



ONLINE CLASS SCHEDULING IS HERE!

Harmony is excited to announce the launch of our new Web Scheduler. You will now be able to sign up for classes, cancel classes, and purchase packages online. Below are the easy steps required to set-up your account, access your account, and sign up for classes.

New User Instructions

- 1 To access the Web Scheduler, go to www.harmonybody.com, and click the **schedule now!** button located in the menu bar.

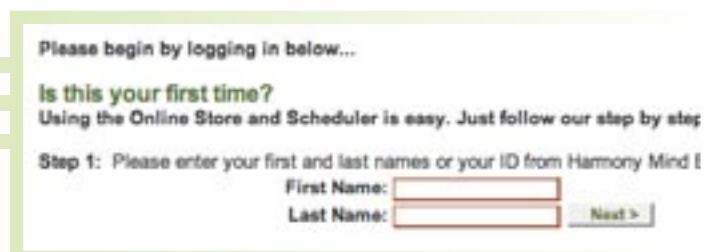
OR, [click here.](#)



- 2 In the upper right-hand corner of the page, click on **Sign Up!**



- 3 In the **Is This Your First Time?** section, Enter your first and last name under **Step 1** and click **Next>**.



- 4 Your name will show up on the next page. Click **This is me!** next to your name.

Create Account

Please select your name below if you already a client of Harm

Sally O'Malley

- 5 For verification enter one piece of information and click **Next>**.

For verification please provide any ONE of the following:

Email Address

Address

Home Phone (Last4Digits)

Mobile Phone (Last4Digits)

Date of Birth (mm/dd/yyyy)

- 6 In the **GO TO** bar in the upper right-hand corner of the page, click the **MY INFO** tab and then, in the page that loads, click **Edit Your Account**.

GO TO: CLASSES WORKSHOPS APPOINTMENTS MY INFO ONLINE STORE H

My Contact Info My Schedule My History My Purchases My Accou

Edit Your Account

Address: 123 Harmony Ln.
City: Chicago

- 7 Be sure to include your email address and check the box that says **Send me email confirmations & notifications**.

Postal Code: ILLINOIS

Country: UNITED STATES

Email Address: sallyomalley@yahoo.com

Send me email confirmations & notifications:

Signing-up for Classes

- 1 In the **GO TO** bar in the upper right-hand corner of the page, click on the **CLASSES** tab. Today's date is displayed under the Harmony logo in the upper left-hand corner of the page.



- 2 Use the navigation links (Prev, Today, Last Week, etc.) or the calendar icon to find the days and classes which interest you. The class days and dates are displayed before the list of classes.



- 3 Click **Sign up now!** next to the class you wish to register for.
****Remember that you need a current package of classes to sign-up online. You may also purchase classes online.**



Harmony Clients may sign up for mat and equipment classes online. Private sessions must still be scheduled with the Front Desk. You may currently only "request" a private session with the Web Scheduler. Appointments requested online will be confirmed by the front desk. Please call Harmony at 773-296-0263 if you have any questions. Our staff will be happy to help you.

PLEASE REVIEW OUR STUDIO POLICIES ON THE FOLLOWING PAGE



Studio Policies

- Cancellation Policy** Please note that there is a 24-Hour Cancellation Policy for all Private, Duet, and Reformer Class appointments. If you fail to give us a full 24 hours notice, or are a no-show, the full price of your session will be charged.
- All sessions may be canceled online with more than 24 hours notice.
- The Harmony staff strives to give each client our fullest attention during their allotted time. Sessions will begin and end promptly as scheduled. Late arrivals are responsible for the full fee of their session.
- To avoid interruption and prevent injury, clients who are more than 10 minutes late to a group equipment or mat class will not be allowed to join the class. All sessions expire six months from the date of purchase, are non-refundable, and non-transferable.
- Purchase Policies** Advance payment is required to sign up for future classes and appointments online.
- All sessions are by appointment only.
- Clients who wish to hold a standing private, duet or reformer class appointment must purchase a minimum of 6 sessions at a time to guarantee their reservation.
- Clients must speak with their instructor(s) to determine which class level will be most appropriate and beneficial for them.
- General Policies** Please be courteous and quiet while sessions are in progress.
- We kindly ask that you turn off your cell phone before entering the studio, to avoid interruption to you and others during their sessions.
- If you must have access to your cell phone, please put it on the vibrate setting and keep it nearby. If you must answer a call, please do so outside of the studio.
- We accept cash, check, Visa, and Mastercard.
- Gift certificates are available in any amount.