

# Account & Password

SuperJo uses



to manage the sale of her classes.

SuperJo highly recommends setting up a Bookwhen account. It will speed up the checkout process by auto-filling specific booking fields when you make repeat bookings.

Setting a password will allow you to create an account and manage your bookings on one page.

**To View you're existing account** do any of the following:-

- A. Once you have created a password, you can log in to your account to view your bookings by selecting **Login** in the top right-hand corner of SuperJo's schedule.

SuperJo's Class and Personal Training Schedule



Login



If you're planning to do two or three classes a week a class pass could be your cheapest deal. Did you know you can cancel or transfer tickets? [how?](#)

[Click here for Help](#)

Face to Face Classes in West Dartford

Zoom classes

Personal Training

Fat Burning

Pre and Postnatal Welcome

FREE Private Chat with SuperJo

Videos

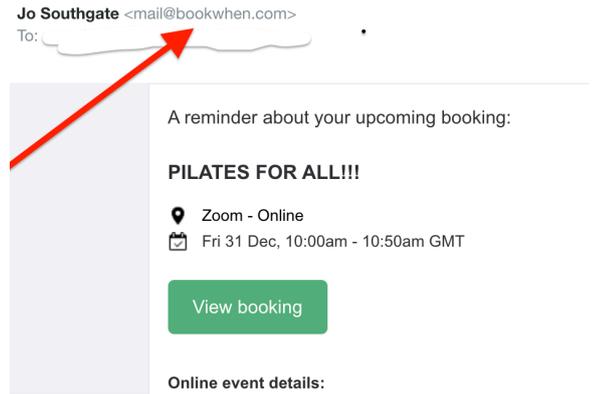
SCHEDULE | [CLASS PASSES](#)

To find SuperJo's schedule open your browser and type in her website [www.SuperJoSouthgate.com](http://www.SuperJoSouthgate.com) in the search bar.

B. Open a **booking confirmation** or an **Upcoming Event Reminder** email from me.

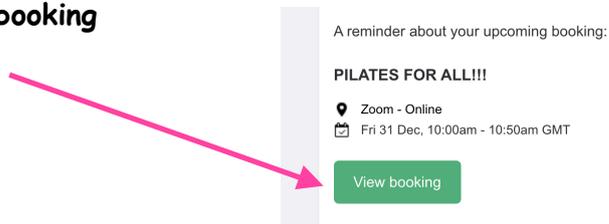
In the top left of the email you will see it came from

mail@bookwhen.com  
rather than  
superjosouthgate@gmail.com

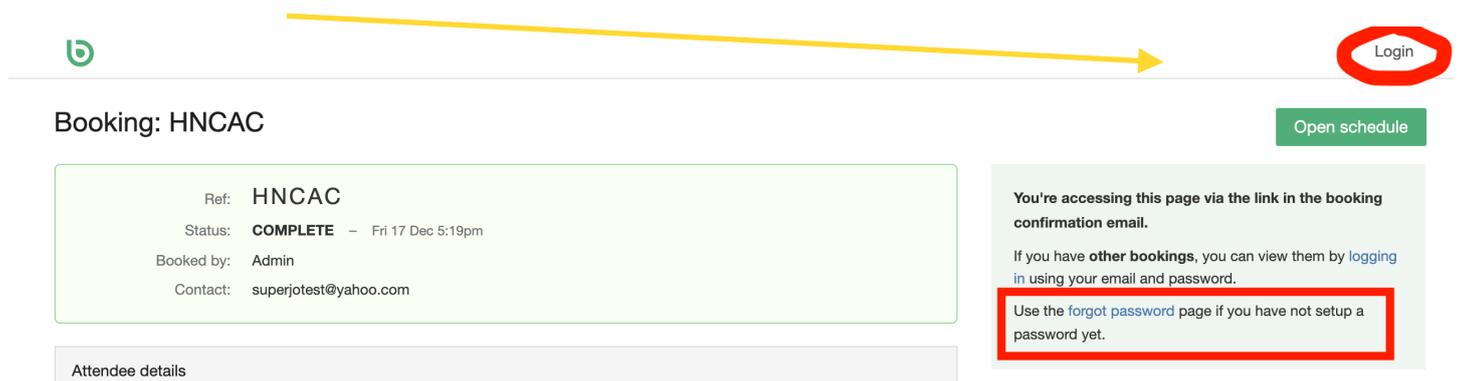


SuperJo sends personal emails to you from her gmail account and her prewritten ones are automatic sent to you via Bookwhen when you make a booking.

**Press View booking**



**Then press Login**



**To Create an Account:-**

Follow either of the aforementioned processes. When you come to **login**, the system will prompt you to make an account and password.

Alternatively instead of pressing Login press forgot password which I've highlighted in this red box and follow the very short and simple process from there.

## To Set a Password

Once you have completed a booking, you will be given the option to set a password. This option will show on the booking completion page -

 **Booking Complete**  
Booking ref: **HTYCE**  
You can access your booking using the link in the confirmation email.

Your booking confirmation has been sent to: **ross@bookwhen.com**  
[Set a password](#) to make future booking easier and manage your bookings.

BOOKING DETAILS

Booked by: **ross@bookwhen.com**

 **Cacti & Succulents**  
 Fri 10 Dec, 10:00am - 12:00pm GMT  
 Standard Entry  
 Ross Geller

And in your booking confirmation email -

### **Set password**

Set your Bookwhen password using the link below:

[Set a new password](#)

This option will only be available if you haven't already set up a password.

## **Warning**

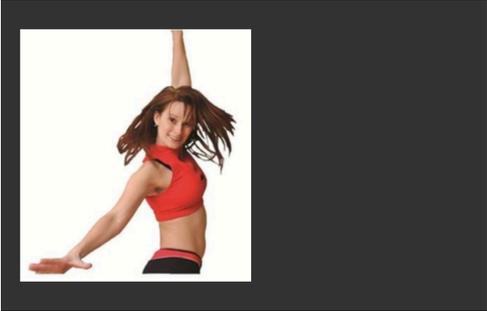
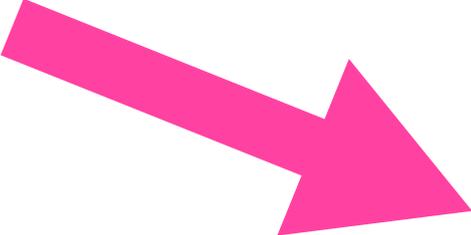
Only use the aforementioned ways of setting up an account. **Do NOT** go on either of these pages:-

<https://bookwhen.com/>

<https://bookwhen.com/signup>

because these pages are for people like SuperJo to make a contract with Bookwhen to display and organise the sale of their classes.

**Further help** for any subject can be found by clicking on this blue writing when you are on SuperJo's website



If you're planning to do two or three classes a week a class pass could  
[Click here for Help](#)