

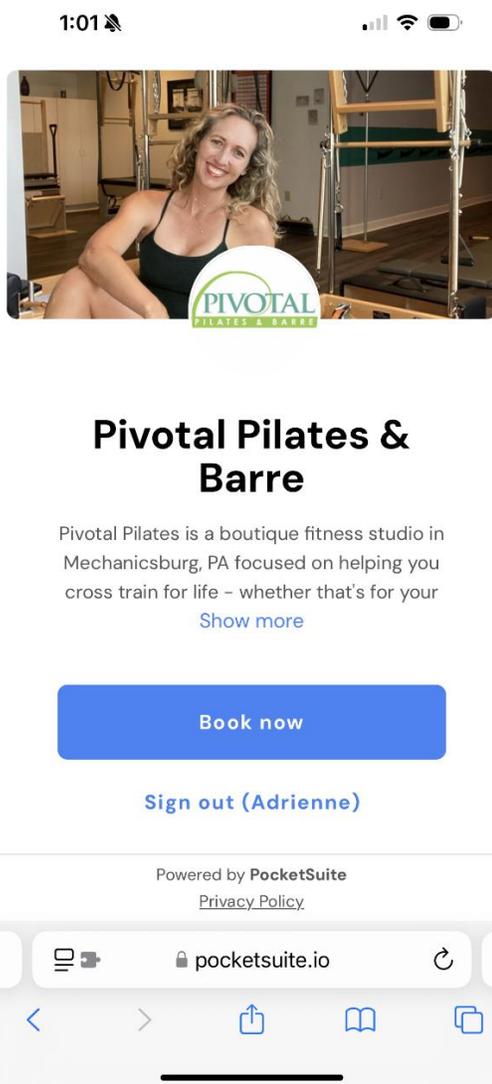
Pocketsuite Help Guide

You can always use **my booking link** <https://pocketsuite.io/book/pivotalpilatesbarre> to schedule appointments.

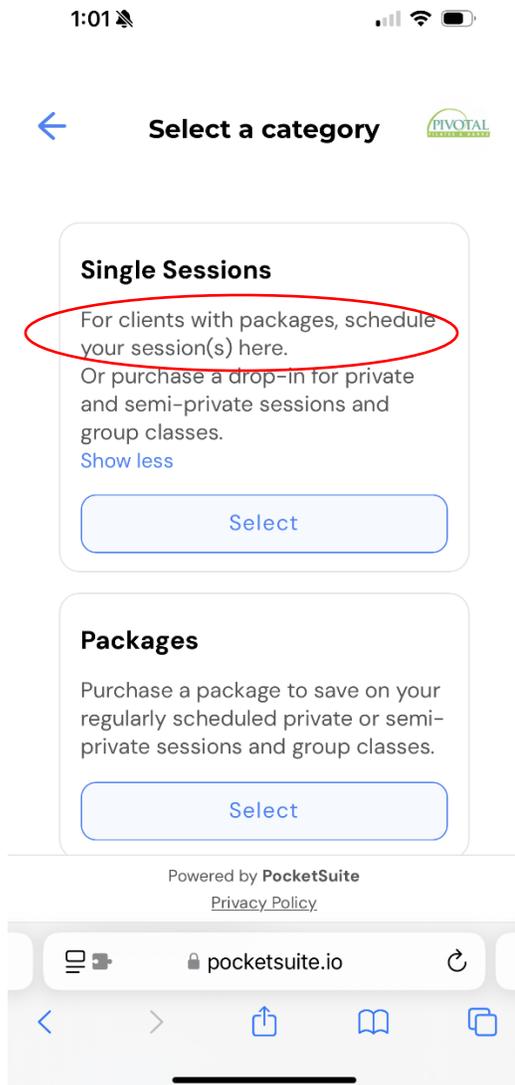
If you want **to preview availability** prior to purchasing a package, select Book Now, then Single Sessions, then Private Pilates Session. This will give you the opportunity to preview upcoming openings on my calendar. This is also how you can book a one-time session.

To schedule from a package AFTER purchasing it:

- 1) Select Book Now



- 2) Select Single Sessions



- 3) On the next page, you will see a list of session or class options. Select the one you wish to schedule. (If you have an active package you will see it says *prepaid package* under the option's heading.)
- 4) You will then be taken to the calendar to select a day/time.

Be sure to follow the above steps to ensure you use your prepaid package and are not charged again.

For additional features, download the Pocketsuite app:

in the Apple store - <https://apps.apple.com/us/app/pocketsuite-booking-payments/id721795146>

or Google play store - <https://play.google.com/store/apps/details?id=com.pocketsuite>

In the **Pocketsuite client app**, you have more options on what you can do to manage your account. You can

- Message me directly
- Book appointments and classes
- Find out how many sessions are remaining on a package
- See what forms or contracts you've completed
- View your upcoming appointments
- Cancel appointments and classes

Remember, your **Pocketsuite Account** is tied to your mobile number. No need to remember a username or password! To login, enter your mobile number and a verification code will be texted to you to complete the sign in process.

App Setup:

If you previously booked or communicated with Pocketsuite, your Pros (Pivotal Pilates & Barre) will automatically populate under the "My Pros" list.

Once you tap book, you'll be directed to the online booking page. Here you select from the offerings - schedule an appointment, purchase a package, etc. Once you have booked an appointment, your appointment will auto appear under the calendar section.

Tap on "**My Account**" to view details about your purchases, payments due, forms completes, contracts signed, any open estimates, and so much more.

If you purchased a **package**, you see an active package notice in your package dashboard. Once you're in the Packages dashboard, you can see a list of your packages. You can filter by time or type (such as not paid, canceled, expired etc.) to see all packages.

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PocketSuite

Christina's booking app



My Pros

My Account



Run a business?
Upgrade for free



Run your business on PocketSuite



Invoices

You owe \$625 in total



Packages

You have 1 active package



Subscriptions

You have 0 active subscriptions



Gift certificates

You have 0 active gift certificates



Forms

View all of your forms



Home



Messages

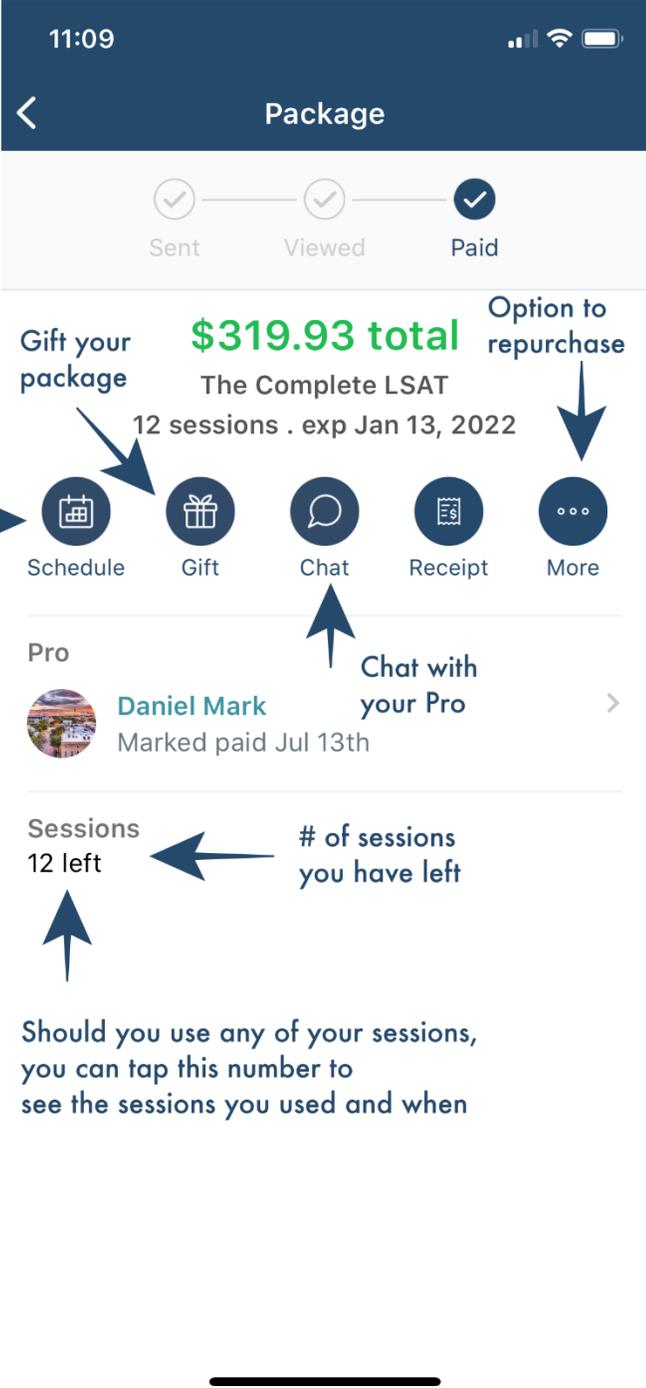


Calendar



Settings

Tap on the active package to **track the number of sessions remaining** from the packages dashboard, schedule a session from the package, or gift the package to a friend or family member.



Book a session from your package

Option to repurchase

Chat with your Pro

Sessions 12 left # of sessions you have left

Should you use any of your sessions, you can tap this number to see the sessions you used and when