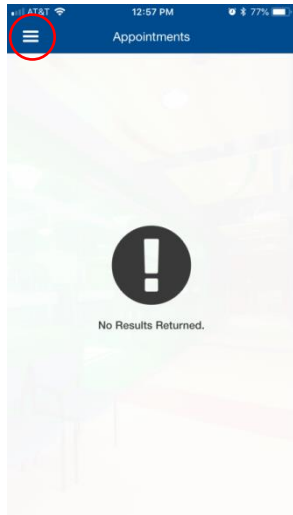# HOW-TO GUIDE

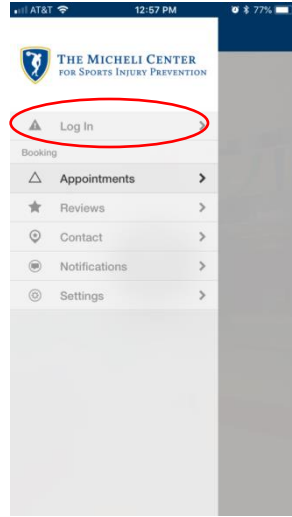## The Micheli Center app for the convenience of booking your **private training** and **PERS** sessions.*

At this time, ONLY private training and PERS sessions can be booked using the app. If you need assistance, ask the front desk staff for a "How-to Guide".
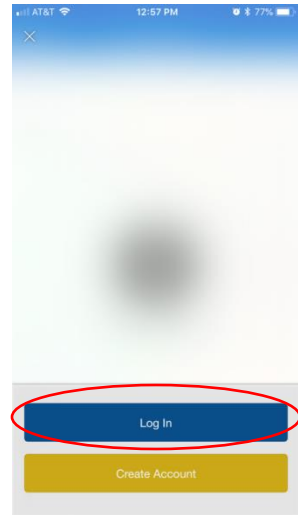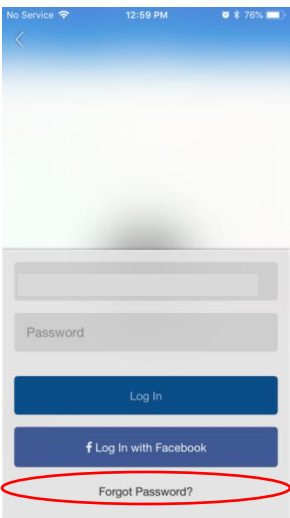
Available on the **App Store**

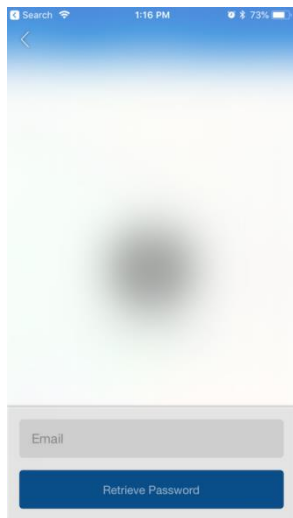**Select the menu button in the top left corner.**
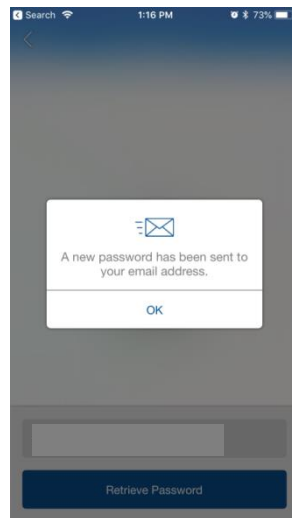
Select "Log In" from the menu options.
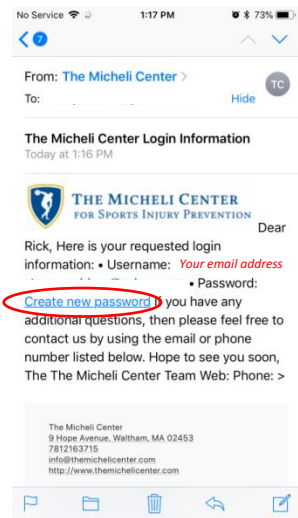
Select "Log In".

Do not attempt to log in but rather select "Forgot Password?".

Type in the desired email address and select "Retrieve Password".
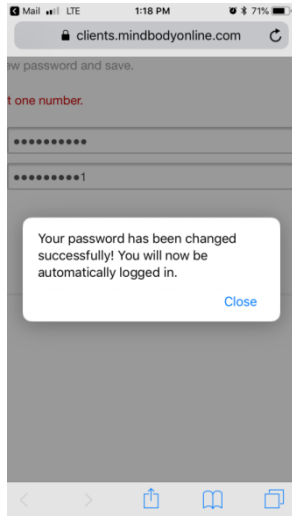
When this message appears, select "OK" and check the email for the account that you entered.
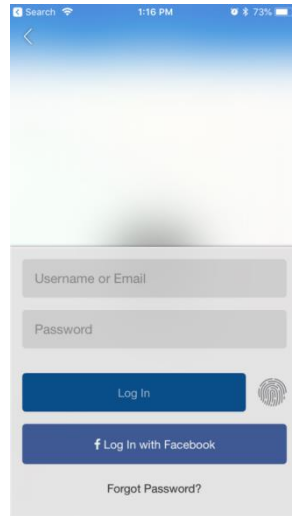
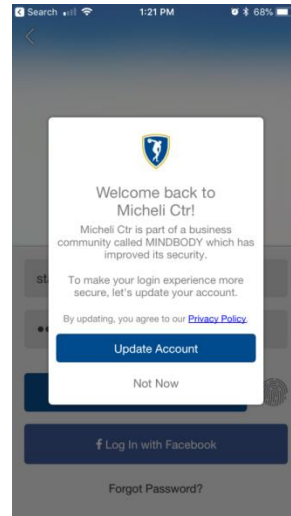**When your email appears, select "Create new password".**

**You will then be redirected to a browser screen with a place to create a password. (Zoom in to see better.)**

Once you create a password, you will be redirected to a new website with appointment options. At that point, switch back to the app to proceed.
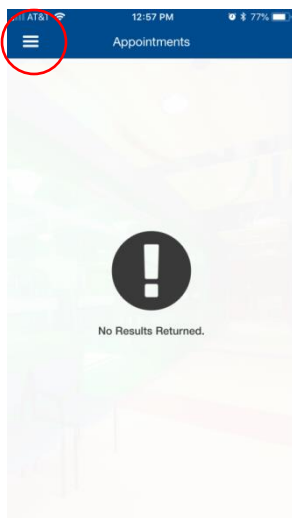

**IN THE APP:
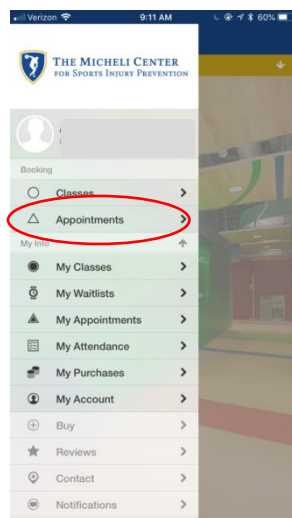Log in with the same email address and your new password.**

You can choose to update your account (address and other pertinent information) now or later on.
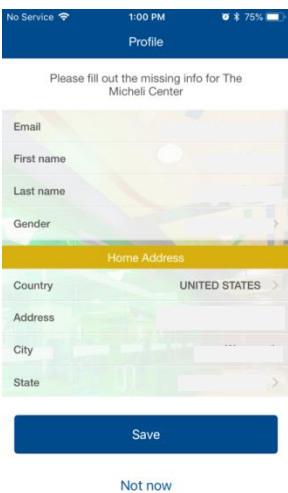
If you choose to update it now, please fill in all fields and select "Save".

To find available private training appointments, select the menu button in the top left corner.
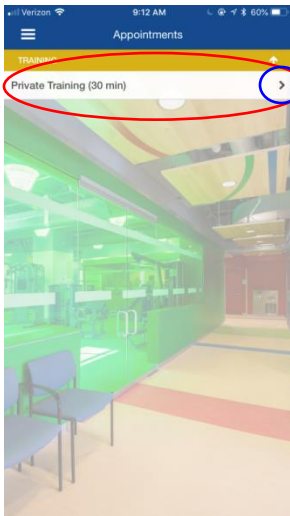

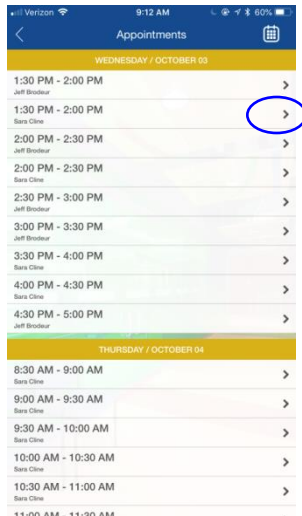**In the open menu, select "Appointments".**

At the yellow "Training" bar that appears at the top, select the small white down arrow in the right corner.
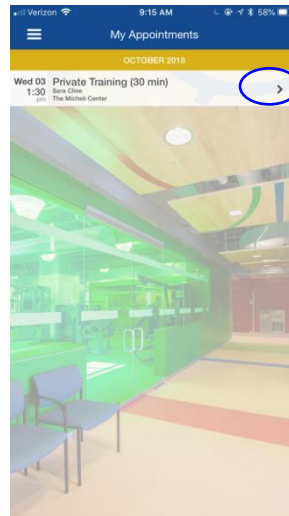
Once you have completed the login process, the following steps are what you'll follow every time you wish to book a session.
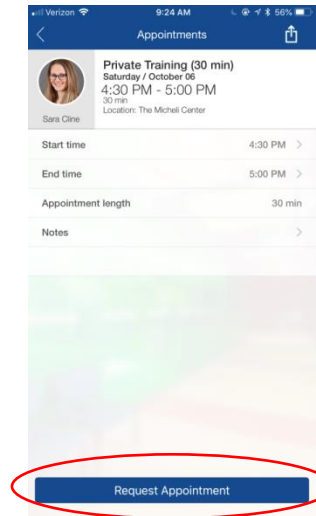
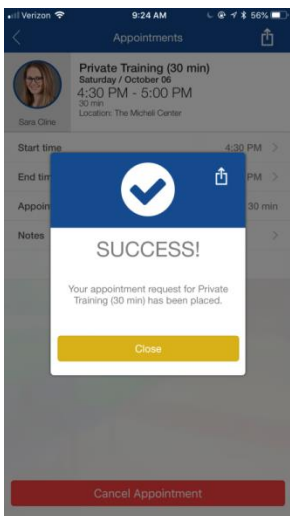**Choose the appropriate option and select the black arrow to see the time options.**

Choose the desired time and trainer by selecting the black arrow.

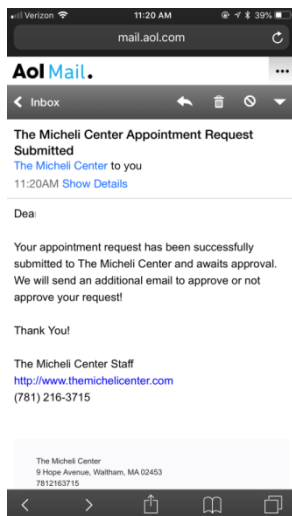**Confirm that the date, time, and trainer are correct and select the black arrow.**

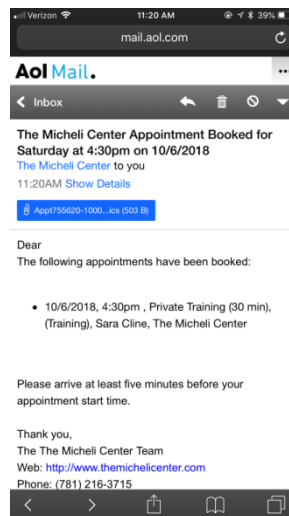**Select "Request Appointment" at the bottom of the screen.**

You will receive a confirmation on your screen once your appointment request has been placed.
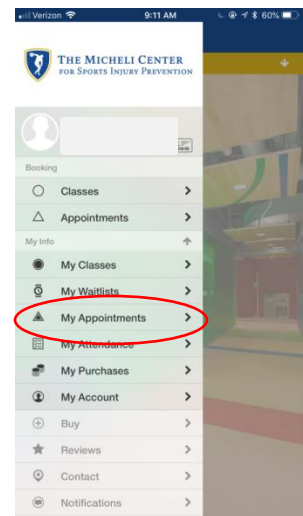***Again, this is only a REQUEST for the specific time slot you selected.***

You will also receive an email confirmation that your email request has been received.

Once your request has been accepted by The Micheli Center staff, you will receive an email confirmation of your appointment.

Your request is not completed until you receive the confirmation email.

To review your confirmed appointments in the app, go back to the menu via the three lines in the top left corner, and select "My Appointments".