



The Canine Learning Centre

**Using your
Private
Sessions
Credits**





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Topics

- Booking a Session using a credit
- Checking the status of your credits
- If something goes wrong





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Booking – Getting there

- Go to the private Sessions page on www.Carolark.com
- Select the book a private session button



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On the booking software

- Choose the type of appt you wish to book.
- This choice will filter the calendar to show slots where this service is available.





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Private and Behaviour

View: [Openings](#) | [Services](#)

Below are the private training services we offer

Online Coaching

Sign-up

Behaviour Consultation @ Carolark

Sign-up

Behaviour Consultation Online

Sign-up

Private Coaching @ Carolark

Sign-up

5933 Hazeldean Road,
Stittsville Ontario K2S 1B9





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Book

- Click on the desired slot
- Log into the booking application
- Fill out the form (including the type of appt) and which dog
- When the selection matches an available credit, the question “**Would you like to use your credit?**” will be available on the screen.
- Click Yes
- Continue
- Complete the forms and then Proceed with Registration or Add and Additional Registration.
- Follow the flow through to the end.





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Classes Events Private and Behaviour Packages

Please fill out this form to register for a private training session. [Go back](#) to the calendar if you wish to choose a different time.

Option:	Private Coaching @ Carolark - 01:00	Dog:	bob2
Start:	2021-04-07	End:	2021-04-07
	02:00 pm		03:00 pm
Instructor:	Heather Laundry	Location:	Lower Classroom

Comments:

Would you like to use your credit? Yes No

Cancel

Continue



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In your Account

- You can check available package credits
- Update contact information
- Change passwords
- Check existing appts (Events tab)
- Etc.
- Use the My Account link at the top right of the page to access.



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Checking your Credits

Classes Events Private and Behaviour Packages

My Account

Invoices

Messages

Classes

Events

My Credits

My Info

Dogs

Private and Behaviour (4 credits)

Added	Expires	Memo	Name
2021-03-12	2021-06-10	4x1 hr Private Coaching @Carolark/Online - Online Coaching, Private Coaching @ Carolark	Use
2021-03-12	2021-06-10	4x1 hr Private Coaching @Carolark/Online - Online Coaching, Private Coaching @ Carolark	Use
2021-03-12	2021-06-10	4x1 hr Private Coaching @Carolark/Online - Online Coaching, Private Coaching @ Carolark	Use
2021-03-12	2021-06-10	4x1 hr Private Coaching @Carolark/Online - Online Coaching, Private Coaching @ Carolark	Use

Doq Business Software powered by DoqBizPro

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If something goes wrong

- No worries. It can be resolved in the administration application. Please contact us
- If you need to reschedule please give us plenty of notice and we will remove the appt and restore the credit.