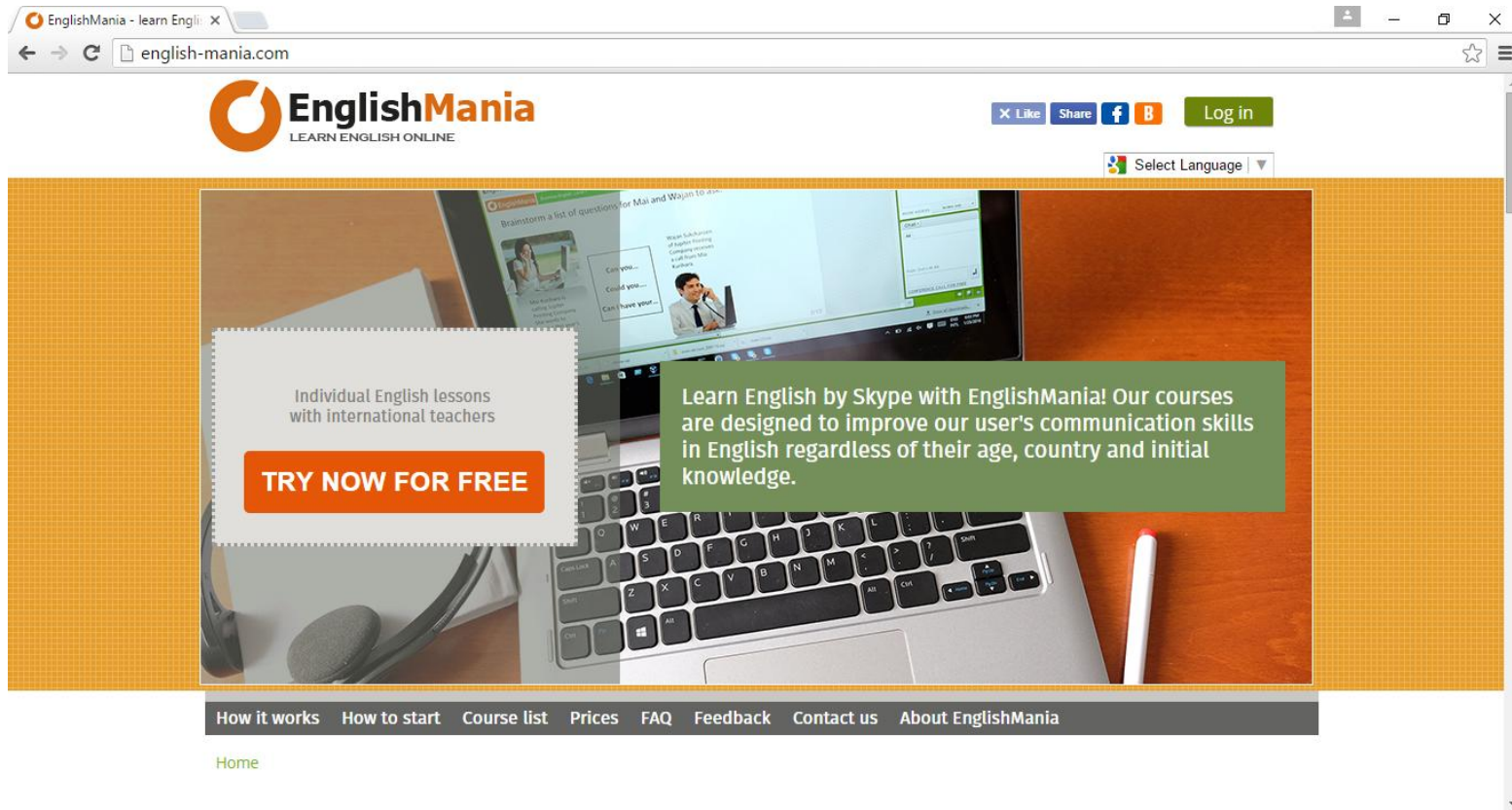


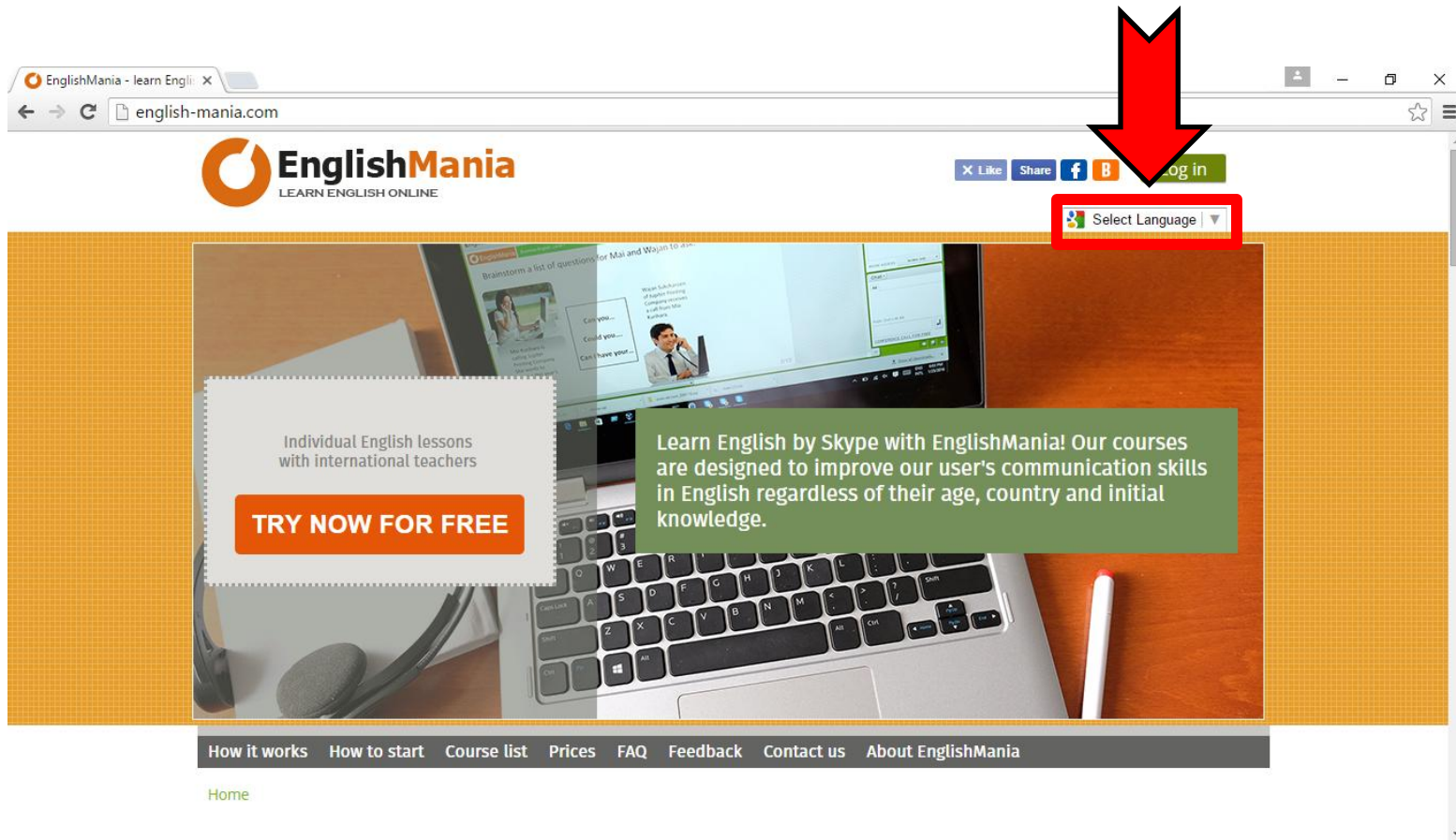
HOW TO SCHEDULE A CLASS

To schedule your EnglishMania class:

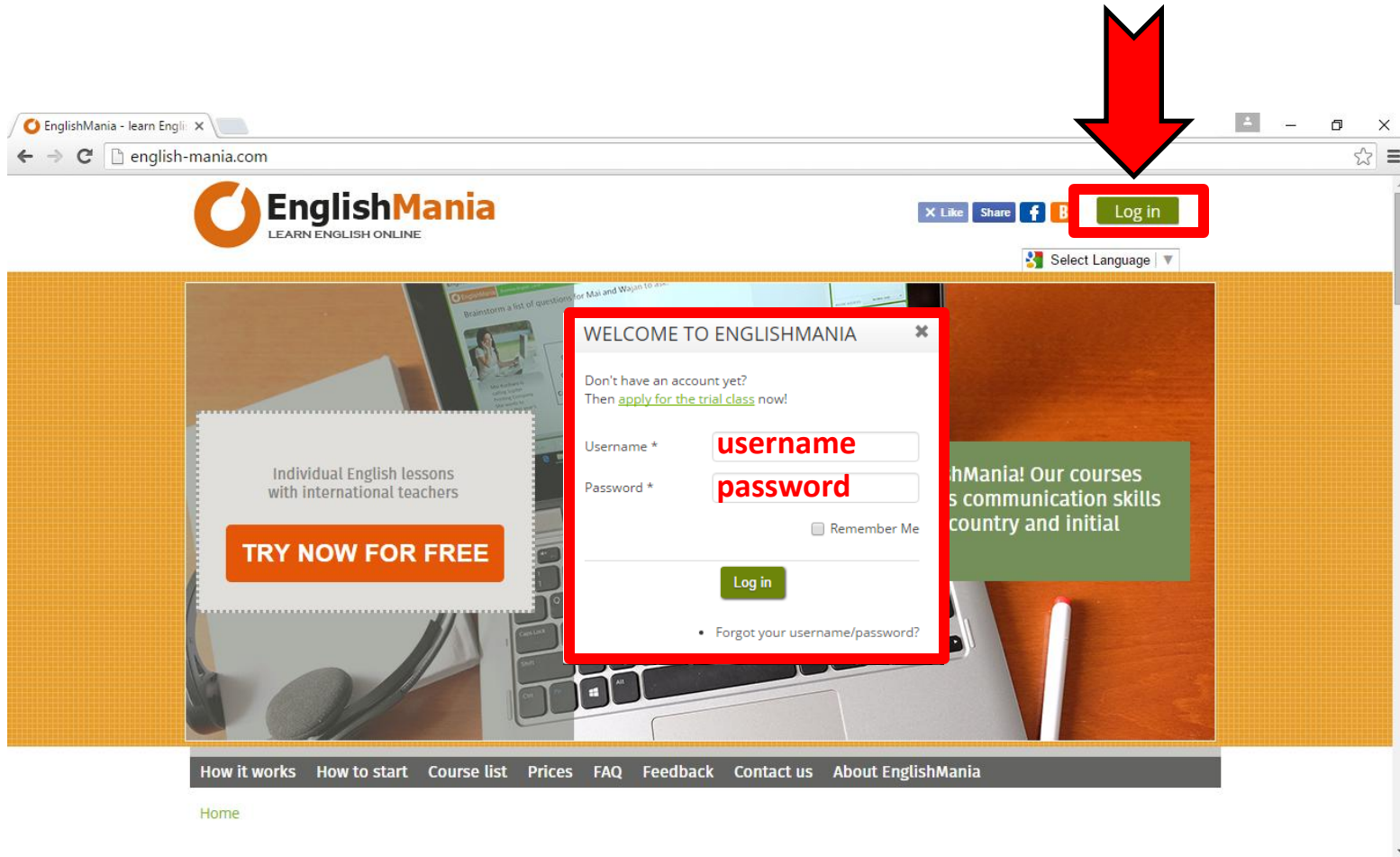
1. Go to <http://english-mania.com>



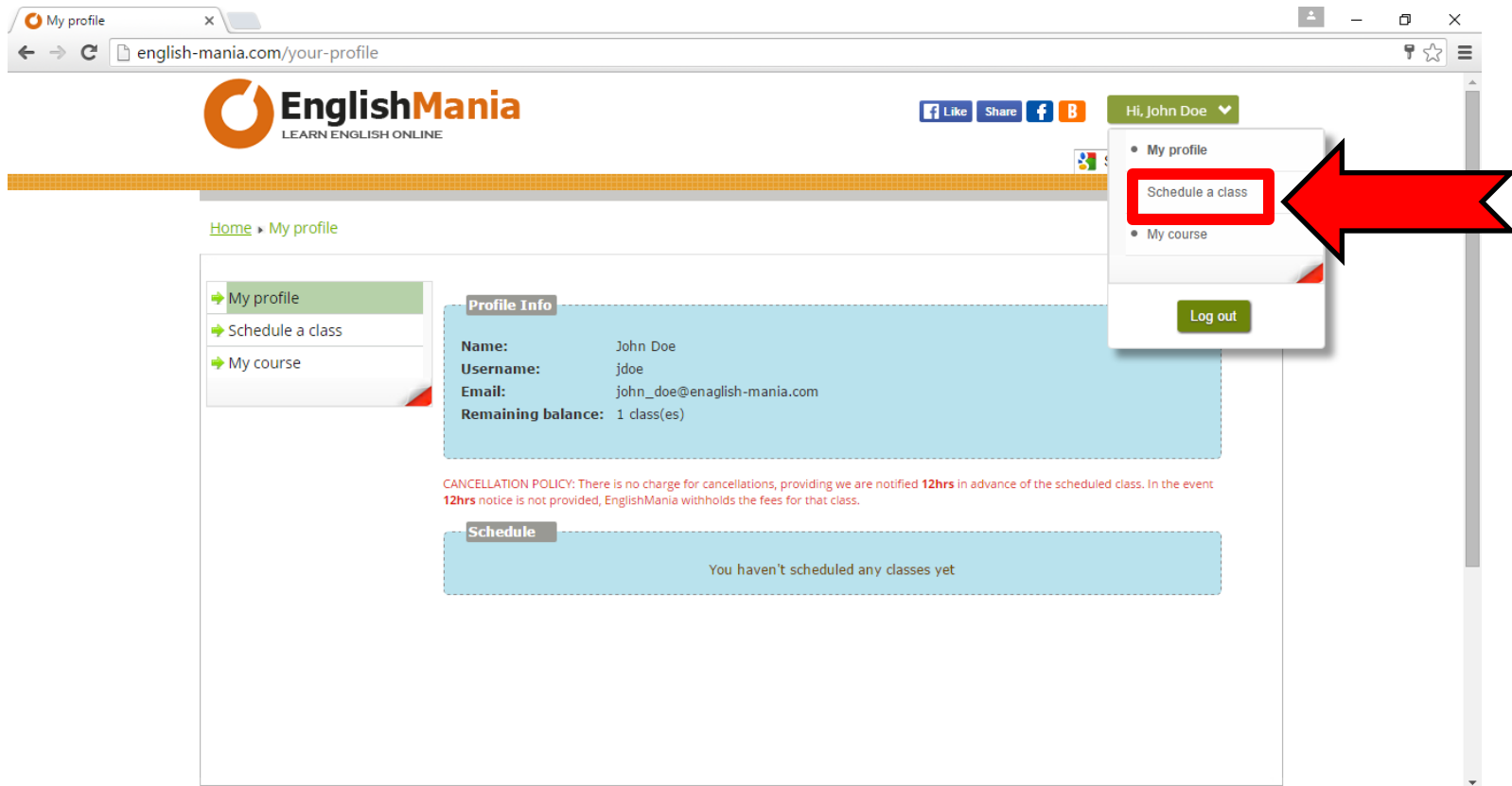
2. Change the language (if needed).



3. Click the “**Log in**” button and enter your username/password.



4. Click on the “Schedule a class” item of the user’s.



The screenshot shows a web browser window at the URL `english-mania.com/your-profile`. The page features the EnglishMania logo and navigation links for 'Like', 'Share', 'f', and 'B'. A user greeting 'Hi, John Doe' is displayed with a dropdown menu that is open, showing options for 'My profile', 'Schedule a class', and 'My course'. A red box highlights the 'Schedule a class' option, and a large red arrow points to it from the right. Below the navigation, the page content includes a sidebar with 'My profile', 'Schedule a class', and 'My course' links. The main content area has a 'Profile Info' section with the following details:

Name:	John Doe
Username:	jdoe
Email:	john_doe@enaglish-mania.com
Remaining balance:	1 class(es)

Below the profile info is a 'CANCELLATION POLICY' notice: "There is no charge for cancellations, providing we are notified **12hrs** in advance of the scheduled class. In the event **12hrs** notice is not provided, EnglishMania withholds the fees for that class." At the bottom, a 'Schedule' section contains the text: "You haven't scheduled any classes yet".

5. In the calendar choose a preferred date for your class.

The screenshot shows the EnglishMania website's 'Schedule a class' page. The browser address bar shows 'english-mania.com/schedule-class'. The page features the EnglishMania logo and navigation links for 'Like', 'Share', and 'Hi, John Doe'. A 'Select Language' dropdown is also visible. The main content area is titled 'Class scheduling' and includes a sidebar with 'My profile', 'Schedule a class', and 'My course'. A calendar for February is displayed, with the 17th highlighted in yellow and a red arrow pointing to it. To the right of the calendar, there are sections for 'Individual Classes: Daily', 'Group Classes: 06:00 Wed; 12:00 Sat', 'Personal info' (with fields for First name: John, Last name: Doe, and Email: john_doe@enaglish-mania.com), and 'Class details' (with a dropdown for 'Class type: --select a class type--').

6. In the “**Class type**” drop-down list choose:

- “**Trial class**” if you’re scheduling your trial class.
- “**Regular class**” if you’re scheduling your regular EnglishMania class.
- “**Group class**” if you’re scheduling a group class.

Screenshot of the EnglishMania website's "Schedule a class" page. The page displays a calendar for February, a "Personal info" section with fields for First name (John), Last name (Doe), and Email (john_doe@enaglish-mania.com), and a "Class details" section. The "Class type" dropdown menu is open, showing options: "---select a class type---", "---select a class type---", "Regular class", "Trial class", and "Group class". A red arrow points to the "Trial class" option.

Class scheduling

February

Mon	Tue	Wed	Thu	Fri	Sat	Sun
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29						

Individual Classes:
Daily

Group Classes:
05:00 Wed, 12:00 Sat

Personal info

First name: John
Last name: Doe
Email: john_doe@enaglish-mania.com

Class details

Class type:
---select a class type---
---select a class type---
Regular class
Trial class
Group class


Schedule a class

english-mania.com/?option=com_pbbooking&task=view&dateparam=20160225&Itemid=493

Home » Schedule a class

- My profile
- Schedule a class
- My course

Class scheduling



February

Mon	Tue	Wed	Thu	Fri	Sat	Sun
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29						

Individual Classes:
Daily

Group Classes:
06:00 Wed, 12:00 Sat

Personal info

First name

Last name

Email

Class details

Class type:

Start (GMT)

No available time slots!

In case of “No available time slots!” message, try choosing a different date.

7. Choose a preferred timeslot and click the “Book now” button.

Home > Schedule a class

- My profile
- Schedule a class
- My course

Class scheduling

February

Mon	Tue	Wed	Thu	Fri	Sat	Sun
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29						

Individual Classes:
Daily

Group Classes:
06:00 Wed, 12:00 Sat

Personal info

First name
Last name
Email

Class details

Class type:

Start (GMT)

- 11:00
- 12:00
- 13:00
- 15:00
- 16:00
- 17:00

IMPORTANT!
All timings are GMT/UTC

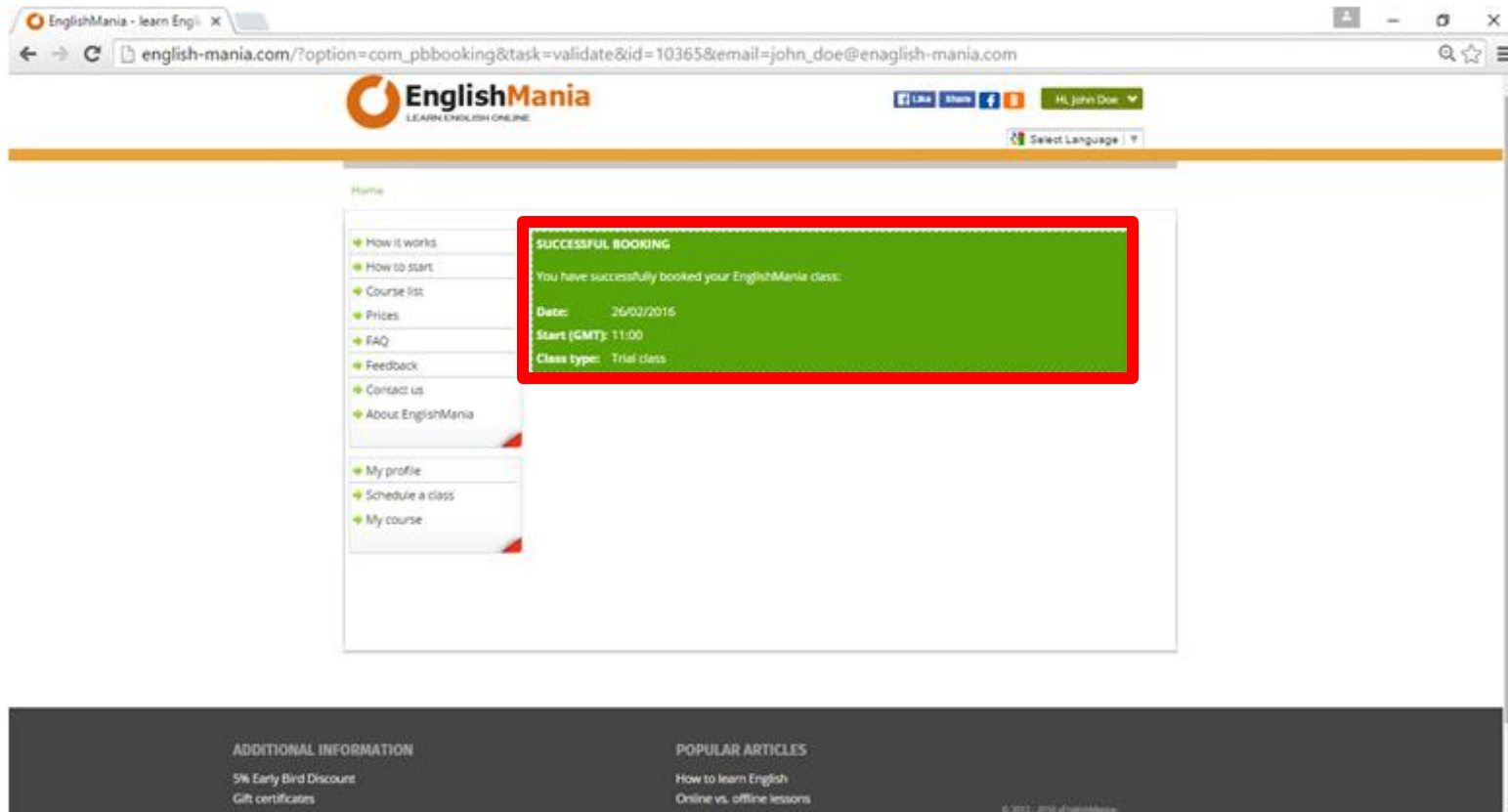
For example, you are in Singapore and want to schedule your class for **20:00** (Singapore time).

The timezone of Singapore is **GMT+8**.

So, if you want to set your class for **20:00** (Singapore time), then in the booking system you need to choose :

20 - 8 = **12:00** time slot.

Congratulations! You have scheduled your class.



Don't miss your class!