

# WOLO SUMMER FLEX PASS FOR MUSIC LESSONS 2019

\*\*\*For the months of July and August only\*\*\*

- A. To sign up for summer music lessons using the Summer Flex Pass, go to [https://www.wellnessliving.com/login/wonder\\_of\\_learning\\_organization](https://www.wellnessliving.com/login/wonder_of_learning_organization).

Or, go to our website [www.wonderoflearning.ca](http://www.wonderoflearning.ca), click on “**contact**” and click on “**Wellness Log-In**”.

1. Click “**sign in**” on the top right corner
2. Where it says **EMAIL/USERNAME**, enter in the email address that was used for registration
3. Where it says password, enter in the password

\*\*\* if you do not remember your EMAIL/USERNAME or password, please email [admin@wonderoflearning.ca](mailto:admin@wonderoflearning.ca)

(Please note all summer classes needs to be booked under the student’s name). Or, request click on “forgot password” to be redirected to create a new one.

- B. Once logged in, check to make sure there is a Summer Flex pass registered in the account.

1. Click on “**My Profile**”



2. Select sub-tab “**Overview**”
3. Scroll to “**Purchase Options**” and you should see the Summer Flex Pass

Purchase Options Active Passes 1 Pass History 0

Summer Flex Pass: 4 Music Lessons (... (4 Passes)  
Purchased on Jun 5, 2019 | Expires on Aug 31, 2019

USED	UPCOMING	REMAINING
0	0	4

### C. How to book music lessons

1. Click on “ **Book Now**”



2. Select sub-tab “**Summer Piano Lessons**”
3. In the **Appointment Booking** screen, select **Summer Lessons** (Service Categories) and **Summer 30 minutes music lesson** (My Services) and then click “**Next**”

#### Appointment Booking ×

##### Select the Service Categories



##### My Services

PRICE



Next >

4. Next, choose the booking order – Pick date first, then a staff member OR Pick a staff member first, then a date
5. Follow the steps according to the booking order you selected.
6. After selecting the date, time and teacher, you will need to confirm how the visit/lesson will be paid for. If there is an existing Summer Flex Pass, it will automatically use that as a payment option. All you need to do when you get to the screen below is hit “**complete**”


# Appointment Booking



This visit will be paid with:

Summer Flex Pass: 4 Music Lessons (Returning Students) (4 Passes) Expires on Aug 31, 2019	USED	UPCOMING	REMAINING
	0	0	4

Navigation bar with buttons: < Back, + BOOK ANOTHER APPOINTMENT, Complete > (circled in red)

 **The Appointment was booked successfully.**

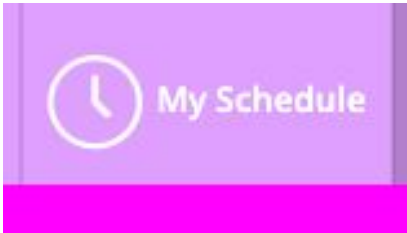
After each lesson is booked, the flex pass will automatically update to reflect  
# of lessons booked (upcoming),  
# of lessons can be scheduled using the flex pass (remaining)  
# of lessons that happened that were booked using the flex pass (used)

Purchase Options Active Passes 1 Pass History 0

Summer Flex Pass: 4 Music Lessons (... (4 Passes) Purchased on Jun 5, 2019   Expires on Aug 31, 2019	USED	UPCOMING	REMAINING
	0	2	2

D. How to view booked lessons

1. Click on “**My Schedule**”



2. Select “**Upcoming Schedule**”
3. There is the option to view schedule by day, week, month, year

Upcoming Schedule

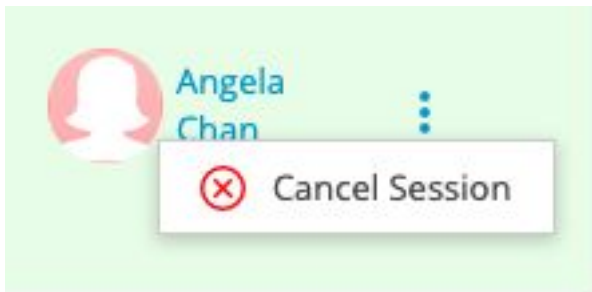
Today | < | August 2019 | > | Day | Week | **Month** | Year

 QUICK Stats

<input type="checkbox"/>	DATE ▲	SERVICE	LOCATION	STAFF	ACTION
<input type="checkbox"/>	Thursday Aug 29, 2019 10:00am -10:30am	 Summer 30 minutes lesson ⌚ Appointment	Wonder of Learning Organization	 Angela Chan	⋮
<input type="checkbox"/>	Thursday Aug 29, 2019 12:00pm -12:30pm	 Summer 30 minutes lesson ⌚ Appointment	Wonder of Learning Organization	 Angela Chan	⋮

## E. Cancel music lesson appointment

1. Click on the 3 dots under action and the “**Cancel Session**” option pops up



2. Select “**Cancel Session**”
3. Hit “**OK**” in the confirmation required pop up

## Cancellation Policy

For summer lessons booked using the flex pass:

When cancelling an appointment / lesson at least 1 week before the scheduled date, the system will automatically add back a # of lesson that can be scheduled (remaining).

When cancelling an appointment / lesson less than 1 week before the scheduled date, the system will recognize it's outside the cancellation policy and will not add back a lesson to be re-scheduled. This will be a charged session.