

How to Book and Join a Virtual Class

BOOKING A CLASS

STEP 1: Login to your account.

From the website (www.taichi.ca), click on the **LOGIN** link at the top of the page.

STEP 2: Book your class in advance.

Under the **Book Now** tab, find the class you want and click the green **Book Now** button.

The screenshot shows the website interface for Ji Hong Tai Chi. The top navigation bar includes a logo, the name 'Ji Hong Tai Chi', and several menu items: 'My profile', 'My schedule', 'Book now' (circled in red), 'Store', 'Rewards', 'Watch Video', and a user profile icon. Below the navigation bar, there are tabs for 'Classes' and 'Appointments'. The 'Classes' tab is active. There are filters for 'Today', 'Day', 'Week', and 'Month', and a date selector for 'Tuesday, Jan 10, 2023'. A 'Filter' button is also present. The main content area displays a table of classes with columns for Time, Class Name, Staff, Duration, Availability, and Room. The 'Book now' button is present for each class. The 'Tai Chi Basics (Virtual)' class is circled in red, and its 'Book now' button is also circled in red.

Time	Class Name	Staff	Duration	Availability	Room	Book now
6:30pm - 7:20pm	Tai Chi - Yang Advance (Virtual)	May Rahnema	50 min	13/20	Virtual	Book now
6:30pm - 7:20pm	Tai Chi - Yang Advance	May Rahnema	50 min	5/10	Studio A	Book now
7:30pm - 8:20pm	Tai Chi Basics (Virtual)	May Rahnema	50 min	14/15	Virtual	Book now
7:30pm - 8:20pm	Tai Chi Basics	May Rahnema	50 min	8/12	Studio A	Book now

Note: Virtual classes have a camera icon  beside the class name.

STEP 3: Book all classes for the term.

Click to select the **Book Recurring** feature.

Classes Appointments

Tai Chi Basics (Virtual)
7:30 - 8:20pm Tuesday, January 10, 2023
Ji Hong Tai Chi & Qi Gong

Room
Virtual

OFF Book Recurring

Step 1
Class & Location

Step 2
Purchase Options

Step 3
Review Cart Items

Step 4
Pay - Billing Information

Cancel **Next**

With Book Recurring turned **ON**, you can then book the same class for all 12 weeks. Enter **12** for Number of sessions. Then click on **Next** to complete the booking.

Tai Chi Basics (Virtual)
7:30 - 8:20pm Tuesday, January 10, 2023
Ji Hong Tai Chi & Qi Gong

Room
Virtual

ON Book Recurring

Ends

Number of sessions **12**

Book from Jan 10, 2023 to Jan 10, 2023

Repeats every

week

Repeats on

S M **T** W T F S

Cancel **Next**

Repeat steps 2 and 3 to book all your desired classes.

JOINING A CLASS

STEP 1: Login to your account.

From the website (www.taichi.ca), click on the **LOGIN** link at the top of the page.

STEP 2: Go to My Schedule.

Click on **My Schedule** tab at the top.

Find the class and click on the **Join Session** button.

The screenshot shows the user interface for 'Ji Hong Tai Chi'. The top navigation bar includes 'My profile', 'My schedule' (circled in red), 'Book now', 'Store', 'Rewards', and 'Watch Video'. Below the navigation bar, there are tabs for 'May-Yew Rahnama', 'May Rahnama', and 'Family Member'. The main content area is titled 'Upcoming Schedule' and shows a total of 1 class. A date selector is set to 'January 2023'. A table lists the class details:

Date	Service	Asset	Location	Staff Name	Status	Action
Tuesday Jan 10, 2023 7:30pm-8:20pm	Tai Chi Basics (Virtual) Class Virtual	-	Virtual	May Rahnama	Booked	Join Session

Note: You can join the class 15 minutes before the class starts. If the instructor has not started the class yet, you will be prompted to wait and will automatically join as soon as the class starts.

ALTERNATE METHOD TO JOIN

The system will automatically send a reminder email one hour before a class starts. Within the email, there is a JOIN link that you can click to join.

Sometimes when there are problems with the system or as a backup, the instructor will manually send an email out with the JOIN link just before the class starts.

ZOOM Virtual Class

If this is the first time you are joining a Zoom class, you will be prompted to install the Zoom application. After you have successfully installed Zoom, try joining the class again.