty and register for class:	3 Spaces Remain Select Family Me	ning ember to view eligibility and register fo	r class:
WRC Test Person ~		WRC Test Pers	on ~	
WRC Test Person Intermediate	Group l 🗸 Reserve	Interme #1164	diate Group Lessons	۲
About Cancellations		Makeup / #1388 (	Lesson - Group 1 left on card)	0
To cancel a reservation, you must do before the class. You can cancel this <b>20-Nov-2022 at 6:30 PM</b>	so no later than <b>24 hours</b> reservation any time until	To cancel a rese before the class <b>20-Nov-2022 at</b>	rvation, you must do so no later than <b>2</b> You can cancel this reservation any ti <b>6:30 PM</b>	<b>4 hours</b> me until
THERE ARE NO ELIGIBLE CLASSES DROPIN	FOR FREE TRIAL OR	THERE ARE N DROPIN		
Create a NEW Family Member		Create a NEW	Family Member	
Cancel		Cancel		
•			• •	



Click "Reserve". You will now be able to see this class under your reservations.

	Wilc	Iflower Riding Club	
Intern	nediate Gro	up (Youth)	
Date	Monday Nove	mber 21, 2022	Monday
Time Locatio Staff	6:30 PM - 7:3 n Main Locatior Emma Simmo	<b>0 PM</b> ח סחs	21 November
3 Space Select F	s Remaining amily Member Fest Person	to view eligibility and registe	er for class:
WRC T	est Person	Intermediate Group I 🗸	Reserve

You cannot book a lesson within 48 hours of the lesson time. This allows our staff to have the time to assign you a horse for the lesson.

	Wi	ldflower Riding C	lub
Adva	nced Group	o (Adult)	
English		· · ·	Friday
Date Time	Friday Nove 7:30 PM - 8	mber 18, 2022 :30 PM	18 November
Locatio Staff	on Main Locati Emma Simn	on nons	
Reserve Select I WRC	ations Closed: Family Membe Test Person	17/11/22 at 7:30 AM or to view eligibility and	register for class:
WRC	Test Person	Reservations Closed: AM/td>	17/11/22 at 7:30

To use an unused lesson in your monthly membership, you must book a lesson within the month the membership is valid. For example, if you cancelled a lesson in October, you will need to book a makeup in October. Your attendance resets each month.