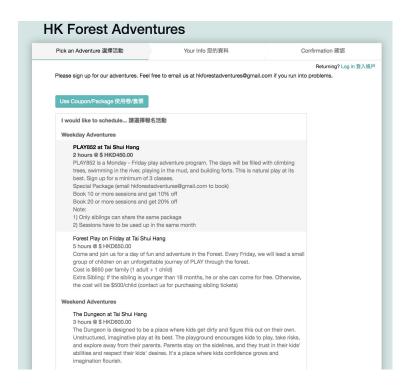
# Using Our Online Scheduling System

- How to Sign-Up
- FAQ
  - How do I pay you?
  - The back button doesn't work. I want to check out the calendar for another adventure.
  - How do I sign up for multiple adventures? I want to sign up for both PLAY852 and Forest Play on Friday.
  - How do I know if there are any opening spots for a particular adventure on a particular date(s)?
  - o <u>Do you offer free trial classes?</u>
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  - o <u>I'd like to purchase the PLAY852 Special Package of 10 or more/20 or more sessions. How do I book?</u>
  - o <u>I'd like to go on the Forest Play Weekend adventure but I have two kids. I saw that you have a special price for the second sibling. How do I book?</u>
  - Do you have special sibling prices for PLAY852 or Dungeon?
  - o I have a voucher. How do I sign up using my voucher?

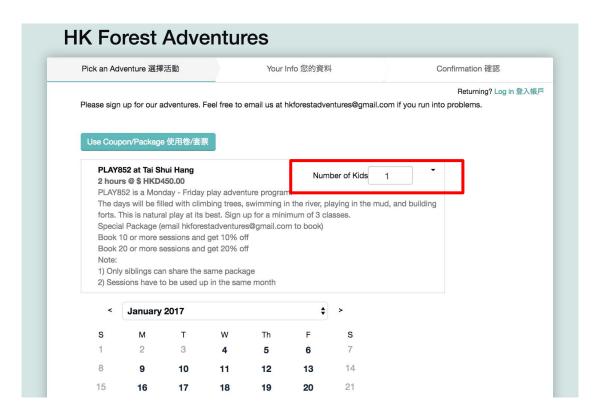
# How Do I Sign Up: Select Adventure

Step 1 Visit our scheduling page: https://hkforestadventures.acuityscheduling.com/ Step 2 Click on the adventure you'd like to book.



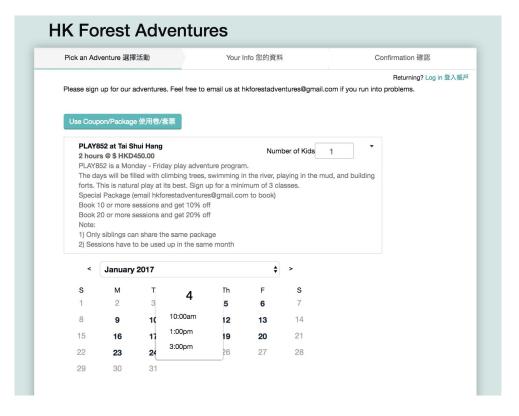
## How Do I Sign Up: Select Number of Kids

Step 3 If you are booking for more than one child/family, please enter the desired number for "Number of Kids"



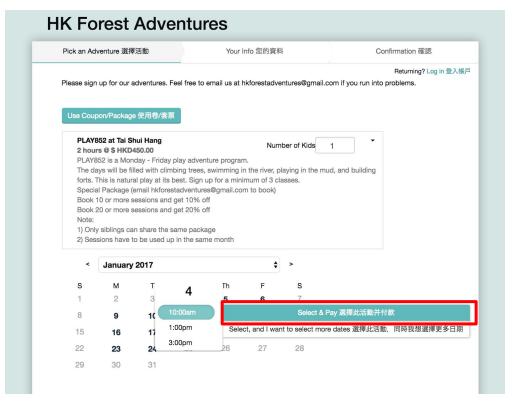
# How Do I Sign Up: Select Date and Time

**Step 4** Click on the date you'd like to book. You will see the available time. Click on the time you'd like to book. If a time has been crossed out, that session is full!



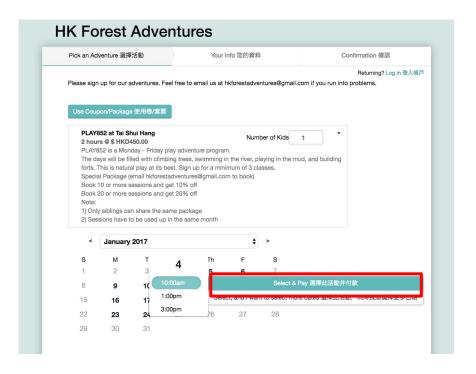
# How Do I Sign Up: Booking Single Session

**Step 5A** If you are only scheduling for one adventure, click on "Select & Pay" to enter your information and complete the payment process (Step 6).



# How Do I Sign Up: Booking Multiple Sessions

**Step 5B** For many of our adventures (like PLAY852 or our Forest Play), however, we strongly encourage you to book multiple sessions. If you need to book multiple sessions, pick the first date you'd like to book, say January 4, and click on "Select, and I want to select more dates"



# How Do I Sign Up: Booking Multiple Sessions on a Regular Schedule

**STEP 5B(i)** Next, if you regularly attend on a specific day of the week (for example, Thursday), select "Every Thursday" and add the number of Thursdays you will attend (e.g. 3 times). Click on "Add "Recurring Times."

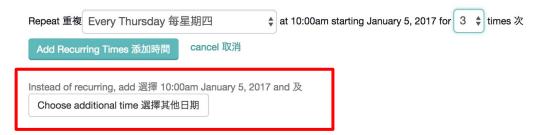


You will see the dates are selected. For any dates you cannot attend, click "remove". If you have other dates you want to book, please continue to book other dates on the calendar. When you have picked all the dates, click "Continue" to enter your information and complete payment (Step 6).

<	January	2017			<b>\$</b>	) >	January 5, 2017 at 10:00am remove  January 12, 2017 at 10:00am remove
S	М	Т	W	Th	F	s	January 19, 2017 at 10:00am remove
1	2	3	4	5	6	7	Continue 繼續»
8	9	10	11	12	13	14	
15	16	17	18	19	20	21	

# How Do I Sign Up: Booking Multiple Sessions on an Irregular Schedule

**STEP 5B(ii)** Or, if you have an irregular schedule, you can add one date at a time. After picking the first date on the calandar you'd like to book, say January 5, and click on "Select, and I want to select more dates." Under the "Add Recurring Times" button, click on "Choose additional time"



You will see the date selected on the right. For any dates you cannot attend, click "remove". If you have other dates you want to book, please continue to book other dates on the calendar, following the same instructions from previous steps. When you have picked all the dates, click "Continue" to enter your information and complete payment.

<	January	2017			<b>\$</b>	<b>)</b> >	January 5, 2017 at 10:00am remove
S	М	T	W	Th	F	S	Continue 胸膜"
1	2	3	4	5	6	7	
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22	23	24	25	26	27	28	
29	30	31					

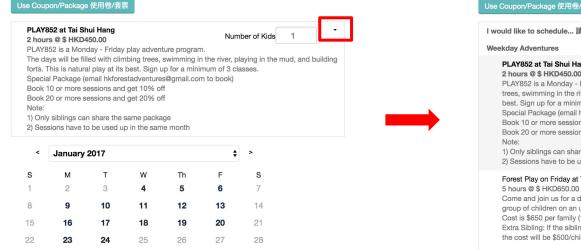
# How Do I Sign Up: Enter Your Information & Pay

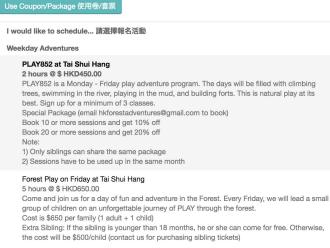
**STEP 6** Enter your information, review all our policies, and select your preferred payment option. If you choose to pay via Credit Card/PayPal, once you've completed the payment, your booking is confirmed.

## How Do I Sign Up: Switching to Another Adventure

While viewing the calendar of one adventure, you may want to switch to view another adventure. For example, you may be looking at the PLAY852 calendar and decide to check out the Dungeon calendar. You may notice that the back button doesn't work. To view the details for another adventure, click the arrow at the top right corner of the course description box. The menu will expand and you'll be able to select to view other adventures.

Important note: You cannot book multiple different adventures in one single transaction. For example, if you want to book PLAY852 and Forest Play on Friday, you have to complete the booking for one of the adventures first before booking another.





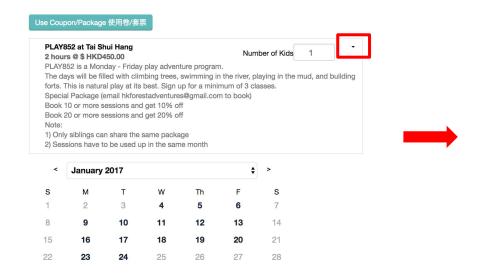
## How do I pay you?

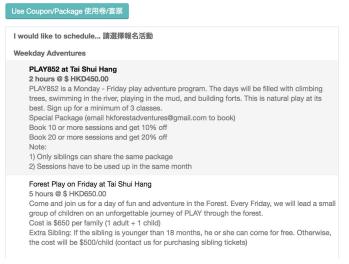
We accept Credit Card and PayPal. At the end of the signup process, you will see the option to pay online through PayPal. Please note that you do not have to have a PayPal account. You will be directed to PayPal where you can input your credit card or PayPal information. Your selected appointment time will be reserved for 20 minutes in order for you to complete payment. Once you've completed the payment, your spot is confirmed.

If you have trouble paying online, you can deposit the fee into our Bank of China bank account. Please contact us at hkforestadventures@gmail.com

#### The back button of the browser doesn't work. I want to check out the calendar for another adventure.

While viewing the calendar of one adventure, you may want to switch to view another adventure. For example, you may be looking at the PLAY852 calendar and decide to check out the Dungeon calendar. You may notice that the back button doesn't work. To view the details for another adventure, click the arrow at the top right corner of the course description box. The menu will expand and you'll be able to select to view other adventures.





How do I sign up for multiple adventures? I want to sign up for both PLAY852 and Forest Play on Friday.

You cannot book multiple different adventures in one single transaction. For example, if you want to book PLAY852 and Forest Play on Friday, you have to complete the booking for one of the adventures first before booking another.

How do I know if there are any opening spots for a particular adventure on a particular date(s)?

To see our opening, please visit our scheduling page: https://hkforestadventures.acuityscheduling.com/. Click on the adventure and the date your are interested in. If a time slot has been crossed out, there's no opening. If you want to get on the waiting list, please contact us at <a href="https://hkforestadventures.acuityscheduling.com/">https://hkforestadventures.acuityscheduling.com/</a>. Click on the adventure and the date your are interested in. If a time slot has been crossed out, there's no opening. If you want to get on the waiting list, please contact us at <a href="https://hkforestadventures.acuityscheduling.com/">https://hkforestadventures.acuityscheduling.com/</a>.

### Do you offer free trial classes?

No, due to the popularity of our adventures, we do not offer any free trial classes.

#### I need to reschedule. How do I do it?

We don't allow rescheduling for some of our adventures. And rescheduling is subject to availability. Please contact us at <a href="https://htt

### I'd like to purchase the PLAY852 Special Package of 10 or more/20 or more sessions. How do I book?

To purchase the PLAY852 Special Packages of 10 or more/20 or more sessions, please fill out this form: https://goo.gl/forms/IBtXLLZKJOQkO61u2 and we will send you an invoice in 1-2 business days.

# I'd like to go on the Forest Play Weekend adventure but I have two kids. I saw that you have a special price for the second sibling. How do I book?

To purchase sibling tickets, please fill out this form: https://goo.gl/forms/IBtXLLZKJOQkO61u2 and we will send you an invoice in 1-2 business days.

## Do you have special sibling prices for PLAY852 or Dungeon?

No, currently we don't. For PLAY852, however, siblings can share the same package of 10 or more/20 or more sessions.

### I have a voucher. How do I sign up using my voucher?

Please contact us at <a href="https://hkforestadventures@gmail.com">hkforestadventures@gmail.com</a>.