



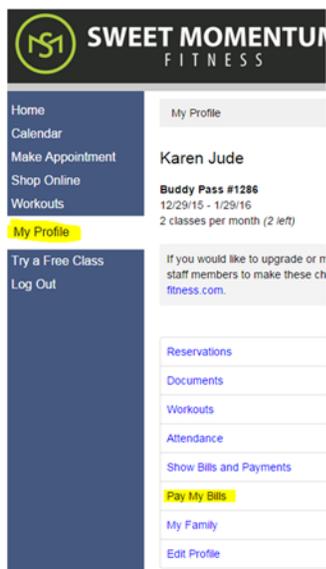
## Guide to Zen Planner, Your Online Booking System

### Logging in to Zen Planner:

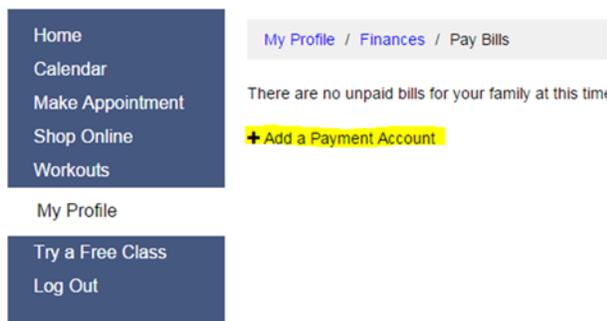
Log in to Zen Planner by going to the Schedule section of the Sweet Momentum Fitness website. Click on your desired class, and you will be prompted to input your credentials to log in (this will be provided to you). **OR** go to [sweetmofitness.sites.zenplanner.com](http://sweetmofitness.sites.zenplanner.com)

### To manage payment and documents:

1) When you're logged in, click "My Profile." There is an option for "Pay my Bills."



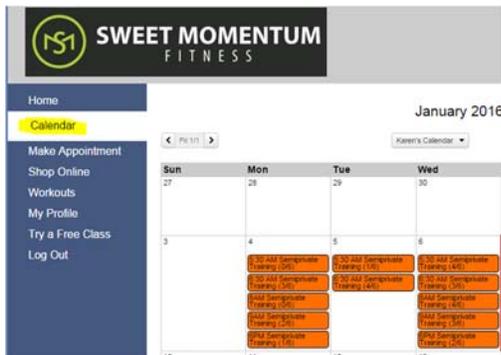
2) Click on "Add a Payment Account" from there, and you should be good to go! Just fill out the forms, and follow the instructions on screen.



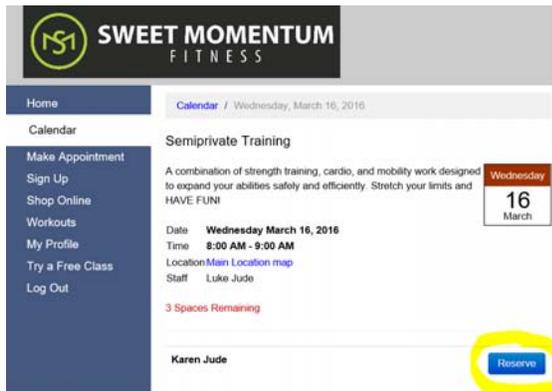
\*The **"My Profile"** section is also where you will find any documents and waivers you need to sign before booking classes.

**To book small group classes online:**

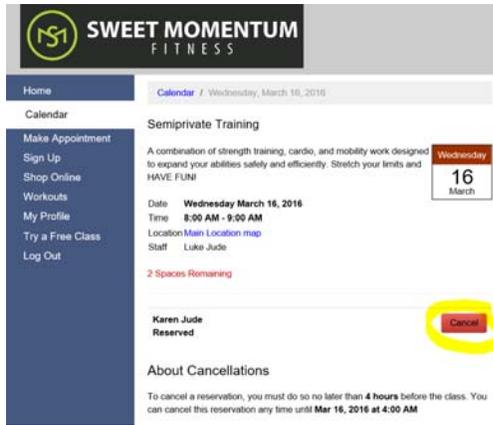
1) Select "Calendar" from the menu and then select the class you want to join (do NOT use the appointment option—this is for one-on-one training sessions).



2) Confirm the date and time, and click "Reserve." All done!



3) To cancel a class, either click on the class from the calendar (classes you have reserved will be marked with a star), or go to the "Reservations" section under "My profile" and click on the class from the list there. Click "Cancel" to cancel your reservation. (Please see Cancellation Policy for details.)



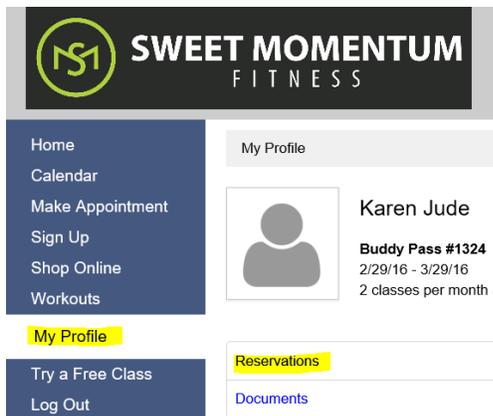
### Booking classes is even easier using the Zen Planner App:

- 1) Download the “Zen Planner Member App” from your mobile device’s App Store or Play Store.
- 2) Log in using your credentials (you should only have to do this once).
- 3) Click the class you would like to attend, and confirm. Done!

\*You can also see the classes you have reserved and cancel from the app if needed.

### Reviewing Your Reserved Classes

- 1) Log in to Zen Planner
- 2) From the “My Profile” section, click on “Reservations”



- 3) Your reserved classes will be listed.

\*You can also go to the Calendar section to review reservations. Classes that you have booked will display a star next to them.

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- 5:30 AM Semiprivate Training (5/6)
- 6:30 AM Semiprivate Training (4/6) ★

**Booking One-on-One Training:**

- 1) Select "Make Appointment" from the menu, and select the desired service.
- 2) Choose your time slot, and confirm your reservation details on the next page.

**SWEET MOMENTUM FITNESS**

Home  
Calendar  
**Make Appointment**  
1:1 30-Minute Private Training  
Nutrition Coaching Intake: 60 Minute Appointment  
Nutrition Coaching: 30 Minute Appointment

Appointments / 1:1 30-Minute Private Training

1:1 30-Minute Private Training (Mar 13, 2016 - Mar 19, 2016)

(30 minutes)

< TODAY >

	Sun 3/13/16	Mon 3/14/16	Tue 3/15/16	Wed 3/16/16	Thu 3/17/16	Fri 3/18/16
4 AM						
5 AM						
6 AM						
7 AM						
8 AM						
9 AM			9:00 AM		9:00 AM	
			9:30 AM		9:30 AM	
10 AM			10:00 AM		10:00 AM	
				10:30 AM	10:30 AM	
11 AM						

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