


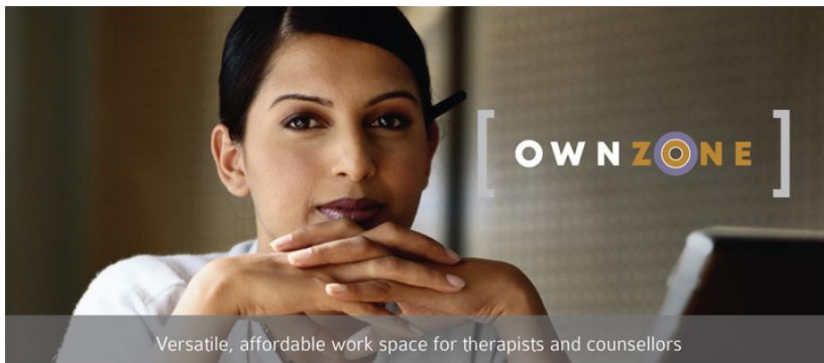
Instructions for using the Ownzone booking system

Ownzone uses bespoke online software for its booking system, powered by an engine called Acuity. This is an intuitive system to use, but these pictorial instructions below will help guide you through the process. When you become an Ownzone member, you are provided with the direct link to the system.



Ownzone

Returning? [Log in](#)



Versatile, affordable work space for therapists and counsellors

Our four Ownzone rooms provide both comfort and intimacy, just what you may need for individual therapy sessions or couples counselling.

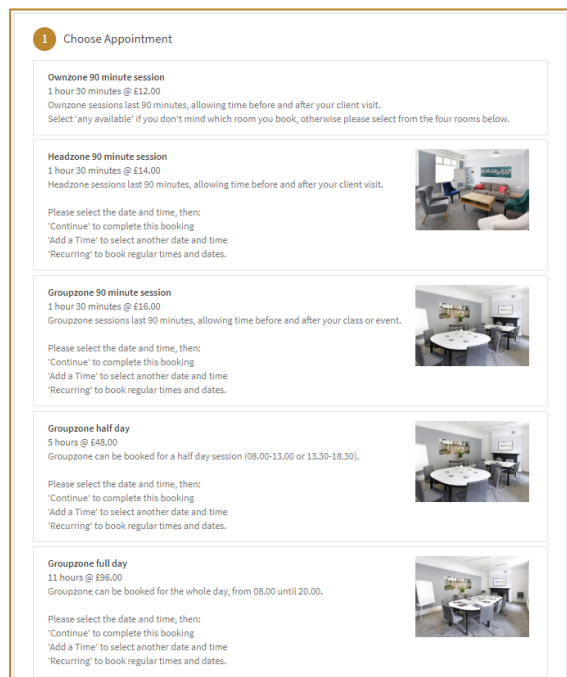
Headzone is slightly larger, offering space for small groups of up to seven people. Its ground floor location also makes it ideal for those who find managing stairs difficult. There is also an electronic, two section couch for massage therapies.

Groupzone is a large open space with seating for up to 16 people. The modular conference table allows you to set up the room to your requirements.

Instructions for use

The first page you see is the Appointment scheduling page.

1. Choose your room



1 Choose Appointment

Ownzone 90 minute session
1 hour 30 minutes @ £12.00
Ownzone sessions last 90 minutes, allowing time before and after your client visit.
Select 'any available' if you don't mind which room you book, otherwise please select from the four rooms below.

Headzone 90 minute session
1 hour 30 minutes @ £14.00
Headzone sessions last 90 minutes, allowing time before and after your client visit.
Please select the date and time, then:
'Continue' to complete this booking
'Add a Time' to select another date and time
'Recurring' to book regular times and dates.

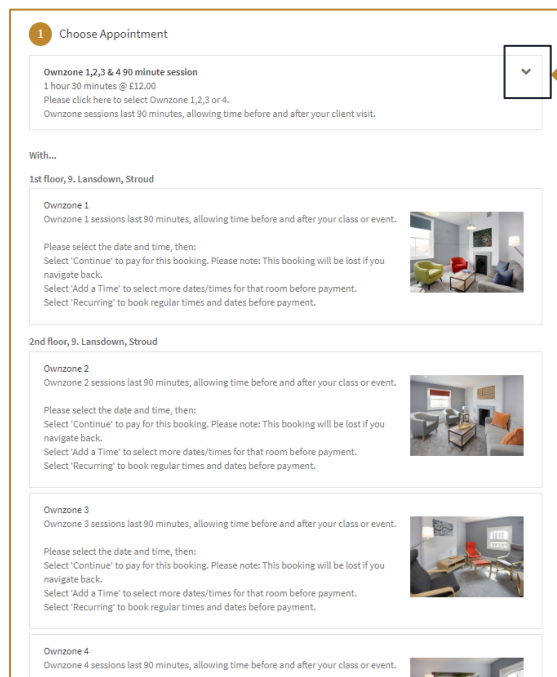
Groupzone 90 minute session
1 hour 30 minutes @ £16.00
Groupzone sessions last 90 minutes, allowing time before and after your class or event.
Please select the date and time, then:
'Continue' to complete this booking
'Add a Time' to select another date and time
'Recurring' to book regular times and dates.

Groupzone half day
5 hours @ £48.00
Groupzone can be booked for a half day session (08.00-13.00 or 13.30-18.30).
Please select the date and time, then:
'Continue' to complete this booking
'Add a Time' to select another date and time
'Recurring' to book regular times and dates.

Groupzone full day
11 hours @ £96.00
Groupzone can be booked for the whole day, from 08.00 until 20.00.
Please select the date and time, then:
'Continue' to complete this booking
'Add a Time' to select another date and time
'Recurring' to book regular times and dates.

Choose the appointment type, picking the room and duration from the list.

For Ownzone 1, 2, 3 and 4 select 'Ownzone 90 minute session'. (See below)



1 Choose Appointment

Ownzone 1,2,3 & 4 90 minute session
1 hour 30 minutes @ £12.00
Please click here to select Ownzone 1,2,3 or 4.
Ownzone sessions last 90 minutes, allowing time before and after your client visit.

With...

1st floor, 9. Lansdown, Stroud

Ownzone 1
Ownzone 1 sessions last 90 minutes, allowing time before and after your class or event.
Please select the date and time, then:
Select 'Continue' to pay for this booking. Please note: This booking will be lost if you navigate back.
Select 'Add a Time' to select more dates/times for that room before payment.
Select 'Recurring' to book regular times and dates before payment.

2nd floor, 9. Lansdown, Stroud

Ownzone 2
Ownzone 2 sessions last 90 minutes, allowing time before and after your class or event.
Please select the date and time, then:
Select 'Continue' to pay for this booking. Please note: This booking will be lost if you navigate back.
Select 'Add a Time' to select more dates/times for that room before payment.
Select 'Recurring' to book regular times and dates before payment.

Ownzone 3
Ownzone 3 sessions last 90 minutes, allowing time before and after your class or event.
Please select the date and time, then:
Select 'Continue' to pay for this booking. Please note: This booking will be lost if you navigate back.
Select 'Add a Time' to select more dates/times for that room before payment.
Select 'Recurring' to book regular times and dates before payment.

Ownzone 4
Ownzone 4 sessions last 90 minutes, allowing time before and after your class or event.


If you wish to go back at any time, click on the arrow

If choosing Ownzone 1, 2, 3 or 4, you can now select which room you require

2. Select an available date and time for your session

Ownzone 1
Ownzone 1 sessions last 90 minutes, allowing time before and after your class or event.

Please select the date and time, then:
'Continue' to complete this booking
'Add a Time' to select another date and time
'Recurring' to book regular times and dates.



← PREVIOUS

IN 2 WEEKS

Friday April 17	Saturday April 18	Sunday April 19	Monday April 20	Tuesday April 21
07:00	07:00	07:00	07:00	07:00
08:30	08:30	08:30	08:30	08:30
10:00	10:00	10:00	10:00	10:00
11:30	11:30	11:30	11:30	11:30
13:00	13:00	13:00	13:00	13:00
14:30	14:30	14:30	14:30	14:30
16:00	16:00	16:00	16:00	16:00
17:30	17:30	17:30	17:30	17:30
19:00	19:00	19:00	19:00	19:00

MORE TIMES →

If you wish to go back at any time, click on the arrow

Select an available date and time for your session.

★★ Please note that as a result of member feedback, we have staggered the timings for two rooms.

Ownzone 1 and 3 and Groupzone 90 minute sessions start on the hour and half hour.
e.g. 08.30; 10.00; 11.30 etc.

Ownzone 2 and 4 90 minute sessions start on the 15mins past and 15 mins to the hour.
e.g. 08.45; 10.15; 11.45 etc.

3. Choose your option (from the 3 offered)

Wednesday
April 8

07:15

08:45

Continue »

Add a Time...

Recurring...

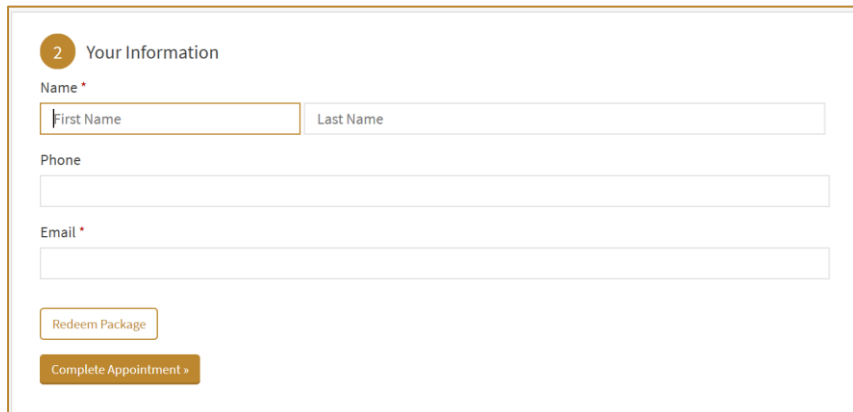
10:15

11:45

- Complete this booking and proceed to payment
- Add another (or multiple) session(s) for this room before completing this booking and proceeding to payment
- Add regular recurring sessions before completing this booking and proceeding to payment

4. Complete your booking

Once you are ready to complete your booking, fill out your details (first name, last name, phone, email).



2 Your Information

Name *

First Name Last Name

Phone

Email *

Redeem Package

Complete Appointment »

You then follow the steps to complete the payment and once the session is confirmed, you are immediately sent an email confirmation.

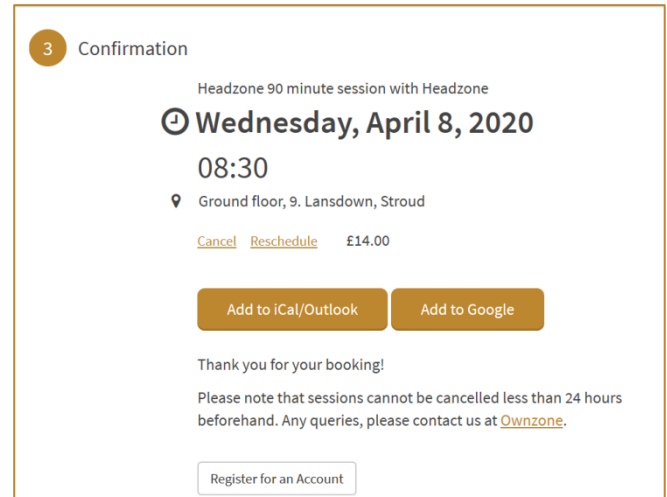
Other useful information

1. Your client account

Once you have scheduled an appointment, you are given the option to register for an account. This allows you to:

- Bypass any forms you have already filled out when scheduling future appointments.
- Sign in to your page to reschedule or cancel existing appointments.
- View all upcoming and past appointments that have been scheduled.
- See any active package codes on your account, as well as what they can be used for.

After registering for an account, you will receive a verification email from Acuity.



3 Confirmation

Headzone 90 minute session with Headzone

🕒 **Wednesday, April 8, 2020**

08:30

📍 Ground floor, 9, Lansdown, Stroud

[Cancel](#) [Reschedule](#) £14.00

[Add to iCal/Outlook](#) [Add to Google](#)

Thank you for your booking!

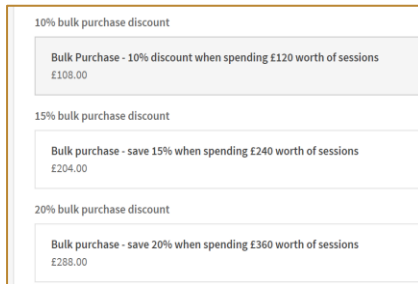
Please note that sessions cannot be cancelled less than 24 hours beforehand. Any queries, please contact us at [Ownzone](#).

[Register for an Account](#)

2. Bulk purchase discount

If you wish to pre-purchase credit to be used against your bookings, you can purchase a 'Bulk Purchase'. This will give you a percentage discount against the cost of room bookings and means you do not have to make a payment each time you book a room. Instead, you receive a discount (certificate) code that you can redeem against your room bookings. These expire 12 months after the date of payment.

1 Choose Appointment



10% bulk purchase discount

Bulk Purchase - 10% discount when spending £120 worth of sessions
£108.00

15% bulk purchase discount

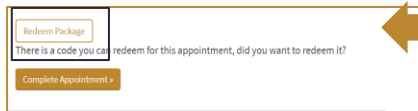
Bulk purchase - save 15% when spending £240 worth of sessions
£204.00

20% bulk purchase discount

Bulk purchase - save 20% when spending £360 worth of sessions
£288.00

At step 1, scroll down past the rooms to the Bulk Purchase discount options.

Select either: 10%, 15% or 20% and then proceed with payment.



Redeem Package

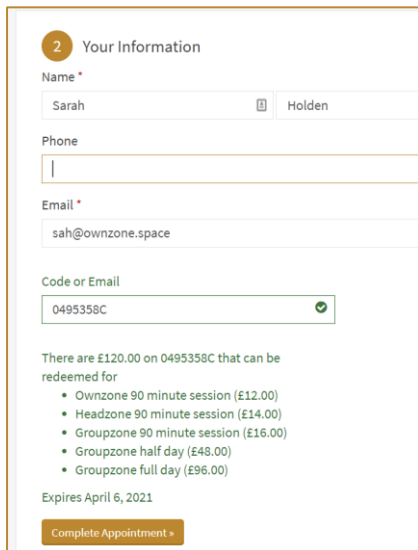
There is a code you can redeem for this appointment, did you want to redeem it?

Complete Appointment »

After having selected a session you are invited to use your pre-purchased credit.

No account:

Click on Redeem Package and insert your email or discount code. Your payment receipt shows your remaining credit.



2 Your Information

Name *

Sarah Holden

Phone

Email *

sah@ownzone.space

Code or Email

0495358C

There are £120.00 on 0495358C that can be redeemed for

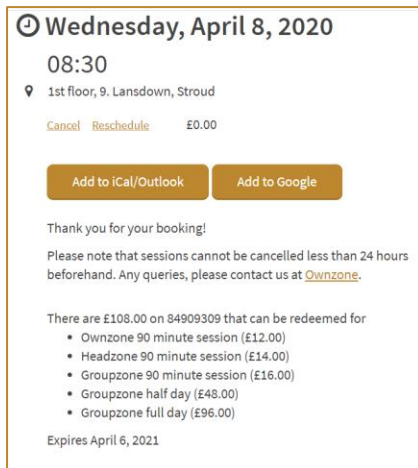
- Ownzone 90 minute session (£12.00)
- Headzone 90 minute session (£14.00)
- Groupzone 90 minute session (£16.00)
- Groupzone half day (£48.00)
- Groupzone full day (£96.00)

Expires April 6, 2021

Complete Appointment »

With an account:

Your discount code is pre-populated and your payment receipt shows your remaining credit.



🕒 Wednesday, April 8, 2020

08:30

📍 1st floor, 9. Lansdown, Stroud

Cancel Reschedule £0.00

Add to iCal/Outlook Add to Google

Thank you for your booking!

Please note that sessions cannot be cancelled less than 24 hours beforehand. Any queries, please contact us at [Ownzone](https://www.ownzone.space).

There are £108.00 on 84909309 that can be redeemed for

- Ownzone 90 minute session (£12.00)
- Headzone 90 minute session (£14.00)
- Groupzone 90 minute session (£16.00)
- Groupzone half day (£48.00)
- Groupzone full day (£96.00)

Expires April 6, 2021

Your booking receipt will show how much credit remains. This will also show when you next make a booking.



3. Annual Subscriptions

All members have an annual subscription which will automatically renew your Ownzone membership when it is up for renewal (£48/year). When your subscription is renewed, you will receive a value of £48 redeemable against your session bookings.

You will need to provide your credit card details so that your membership subscription can be processed.

You are able to manage your subscription at any time using the link provided in each email you receive. This page allows you to cancel the subscription, view all of your past payments and update the credit card on file for the next payment.