

How to Schedule Online

1. You can access our schedule by one of the following methods:
 - a. Go to the following page: <http://superkickcolumbus.com/schedule> . This will take you to the general page for online scheduling.
 - b. When reviewing a specific program on the website, click on REGISTER button. This will take you to the proper tab for that program
2. You will be directed to our scheduling software:
 - a. Once you are located on the correct tab, you can also use the filter functions to make searching easier
 - i. Click on the calendar or use the arrow buttons by day or week to navigate based on a date range
 - ii. If you are scheduling a camp or clinic scroll down page to see other options based on the date
3. Click on the sign up now button to choose the program
4. Next you will be taken to a landing page for returning client log in or first time user set up
 - a. Returning Client: Enter username and password
 - b. New client
 - i. Enter First and last name and click next
 1. You may see some current names pop up that are clients and not signed up online. Choose if one of the names is correct
 - ii. Fill out the required contact info
 - iii. Select a username and password
 - iv. Add your family members by clicking on add family member
 1. You can also edit this later by clicking on my info tab/ edit link
 2. Enter first name/ last name/ gender/ click yes for paid by/ birthdate/ and relationship
 - v. Click I agree button and then create account
5. The system will automatically log you in and take you to the Reservation Details page, and you will click on one of the following:
 - a. Schedule yourself
 - b. Schedule someone else
 - i. You will be asked to enter their full name **(We suggest this step for families so that you can have all schedules on your account vs having to log in for each child)**
 - c. Click on button to make a single reservation
 - d. If you have a CURRENT PACKAGE PAID FOR: it will show person as scheduled
 - e. If you DO not have a package paid for: you will be taken to a package selection page with options
 - i. Select series option
 - ii. Click make purchase
 - iii. Taken to payment page
 - iv. Process your payment online
6. To make other reservations: Return to proper tab and click sign up now
 - a. NOTE: you are already logged in so you will not have to repeat that process