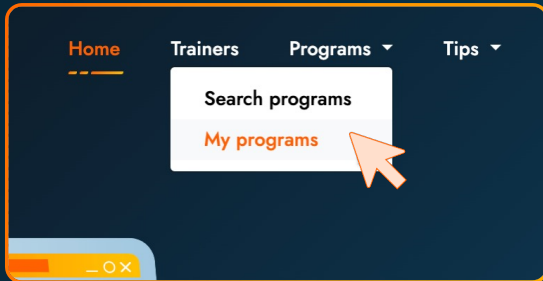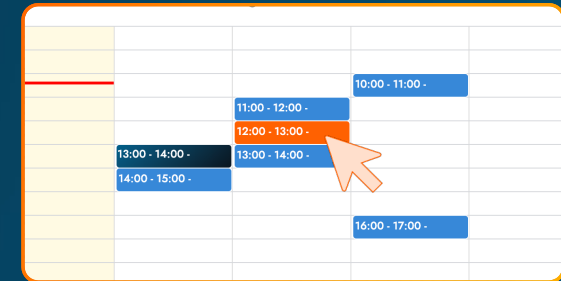# Book an appointment in a course

⚠ **PLEASE NOTE:** This tutorial is **ONLY** for making an appointment in a course.
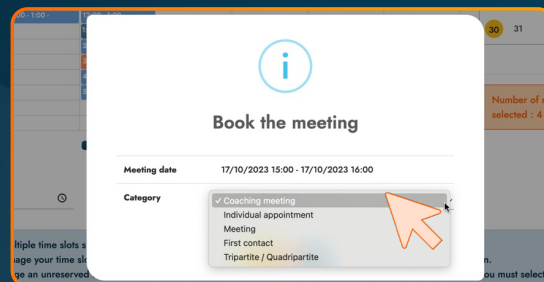
1 Click on the **Programs** tab and then **My Programs** located in the menu bar at the top of the screen.
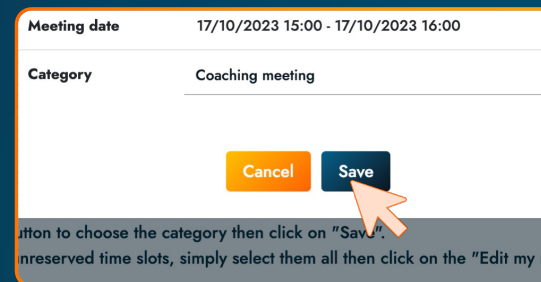
2 Click on the calendar icon at the end of your course row.

3 Select the date(s) you wish to book and click on the **Edit my sessions** button.

4 Choose an appointment reason from the drop-down list.

5 Check the date, time, and reason for the appointment and click the **Save** button.

A notification is sent to the trainer and a confirmation will be sent to you by email once your request has been accepted.