

Directions for online booking of PRIVATE LESSONS sessions in SD & SF:

- \* go here: <https://www.appointment-plus4.com/ap/voicestudiosofeleonorengland/index.php>
- \* click on register & fill in all the blanks
- \* submit it

You will be asked if you want to log into the system. Click on the link to do this. When logged in:

- \* select the city where you want to take lessons
- \* select the type of lesson you want
- \* a dial selector will pop up at this point - select the instructor (Eleonor England)

a calendar will pop up. Forward to the month you want if not the current one (you can only make appointments less than 3 month away - beyond that they will not register). Days with available times will be in white with blue numbers

- \* click on the date you want, a day schedule will pop up.
- \* click on the start time you want. More text will be added to the page you are on.
- \* If you selected a package (a month or a 12 week series) it will not put you in for all the days until you are done with the entire process - just book your first lesson. Within 24 hours all the meetings will be put in.
- \* scroll down to the bottom of the page and make sure your email is correct so you will get a confirmation. Click on the button that says CONTINUE

You will be put into a new screen. Verify that all your contact info is OK - it should match your credit card billing address in a perfect world. Hit FINALIZE APPOINTMENT button at the bottom

You will be brought into paypal. Use your paypal account to pay if you want OR you can use a credit card - here's how to use the credit card:

- \* halfway down the page, you will see "If you do not currently have a PayPal account, CLICK HERE." Click that button.
- \* Any discounts will be taken in the form of a rebate back to your card within 24 hours. Pay the full price now and you will be emailed within 24 hours when the refund is credited to your account.
- \* Fill in your credit card info
- \* Don't forget the "security measure" entry.
- \* Hit button at the bottom CONTINUE CHECKOUT
- \* follow the rest of the prompts and make sure you get to the end where it says that your payment has been processed.
- \* check your email to verify that you got a confirmation. If not, email [eleonor.England@gmail.com](mailto:eleonor.England@gmail.com)

Directions for online booking of GROUP LESSONS sessions in SF:

- \* go here: <https://www.appointment-plus4.com/ap/voicestudiosofeleonorengland/index.php>
- \* click on register & fill in all the blanks
- \* submit it

You will be asked if you want to log into the system. Click on the link to do this. When logged in:

- \* select SAN FRANCISCO for the city
- \* scroll down the page. You will see the group classes to your left. Click on the date in blue (textlink) that is below the group class you want. More text will be added to the page you are on.
- \* scroll down to the bottom of the page and make sure your email is correct so you will get a confirmation. Click on the button that says CONTINUE

You will be put into a new screen. Verify that all your contact info is OK - it should match your credit card billing address in a perfect world. Hit FINALIZE APPOINTMENT button at the bottom

You will be brought into paypal. Use your paypal account to pay if you want OR you can use a credit card - here's how to use the credit card:

- \* halfway down the page, you will see "If you do not currently have a PayPal account, CLICK HERE." Click that button
- \* Fill in your credit card info
- \* Don't forget the "security measure" entry.
- \* Hit button at the bottom CONTINUE CHECKOUT
- \* follow the rest of the prompts and make sure you get to the end where it says that your payment has been processed.
- \* check your email to verify that you got a confirmation. If not, email [eleonor.england@gmail.com](mailto:eleonor.england@gmail.com)