

How to Book a GetSetUp Class



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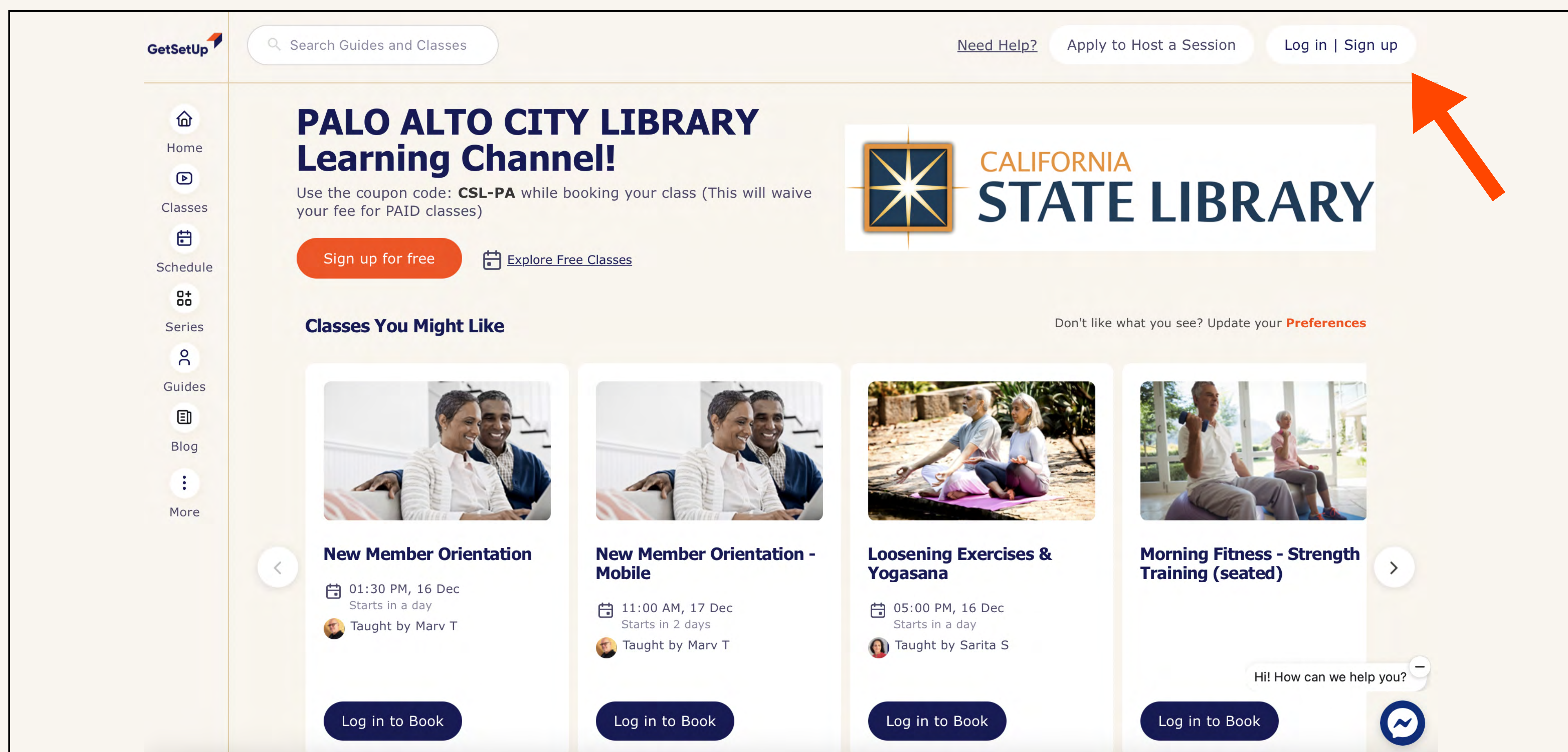
Get To “My Home”



Go to your library page: **www.getsetup.org/partner/cslpa**

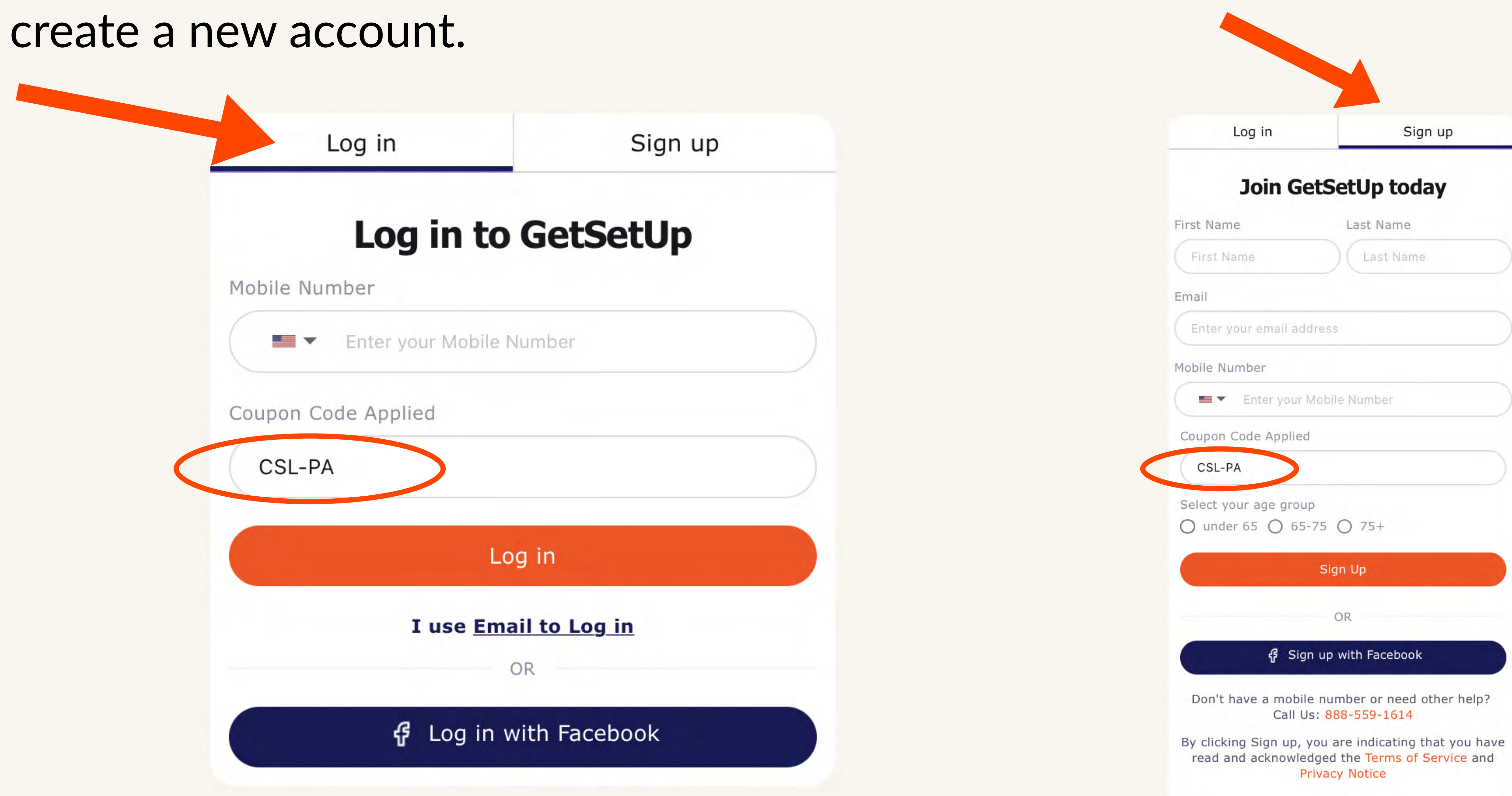
Step 2

Log In/Sign Up



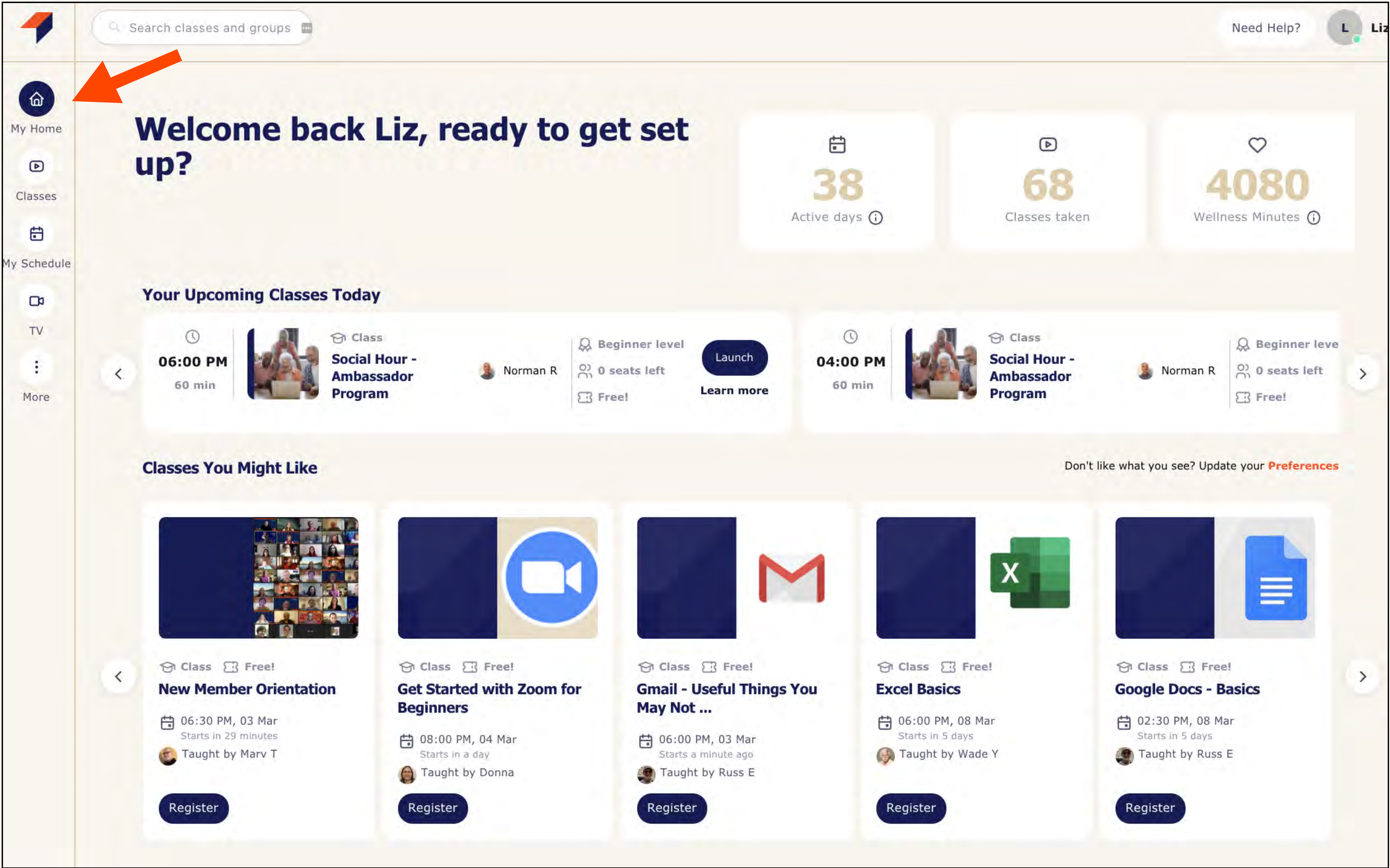
Step 3

Click on **Log In** if you already have an account and a password. If you do not, **Sign Up** to create a new account.



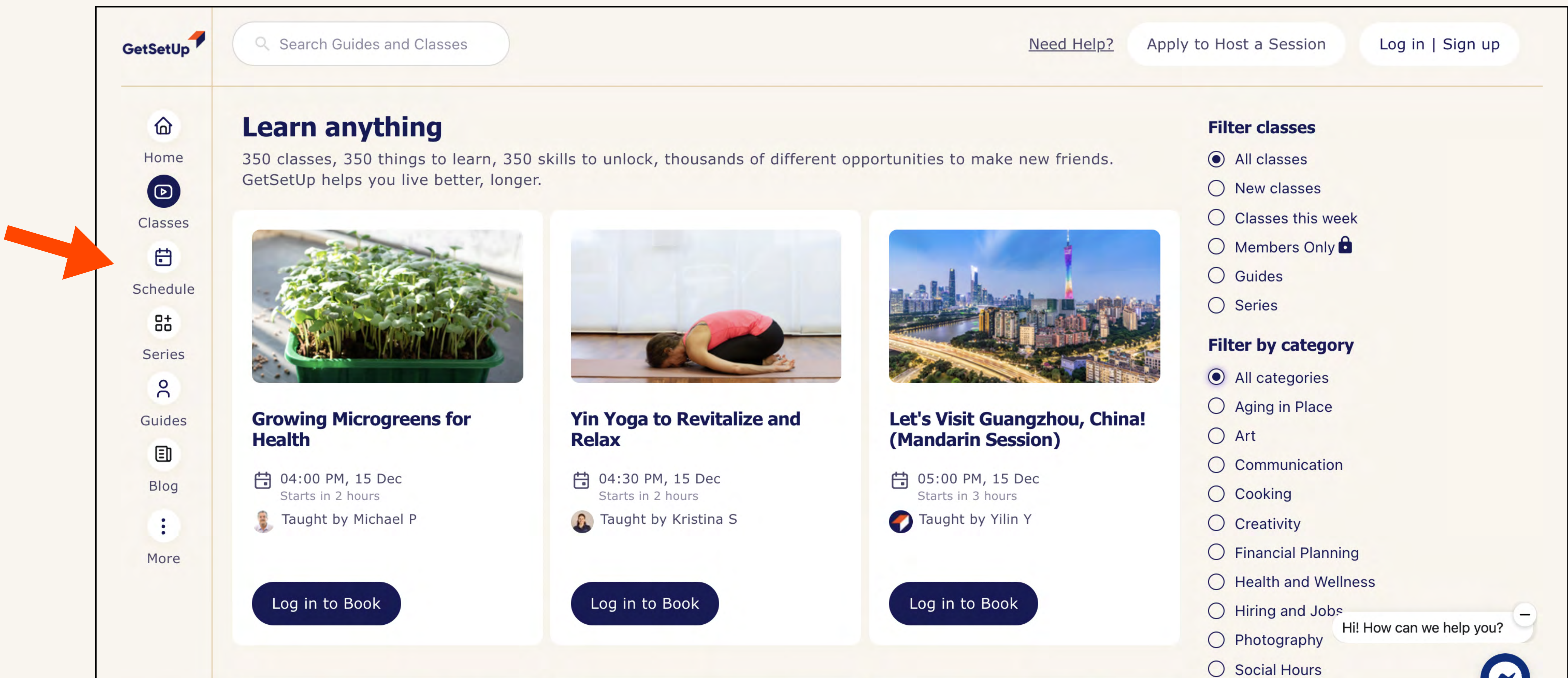
Step 4

Once you have successfully logged in you can see your personal ‘My Home’ highlighting your schedule, wellness minutes and so much more.



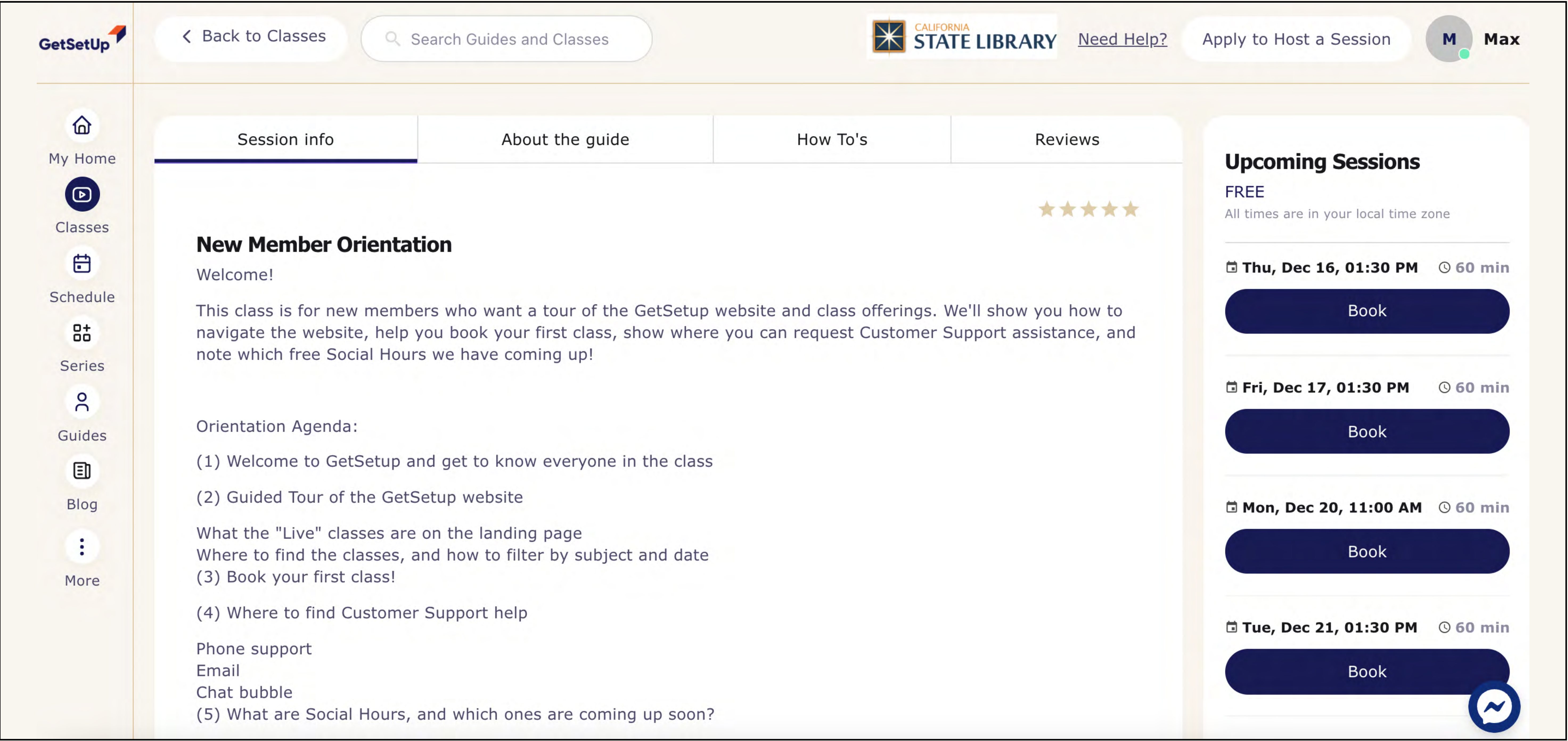
Search For Classes

You can also search classes by type of class, category or day. Plus you can sign up to be notified when coming soon classes that interest you launch.




As Your First Class Take The New Member Orientation

Register for the class by clicking **Book**



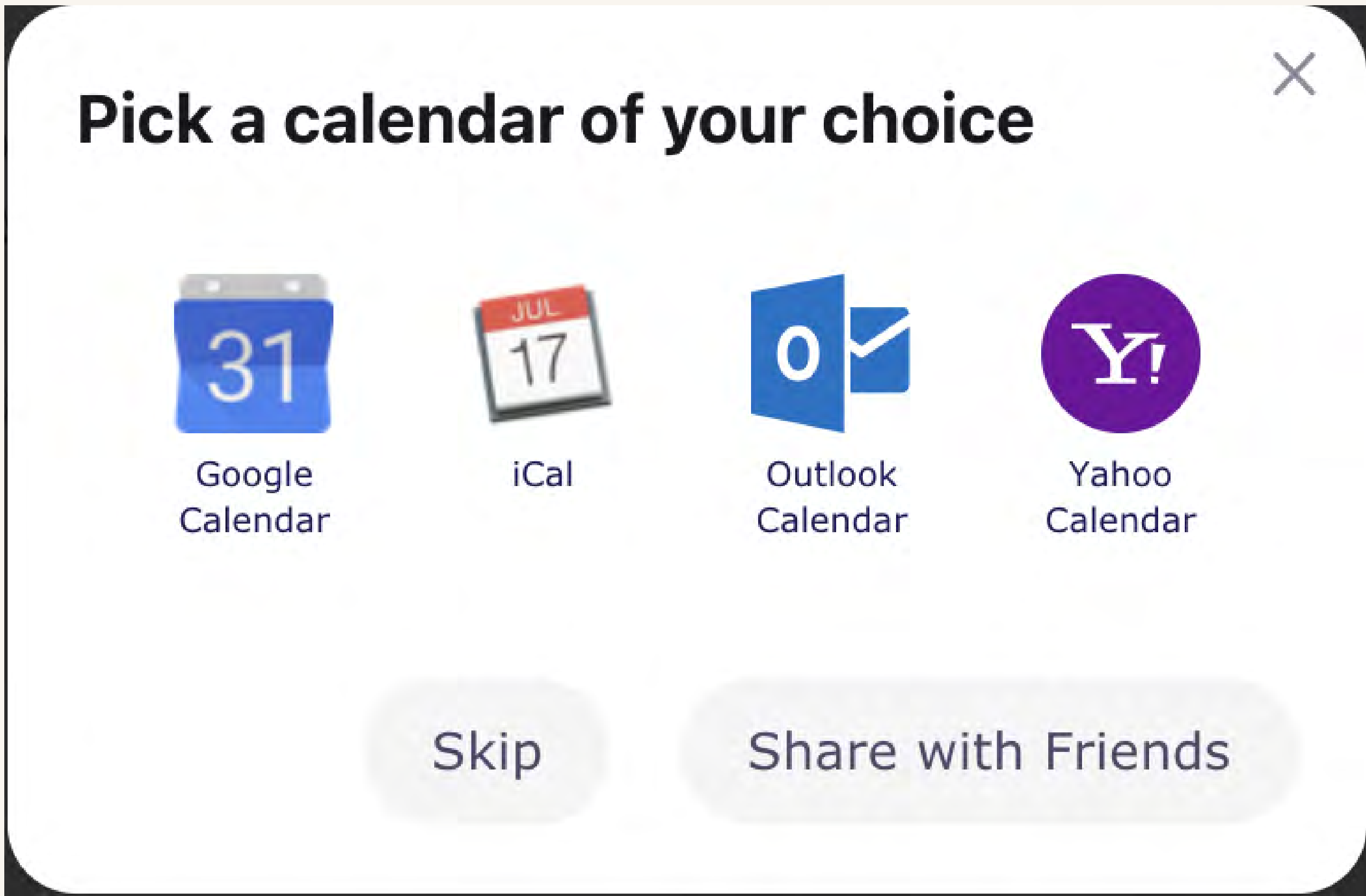
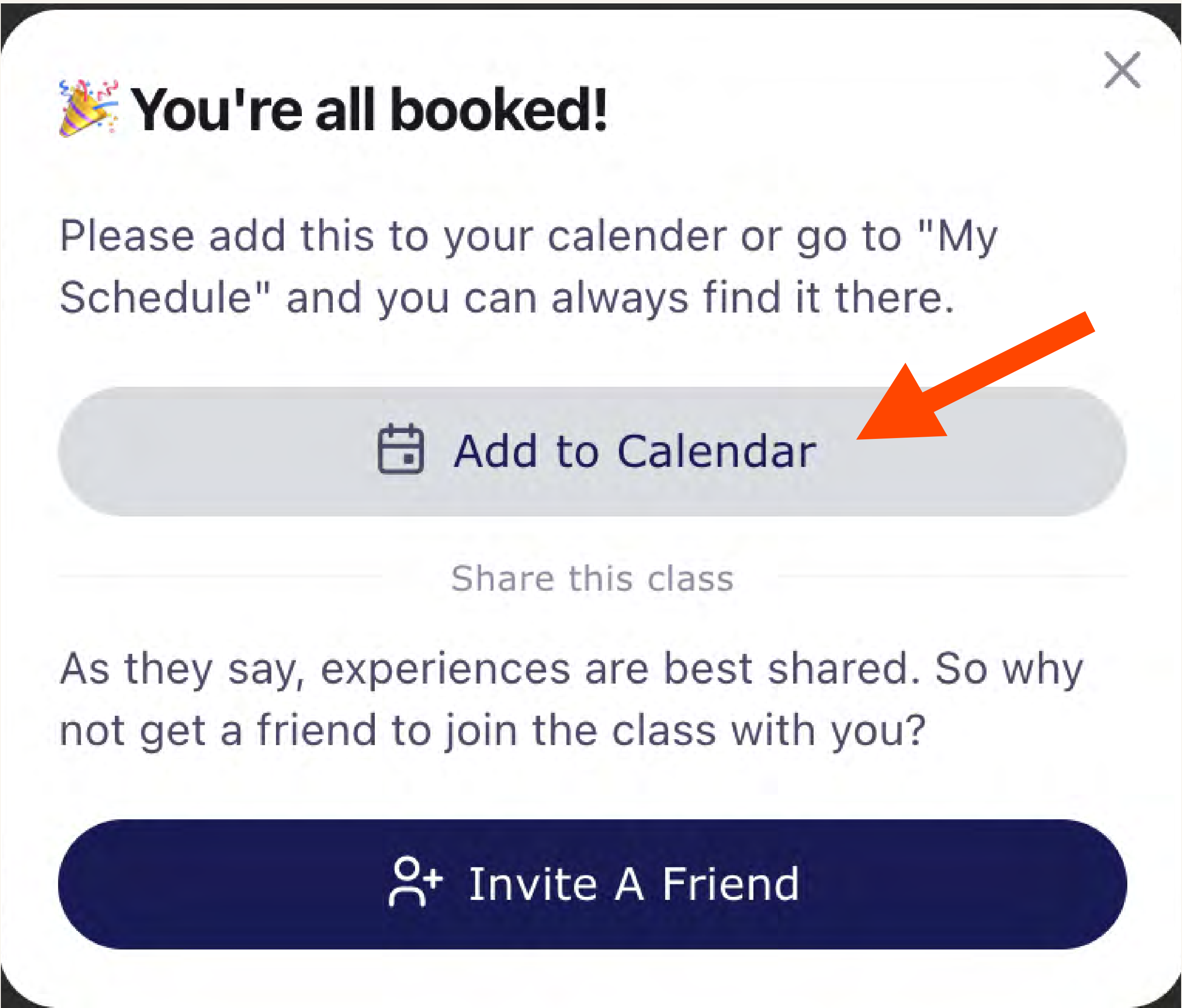
Book A Class

When you are ready to book a seat in the class:

- Go to the right-hand side of the page
- Click the  button next to the date and time that works for you.
- All times are reflected on your device in your local time zone.

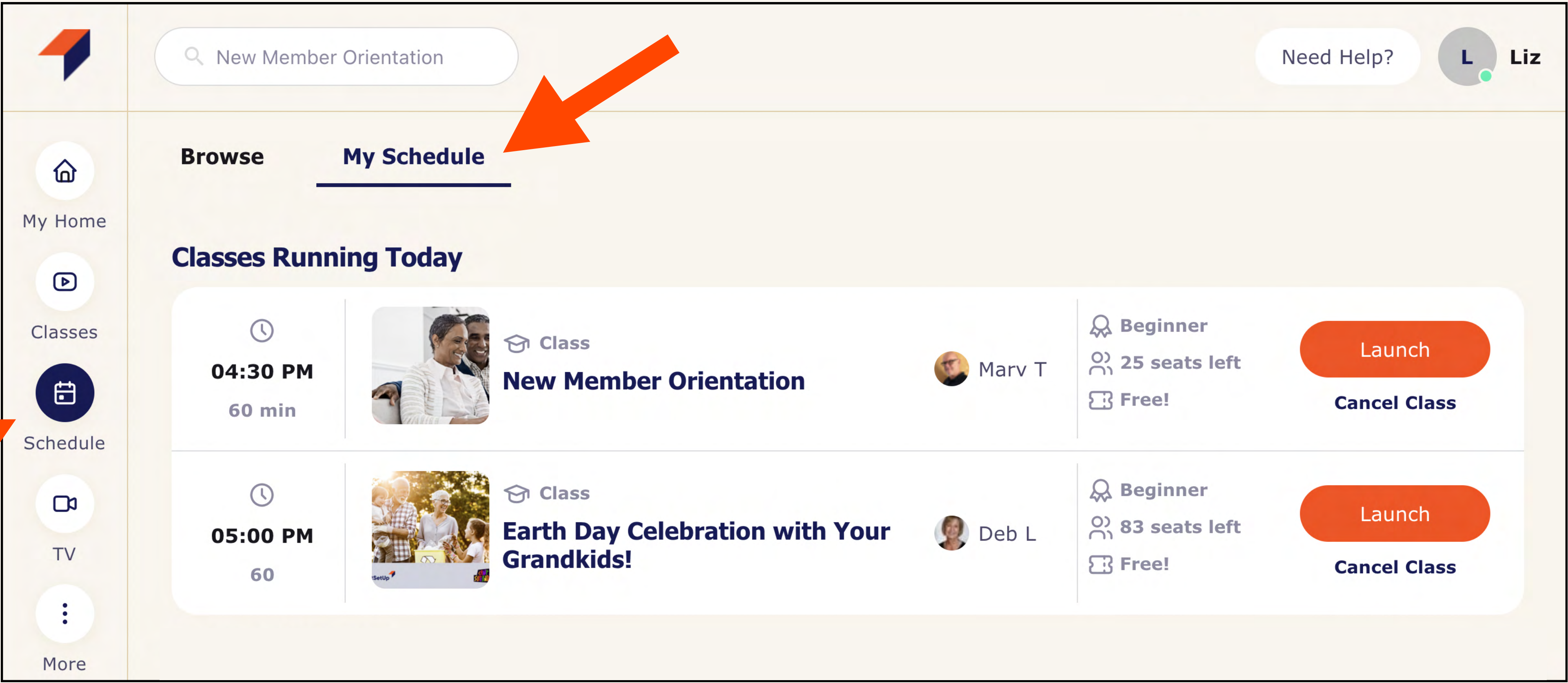
Add Class to Your Calendar

Once your class is confirmed you will have the option to add the class to a calendar of your choosing.



Launch Your Class

The class will automatically be in your schedule.



Email Reminders

On the day of your class you will receive 2 reminder emails titled “Happening Today” and “1 Hour Reminder.”

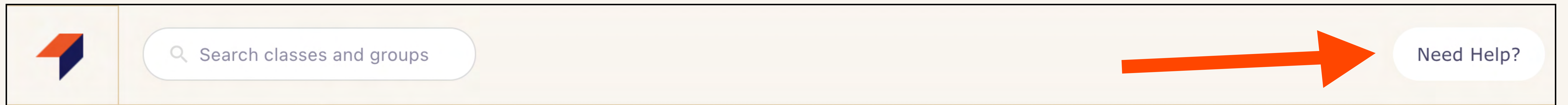
Both emails have a orange button in it that says “Join Class” or you can launch directly from your My home site.

Click that “Join Class” button within 5 minutes of the class start time to join. We look forward to seeing you in class!

Where to Find Help

Visit the “Need Help” Page

Located at the top of the GetSetUp landing page. This page will show all the ways to contact us for help and FAQ articles.



Chat

In the bottom right-hand corner of the website you'll see this icon  you can click that to start a live chat with one of our specialists.

Phone & Email

You can call our Learner Support phone line for any help **+1 (888) 559-1614**
Feel free to send an email with any questions to **help@getsetup.io**

Help Center

There are articles in the Help Center that have tutorials, video walk-throughs, and written answers. Visit **<https://getsetup.io/help>**

New Member Orientation

This is a great starter class to learn how to navigate the GetSetUp website, how to book a class, and learn more about class offerings.

1:1 Video Support

If you need additional support with your device to join a class, you can book a 1:1 session with one of our specialists.

