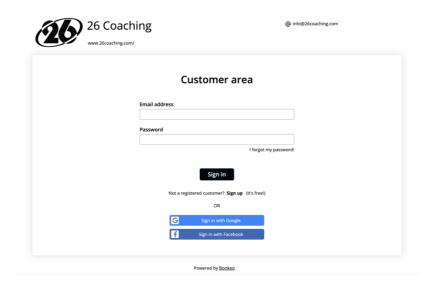
## Signing Up Via Bookeo for 26 Coaching

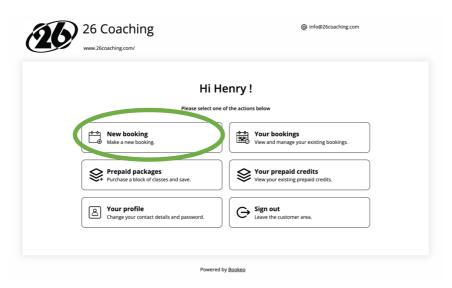
# Step 1 – Signing Up To Bookeo

https://bookeo.com/26coaching/customer



Please make a note of your username and password as you will need this to make future bookings.

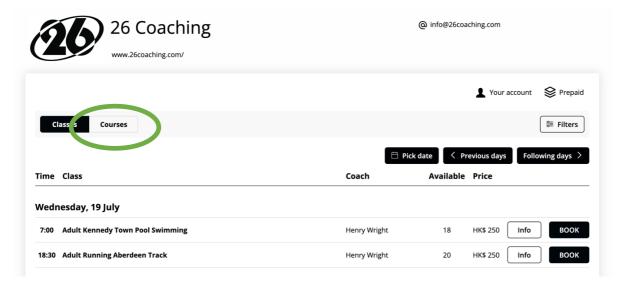
Step 2 - Making a Booking



Click the 'New Booking' button. This will take you to the available classes – please look at next step.

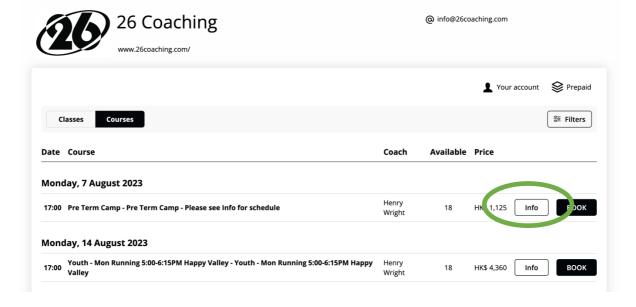
## Step 3 - Select Courses Tab

All of the 26 Coaching Courses for our youth athletes will appear under the 'COURSES' tab on the left hand side of the booking window. The single classes are for the Adult programme. You can distinguish between the programmes as they will always be named 'Adult' or 'Youth'.



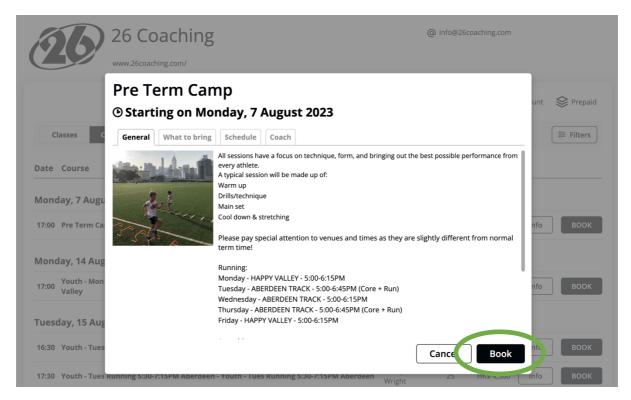
## Step 4 - Choose Your Course

All the Youth 26 sessions are termly and you must sign up for the whole term. Bookings are accepted after the term starts and a pro-rata'd fee will be applied. If you know the session you want you can simply press book and go forward. If you want more information then press the 'Info' to show all the info including schedule, pricing, and where to meet. Please select 'Info' option for the 'Pre Term Camp'.



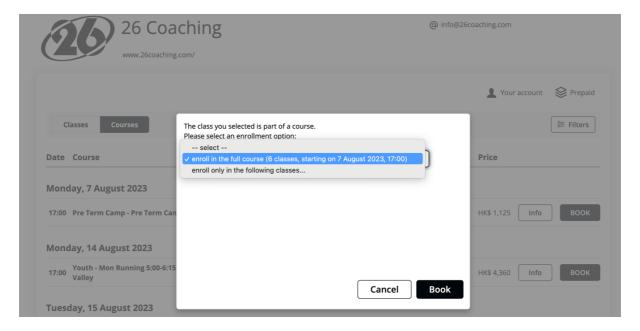
#### <u>Step 5 – Pre Term Specific</u>

For the Pre Term Camp please pay special attention to the schedule and choose your days before you go any further – **times differ slightly from normal term.** Scroll down in the info to see the prices for multiple sessions. Press Book when you are ready.



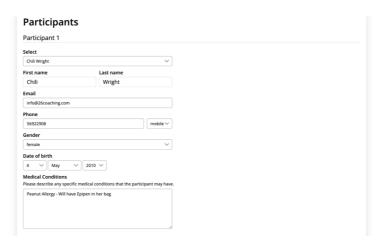
## Step 6 – Days Option

Select the sessions through the week that you want – you can choose individual sessions or the week as a whole.



#### **Step 7 – Participants**

You'll now be asked for details of your child who will be participating in the selected sessions. These will be saved so that next time you book in you will not have to fill these details in again. Please pay special attention to the medical conditions box and give specific details of anything that the coach should be aware of.



**Step 8 - T&C** 

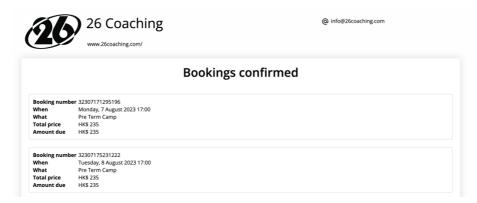
Please read and accept the 26 Limited Terms and Conditions and agree to go forward.



# **Step 9 – Booking Confirmation**

You'll now be given a booking summary – please ensure this is correct.

Please note that you will NOT be asked to pay online and discounts for multiple sessions will NOT be shown on the booking confirmation page. Currently these need to be done manually, we hope this will change in the near future.



### Step 10 – E-mail Confirmation & Payment

You should receive an e-mail with a summary of your booking. It will include a 'Message' area with the details of how to pay. Once you complete your payment please e-mail Henry at <a href="info@26coaching.com">info@26coaching.com</a> or WhatsApp +852 5692 2908.

You can reply directly to the confirmation e-mail – it will be automatically sent to 26 Coaching.

#### **■** Message

Dear Henry Wright,

Thank you for signing up. We look forward to seeing you or your child at their sessions. Please take note of Henry's mobile phone number below in case of emergency:

+852 5692 2908 - Henry Wright

info@26coaching.com

www.26coaching.com

Please note that we still run sessions on public holidays.

If you need any assistance please don't hesitate to contact Henry via e-mail or whatsapp.

Please see below for details of how to pay. Credit card option will hopefully be added soon.

Payments are accepted in the following ways:

- 1. Cash
- 2. Cheque

Payable to 'Wright Coaching Limited'

3. Bank Transfer:

Hang Seng Bank

Bank Code 024

Bank Account 239-774904-883

Wright Coaching Limited

4. FPS:

wrightcoachinghk@gmail.com

56922908

Fees:

Pre Term Camp:

- 1 Session Per week \$235
- 2 Session per week \$430
- 3 Session per week \$625
- 4 Session per week \$800
- 5 Session per week \$950

Full week - \$1125

YDP - Contact Henry Wright info@26coaching.com

Once completed please e-mail confirmation to <a href="mailto:info@26coaching.com">info@26coaching.com</a>