

TimeTap Tutorial

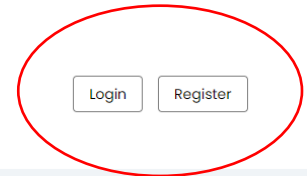
We are providing step by step instructions to navigate TimeTap! This user-friendly appointment management system will allow you to efficiently register, view, change or cancel ANY of your group classes whenever you need to do so! No need to search through emails or texts to find your classes. It is all stored at your fingertips, right within your TimeTap account!

1. REGISTERING & LOGGING IN

You will sign in [here](#)

As instructed in your original Group Class instructions, you will want to bookmark the link for future use.

If you have not yet registered for TimeTap, start there.



Sit Means Sit Dog Training

Thanks for visiting our web scheduler to book a group class with us! Click through the screens on the right to reserve a class with **Sit Means Sit Dog Training**.

Additional Info:

Managing your own appointments and need some help? Read the how-to guides on:

- Booking your first class
- Registering on our scheduler
- Cancelling or Rescheduling a class

We're so glad you're coming to class!

Click through the next few screens to select an appropriate group class for your dog.

If you would like to see the schedule & what is planned for each class [click here](#).

**PLEASE
NOTE...**

If you have not yet been released to group class, do not sign up for any classes.

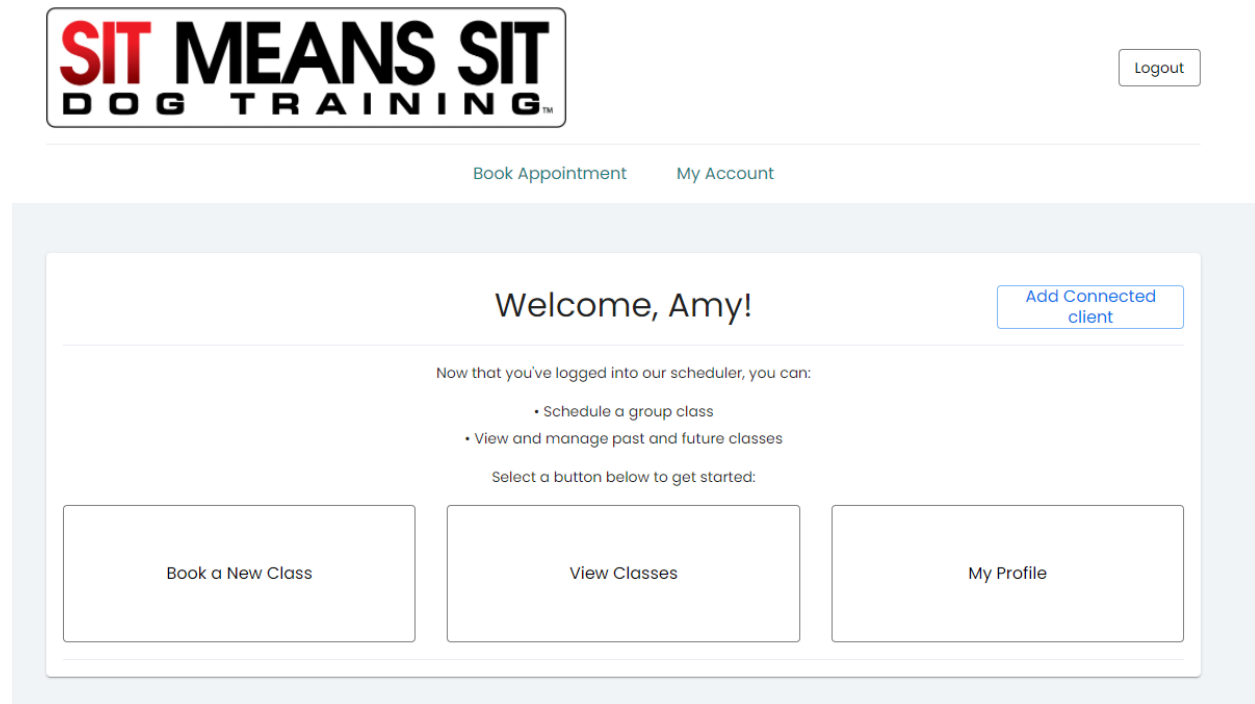
- You can book up to **two** classes at a time.
- You can book classes up to two months in advance.
- You need to wait a full 24 hours before you can book another class.
- If you are not able to make a class, cancel your reservation as quickly as possible to make room for someone else.
- There is a wait list for classes that are full. If a space opens up, everyone on the wait list will be notified via email or text if you chose that option. Respond quickly as it is offered on a first-come basis.

REGISTERING & LOGGING IN (continued)

Click on "Login" and sign in with your email and password

The next screen view will say "Welcome ____" and you will see 3 buttons:

- "Book a new class"
- "View classes"
- "My profile"



If you wish to book a new class, please click on that button.

2. BOOKING A CLASS

The next screen will say, "We're so glad you're coming to class."

Please read the information as it is important. Then click on "next" (lower right corner of screen.)

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- There is a wait list for classes that are full. If a space opens up, everyone on the wait list will be notified via email or text if you chose that option. Respond quickly as it is offered on a first-come basis.
- Arrive 5-10 minutes early to check in and get settled. Classes are 45 minutes and we make use of all our time! *People coming in late to class can be a distraction to others.*

Thank You!

[Next](#)

Now you will click on one of two options: "First-Timer Friendly Group Class" or "Standard Group Class." Whichever one you choose, you will only see those class options, nothing else.

BOOKING A CLASS (continued)

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Service

First-Timer Friendly Group Class
This class is designed for our newer handlers and dogs. Group classes are designed to increase your dogs attention around distractions, but attending your first group classes can be overwhelming for some people and dogs. Plan to attend this class as a way to ease yourself into a group class situation.

To keep everyone safe, dogs in muzzle or dogs that are reactive to people and/or other dogs (require a yellow bandanna) ARE NOT permitted in this class UNLESS GIVEN PRIOR APPROVAL BY A TRAINER.

If you have questions as to what class you should attend, please call your trainer.

45 Minutes >

Standard Group Class
This is a standard group class, available to dogs who are cleared to come into our group classes. They are designed to increase your dogs attention around distractions.

Group Class drills/activities are at the trainers discretion. They take into consideration class size and weather conditions. There may be instances where a trail walk is substituted in place of a scheduled drill/activity. Please plan accordingly

45 Minutes >

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Next

Select your option and the calendar of available classes will appear. Click on the class you wish to register for and follow the registration prompts.

If you are registered for two classes, you will not be able to register for additional classes until you cancel one of your classes, or 24 hours after one of your classes has ended. The calendar will only show options for classes that are not yet filled and will give you an idea how many spaces are left.

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Time

Booking First-Timer Friendly Group Class

Select Date: **March 2022**

Select Time On: **Mar 22, 2022** 1 Times Selected

Timezone: *US/Eastern*

6:00 PM 4 Spaces

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

[Click here to join the Wait List for another date/time.](#)

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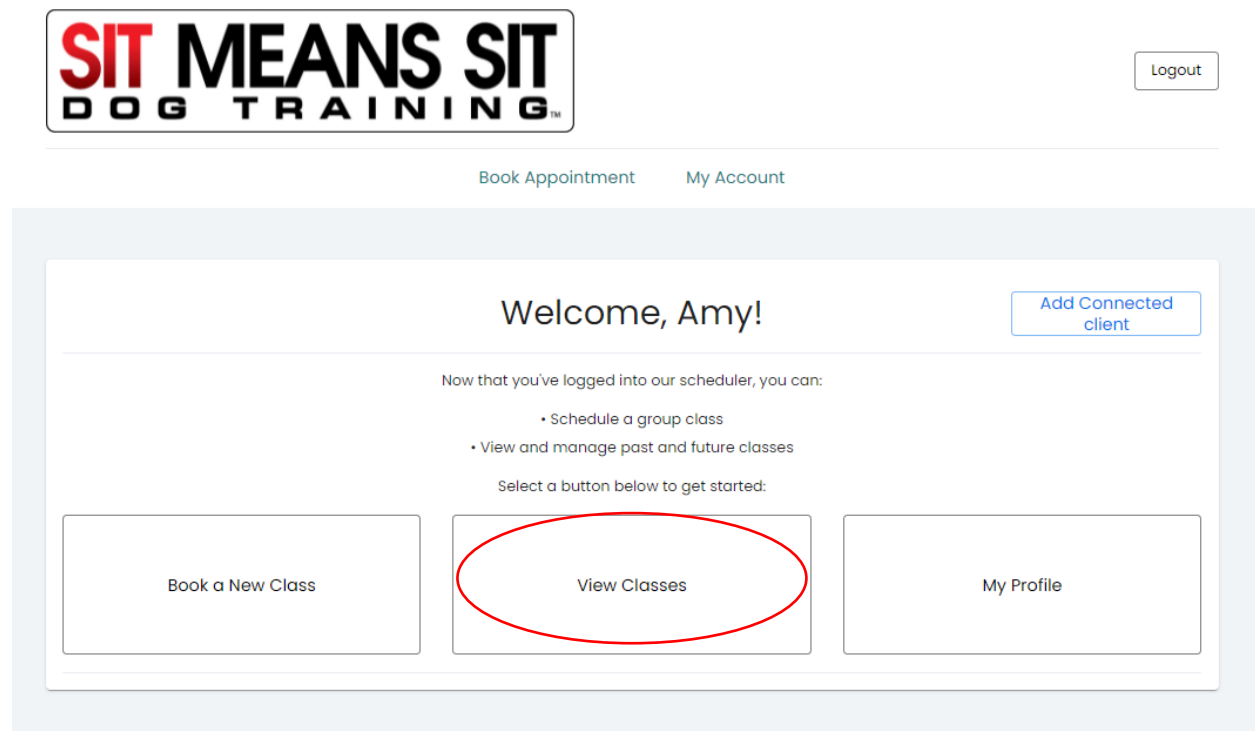
Next

3. VIEW CLASSES (to Reschedule or Cancel):

No need to call the office or to search through your emails. TimeTap enables you to view the classes you are currently registered for.

This is the choice you need to make when you want to view or change classes, or if you wish to cancel a class.

Click on "My Account" and select "View Classes."



You will see "Upcoming", "Completed", "Cancelled" and "No Show" options. You need to select the correct option in order to find what you are looking for.

You will need to select "Upcoming" in order to know what you are registered for. As these classes are self-managed by the client, you will need to access this option for the most current and accurate information about your class registrations.

If you wish to change one of your upcoming classes, you need to click on the "view" symbol next to the class you wish to change.



VIEW CLASSES (continued)

[Book Appointment](#) [My Account](#)

[Back](#) [Add Connected client](#)

Open classes

Upcoming Completed Cancelled No Show

Appointment ID	Date & Time	location	staff	service & class	View Details
75954787	Saturday, Apr 9, 2022 at 11:00 am EDT	Our Facility	Training Staff	Standard Group Class	
75954781	Tuesday, Apr 19, 2022 at 6:00 pm EDT	Our Facility	Training Staff	First-Timer Friendly Group Class	

Once you do this, you will see these options:

- Add to calendar
- Reschedule
- Cancel

[Back](#) **Appointment Detail**

Status: Open

Id: 75954787

Date and Time: Saturday, April 9, 2022 11:00 AM EDT

service & class: Standard Group Class

location: Our Facility

staff: Training Staff

[Add to Calendar](#) [Reschedule](#) [Cancel](#)

If you select "Cancel" that class will be cancelled. You will be asked for a reason and to confirm your choice to cancel.

If you select "Reschedule" it will take you back to the calendar view and you can select a new class.

4. WAIT LIST OPTIONS:

If you wish to see your wait list options, you must click on the highlighted text below the calendar that says: "Click here to join the Wait List for another date/time."

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[Click here to join the Wait List for another date/time.](#)

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Waitlist spaces are filled on a first come, first serve basis, so we recommend getting a text instead of just an email, to give yourself the best opportunity to nab a spot if it becomes available.

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Your Information

Joining wait list for Standard Group Class on **03/17/2022 at 12:00 PM - 12:45 PM**: at for Standard Group Class

Booking For: Amy Garabedian

Cell Phone: 248

Send Text Message Reminder: 1 Hr in advance

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5. ADDITIONAL HELP & TUTORIALS

If you need more detail, you can view these tutorials. These can also be found when you sign into TimeTap.

Managing your own appointments and need some help? Read the how-to guides on:

- Booking your [first class](#)
- [Registering](#) on our scheduler
- [Cancelling](#) or [Rescheduling](#) a class

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If you find that you need assistance beyond what is provided in this email or within TimeTap, please contact our office to set up a one on one, in-person appointment and we will meet with you on our computer or on your phone, to help you learn to navigate the system effectively.

Thank you and we look forward to seeing you in group class!