

Health Advantage Yoga Center

Registration System Access and Registration Guide

Beginning with our March 2021 session, we are switching to a **new registration system for classes only**. The process for registering for videos will not change at this time and can be accessed [here](#).

Temporary Passwords

Temporary passwords have been sent to the email address currently on file with The Health Advantage Yoga Center.

If you do not receive a password email from HAYC

- Confirm the inbox you are searching is the same one in which you receive weekly HAYC emails.
- Check your promotions or spam folder in the event it has been directed there.

If, after checking for the password email, you are certain you did not receive one, you will be able to create a new account from the schedule page.

For this registration system, everyone must have their own email.

The Schedule Page

Our schedule can be found 24/7 on the Classes page of our website [here](#):

On the upper left corner of our class schedule, click the silhouette of a person. A login page will appear.

- If you received a temporary password, use your email address and password to log in to your account.
- If you did not receive a temporary password, use the email at which you have been receiving HAYC emails, select “forgot password” to reset. If your email is not found, set up a new account. Afterwards, email us at haycvideos@gmail.com, and we will link your prior account data to your new account.

The Menu

Once you are logged in, the silhouette on the left side of the schedule title will change to menu. From the menu, you have the following options:

- Schedule: return to the schedule
- My Profile: update your personal information
- Group Class Pricing: the number in parenthesis next to the classes you’ve purchased indicates the status of your current package. The number to the left is the number of classes you’ve used, the number to the right indicates how many were purchased. (1/2) would indicate you’ve used one of two classes purchased.
- Attendance: view your current registrations.
- Gift Card: purchase gift cards
- Credits: view your credits
- Payment: view past purchases
- Credit Card: add or edit your credit card information
- Logout

To register for a class (not videos currently):

To purchase a package and register for class/classes in the same transaction:

- Review schedule to determine the number of classes you will be taking.
 - On the upper right of the schedule page, you can choose to view classes by day, time of day, and timeframe, by clicking the funnel shaped icon.
 - To view classes by class type or instructor, click the magnifying icon.
 - To view classes by specific date or to start viewing schedule on a specific date, click the calendar icon.

Please note: our weekly email will always have a hard copy of the schedule indicating how many times each class will meet each month.

- To register, follow the prompt “Book Virtual” found next to the class time and name.
- You will be directed to the “Purchase Group Class Pricing” page. Choose the number of classes you would like to purchase in total. You may purchase the exact number you will need for your classes each month, or you may treat this like you are purchasing a package (all classes have a one year expiration), knowing any you purchase in excess of what you need today will remain as a credit in your account, making it easy to use for quick registration of a future class.
- Once your purchase is complete, select the exact classes for which you would like to register. You will see a pop-up box indicating “You are all set. Class is booked” with each class you choose. If you run out of prepaid classes, it will simply redirect you to the Class Pricing page, where you can select the number of classes you would like to add to your package.
- You will receive emails from us.
 - Upon purchase of a package of classes, you will receive an email receipt.
 - Upon registration for a class, you will receive an email confirmation. You will be able to join the class from our website. The teacher will start the Zoom session 15 minutes before the class, and to join, in the menu (found on the schedule page) select attendance, and then select the join class link.

To purchase classes for future use:

- Follow [this link](#) to the Classes page of our website and click on the icon in the upper left that looks like the silhouette of a person to log in. If you see a menu bar there, you are already logged in and may select “Group Class Pricing” and proceed.
- Select “Buy Group Pricing”
- Follow prompts to purchase desired package of classes for future use. Classes will remain in your account until used or for one year.
 - The next time you want to register for a class, simply click “Book Virtual” from the schedule, and registration will be complete, using one of your purchased classes.

If you encounter any difficulties:

- Call (703) 435-1571 during office hours: 10 am – Noon, Tuesday – Friday, February 16 – 25.
- Email haycvideos@gmail.com. Your email will be answered during our next office hours.