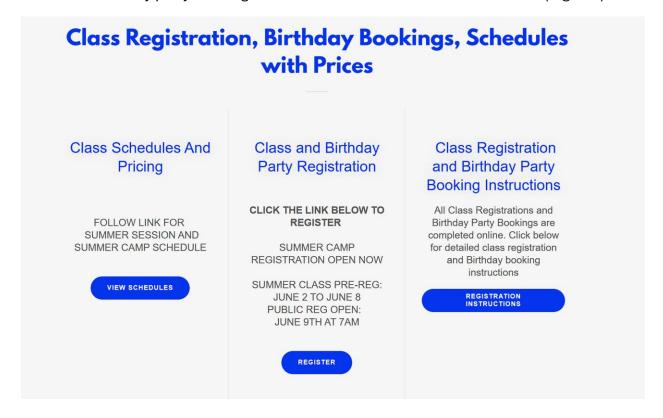
HOW TO BOOK A BIRTHDAY PARTY AT REACH!

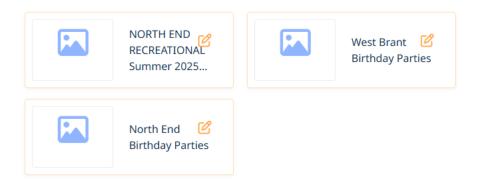
1) From the Reach Gymnastics Club home page scroll down into the "Class Registration, Birthday Bookings, Schedules with Prices" section, there you will find our birthday party booking instructions link as well as the link to book (register).



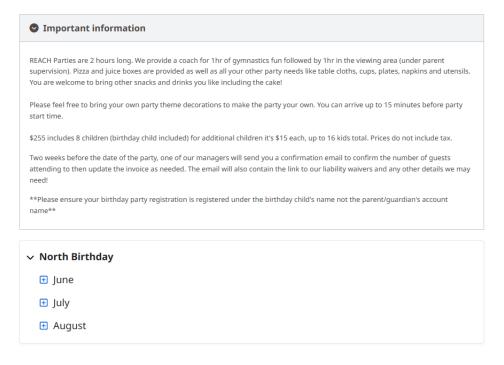
2) Go to the top right corner of this page and Click "Login". This will direct you to login to your current Amilia* account or create an account if you are new to Reach Gymnastics (note your password and account email as you will need these in the future) *(Amilia is the registration software that Reach Gymnastics uses to maintain client profiles and process bookings/registrations)



3) Once you are logged into your account you will be directed to our "store". From here select the location you are interested in hosting your party at.

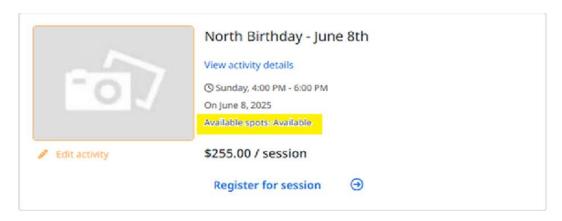


4) Once you select your location, you will be brough to a page with important information about booking your party and the list of available dates.



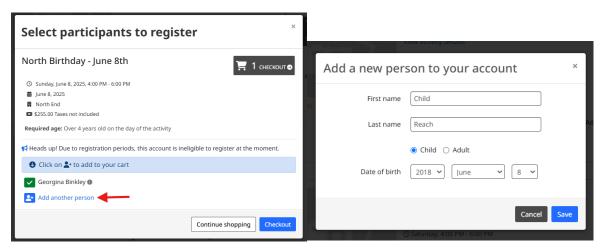
click the blue box of each month to see available dates

5) Click on the month you are looking for, then scroll down until you find your desired date. Once you find your date, click register for session.

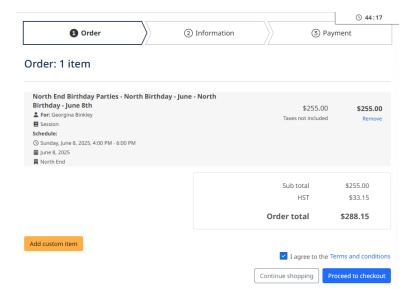


If the above highlighted section says "available spots: full" then that date is booked and no longer available

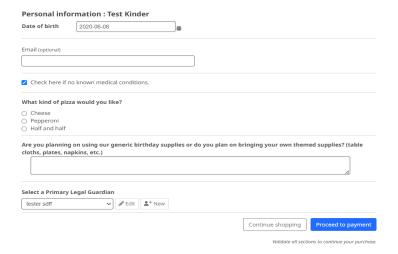
6) Be sure to add the birthday child to complete the registration so that we can plan our set up to best suit the age range of the group.



7) Proceed to check out and review your cart to make sure all party details are correct.



8) You will then be prompted to fill out your personal information as well as other details we need to book the party.



- 9) Proceed to payment where you will be asked to input your credit card information and confirmation will be made by email once complete.
- 10) Two weeks prior to your party, you will receive a confirmation email that will include the date and time of your party, a reminder of what is included, and a link to our liability waiver that must be filled out by all guests. We will also ask for the total number of participants that will be attending the party, then we will update your invoice on our end accordingly to reflect the total number of participants. All invoices must be paid prior to the date of the party.

For any questions or to contact our team regarding booking a party please email reachgymnasticsclubemployee@outlook.com