

Upon filling up the google form online, you will be receiving an email from the online booking system - Punchpass to create and verify your account. Please follow the steps below:

#### **A. Creation of Account**

Step 1: Click on "Create an Account" upon receiving email from [hello@punchpass.com](mailto:hello@punchpass.com).

Step 2: Verify your account after submission via email received and you are ready to go!

#### **B. Purchase of Flexi-Pass**

Step 1: Click on <https://cscs.punchpass.com/auth/session/new> and sign in.  
(Please bookmark this URL in your desktop/laptop or save to your home screen in your mobile for easy retrieval later)

Step 2: Click on "Purchase A Pass" at the header located below the CSC logo and select your class pass.

Step 3: Make payment online, receive your receipt and you are ready to book!

#### **C. Booking of Class**

Step 1: Click on "Calendar" and book your class.

Step 2: Click on "Open Waiver Form", toggle button to right and sign, then click on "Sign Waiver form" and "Sign In". (First time only)

Step 3: Click on "Reserve My Spot in Class" and receive a confirmation email.

#### **D. Cancellation or Reschedule of Class**

Step 1: Click on "Calendar" and select class to cancel.

Step 2: Click on "Move or Cancel Reservation".

Step 3: Click on "Cancel Reservation" and receive a confirmation email.