

EzFacility Athlete Portal - Book Your Session

A. Book Into Your Session – Get the most out of your self-service portal!

- 1. When registering for a program, complete the next step and "Book" into your session. Booking into your session will add the program to your personal calendar.
- 2. Starting from the website or the self-service portal follow these quick and easy steps to get the most out of your portal features.

From the website:



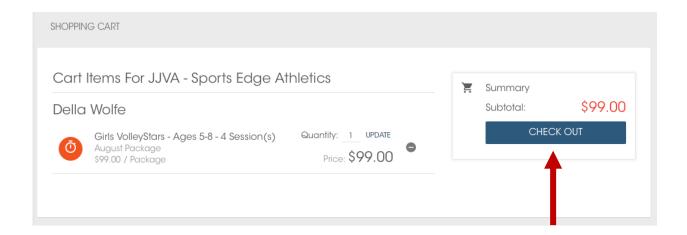
3. Select the program registration link that you are interested in. This will bring you directly to your cart to check out.

If you have created your account, you will be able to proceed. New fans will need to create an account **USING YOUR ATHLETES NAME**.

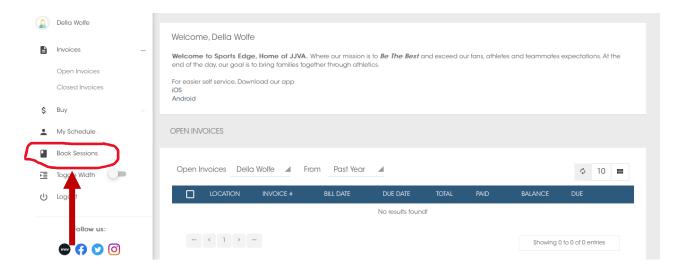




4. Click "Checkout" to Continue and complete the payment process to secure your spot. Once this is complete, your child is registered, and the spot is secure.



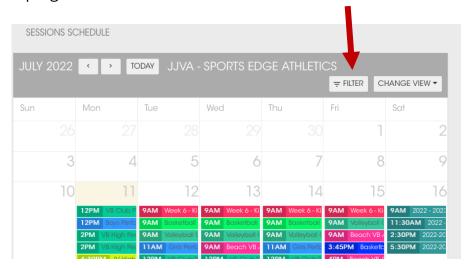
5. To add this program to "My Schedule" in the portal, go directly to **"Book Sessions"** on the left-hand side of the screen.



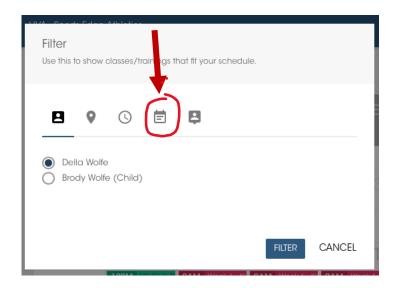




6. When the calendar loads, you can "**Filter**" programs for an easier view at the top right of the calendar.



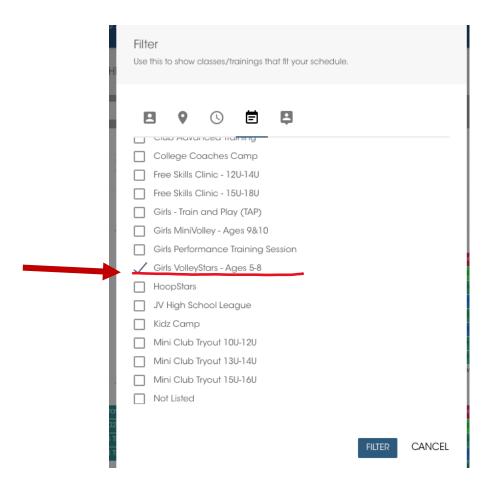
7. There are many filters available to choose from, from athlete, location, time of programs, type of program or coach. Filter by the type of program to only see the program you are interested in booking.



8. Once the "Type of Program" is selected, scroll through the programs, and select the type of lesson you are interested in by checking the box beside the name.







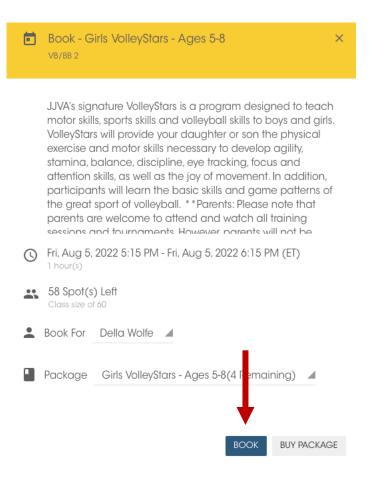
9. Click "Filter" and the calendar will update with available times for your selected program.







10. Click on the session and click "Book." This will add this date to your personal schedule within the self-service portal and on the App. If you had not pre-purchased the package, you could also do this here as well.

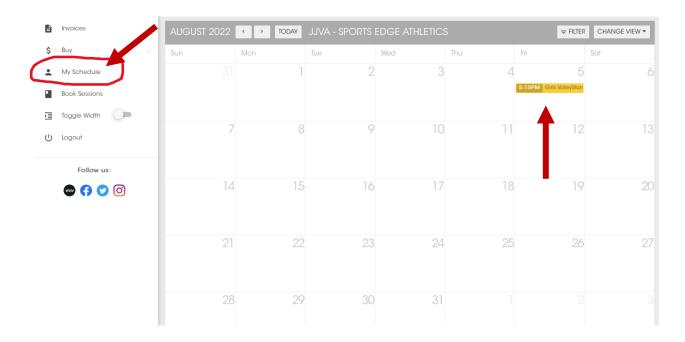








11. You will now be able to see your scheduled lesson on your personal calendar by clicking "My Schedule" on the left-hand side of the home screen.



12. Repeat the "Book Sessions" for each day of the program to add them to your schedule.

