

Hello!

This is an instruction on how you book your spot on indoor cycling (spinning), "cirkelegym" and yoga.

- 1) Go online to our website:
www.laget.se/langshyttansgf
- 2) Click on the link "Boka pass" in the menu to the left.
- 3) Click on the link on the page that appears.
- 4) Now you are re-linked to <http://www.boka-pass.se/langshyttansgf>
- 5) Click on "Logga in".
Are you a new user? Then you have to register first, just click on:
"Registrera ny användare".

Kalender Logga in

Bokningsnr

Lösenord

Logga in

[Registrera ny användare](#)

- 6) Now you have to fill in your information.
Förnamn = your first name. Efternamn = your surname, your e-mail and your mobilnummer and tick the box: "Jag accepterar...".
Then click on the "Bekräfta"-button.

Kalender Logga in

Personnummer

Förnamn

Efternamn

Email

Telefonnummer

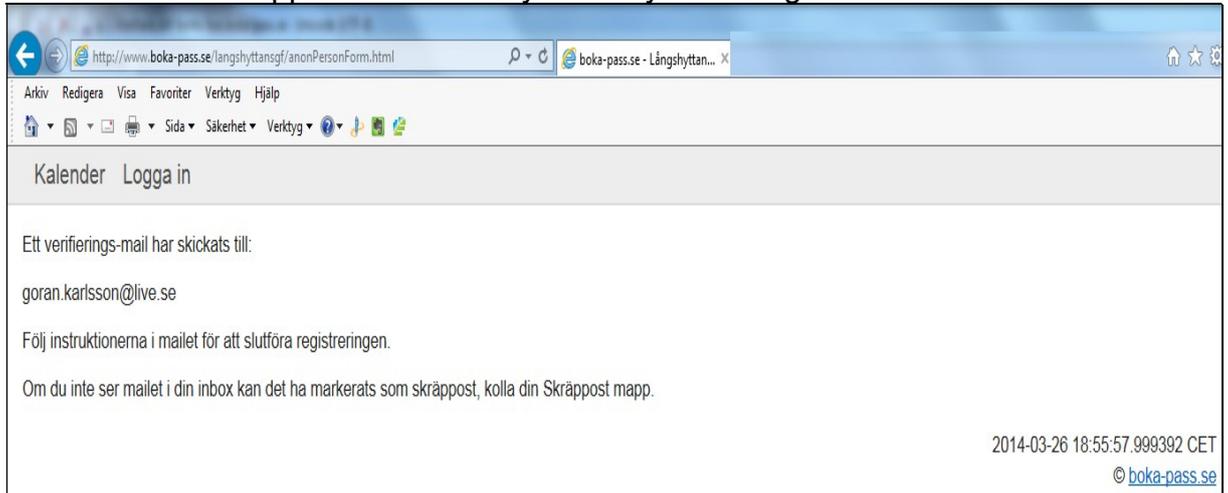
Adress

Skriv ordet som det står i bilden


Jag accepterar att boka-pass.se hanterar mina personuppgifter

Bekräfta

7) Now this box will appear. It informs you that you have got an email.



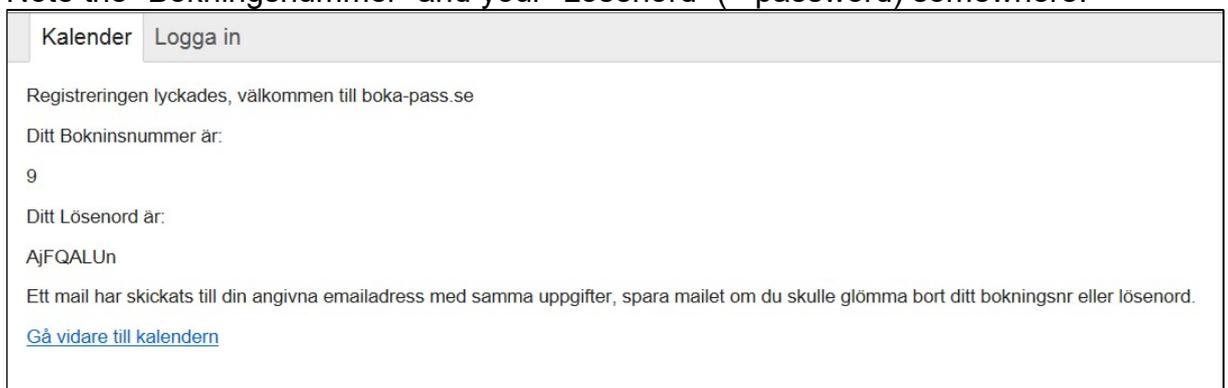
8) Check your email, the mail might be in the "spam"-box. It should look something like this:

Från	Ämne	Datum
noreply@boka-pass.se	Verifiera ditt konto hos boka-pass.se	2014-03-26 18:56

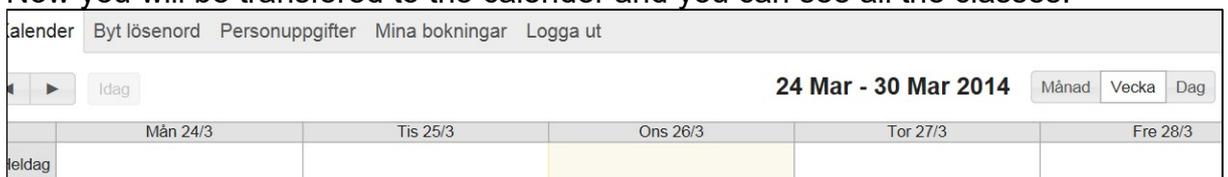
9) You have now got an email to verify that you have made an account at boka-pass.se. Open the email. Click on the link in the email.



10) Below box will appear. Note the "Bokningsnummer" and your "Lösenord" (= password) somewhere.



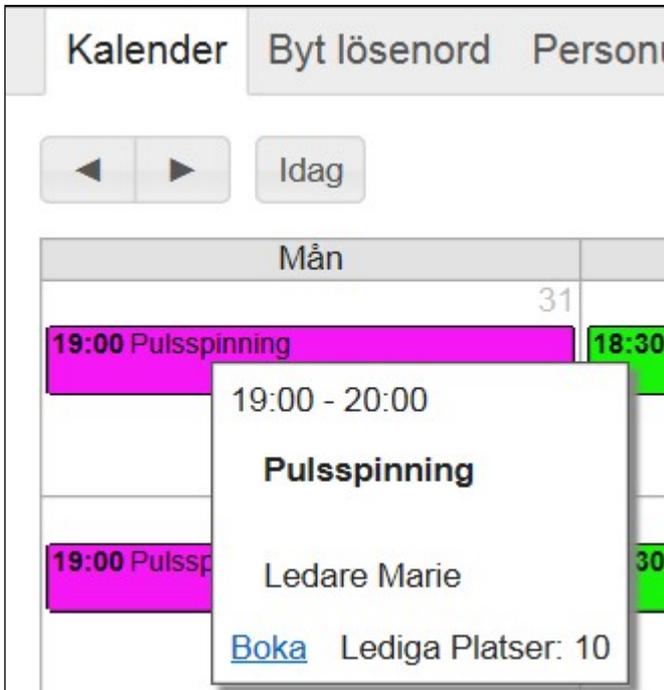
11) Click on the link: "Gå vidare till kalendern" Now you will be transferred to the calendar and you can see all the classes.



Now you can look for the class you want to attend.
 You can see all your personal information and your bookings that you have made.

12) To book a class:

Click on the class with the left mouse-button. You will now see a little menu.
 You will also see how many spots that are free.
 Click on the "Boka".



The class that you have booked a spot on will now have a red frame around itself.

13) To be sure that you have booked a class. Just click on the menu "Mina bokningar" and they will appear.

Kalender Byt lösenord Personuppgifter Mina bokningar Logga ut						
Namn	Början ↑	Slut	Tid	Bokningstyp	Reservnummer	
Pulsspinning	2014-03-31 19:00	2014-03-31 20:00	2014-03-26 19:16	Vanlig		

To cancel your booking: just left-click on the class and click on "Avboka".

Kalender Byt lösenord Personuppgifter Mina bokningar Logga ut						
Namn	Början ↑	Slut	Tid	Bokningstyp	Reservnummer	
Pulsspinning	2014-03-31 19:00	2014-03-31 20:00	2014-03-26 18:52	Vanlig		Avboka

Good luck with your booking and very welcome to our classes!
 /Långshyttans Gymnastikförening.