

# Anne-Marie Sivyer Class Booking Instructions

<http://www.amsivyer.co.uk/home.html>

Creating an Account

# Anne-Marie Sivyer DO

## About Anne-Marie

## Osteopathy

About Osteopathy  
How I treat  
Treating Children  
Clinic Times  
Fees  
Directions

## Pilates

About Pilates  
Pilates Classes  
Pre-Course Questionnaire  
Fees and Times  
Directions

## Reflexology

About Reflexology  
Fees

## Contact and booking

Links



**I am now doing online Pilates classes for beginners and clients who would like some help with back strengthening and stretching.**

To contact Anne-Marie for further information or to book a Pilates class please email here at [amsivyer@btinternet.com](mailto:amsivyer@btinternet.com)

**Anne-Marie**

**Registered patients** can use the **online booking system** in the **contact page** or by **clicking here**.

## Step 1

Go to Anne-Marie's website and click 'clicking here'. This will take you to a page where you will need to select the class that you would like to book from the list.

# Anne-Marie Sivyer DO

## Home

## About Anne-Marie

## Osteopathy

About Osteopathy  
How I treat  
Treating Children  
Clinic Times  
Fees  
Directions

## Pilates

About Pilates  
Pilates Classes  
Pre-Course Questionnaire  
Fees and Times  
Directions

## Reflexology

About Reflexology  
Fees

## Contact and booking

Links

To contact Anne-Marie for an Osteopathic treatment please call '[Back to Health](#)' for an appointment on

01730-267423

To contact Anne-Marie for further information please email here at [amsivyer@btinternet.com](mailto:amsivyer@btinternet.com)

**Registered patients may use the online booking system**

*(you will need to be a registered client and will also have to log in to the booking system)*

For a '**One to one**' consultation appointment please [click here](#)

For **Tuesday Zoom Pilates class** please [click here](#)

For **Friday Zoom Pilates class** please [click here](#)

For **attended Peterfield Pilates class** please [click here](#)

For **attended Hawkley Pilates class** please [click here](#)

Please log in

## Booking system for Anne-Marie Tuesdays Zoom Pilates

Client Log In

Email:

Password:

☒ Keep me logged in  
☐ Remember my email  
☐ Ask me every time

Log In

[Create a new user account](#)

[Lost password?](#)

### Step 2

Select 'Create a new user account' which will take you to the account set up page.

If you already have an account, enter your account details and click 'Log In'.

## New user for account Anne-marie Sivyer

Please enter your details

Email \*

Your email address is the login name

Password \*

Full name

Phone

Address

\* Indicates required field

Create

[Back](#)

Booking a Pilates Class

## Booking system for Anne-Marie Tuesdays Zoom Pilates

Please book using calendar below. Classes are shown in dark blue and spaces available are shown in the box. Just click a slot to book your place.

Payment can be made at time of booking using Paypal or there is an option to 'pay later' on the button at the bottom of payment page.

Successfully registered "davis.annie5@gmail.com"

Week 36
Today
Month
Week
Day
Agenda
Available

Sun 30/8
Mon 31/8
Tue 1/9
Wed 2/9
Thu 3/9
Fri 4/9
Sat 5/9

|       |  |  |  |  |  |  |
|-------|--|--|--|--|--|--|
| 9:00  |  |  |  |  |  |  |
| 10:00 |  |  |  |  |  |  |
| 11:00 |  |  |  |  |  |  |
| 12:00 |  |  |  |  |  |  |

| September 2020 |     |     |     |     |     |     |
|----------------|-----|-----|-----|-----|-----|-----|
| Sun            | Mon | Tue | Wed | Thu | Fri | Sat |
| 30             | 31  | 1   | 2   | 3   | 4   | 5   |
| 6              | 7   | 8   | 9   | 10  | 11  | 12  |
| 13             | 14  | 15  | 16  | 17  | 18  | 19  |
| 20             | 21  | 22  | 23  | 24  | 25  | 26  |
| 27             | 28  | 29  | 30  | 1   | 2   | 3   |

### Step 1

After you have clicked 'Log in' on the previous page, you will be taken to the booking system. Select the week you wish to book your class or see what is available by using the navigation arrows.

Week 36
Today

Sun 30/8

### Step 2

When you see the class/booking slot you want, click on the class.

Week 37
Today
Month
Week
Day
Agenda
Available

Sun 6/9
Mon 7/9
Tue 8/9
Wed 9/9
Thu 10/9
Fri 11/9
Sat 12/9

|       |  |  |  |  |  |  |
|-------|--|--|--|--|--|--|
| 9:00  |  |  |  |  |  |  |
| 10:00 |  |  |  |  |  |  |
| 11:00 |  |  |  |  |  |  |
| 12:00 |  |  |  |  |  |  |

27
28
29
30
1
2
3

10:30 – 11:30  
Tuesday Zoom (0/16)

### Tip

See how many spaces are available in a class here

The 'View Class' modal displays the class name 'Tuesday Zoom', the time 'Tue 8/9 10:30 – 11:30', and the price '£ 5.00'. A blue box shows '0 / 16' with '16 available' text below it. A message states 'No attendances yet'. At the bottom, there is a 'New Attendance' button and a 'Close' link.

### Step 3

Click on 'New Attendance' to book the class.

The 'New Attendance' modal shows the class details: 'Tuesday Zoom', 'Tue 8/9 10:30 – 11:30', and '£ 5.00'. A blue box indicates '0 / 16' with '16 available' below it. The 'Full name' field contains 'Annie Davis'. There is a 'Repeat' button with a three-dot menu icon. At the bottom are 'Create Attendance' and 'Cancel' buttons.

### Step 4

If booking a repeating Pilates class – click on  next to 'Repeat' to see all class dates. You can book just one, some, or all dates for the term/half term.

This 'New Attendance' modal is similar to the previous one but includes repeat options. The 'Repeat' section has checkboxes for '15/9', '22/9', '29/9', '6/10', '13/10', and 'All'. The 'Create Attendance' button is highlighted with a red box.

### Step 5

Once you have selected all your desired class dates – select 'Create Attendance' to book, you will then be taken to the payment option page.

Booking a 'One to one'  
Consultation



## Anne-Marie One to One consultation appointments

Please book using calendar below. Available times are shown in shaded white. Click to book your appointment.

Payment can be made at time of booking using Paypal or there is an option to 'pay later' on the button at the bottom of the payment page.

Week 37 Today Month Week Day Agenda Available

Sun 6/9 Mon 7/9 Tue 8/9 Wed 9/9 Thu 10/9 Fri 11/9 Sat 12/9

9:00  
10:00  
11:00  
12:00  
13:00  
14:00  
15:00

### Step 1

After selecting 'One to one consultation' on Anne-Marie's website you will be taken to the Account Log In page. Log in and you will be taken to the calendar. Available one to one appointments appear as white blocks. You will need to navigate to your chosen week using the navigation arrows.

Week 36 Today

Sun 30/8

### Step 2

After you have selected your appointment, make sure the required details are entered and select 'Create Appointment', you will then be taken to the payment option page.

New Appointment

When 7/9/2020 9:00 to 7/9/2020 10:00

Full name \* Annie Davis

Phone

Mobile

\* Indicates required field

Create Appointment Cancel

Paying

## Payment for Tuesday Zoom

Tuesday Zoom

Tue 8/9 10:30 – 11:30

£ 5.00

1 / 16

15 available

### Payment Info

Price:

£ 5.00

Quantity:

× 6

Total:

£ 30.00

### Attendance Info

Full name:

Annie Davis

Repeats:

6 times

Created by:

davis.annie5

Cancellations, please submit at least one day in advance.

A waiting list system is in operation, so please do cancel if you cannot attend.

Pay Now

Pay later

Once you have clicked 'Create Attendance' for either a One to one Consultation or a weekly Pilates class you will be taken to this screen. You can either select 'Pay Now' or 'Pay later'.

Both options will be explained in the following instructions.

# Pay Later

## Booking system for Anne-Marie Tuesdays Zoom Pilates

Please book using calendar below. Classes are shown in dark blue and spaces available are shown in the box. Just click a slot to book your place.

Payment can be made at time of booking using Paypal or there is an option to 'pay later' on the button at the bottom of payment page.

6 attendances successfully created  
Confirmation sent to davis.annie5@gmail.com

◀ Week 36 ▶ Today Month Week Day Agenda Available

|       | Sun 30/8 | Mon 31/8 | Tue 1/9 | Wed 2/9 | Thu 3/9 | Fri 4/9 | Sat 5/9 |
|-------|----------|----------|---------|---------|---------|---------|---------|
| 9:00  |          |          |         |         |         |         |         |
| 10:00 |          |          |         |         |         |         |         |
| 11:00 |          |          |         |         |         |         |         |
| 12:00 |          |          |         |         |         |         |         |

◀ ▶

September 2020

▶

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|-----|-----|-----|-----|-----|-----|
| 30  | 31  | 1   | 2   | 3   | 4   | 5   |
| 6   | 7   | 8   | 9   | 10  | 11  | 12  |
| 13  | 14  | 15  | 16  | 17  | 18  | 19  |
| 20  | 21  | 22  | 23  | 24  | 25  | 26  |
| 27  | 28  | 29  | 30  | 1   | 2   | 3   |

'Pay Later' allows you to pay Anne-Marie by another means: bank transfer, credit/debit card or cash. If you click on 'Pay Later' you will be taken to this page which confirms your class booking and you will also be sent a confirmation email.

# Pay Later Continued

New attendance for Tuesday Zoom Pilates ➡ Inbox x



**Anne-marie Sivyver** <noreply@supersaas.com>

to me ▼

Dear Annie Davis,

This message is confirmation that your attendance was created.

Details of the new attendance:

When : Tue 8/9/2020 10:30 to 11:30

Title : Tuesday Zoom

Price : £ 5.00

Status : Pay later

Full name : Annie Davis

Repeats : 6 times

Created by : davis.annie5

You can access the schedule at:

[https://www.supersaas.co.uk/schedule/Anne-marie\\_Sivyver/Tuesday\\_Zoom\\_Pilates?day=8&month=9&year=2020](https://www.supersaas.co.uk/schedule/Anne-marie_Sivyver/Tuesday_Zoom_Pilates?day=8&month=9&year=2020)

Cancellations, please submit at least one day in advance.

A waiting list system is in operation, so please do cancel if you cannot attend.

Your confirmation email confirms your booking including:

- Class title
- Price
- Payment status
- Name
- How many repeats (if applicable)

# Pay Now – With PayPal

£5.00 GBP

## Log in to PayPal

With a PayPal account, you're eligible for Return Shipping on Us, Buyer Protection and more.

[Forgotten your password?](#)

**Log In**

or

**Pay by Debit or Credit Card**

[Cancel and return to annemarie.davis3@btinternet.com](#)

annemarie.davis3@btinternet.com

£5.00 GBP

Hi Annie .

**Pay with** [Manage >](#)



Barclays Debit  
Debit \*\*\*\*5021

☒ Make this card my preferred way to pay



Santander Debit Card  
Debit \*\*\*\*2306

[+ Add a debit or credit card](#)

**CREDIT**

[Apply now](#)

Get more time to pay on this £5.00 purchase with PayPal Credit\*

**Pay Now**

This transaction will appear on your statement as PayPal \* ANNEMARIEDA.



**PayPal is a safer, easier way to pay**

No matter where you shop, we help keep your financial information more secure.

annemarie.davis3@btinternet.com





**You've paid £5.00 GBP**

to annemarie.davis3@btinternet.com  
[Details](#)

**Paid with**

Visa x-5021 £5.00 GBP

This transaction will appear on your statement as PAYPAL \*ANNEMARIEDA

**Purchase details**

Receipt number: 1Y101198BR301023M

We'll send confirmation to:  
davis.annie5@gmail.com

**Merchant details**

annemarie.davis3@btinternet.com

**Return to Merchant**

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Clicking on 'Pay Now' takes you straight to Paypal to complete payment. Once you have paid PayPal will provide you with a receipt and you will receive a confirmation email from Anne-Marie and PayPal.

# Pay Now – With PayPal Continued

New attendance for Friday Zoom Pilates ➤ Inbox x



**Anne-marie Sivyver** <noreply@supersaas.com>

to me ▼

Dear Annie Davis,

This message is confirmation that your attendance was created.

Details of the new attendance:

When : Fri 4/9/2020 9:00 to 10:00

Title : Friday zoom

Price : £ 5.00

Status : Payment received

Full name : Annie Davis

Created by : [davis.annie5@gmail.com](mailto:davis.annie5@gmail.com)

You can access the schedule at:

[https://www.supersaas.co.uk/schedule/Anne-marie\\_Sivyver/Friday\\_Zoom\\_Pilates?day=4&month=9&year=2020](https://www.supersaas.co.uk/schedule/Anne-marie_Sivyver/Friday_Zoom_Pilates?day=4&month=9&year=2020)

Cancellations, please submit at least one day in advance.

A waiting list system is in operation, so please do cancel if you cannot attend.

Your confirmation email confirms your booking including:

- Class title
- Price
- Payment status – received
- Name
- How many repeats (if applicable)

Cancelling an Appointment



# Cancelling a Pilates Class

## Booking system for Anne-Marie Tuesdays Zoom Pilates

Please book using calendar below. Classes are shown in dark blue and spaces available are shown in the box. Just click a slot to book your place.  
Payment can be made at time of booking using Paypal or there is an option to 'pay later' on the button at the bottom of payment page.

◀

September 2020

▶

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|-----|-----|-----|-----|-----|-----|
| 30  | 31  | 1   | 2   | 3   | 4   | 5   |
| 6   | 7   | 8   | 9   | 10  | 11  | 12  |
| 13  | 14  | 15  | 16  | 17  | 18  | 19  |
| 20  | 21  | 22  | 23  | 24  | 25  | 26  |
| 27  | 28  | 29  | 30  | 1   | 2   | 3   |

◀ Week 37 ▶ Today Month Week Day Agenda Available

Sun 6/9

Mon 7/9

Tue 8/9

Wed 9/9

Thu 10/9

Fri 11/9

Sat 12/9

|       |  |  |  |  |  |  |
|-------|--|--|--|--|--|--|
| 9:00  |  |  |  |  |  |  |
| 10:00 |  |  |  |  |  |  |
| 11:00 |  |  |  |  |  |  |
| 12:00 |  |  |  |  |  |  |

10:30 – 11:30  
Tuesday Zoom (1/16)

✓

View Class

✕

Tuesday Zoom

Tue 8/9 10:30 – 11:30

£ 5.00

1 / 16

15 available

Full name

Created by

Created on

Annie Davis

davis.annie5

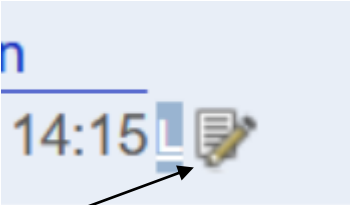
28/8/2020 14:15

New Attendance

Close

### Step 1

To cancel a booking, enter the calendar and click on the appointment you wish to cancel and click the edit button (pencil and paper button).



Tip  
Edit button

Week Day Agenda Available 27 28 29

Mon 7/9 Tue 8/9 Wed 9/9 Thu 10/9 Fri 11/9

10:30 – 11:30  
Tuesday Zoom (1/16) ✓

**View Class**

Tuesday Zoom  
£ 5.00

Full name Created by Created on  
Annie Davis davis.annie5 28/8/2020 14:15

New Attendance

**Edit Attendance**

Full name \* Annie Davis  
\* Indicates required field

Change ☒ this one ☐ this and following

Status Pay later

Created on 28/8/2020 14:15 by davis.annie5

Update Attendance  Close

## Step 2

Once you have clicked Edit, you will either be able to delete just this booking by keeping 'this one' ticked. Or, if applicable, if you wish to cancel all classes in a booking check 'this and following' which will open all booked classes under booking. Make sure all the classes you want to delete are ticked.

## Step 3

To cancel the booking, click the blue bin button. You will be sent an email confirming your cancellation.

**Edit Attendance**

Full name \* Annie Davis  
\* Indicates required field

Change ☐ this one ☒ this and following

Change ☒ 8/9 ☒ 15/9 ☒ 22/9 ☒ 29/9 ☒ 6/10  
☒ 13/10

Status Pay later

Created on 28/8/2020 14:15 by davis.annie5

Update Attendance  Close

## Cancelling a One to one consultation

### Step 1

To cancel a one to one booking, enter the calendar and click on the appointment you wish to cancel and click the blue bin. You will be sent an email confirming.

### Anne-Marie One to One consultation appointments

Please book using calendar below. Available times are shown in shaded white. Click to book your appointment.

Payment can be made at time of booking using Paypal or there is an option to 'pay later' on the button at the bottom of the payment page.

Week 37 Today Month Week Day Agenda Available

Sun 6/9 Mon 7/9 Tue 8/9 Wed 9/9

9:00 10:00 11:00 12:00 13:00 14:00 15:00

9:00 – 10:00  
Annie Davis  
davis.annie5@gmail.com

**Edit Appointment**

When 7/9/2020 9:00 to 7/9/2020 10:00

Full name \* Annie Davis

Phone

Mobile

\* Indicates required field

Status Pay later

Created on 28/8/2020 15:14 by davis.annie5@gmail.com

Update Appointment

Close

## Deleted attendance for Tuesday Zoom Pilates > Inbox x



**Anne-marie Sivyer** <noreply@supersaas.com>

to me ▼

Dear Annie Davis,

This message is confirmation that your attendance was deleted.

Details of the deleted attendance:

When : Tue 8/9/2020 10:30 to 11:30

Title : Tuesday Zoom

Price : £ 5.00

Status : User cancelled

Full name : Annie Davis

Created on : 28/8/2020 14:15 by davis.annie5

Deleted on : 28/8/2020 14:57 by davis.annie5

The next 5 attendances in the series were also changed

You can access the schedule at:

[https://www.supersaas.co.uk/schedule/Anne-marie\\_Sivyer/Tuesday\\_Zoom\\_Pilates](https://www.supersaas.co.uk/schedule/Anne-marie_Sivyer/Tuesday_Zoom_Pilates)

Cancellations, please submit at least one day in advance.

A waiting list system is in operation, so please do cancel if you cannot attend.

*After you have cancelled your class you will be sent a confirmation email.*

*If you have already paid your payment will be kept as credit.*