## Siel Bleu At Home User Guide

Welcome to Siel Bleu Ireland At Home online programme. Our online classes are accessible through our website by clicking the "Book Online Classes" in the top right hand corner. In order to partake in our online classes, you will need to register and create an account.

After you have clicked "Book Online Classes" on the right hand side you will see login /register. If it's your first time you will need to create an account. If you are returning - fill your log in details.

- 1. Select "Register"
- 2. Fill in all your details (\*please note the symbol @ cannot be used in your password selection)
- 3. Tick to agree with the terms and conditions
- 4. Tick the box on the left if you wish to be notified of upcoming events or promotions
- 5. Select Submit
- 6. Registration is successful select "Click to login"
- 7. In this window tick the box to agree with terms and conditions Select "Buy Membership"
- 8. This completes registration at which point an automatic welcome email will be sent.
- 9. Selecting "Done" will bring you to the home page and timetable.

With your account created you are ready to purchase your membership. To do this click on the "Membership" tab. Our monthly membership (Plan 1) will appear with an explanation of use (up to 10 classes per week) and amount (€18.00 billed every month on the same date as you first joined reoccurring for 12 months)

- 1. Select "Purchase"
- 2. Select "Card" and enter details Select "Save Card"
- 3. Tick the box to agree with Terms and Conditions
- 4. Select "Buy Membership"
- 5. Select "Done" and this will bring you back to the membership page select "Classes" Tab

You are now ready to book your first class. Browse through the timetable and read the class description to help you choose which one then select "Book" highlighted in blue.

Check your email to find your booking confirmation with a link to the class. <u>You will need this to access the class.</u> Please note you cannot access the live classes through Siel Bleu's website nor the Siel Bleu At Home Glofox App,the only way to access the class is through the confirmation email sent to you after booking. If you are booking multiple classes the emails may link together in a thread. The following is a handy link to take you straight to the days classes (<u>http://bit.ly/SBAHGFTT)</u> or you can book classes via <u>www.sielbleu.ie</u> and click "Book Online Class".

Should you need to cancel a booking for whatever reason

- 1. Click on "profile" at the top right hand corner of the screen
- 2. From your list of bookings choose the class you would like to cancel.
- 3. Click "Cancel"

To make things easier use our partner App - Glofox (insert logo)

Our online classes are organised/booked through an app called Glofox and delivered through Zoom.

Through Glofox you can see the timetable, book and cancel classes and watch recordings of previous classes in the community section.

When you book into a class, you will receive an email with a link to the Zoom class (<u>this is the</u> <u>only way to access your live class, you cannot access the live class via the Siel Bleu</u> <u>website or the Glofox app</u>).

Using the App is not necessary however it may make your experience with the online classes more user friendly therefore more enjoyable.

Go to your App Store or Play store and search for Glofox and download. Search for Siel Bleu Ireland and follow the onscreen prompts.

We hope you enjoy your online classes with Siel Bleu At Home, should you need anything please don't hesitate to ask <u>sielbleuathome@sielbleu.ie</u>