



# Search for Pilates

## Help for Teachers: Activate the Online Booking System

Please note that this system will not replace the booking system that you currently use in your studio. It is merely a client acquisition tool and a way that you can try and fill any spare spaces in your classes. Please be aware that it needs to be updated regularly to best reflect what you have available for any new clients. Failure to update the Search for Pilates booking system and late cancelling on a new client due to double booking will result in a late fee being charged to your credit card. Please see our [terms and conditions](#) for more detailed information.

**Please have your ABN at hand as well as an up-loadable version (soft copy) of your insurance certificate and your first aid certificate.**

1. Log into your dashboard and click on “activate bookings”. This will only need to be done once

Dashboard

Welcome Laura Piccone

TEACHER DASHBOARD

Teachers Blog

My account

Help

Edit Profile

View Profile

Update Gallery

Update Location

Private messages

You have no conversations.

Appointments

Activate Bookings

Blogs

You have no blogs.

[Create a new teacher blog](#)

Need help getting started? Check out our [getting started guide for teachers](#)

2. Read through the terms and conditions paying particular attention to section 6: class cancellation, rescheduling of classes and student complaints. Once you have read the terms and conditions tick the box to agree to them and click “accept”.
3. Enter in your ABN and upload the insurance and first aid certificates
4. Enter in your credit card details. No money will be taken unless there is a late cancel for a new client as mentioned above. Please see [terms and conditions](#) for more information. Click “submit”.

Bookings are now activated for your account.