



STEP BY STEP GUIDE TO ENROLING A NEW PARTICIPANT

STEP 1: Click *Book now!*

STEP 2: Click *Register here to book*

STEP 3: Register your name and your email address. Note: if you receive the following message, it appears that you already have an account with The Rings. You will be re-directed to the login page. If you are unsure of your password. Click *Forget password/username* and follow the steps to retrieve your password.

STEP 4: Enter your personal details and then click *Confirm Registration*

STEP 5: You will be redirected to the login page.

STEP 6: To log in, you will need to use the email address and password created during the registration process.

STEP 7: Once logged in, you will be able to browse the available classes. You can use the filter options on the left hand side to filter according to the *Program* or *Day*. Alternatively, you can scroll down the page to find the program.

STEP 8: Click *Book* to make a booking.

STEP 9: Enter the student's details and list any health/medical issues, then click on *Save Student*.

STEP 10: The program and student will appear. Click on *Add to Cart* to hit *Confirm and Pay*.

STEP 11: To *Check out*, you will need to agree to the Junior Program T&Cs, enter your credit card details and hit *Confirm and Pay*.

STEP 12: A booking confirmation will appear and a booking confirmation email will be sent to you.