MAKING AN ACCOUNT

It is essential to make an account in order to:
1. See when your next lesson is
2. Reschedule your own lessons
3. Track how many lessons you have left in your bundle

If you are a new student:
1. After you have placed your first order, there will be a confirmation page on the screen.
2. Select the white box which says Register for an Account. It takes 20 seconds.
3. Enter your User Name and Password

If you are a returning student who has not created an account:
1. After you have placed your next order, there will be a confirmation page on the screen.
2. Select the white box which says Register for an Account. It takes 20 seconds.
3. Enter your User Name and Password

BOOKING A SINGLE LESSON

1. Click any pink Book Me button on the www.ruthellis.net website
2. Enter any coupon code you have in Redeem Coupon or Package. Reduced prices will show.
3. Scroll down to the length of lesson you want to book
4. Click the black **Book** button next to the type of lesson you wish to book
5. Set your Time Zone
6. When the calendar pops up, select the blackened date you wish to book (grey dates are not open)
7. Select a time from the drop down of available times for that day
8. Select Continue
9. Enter your information
10. Read/click you have read the policies
11. (You can also enter your coupon code here)
12. Click the black Pay Now button

RESCHEDULING A LESSON

Please be considerate and reschedule as soon as you are aware of the conflict.

This gives other students the chance to book that time slot.

You can reschedule I two ways.

Way #1:

1. Find the lesson receipt which was emailed to you, which you diligently saved 😊
2. Scroll down to the black Change/Cancel Appointment button.
3. The scheduling page will open.

Way #2:

1. Go to the website, www.ruthellis.net
2. Select a Book Me Button
3. Select the Log In button in the upper right-hand corner
4. A green box will appear with your upcoming lessons
5. Below the green box are black boxes with the options to Cancel or Reschedule
6. After selecting Reschedule, the scheduling prompts will appear, Set Time Zone, Calendar, etc.

BOOKING BUNDLE LESSONS

1. Click any pink Book Me button on the www.ruthellis.net website
2. Scroll to bottom of the scheduling page to locate the length of lessons you would like to book
3. Click the black Add to Cart button next to the length of lesson you wish to book
4. Set your time zone
5. Select the blackened date you wish to book (grey dates are not open)
6. Select time from the drop down of available times for that day
7. If you wish to book a single lesson, select Continue
8. If you wish to book multiple lessons for the same day and time
   - Select Recurring
   - In the pop up, enter the number of times you wish to repeat this appointment (this should match the number of lessons you are purchasing or have purchased)
   - Select Add Recurring Times
   - All the dates selected will pop up. You can keep them by selecting Continue or delete the ones that don't work by clicking the trash can.
9. Enter your information
10. Read/click you have read the policies
11. (You can also enter your coupon code here)
12. Click the black Pay Now button

SCHEDULING A BUNDLE LESSON

There are three ways to schedule a bundle lesson:

Way #1:

EASIEST: After you have purchased the bundle, the usual scheduling page will appear, Set Time Zone, Calendar, etc.

Way #2:

1. Schedule using the order receipt that was emailed to you, which you diligently saved 😊
2. Scroll down to the Schedule button
3. Your code will be pre-populated in the form
4. The scheduling prompts will appear, Set Time Zone, Calendar, etc.

Way #3:

1. Go to the website, www.ruthellis.net
2. Select a Book Me Button
3. Select the Log In button in the upper right-hand corner
4. A green box will appear with your upcoming lessons and the Active Codes (remaining lessons in your bundle)
5. Scroll down and select the black Redeem Coupon or Package
6. Your remaining lesson code will automatically populate the box
7. Scroll down to the length of lesson you purchased (the price will have a line through it)
8. Select the black Book button on the right of the lesson length you purchased
9. The usual scheduling prompts will appear, Set Time Zone, Calendar, etc.

HOW MANY LESSONS LEFT IN MY BUNDLE?

1. Go to the website, www.ruthellis.net
2. Select a Book Me Button
3. Log in (upper right hand corner)
4. A green box will appear with your upcoming lessons and the Active Codes (remaining lessons in your bundle)
5. Scroll down and select Show Amount Remaining
6. The remaining number of lessons will be listed