

Green Tara Yoga Registration and Payment Instructions

Green Tara Yoga is now using PunchPass, an online registration and payment platform. We thank you for your patience as we implement this new approach.

Create your Account

- Go to our Schedule/Registration page: <https://greentarayoga.punchpass.com/calendar>
- Select *Create An Account*
- Enter your first and last name, your email, and set a password.
 - *Please sign up with the email address you prefer that we use when contacting you about your payments and class reservations.*
- PunchPass will send you an email with a link to confirm your account.
 - *The email could go to Junk so check there if you don't see it.*
- Confirming your account will return you to our Schedule/Registration page.
- Submit the waiver form.
 - *If you do not submit the waiver at this point, you will be prompted to do it before you can purchase a pass or register for classes.*
- Click on **Account** and complete your profile.
 - **This is an important step.** Please complete your full address, phone number and emergency contact information.

Class Passes

- Single class passes do not expire.
- Multiple class passes expire in 5 or 10 weeks, depending on the package that you choose.
- Your expiration period starts when you take your first class with your pass.
- You will receive an email reminder either when you have only 2 classes left on your pass, or when you have only 1 week left on your pass.
- Pass extensions will only be granted due to exceptional circumstances such as medical or family emergencies.
- To purchase a pass you must have an account and you must be logged in.

Purchase your Pass

- Log into your PunchPass account and select *Purchase A Pass*, or select *Purchase A Pass* first and then log in.
- Select the pass you would like to purchase.
- Enter your payment information into Stripe, our secure payment processing system.
- You will receive an email receipt. When you are logged into your account you can click on *Home* to view your *Active Pass*.
- Unused classes left on passes expire at the end of the expiration period.

Class Reservations

- You may make as many class reservations as you have classes on your pass, up to five or ten weeks into the future, depending on the type of pass you purchased.
- You must complete the reservation process for each individual class date you wish to attend.
- If you plan on attending a specific class for a certain period of time, we recommend making all of your reservations when you purchase your pass.

Make your Reservations

- Go to our Schedule/Registration pag: <https://greentarayoga.punchpass.com/calendar>
- Log into PunchPass and select the class you want to register for, or select the class and then log in. Either way, **you must be logged in to make a reservation.**
- Click *Reserve My Spot in Class*
- The reservation will then be visible under the *Home* tab of your PunchPass account and you will receive an email confirmation.
- Reminder emails will be sent 2 days before the class and 30 minutes before class begins.
- You can make a reservation up until the time the class begins.

Late Reservations and Cancellations

- If you make a reservation and realize you cannot attend the class, you can cancel your reservation and choose a different class.
- Class reservations can be cancelled up to 1 hour before a class begins.
 - PLEASE NOTE: When we open for on-site studio classes, this policy will change to 12 hours.
- If you do not cancel by the cancellation deadline your pass will be charged.