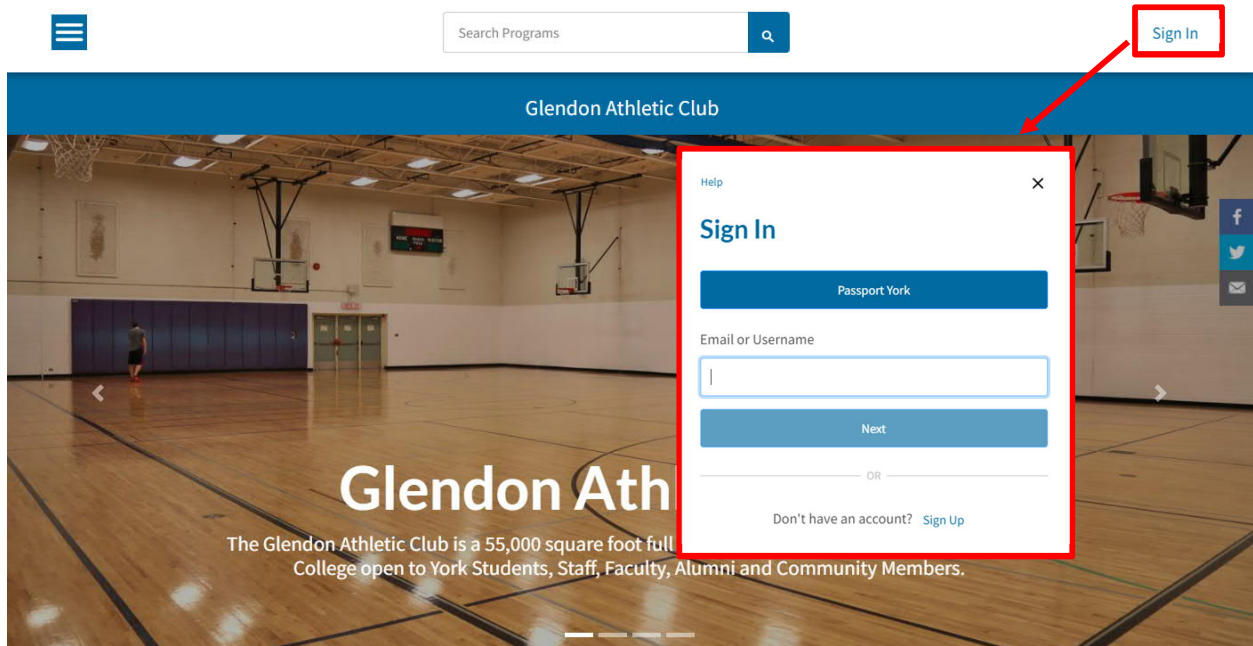


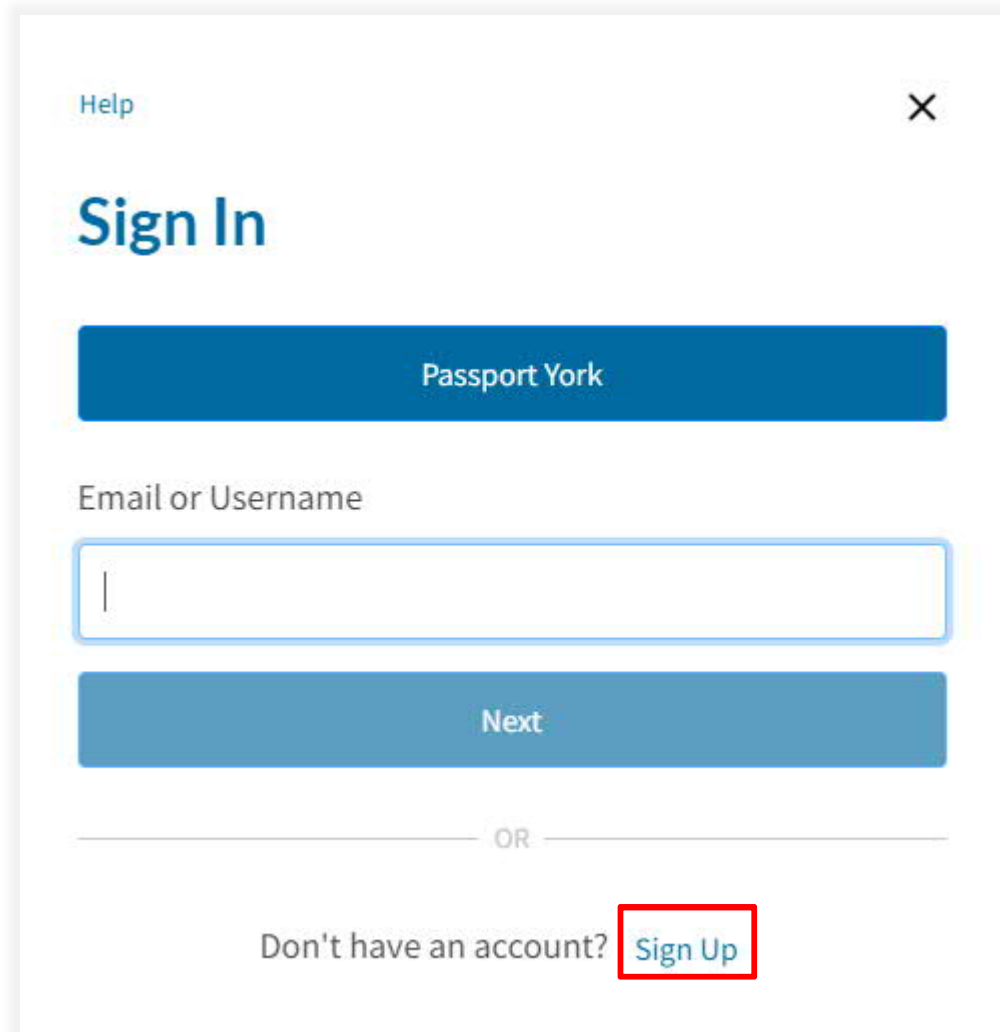
# How to Purchase Private Lessons

## 1. Sign into the Member Portal.



1. Use the **Sign In** button to sign into the member portal.
  - a) Community Members: Enter in your email or username and click next. The following page will prompt you for your password. If you do not have an account see **1.1. Creating an Account**
  - b) Current Students, Faculty and Staff: Use the blue **Passport York** button and sign in with your PPY credentials.

## 1.1. Creating an Account



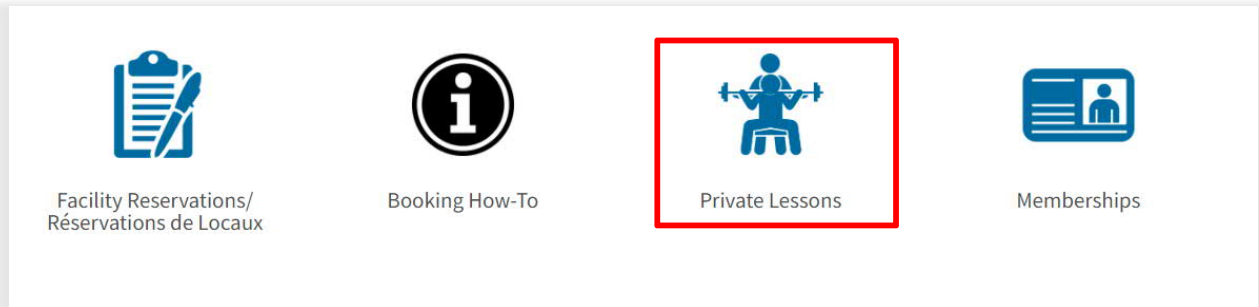
The image shows a 'Sign In' form for Passport York. At the top left is a 'Help' link and at the top right is a close button (X). Below the title 'Sign In' is a dark blue button labeled 'Passport York'. Underneath is a text input field labeled 'Email or Username' with a vertical cursor. Below the input field is a blue button labeled 'Next'. A horizontal line with 'OR' in the center separates this from the bottom section. At the bottom, the text 'Don't have an account?' is followed by a blue 'Sign Up' button, which is highlighted with a red rectangular box.

1. Click Sign up.
2. Fill in the prompts with your information.

You can also contact the membership office and have someone assist you with setting up your online account.

*Note: this is only for community members. If you are a student, faculty or staff member please use your Passport York to sign in.*













## 2. Navigate to the Private Lessons Icon



1. Navigate to **Private Lessons**.

## 3. Select Lesson

### Search Multi-Visit Passes


Category	All Categories												
All Categories													
Private Squash Lessons >													
	<table><tbody><tr><td></td><td><b>1 Private Squash Lesson - 40 Mins</b> 1 private squash lesson, each 40 minutes in length</td><td><b>\$45.00</b></td></tr><tr><td></td><td><b>3 Private Squash Lessons - 40 Mins</b> Package of 3 private squash lessons, each 40 minutes in length</td><td><b>\$135.00</b></td></tr><tr><td></td><td><b>5 Private Squash Lessons - 40 Mins</b> Package of 5 private squash lessons, each 40 minutes in length</td><td><b>\$225.00</b></td></tr><tr><td></td><td><b>Semi-Private Squash Lesson - 40 minutes</b> 1 semi-private squash lesson, 40 minutes in length</td><td><b>\$50.00</b></td></tr></tbody></table>		<b>1 Private Squash Lesson - 40 Mins</b> 1 private squash lesson, each 40 minutes in length	<b>\$45.00</b>		<b>3 Private Squash Lessons - 40 Mins</b> Package of 3 private squash lessons, each 40 minutes in length	<b>\$135.00</b>		<b>5 Private Squash Lessons - 40 Mins</b> Package of 5 private squash lessons, each 40 minutes in length	<b>\$225.00</b>		<b>Semi-Private Squash Lesson - 40 minutes</b> 1 semi-private squash lesson, 40 minutes in length	<b>\$50.00</b>
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1. Select a desired private lesson package.

## 4. Add to Cart

### Multi-Visit Pass Details

1 Private Squash Lesson - 40 Mins - \$45.00



Multi-Visit Passes / Private Squash Lessons / 1 Private Squash Lesson - 40 Mins

1 private squash lesson, each 40 minutes in length.

**The person purchasing the private lessons must also be the person who will be taking the lessons.**

After purchasing, please contact Aaron Rodrigues to schedule your lesson.

416-736-2100 x88344 or arodrigues@glendon.yorku.ca

[Return to Search](#) 1 [Add to Cart](#)

### Please review/provide the following information:

#### Scheduling Sessions

Customer is responsible for organizing sessions with instructor.

2 [Add to Cart](#) [Cancel](#)

1. Select **Add to Cart**
2. Select **Add to Cart** again

## 5. Checking Out

### Shopping Cart

Jim Halpert O-13650

Item	Customer Name	Quantity	Unit Price	Total	
1 Private Squash Lesson - 40 Mins	Jim Halpert	1	\$45.00	\$45.00	<a href="#">Remove</a>

Enter promo code... [Apply](#)

**Subtotal:** \$45.00  
**Tax:** \$5.85  
**Total:** \$50.85

[Continue Shopping](#) [Checkout](#)

### Proceed to Checkout

Do not click **Back** or **Refresh/F5** on your browser  
Processing may take few minutes

[Cancel](#) [Checkout](#)

1. Select **Checkout**.
2. Select **Checkout** again on the next pop up screen.

## 6. Payment Details

Mandatory fields marked by \*

### Payment Details

**Transaction Amount:** \$ 50.85 (CAD)



**Order ID:** O-12514

Please complete the following details exactly as they appear on your card.  
*Do not put spaces or hyphens in the card number.*

**Cardholder Name\*:**

**Card Number\*:**

**Expiry Date (MMYY)\*:**

Click 'Process Transaction' to charge your card. Only click the button once. Using the 'Back', 'Refresh' or 'Cancel' button after you press the 'Process Transaction' button will not stop the transaction from being processed and may result in a double charge.

**Process Transaction**

**Cancel Transaction**

1. Fill in the fields and click **Process Transaction**.

## 8. Purchase Complete

1. A receipt will be emailed to you. You are responsible for organizing lessons with the instructor. If you do not have an instructor, please contact Aaron Rodrigues at [arodrigues@glendon.yorku.ca](mailto:arodrigues@glendon.yorku.ca).