

Booking Process

Mindful Hypnobirthing

Adding Events

Add events for public and private classes. For private classes, you can tick the private box and send the client the URL.

Receiving a booking

You, your client and admin get a notification.

Client details, including contact details, will be stored on your dashboard. You contact the client to introduce yourself, get the balance of payment before as soon as you are able. Ideally no more than a week after booking is received.

Bookings administrator

The bookings administrator will store your bookings on a central database. She'll send out their login details the week before the class so please make sure that you have received payment.

Class admin

If someone has not attended your class, or has not paid, let the bookings administrator know. Follow up your class with an email.

Micellaneous

If someone cancels or moves to another class let the administrator know.

If you are ill post on the group to see if anyone can cover, and let the administrator know asap. The administrator will send out a 40 week email to help them as they approach their due date. All clients get 50% off the mp3s on the site, so it is worth telling them this.

If you are running a private class they get 50% a list of all the mp3s on the site. (contact us directly to arrange)

