

Online Bookings Set-up & Instructions

Creating an Online Bookings Account

You will need a valid email address (which corresponds with your email address we have in our system) and Membership number or Membership card number in order to activate your account.



1. Follow the class online bookings URL:
<https://member.nuffieldhealth.com/bookings>
select 'Create account'



3. Add a password
and select 'Create'



2. Add a valid email address and either
Membership number or Membership card
number and select 'Continue'



4. You will receive a welcome email
Once the account has been created,
if an email has been requested

How to use the Online Bookings Account

Once the account is created and you log in using your new account credentials, you will be able to view any classes that are available for booking at your gym.

- The class listing will only include classes available for bookings
- Classes can be booked up to 3 days before scheduled to take place (Booking closes 10 minutes before the class starts)
- You can cancel your place in the class online up to **60 minutes** before the class starts

Note:

Select '**Description**' to view a description and data relating to the class

A **red padlock** indicates a fully booked class

How to book classes via Online Bookings

Select the **'Tick box'** which will turn the booking green and select **'Submit Bookings'**.

Select **'Log Out'** once bookings have been submitted.

Multiple classes can be booked at the same time. Once the class is booked, you will receive a confirmation email.

How to use the Waiting List

Fully Booked Classes can be selected and you have the option to be added to a waiting list

If you have added yourself to a Waiting List and a place becomes available you will automatically be issued the place and you will receive a confirmation email

How to cancel a class via Online Bookings

1 Select the class that requires cancelling (booked classes are displayed with a green tick)

2 **Untick the green box.** This will open a cancellation pop up window. Select the appropriate **'Cancellation reason'** from the drop down. Select **'Confirm'**

3 Select **'Submit bookings'** in order to save the cancellation. Once submitted you will receive an email confirming your cancellation.

Please note: If you are unable to attend a class, you must cancel 60 minutes prior to the start.

