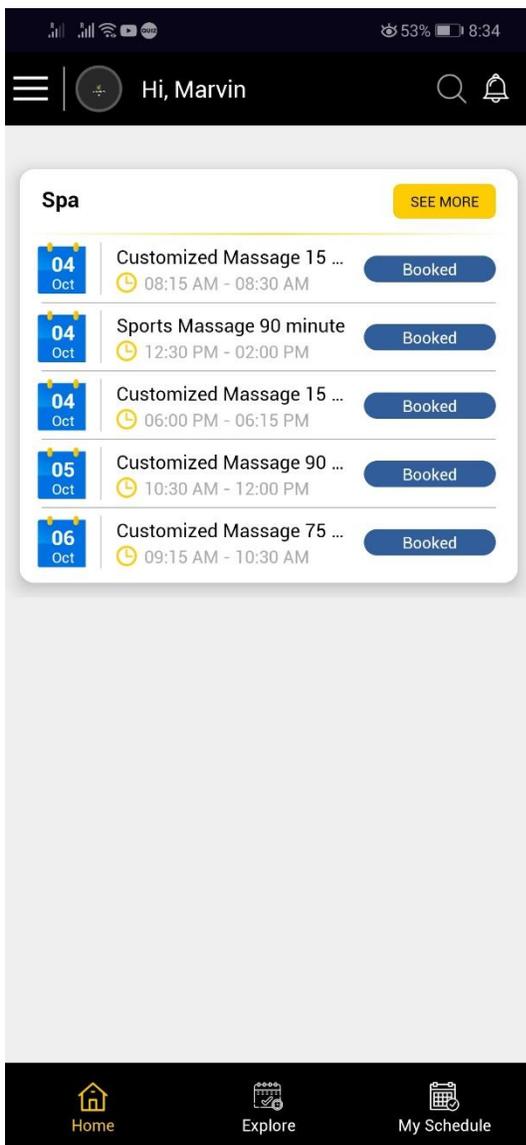


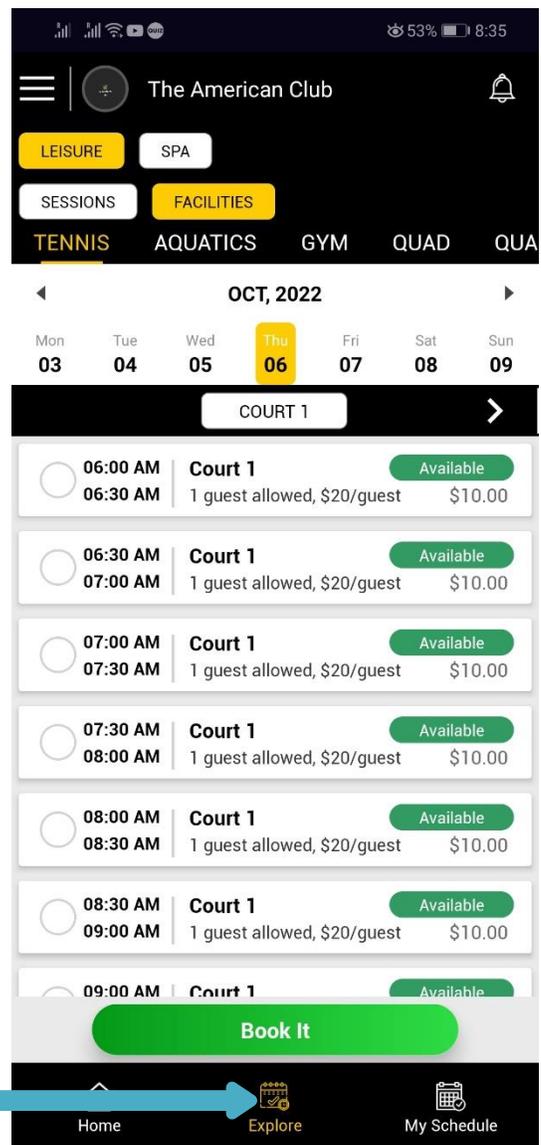
TAC Book – How to Book Spa Sessions

- **Picture 1:**
The **Home** screen will show the five latest Spa bookings.
- **Picture 2:**
Tap on the **Explore** button.

Picture 1

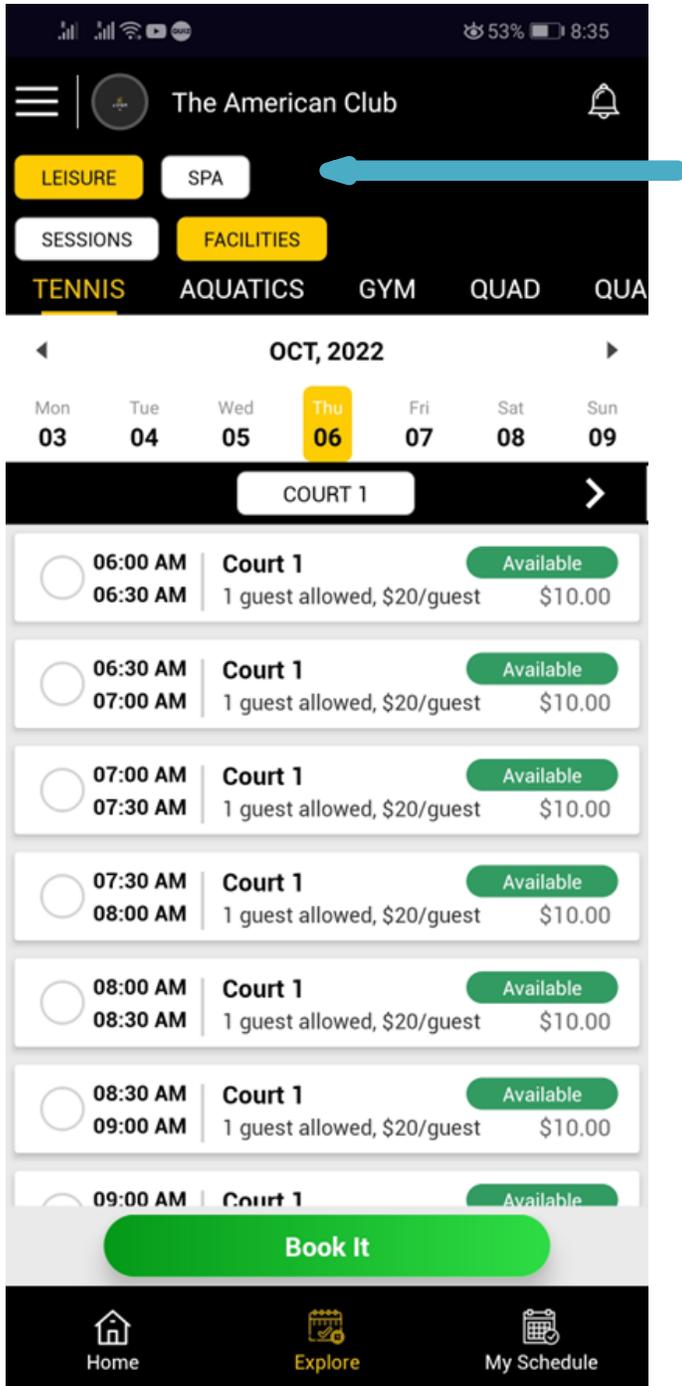


Picture 2

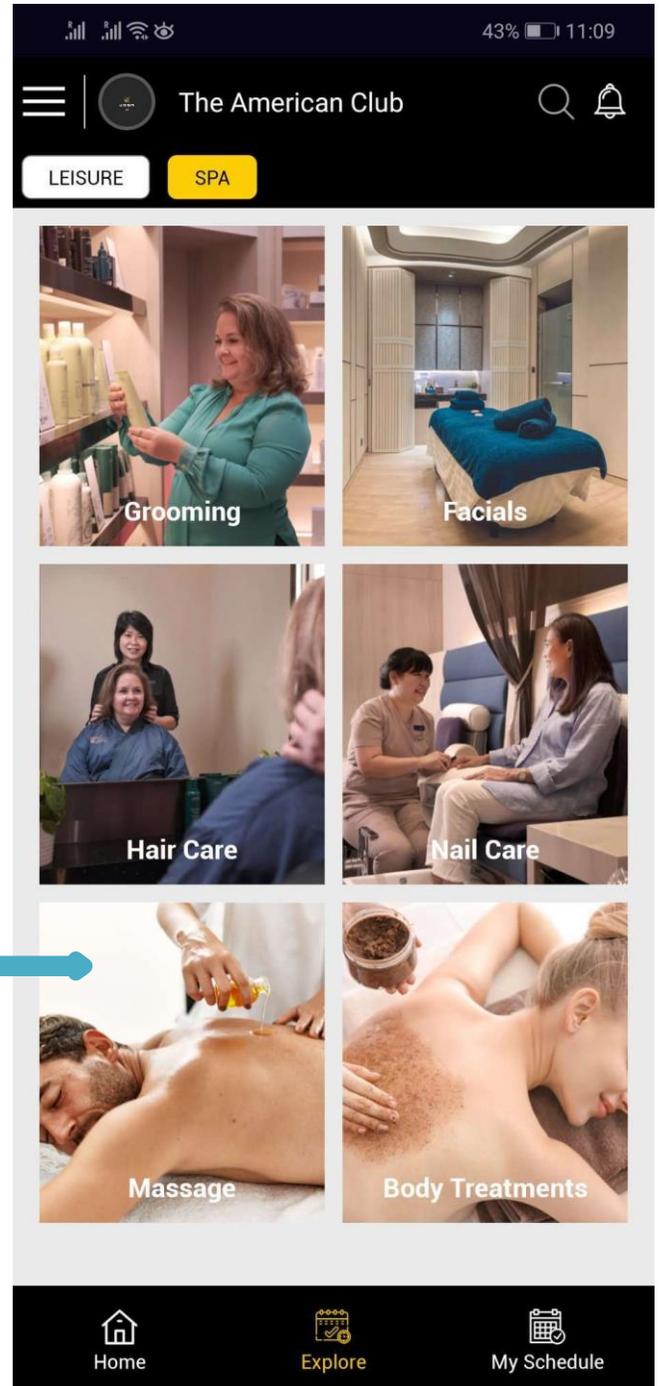


- **Picture 3:**
Select **Spa** from the top menu bar of the Explore page.
- **Picture 4:**
Select the preferred category to access the specific Spa menus.

Picture 3



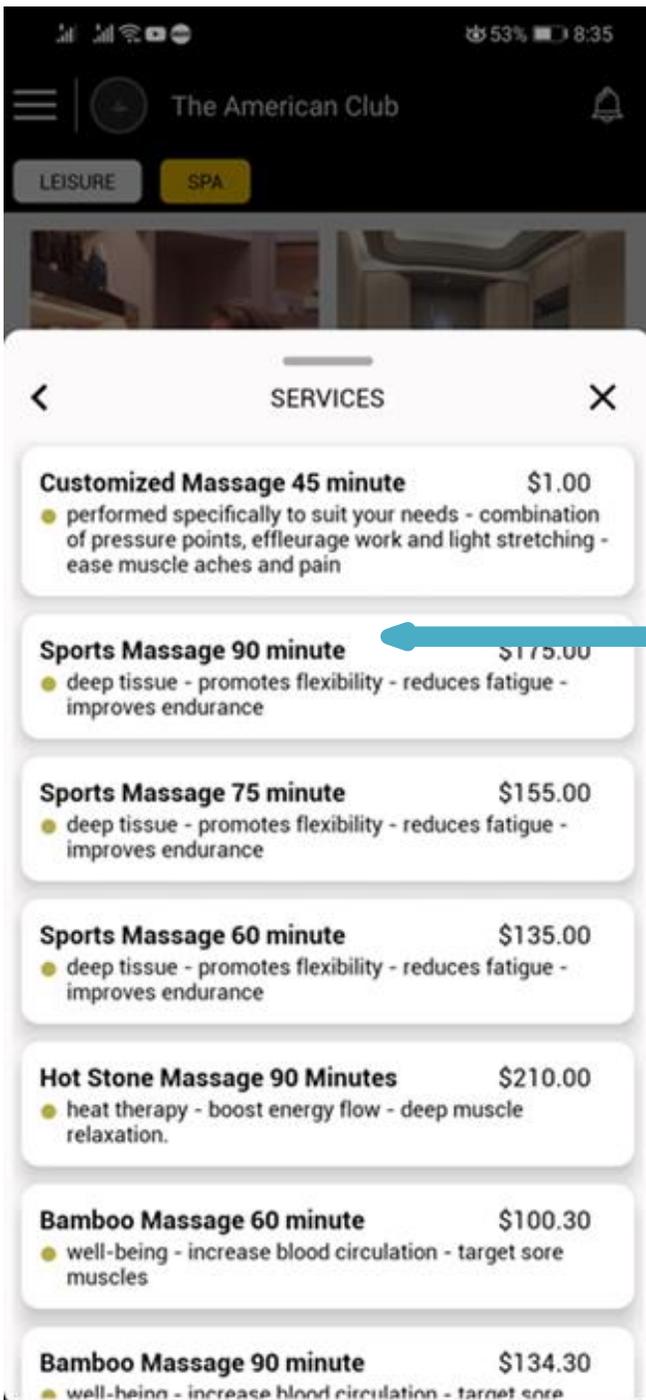
Picture 4



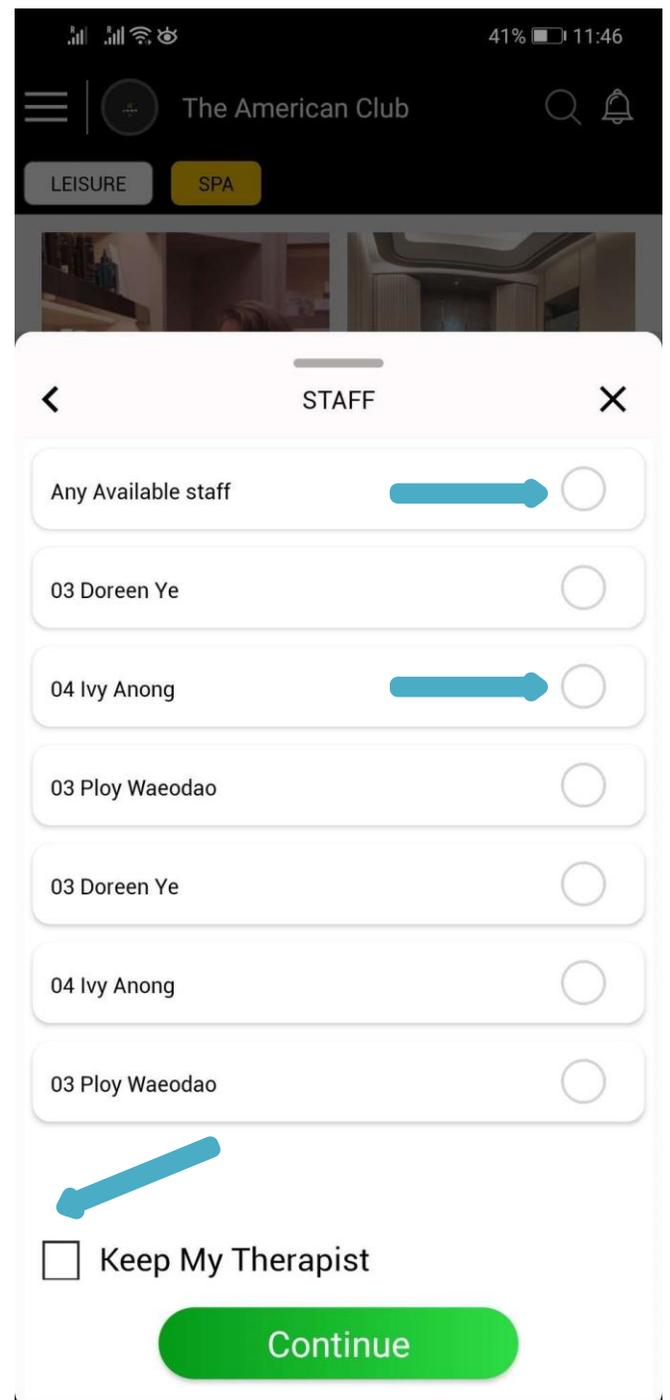
- **Picture 5:**
Select the preferred Spa service you would like to book.
- **Picture 6:**
Select your preferred therapist or select “Any Available Staff” to view the therapists’ availability.

Check the “Keep My Therapist” box if you wish to keep your selected therapist as your default option.

Picture 5



Picture 6



- **Picture 7.1:**

If you've selected a preferred therapist, you will be able to view their available slots for that day. Tap on your preferred timeslot.

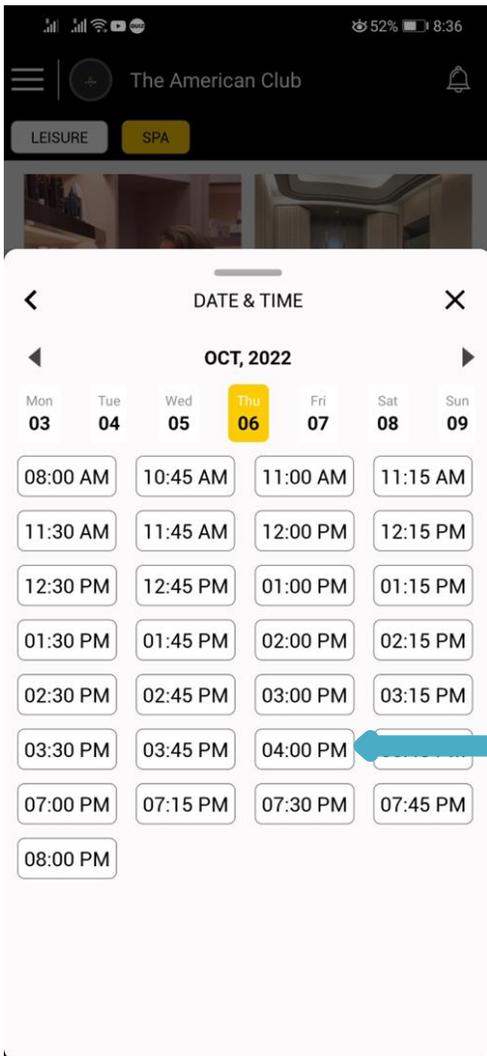
- **Picture 7.2.1:**

If you've selected the "Any Available Staff" option, you will be able to view the available slots of all therapists within a three-hour interval.

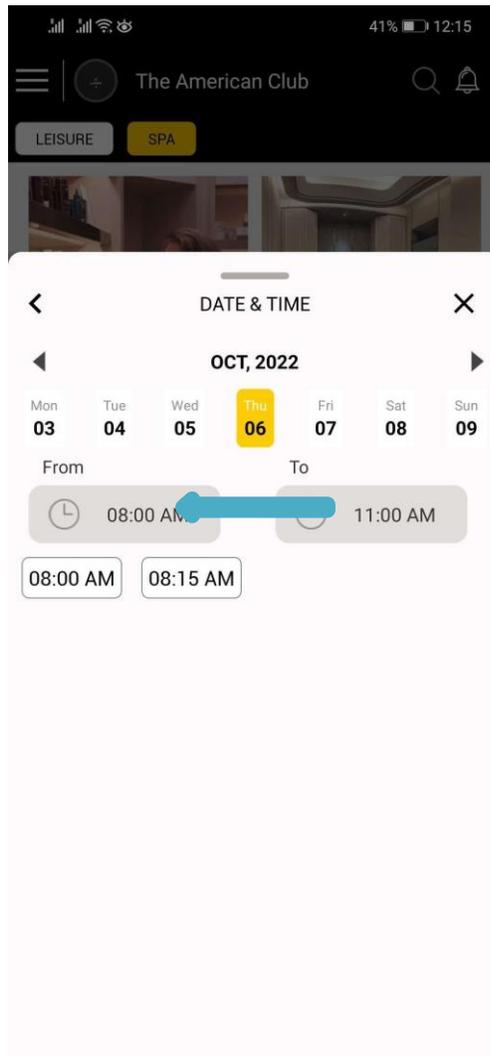
- **Picture 7.2.2:**

Tap on the **From** time box to adjust to your preferred timing. Please note that you cannot change the **To** time box; it will be adjusted automatically. Then, tap on your preferred booking slot.

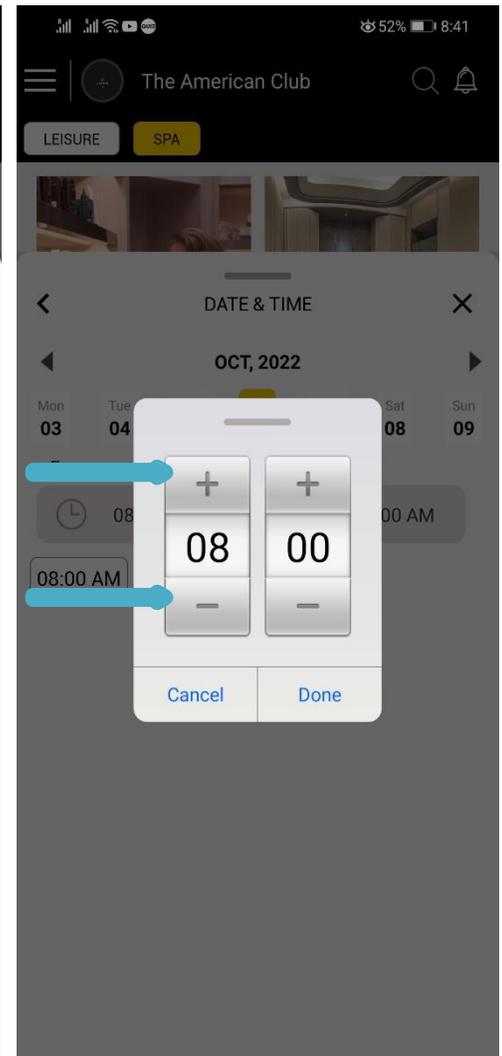
Picture 7.1



Picture 7.2.1



Picture 7.2.2



- **Picture 8:**

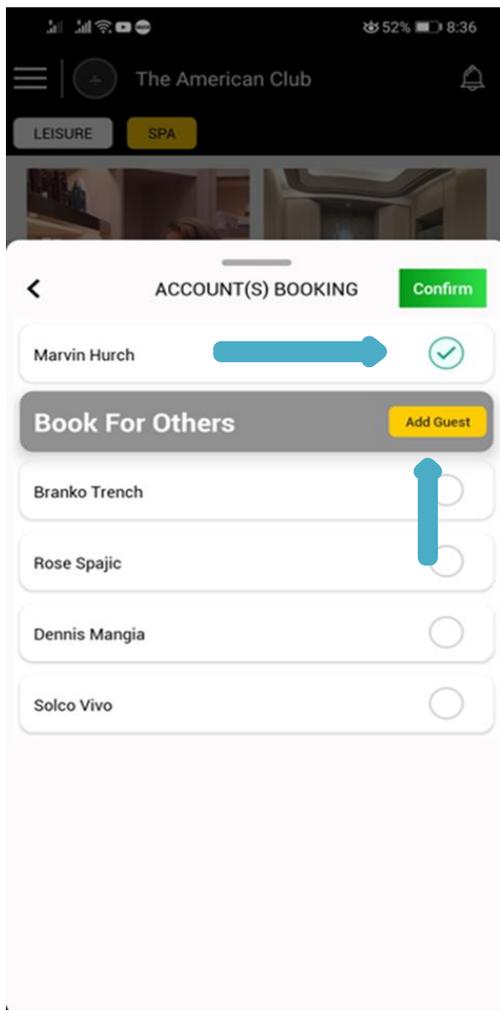
After confirming your booking, you will be prompted to select the account for which you wish to book under. Please note that you will only be able to book for one account at a time.

If you are booking on behalf of a Guest, please tap on **Add Guest** on the “Book For Others” option.

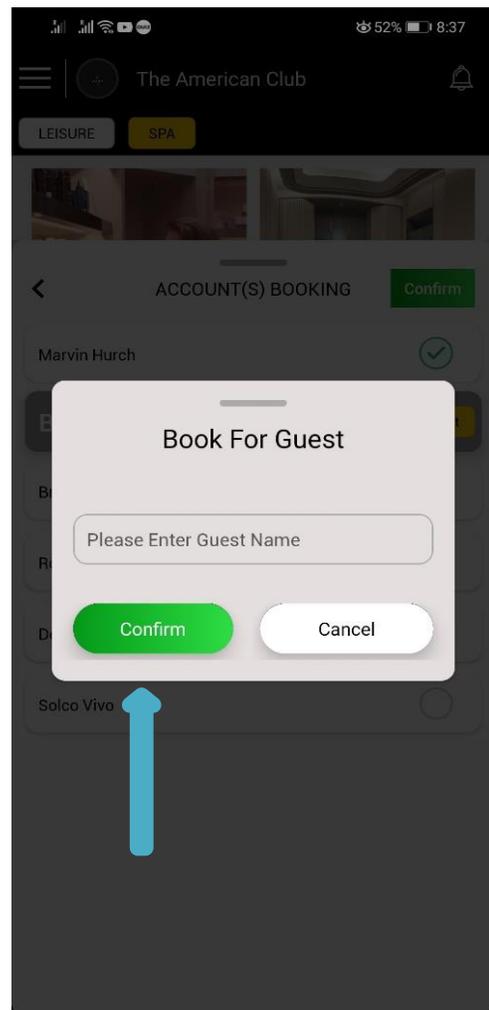
- **Picture 8.1:**

If you have selected the “Add Guest” option, you will be asked to input your Guest’s name, then tap on **Confirm**.

Picture 8



Picture 8.1



- **Picture 9.1.1:**

If you have an active Spa package, a pop-up box will appear asking if you would like to redeem from it. Tap on **Yes** if you would like to make a redemption.

- **Picture 9.1.2:**

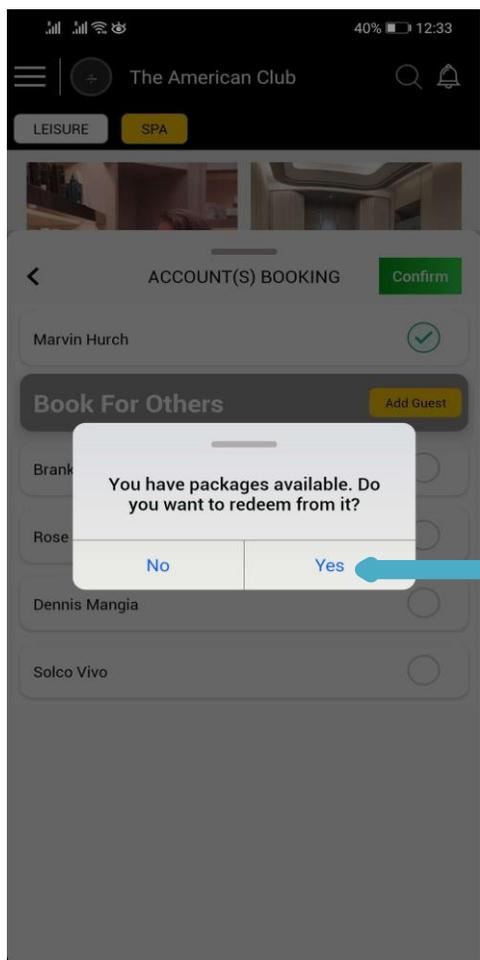
After selecting **Yes**, you will be able to see your active packages. You can redeem from the chosen package by tapping on the name of the package.

Note: Credit packages, vouchers, discounts and promotions cannot be used in conjunction with one another.

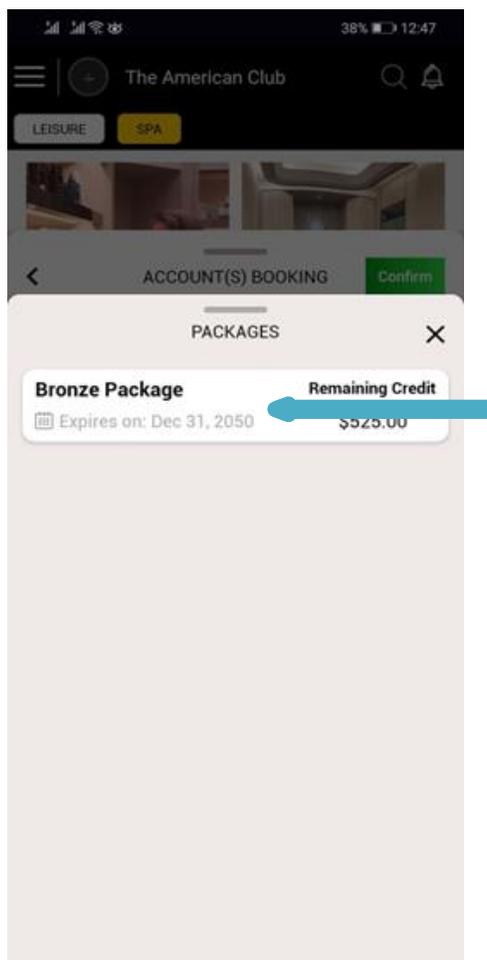
- **Picture 9.2:**

If you do not have an active package or have selected **No** earlier, and there is an available discount that you can use (e.g. Niche Group privilege), a discount pop-up box will appear. Please select the desired discount you wish to use and select **Confirm**.

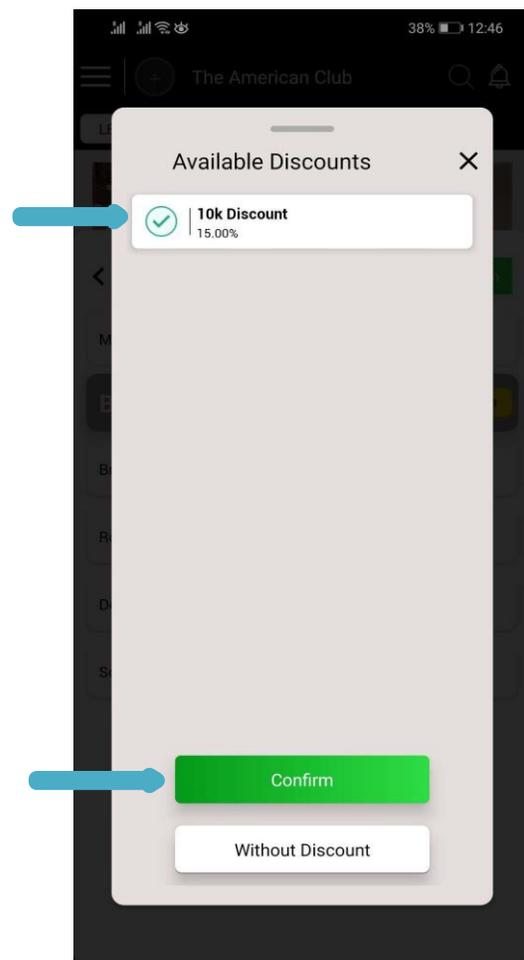
Picture 9.1.1



Picture 9.1.2

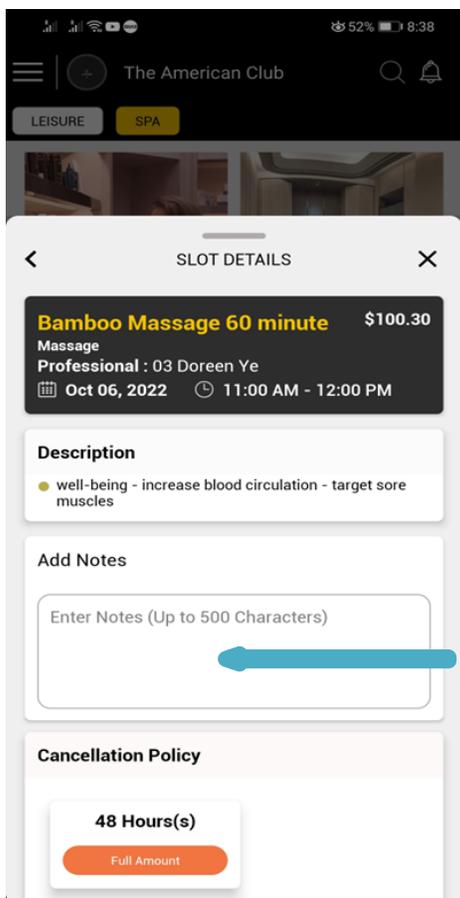


Picture 9.2

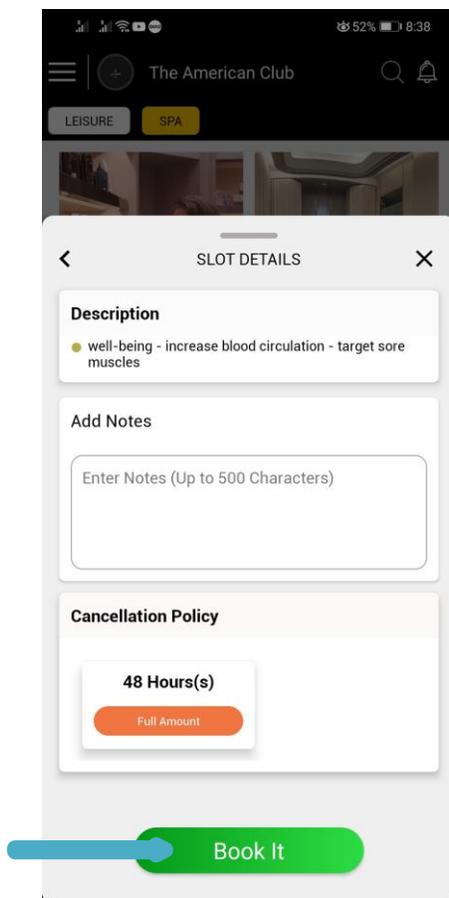


- Picture 10:**
 You can leave a note (if any) for the therapist by typing under **Add Notes**.
- Picture 11.1:**
 Once you have reviewed your booking information, scroll down to the **Book It** button. Tap on the button to confirm your booking.
- Picture 11.2:**
 If you have previously selected the “Any Available Staff” option, you will be asked to select an available therapist’s name under the **Available Professionals** box. Then, tap on the **Book It** button to confirm your booking.

Picture 10



Picture 11.1



Picture 11.2

