

Green Tara Yoga Registration Instructions

Create your Account

- Go to our Schedule/Registration page: <https://greentarayoga.punchpass.com/calendar>
- Select **Create Account**.
- Enter your first and last name, your email, and set a password.
- Confirm your account (Punchpass will send you a link) and return to our Schedule/Registration page.
- Submit the waiver form.
- Click on your name in the upper right corner and then click on **My Profile** and enter your full address, phone number and emergency contact information.

Class Passes

- Single class passes never expire.
- Multiple class passes expire in 5 or 10 weeks, depending on the package that you choose.
- Your expiration period starts with your first use of the pass.
- An email reminder is sent when you have only 2 classes or 1 week left on your pass.
- Pass extensions are granted only in 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**.
- 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 **My Active Passes** to view your passes and how many classes you have used.
- Unused classes left on passes expire at the end of the 5 or 10 week 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 page: <https://greentarayoga.punchpass.com/calendar>
- Click on **Sign In** and log into Punchpass. Viewing either our **Schedule** (list view) or **Calendar** (calendar view) select the name of the class you want to take. **You must be logged in to make a reservation.**
- Click **Reserve My Spot in Class**
- The reservation will then be visible under the **My Reservations** tab in 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.

Cancellation Policies

- Cancellation of reservations for In Studio classes **must be made by 12 hours before the class begins**. If you do not cancel 12 hours in advance your pass will be charged.
- Cancellation of reservations for Online classes must be made by 1 hour before the class begins. Depending on when you cancel an Online class, the system may show it as a late cancellation (since it defaults to the 12 hour In Studio policy) but your card will not be charged.