



Using Skedda

To register as a Skedda user:

Please use the link that you have been sent by email to set up your account with Skedda.

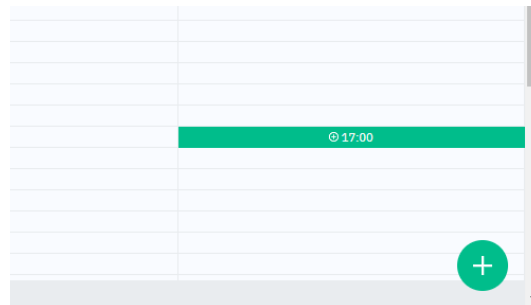
If you are already registered:

Visit Tillow Barn's Skedda page to log in: <https://tillowbarn.skedda.com/booking>

To start a new booking:

Navigate to the date you wish to book using the calendar at the top of the screen. Areas showing solid white are already booked. Areas showing dark grey are the buffer slots between different therapists' bookings.

Available slots will show a time slot in green when you hover your mouse over them. To make a booking, either click on one of the empty slots, or use the green button with a plus sign in the bottom right hand corner of the screen.



You should then see a pop-up window that looks like this:

NEW BOOKING

ⓘ Less than 3hrs per day may be cancelled up to 48 hrs in advance. 1 month's notice required to cancel 3hrs or more per day. Fee for late cancellations - 50% of the hire fee.

BOOKING DETAILS

DATE & TIME*
Tuesday, 14 March 2023 From 17:00 to 18:00

REPEAT*
None

SPACES*
Pebble Room

BOOKING TITLE
An optional booking summary

I agree to the cancellation terms: Less than 3hrs per day may be cancelled up to 48 hrs in advance. 1 month's notice to cancel 3hrs or more per day. Fee for late cancellations - 50% of the hire fee.*

YOUR DETAILS

Catherine James
catesan@pebble.com
07833 743313
[Edit details](#)

BOOKING PRICE
£13.50

CANCELLATION/CHANGE OPTIONS
You can cancel or change this booking until Sunday, 12 March 2023 at 17:00.

[Confirm booking](#) [Cancel booking](#)

1. In the pop-up window, select the correct start and finish time for your booking
2. Add a booking title if you wish
3. Tick the box to accept the cancellation terms
4. Add your payment card details if you haven't already done so
5. Click the green button at the bottom of the screen **Confirm booking**

To add another client to an existing booking - please edit and extend the existing booking. (*Gaps of less than 1hr between same therapist bookings will be charged.*)

If the edit window has lapsed (within 48hrs of the booking) - please count the buffer time as client time and add a new booking that finishes at your final client's finish time.

To repeat Ad Hoc bookings (Talking Therapists only):

1. In the pop-up window, select the correct start and finish time for your bookings.
2. Click on the 'Repeat' box, below the date & time and select the frequency and end date.
3. Add a booking title if you wish.
4. Tick the box to accept the cancellation terms.
5. Click the green button at the bottom of the screen **Confirm booking**.

Error messages: *If your repeat booking will not go through for any reason, the system will alert you (e.g., if any of your repeat bookings fall on a date that has been already booked, or is blocked for a bank holiday or similar). You will then need to choose the correct dates for any exceptions to your repeat bookings, using the **Exceptions** box (above the blue **Repeat Summary** box).*

Prepaid bookings:

To make a prepaid booking, type the word 'Prepaid' at the start of the Booking Title field. The booking will then be charged in advance (at the start of the previous month) and the reduced fee will be applied.

To view all your bookings:

To view a list of your own bookings, go to **LIST** view at the top left of the screen and select **My Bookings**. Select the dates you wish to view.

To calculate your booking fees:

To find a total of the cost of your bookings for any given time period, **please log into Skedda on a laptop or desktop computer** (rather than a mobile device) and follow the above steps. The total fees for the time period you select will be shown at the top right of your screen.