

METRO TACOMA FENCING CLUB

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Western Washington Division
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PRIVATE LESSON SIGN UP VIA ACUITY

WEEKLY PRE-BOOKED PRIVATE LESSONS

If you wish to have a private lesson at the same time each week, please email Yukiko (yukiko@tacomafencing.com) to arrange. She will advise available times. You will be billed at the start of each month for all lessons in that month. You will receive a confirmation email of your registration. See below for instructions if you need to reschedule or cancel a lesson.

If you wish to book a drop in private lesson, you may do so on the Acuity scheduling site.

DROP IN PRIVATE LESSONS

Log into Acuity scheduling site:

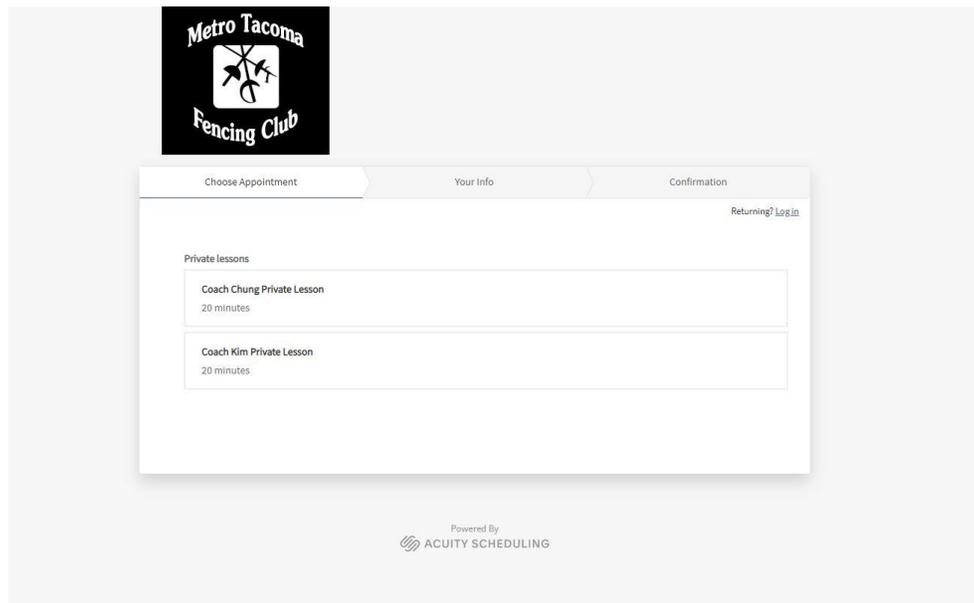
<https://app.acuityscheduling.com/schedule.php?owner=19004218>

And choose your coach for lessons:

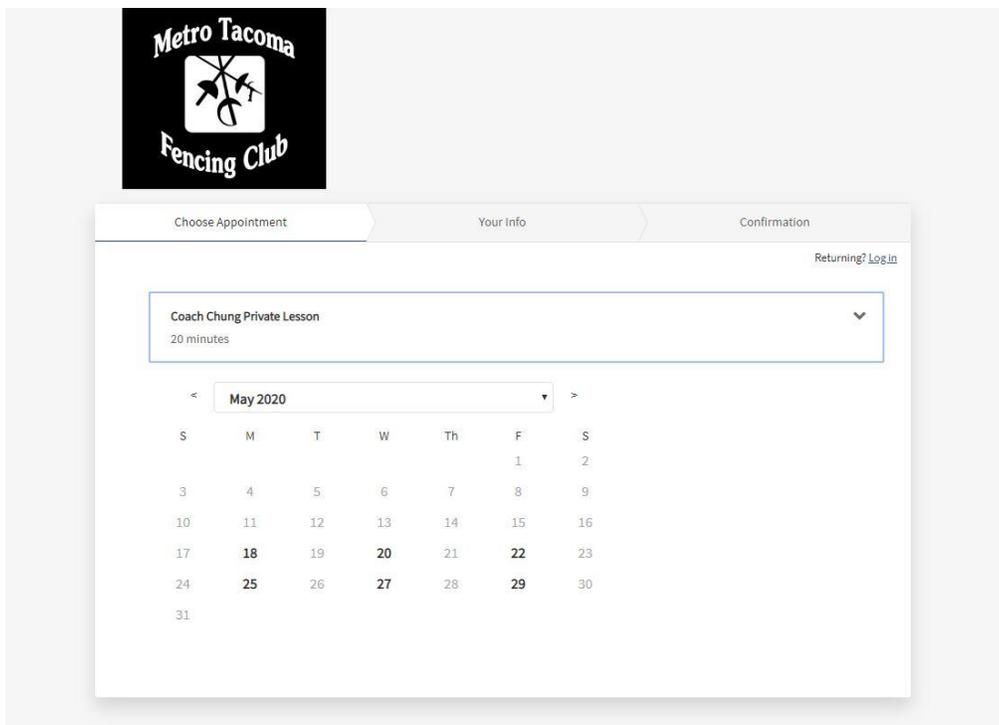
Coach Chung: Intermediate Foil, Competitive Foil, Elite Foil

Coach Kim: Foil and Epee Beginning and Intermediate fencers, Competitive and Elite Epee

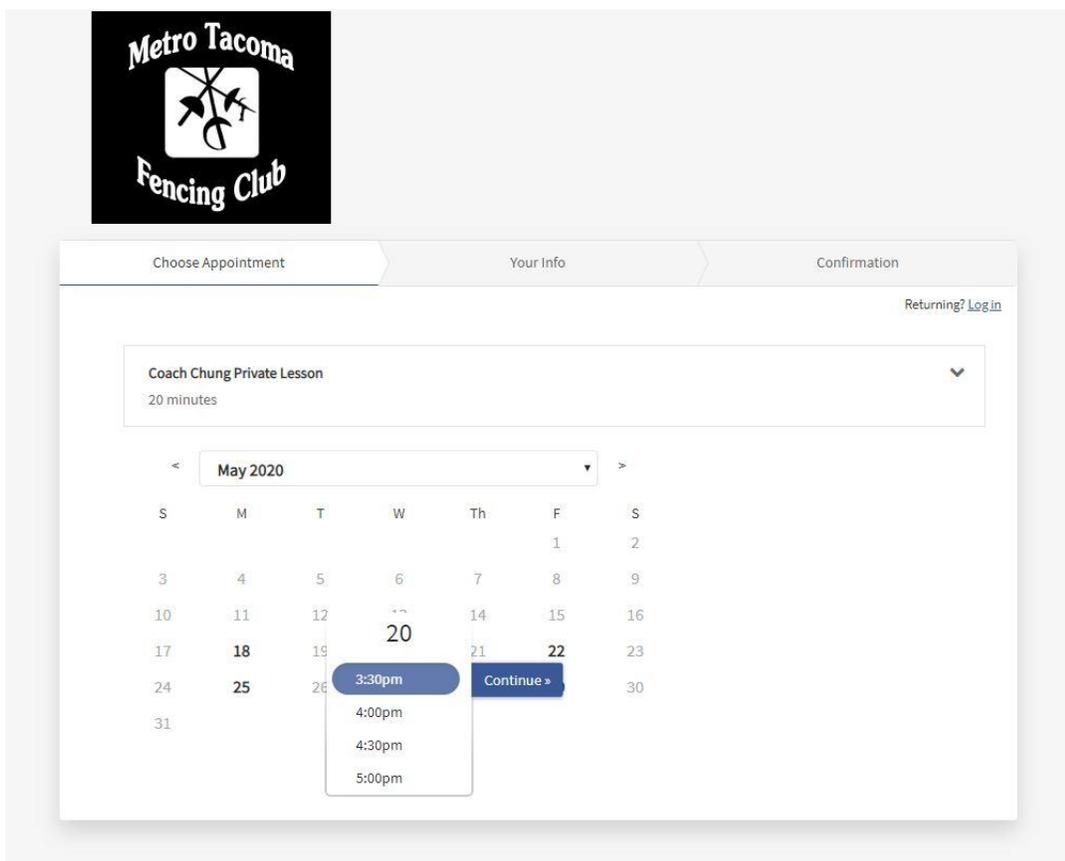
Coach Chris: Foil and Epee, all ability levels



Available lesson dates will show up on the calendar in dark text. Click on the date you wish.

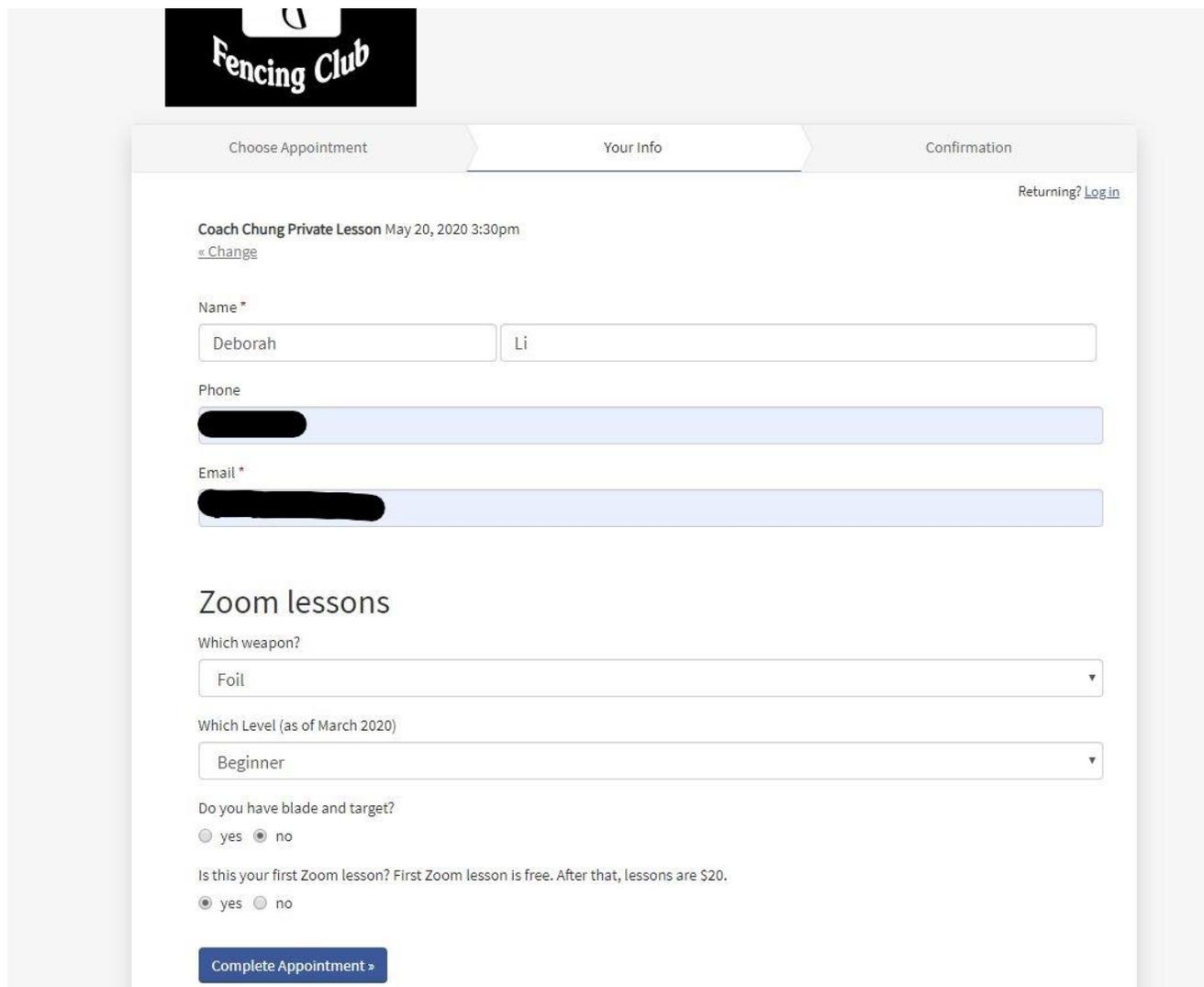


Then, click the time you choose and click CONTINUE



Fill in your information and answer the questions.

Click Complete Appointment



The screenshot shows a web form for booking a fencing lesson. At the top left is the 'Fencing Club' logo. The form is divided into three steps: 'Choose Appointment', 'Your Info', and 'Confirmation'. The current step is 'Your Info'. The appointment details are 'Coach Chung Private Lesson May 20, 2020 3:30pm' with a 'Change' link. The 'Name' field is split into two parts: 'Deborah' and 'Li'. The 'Phone' and 'Email' fields are redacted with black bars. Under the 'Zoom lessons' section, there are three questions: 'Which weapon?' with a dropdown menu set to 'Foil'; 'Which Level (as of March 2020)' with a dropdown menu set to 'Beginner'; and 'Do you have blade and target?' with radio buttons for 'yes' and 'no', where 'no' is selected. Below this is another question: 'Is this your first Zoom lesson? First Zoom lesson is free. After that, lessons are \$20.' with radio buttons for 'yes' and 'no', where 'yes' is selected. At the bottom is a blue button labeled 'Complete Appointment >'. In the top right corner of the form area, there is a link: 'Returning? Log in'.

Your appointment will be confirmed. We recommend registering for an account for future use.



Choose Appointment Your Info Confirmation

Returning? [Log In](#)

Deborah Li
Coach Chung Private Lesson
Wednesday, May 20, 2020
3:30pm

URL: <https://app.acuityscheduling.com/schedule.php?owner=19004218&action=zoom&uniqueID=8331e5a8adb1fd4d0545fefdf49c4a3546c>
Coach Chung

[Cancel](#) [Reschedule](#) [Edit Forms](#)

[Schedule another Appointment >](#)

Save your information
[Register for an Account](#)

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

If you need to reschedule or cancel an appointment, click on the link in your confirmation email and follow the instructions:

10:30

15 **Appointment Reminder...**

What Coach Chung Private Lesson
(Coach Chung)

When Friday, October 23, 2020 3:00pm
(25 minutes)

This is a reminder your appointment for Coach Chung Private Lesson is on Friday, October 23, 2020 3:00pm

[Change/Cancel Appointment](#)

[Add to iCal/Outlook Calendar](#)

[Add to Google Calendar](#)

Powered By

ACUITY SCHEDULING

When you click on the link in the reminder email, it will take you to this page. From there either click reschedule or cancel and follow the instructions.

Choose Appointment Your Info Cc

Nicholas Li
Coach Chung Private Lesson
Monday, October 26, 2020
3:50pm
Coach Chung

Cancel Reschedule Edit Forms

Add to iCal/Outlook Add to Google

Log in as guangdeb@gmai... Register for an Account

Save your information

Schedule another Appointment >

RESCHEDULE POLICY

You may reschedule your lesson up to 2 hours prior to the scheduled start time. If you reschedule your lesson within the same month with the same coach, then you do not need to do anything else.

If you reschedule your lesson in a different month, you must email Yukiko (yukiko@tacomafencing.com) within 24 hours and let her know. Otherwise, you may be billed twice. Our system does not automatically track between months.

If at all possible, please reschedule your lessons instead of cancelling. Our coaches are all commission based and this helps them maintain their income. Thank you.

CANCELLATION POLICY – If you are unable to reschedule your lesson, you may cancel up to 2 hours before the start time and receive a credit on your account for a future lesson. Please email Yukiko within 24 hours to request the credit (yukiko@tacomafencing.com). Our system is not automatic so if you do not notify her via email, you will not receive the credit. Thank you.

ILLNESS – If your fencer feels unwell, even if **WITHIN** the 2-hour cancellation window, please cancel your lesson and email Yukiko to request a credit. You will not be charged for a cancellation due to illness.

Updated 24 October 2020