



Evolve Z Yoga & More

Session Booking System

PRACTITIONER GUIDE

How to Request & Book Your Sessions

System Developed & Implemented By:

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Welcome!

Thank you for being part of the Evolve Z Yoga & More community. This guide explains how to request session bookings and what to expect during the approval process.

Our automated booking system makes it easy to:

- ✓ Request single or recurring weekly sessions
- ✓ Receive immediate confirmation that we received your request
- ✓ Get notified when your booking is approved or needs adjustment
- ✓ See your sessions appear on our public calendar

Booking Form Links

https://docs.google.com/forms/d/e/1FAIpQLSc290fmndEzGOFig4952Byrk7BuQ_IzmFtsaayrWIOEx78gIg/viewform?usp=header

(Booking Link also available on www.evolvezllc.com in the Practitioner tab)

How the Booking Process Works

Step 1: Submit Your Booking Request

Fill out the online booking form with your session details:

- Your name and contact information
- Type of session (Class, Workshop, or Series)
- Session name or description
- Requested date and time
- Session fee
- If recurring: how many weeks

Step 2: Receive Confirmation Email

Within seconds of submitting, you'll receive an email confirming:

- ✓ We received your request
- ✓ Complete details of what you requested
- ✓ Number of sessions (for recurring bookings)
- ✓ Next steps in the approval process

Important: This confirmation email means we received your request. It does NOT mean your booking is approved yet.

Step 3: Wait for Review (24-48 hours)

Our admin team will review your request and check:

- Availability of the space
- Scheduling conflicts with other sessions
- That all requirements are met

Step 4: Receive Approval or Adjustment Request

You'll receive one of two emails:

 **APPROVED:** Your session(s) are confirmed! The email will include:

- All approved session dates and times
- Session details and fees
- Your sessions will appear on the public calendar

 **NEEDS ADJUSTMENT:** We couldn't accommodate your exact request. The email will explain why and encourage you to submit a new request with alternative dates/times.

Step 5: Your Session Appears on Calendar

Once approved, your session will be visible on our public calendar showing:

- Session time
- Session name
- Your name
- Session fee

Understanding Recurring Sessions

If you request a recurring weekly session (e.g., 6 weeks), here's what happens:

Confirmation Email

Your confirmation will list ALL sessions:

Session 1: Thursday, March 5, 2026, 8:00 AM - 9:30 AM

Session 2: Thursday, March 12, 2026, 8:00 AM - 9:30 AM

Session 3: Thursday, March 19, 2026, 8:00 AM - 9:30 AM

... and so on

Approval Email

When approved, you'll receive ONE email with ALL sessions confirmed.

Multi-Month Sessions

If your sessions span multiple months (e.g., 6 weeks starting in late March extends into April):

- Your confirmation email will note this
- You may receive separate approval emails for each month
- Each month's sessions will appear on that month's calendar

Important Things to Know

Submission Does Not Guarantee Approval

Your request goes into a review queue. We'll do our best to accommodate you, but approval depends on space availability and scheduling. Always wait for the approval email before promoting your session.

Check Your Email

All notifications come via email. Make sure to:

- ✓ Provide a valid email address
- ✓ Check your spam/junk folder if you don't see emails
- ✓ Add our email to your contacts to ensure delivery

Timing Expectations

- Confirmation email: Immediate (within seconds)
- Approval/adjustment email: Within 24-48 hours
- Calendar appearance: After approval is processed

Be Flexible When Possible

Having alternative dates or times in mind can help speed up the process if your first choice isn't available.

Frequently Asked Questions

Q: How quickly will I know if my booking is approved?

A: You'll receive an approval or adjustment email within 24-48 hours of submitting your request.

Q: Can I cancel or change my booking after it's approved?

A: Yes. Please contact our admin team directly at laura.evolvezllc@gmail.com to discuss changes or cancellations.

Q: What if I don't receive the confirmation email?

A: First, check your spam/junk folder. If you still don't see it, your submission may not have gone through. Try submitting again or contact us directly.

Q: Can I request the same time slot for multiple weeks?

A: Yes! When filling out the form, select "Yes (weekly)" for recurring and specify the number of weeks. The system will automatically create your weekly series.

Q: When will my session appear on the public calendar?

A: Your session appears on the calendar after it's approved and the admin updates the public calendar (usually within a few days of approval).

Need Help or Have Questions?

We're here to help!

Email: laura.evolvezllc@gmail.com

Website: www.evolvezllc.com

Thank you for being part of our community!

We look forward to hosting your sessions at Evolve Z Yoga & More.

This system was custom-developed and implemented by CA Strategies Consulting exclusively for Evolve Z Yoga & More.

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