

## ChiRunning/ ChiWalking Workshop Booking Instructions

1. Go to [www.bookeo.com/goodforthesoles/customer](http://www.bookeo.com/goodforthesoles/customer). **Click on "Sign Up"**.
2. Fill in your information (this is required in case I need to communicate with you about the classes) and **click on "Sign Up"**. (IMPORTANT: Make note of your sign in information – you will need this each time you want to book a workshop or to access your reservations/information.)
3. This will bring you to your Customer Area.

**To purchase and book a SINGLE WORKSHOP only, skip to step 7.**

4. To purchase a PREPAID SERIES, **click on "Prepaid Packages"**.
5. Click on the package that you would like to purchase. (PLEASE NOTE – in order to use the packages with a store purchase, you must have made a purchase of \$100.00 or more at Good for the Soles.)
6. Verify that you have chosen the correct workshop, review the conditions, and **click on "Purchase"**. After purchasing, you can either go back to the customer menu to book your first workshop (continue to follow directions below) or come back at another time to book.
7. **Click on "New Booking"**, which will bring you to the main booking page.
8. Look through the workshops and when you find the one you'd like to register for, **click "BOOK"** in that workshop's box. (PLEASE NOTE: Workshops must be taken in chronological order, that is, Part I, then Part II, etc.)
9. Choose the date of the workshop that you'd like to attend and **click "BOOK"**.
10. Enter participant name (your name), make sure the rest of the information on the page is correct, and **click "Next"**.
11. If you are using a coupon code, at the top of the page, **click on "Promotion Code"** and enter the promotion code that was given to you by Good for the Soles (***prepaid customers do not need a coupon code***).
12. Review the booking details, the terms and conditions, **click in the "I agree" box** to agree to the terms and conditions, and **click "Confirm Booking"**.
13. Congratulations – you're done! You'll receive a confirmation email at the address you provided during registration, as well as an emailed payment receipt from Good for the Soles.

**Having trouble? Call the store at 413-727-3188 or send an email to [jill@goodforthesoles.com](mailto:jill@goodforthesoles.com).**