



Scheduling Instructions for Private Lessons and Solo/Duo/Trio Rehearsals

1. **Private Lessons and Solo/Duo/Trio Rehearsals**

- a. Solo/Duo/Trio Rehearsals Students skip to #2
- b. Private Lessons Students - You must Register for a “*Private Lessons*” class before scheduling your Technique appointment:
 - i. Log-in to your "Customer Portal".
 - ii. Click on the “Enroll” Tab.
 - iii. Select “Private Lessons” under the Style Tab.
 - iv. Click on the class you would like. (30 minutes or 60 minutes)
 - v. Check the box of the student you wish to enroll.
 - vi. Click the Enroll button

2. **Scheduling Your Appointment**

- a. Go to: <https://kathyblakedancestudiosprivatelesson.as.me/schedule.php> and follow the instructions.
- b. Click on either 1/2hr private, 1hr private, or Open Studio
- c. Choose your instructor
- d. Choose the date, select the time and click on continue

3. **Enter Your Info**

- a. First and Last name of the DANCER
- b. Phone # for text reminders
- c. Email for Appointment Confirmation and Reminders
- d. Check if your appointment is for a “solo/duo rehearsal” or “Private Lesson for technique”
- e. Click “Complete Appointment”

4. **Confirmation Page** - Review your appointment.

- a. **Register:** We recommend that you “Register for an Account” so you can easily log-in next time to schedule your next appointment, edit your information and cancel/reschedule if needed.

5. **Your Scheduled Appointment** - You will receive a confirmation email with your appointment details. **We recommend that you *save this email.***

- ## 6. **Change/Cancel Appointment** - If you need to make changes to an already booked appointment you must do so through the confirmation email you received. Click ***Change/Cancel Appointment*** in your confirmation email to reach the confirmation page, where you can then register for an account. - o You can register by clicking ***Register for an account*** at the end of the confirmation page. You will need to create a password, agree to the terms of service, and acknowledge the privacy policy. Once you click Sign up, you are ready to start using your Acuity client account.

- ## 7. **Acuity Scheduling Mobile App** - You can book and track appointments from their mobile devices with the Acuity Scheduling Client mobile app, so they don’t have to visit your site. You can find the App in the [Apple App Store](#) or [Google Play Store](#)