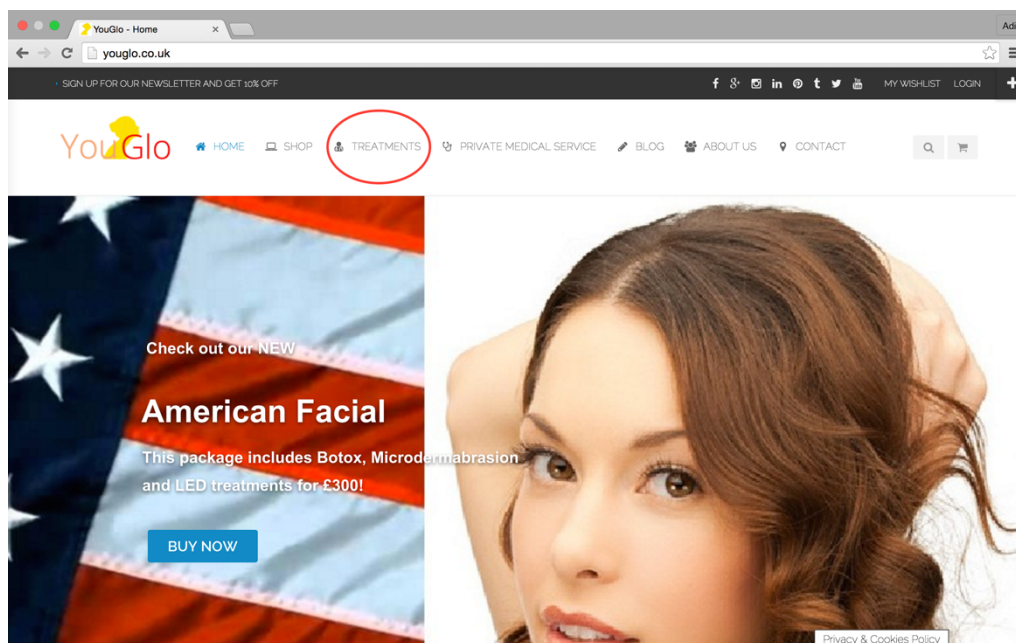


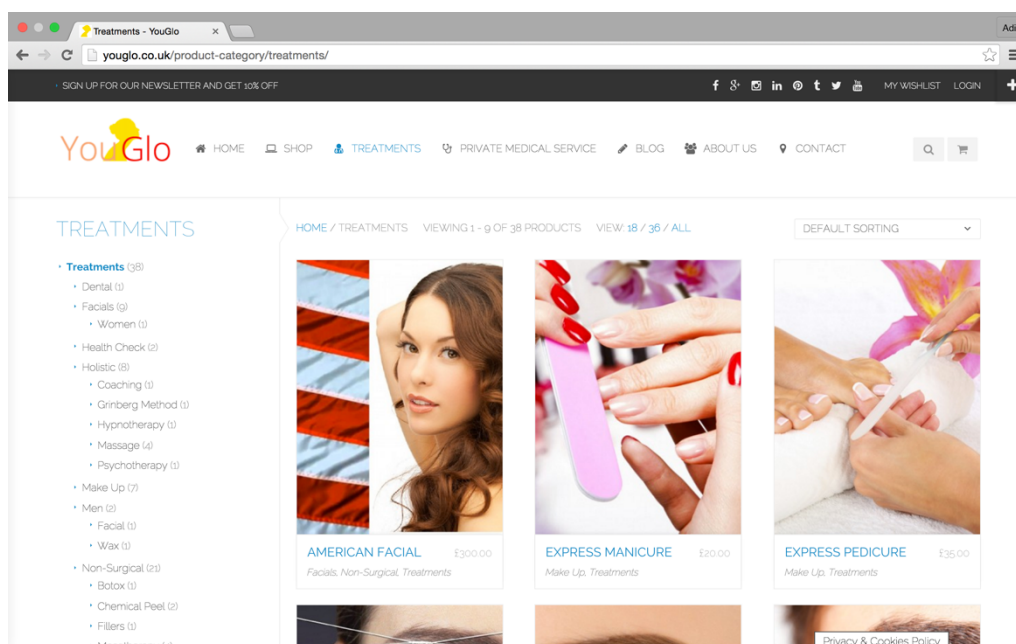
## How to book a YouGlo Appointment Online

This document will guide you through the process of booking an appointment through the YouGlo website.

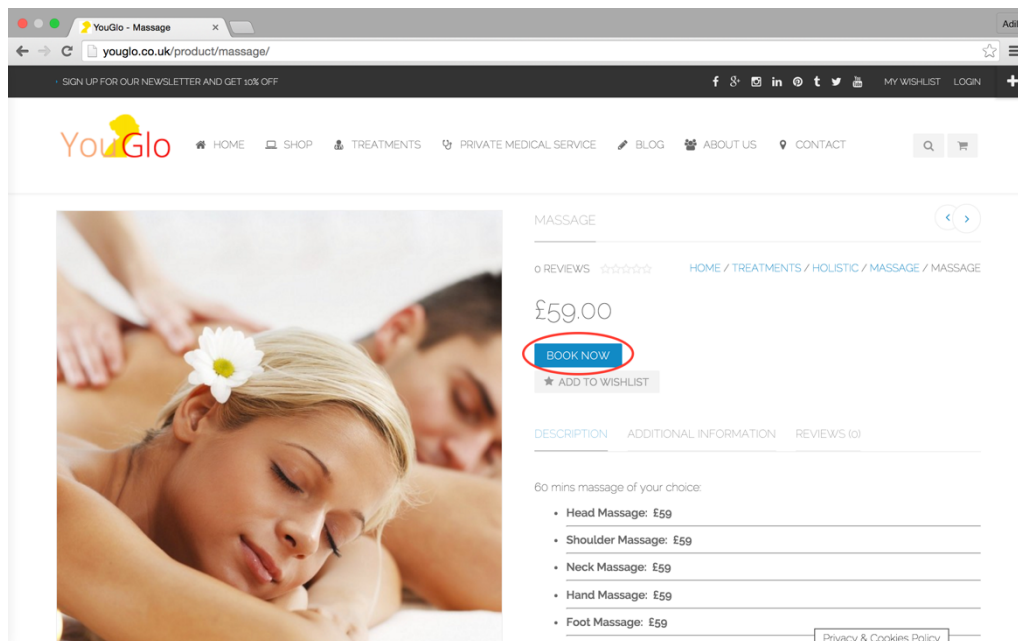
1. As soon as you go to the website ([www.youglo.co.uk](http://www.youglo.co.uk)), please select the **“TREATMENTS”** tab as shown below:



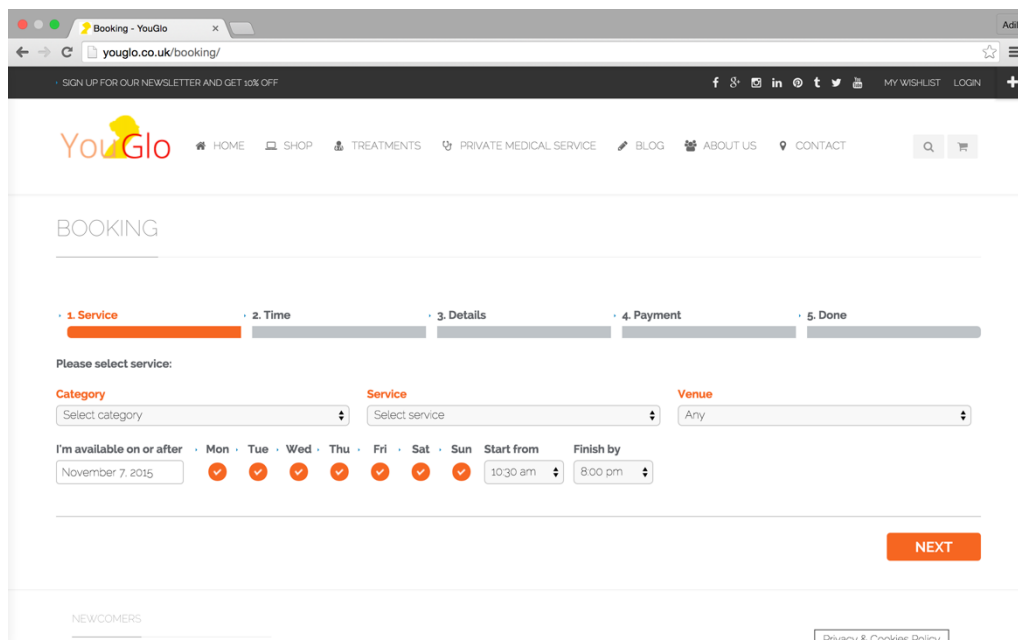
2. Once in the treatments section, please choose the treatment you like to book:



3. Once you've selected the treatment, please go into the product and choose **'BOOK NOW'**



4. You will then be directed to the booking system for YouGlo. As shown below:



5. Please fill in the details on this page and click “NEXT”  
**N.B. If you have a deal site voucher, please select \*Current Voucher Deals\* from the “Category” selection.**

The screenshot shows the YouGlo booking interface. At the top, there's a navigation bar with the YouGlo logo and links for HOME, SHOP, TREATMENTS, PRIVATE MEDICAL SERVICE, BLOG, ABOUT US, and CONTACT. Below this is a progress bar with five steps: 1. Service (active), 2. Time, 3. Details, 4. Payment, and 5. Done. The main section is titled "Please select service:" and contains three dropdown menus: "Category" (set to "Massage"), "Service" (set to "Massage (60 min) • Indian Head (30 min)"), and "Venue" (set to "Any"). Below these are two rows of date and time selection. The first row shows "I'm available on or after" as "December 3, 2015" with radio buttons for each day of the week (Mon-Sun), all of which are selected. The second row shows "Start from" as "10:30 am" and "Finish by" as "8:00 pm". At the bottom right, there is a red "NEXT" button circled in red. A "Privacy & Cookies Policy" link is visible at the bottom right.

6. The next page will give you a calendar with time slots. Anything that is crossed off, is not available. Please select your time slot;  
**N.B. The load time for the calendar may slow down at times depending on how busy the website is, but it should not take longer than 10 seconds to come up.**

The screenshot shows the YouGlo booking interface at the "Time" selection step. The progress bar at the top shows "1. Service" and "2. Time" as active steps. Below the progress bar, a message states: "Below you can find a list of available time slots for Massage (60 min) • Indian Head (30 min) at Any. Click on a time slot to proceed with booking." On the left, there is a calendar for December 2015. The date "3" (Thursday) is highlighted. To the right of the calendar, there is a list of time slots for "Thu, Dec 03". The slots are arranged in two columns: 10:30 am, 11:00 am, 11:30 am, 12:00 pm, 12:30 pm, 1:00 pm, 1:30 pm, 2:00 pm, 2:30 pm in the first column; and 3:00 pm, 3:30 pm, 4:00 pm, 4:30 pm, 5:00 pm, 5:30 pm, 6:00 pm, 6:30 pm in the second column. Each slot has a radio button next to it. At the bottom left, there is a red "BACK" button. A "Privacy & Cookies Policy" link is visible at the bottom right.

- Once you have selected your time slot, you will then need to fill in your details as shown below. **Please take note of the venue your appointment will take place as circled below:**

The screenshot shows a web browser window with the URL 'youglo.co.uk/booking/'. The page has a progress bar at the top with five steps: 1. Service, 2. Time, 3. Details (highlighted in orange), 4. Payment, and 5. Done. Below the progress bar, a summary line reads: 'You selected a booking for **Massage (60 min) • Indian Head (30 min)** at **Baker Street** for 12:30 pm on December 3, 2015. The price for the service is £79.00'. The text 'Please provide your details in the form below to proceed with booking.' follows. The form contains several fields: 'Full Name' (empty), 'Phone' (with a dropdown showing '+44' and the number '07400 123456'), and 'Email' (empty). Below these is a dropdown menu for 'Do you have a voucher?' with 'Voucher' selected. There are three more text input fields: 'What is the voucher code(s)?', 'What is the expiry date?', and 'Anything else to tell us?'. At the bottom of the form are two orange buttons: 'BACK' and 'NEXT'. A small 'Adil' logo is in the top right corner, and a 'Privacy & Cookies Policy' link is at the bottom right.

- Please select from the dropdown menu whether or not you have a voucher. If you have purchased a voucher, please select from the dropdown menu the company from who you purchased the voucher.  
***IMPORTANT: Please remember to state the expiry date and ALL the codes on your voucher in the relevant boxes (For Groupon, please state the SECURITY ID), as shown below;***

This screenshot is similar to the one above, but the 'Do you have a voucher?' dropdown menu now has 'Groupon' selected. A red rectangular box highlights the three text input fields below: 'What is the voucher code(s)?', 'What is the expiry date?', and 'Anything else to tell us?'. The 'Full Name' field now contains 'John Doe', and the 'Phone' field shows '+44' and '07820 967345'. The 'Email' field contains 'John.doe@ohndoe.com'. The 'BACK' and 'NEXT' buttons are still present at the bottom. The 'Adil' logo and 'Privacy & Cookies Policy' link are also visible.

- You will then be directed to your **“SHOPPING CART”**, where you will see your appointment booking. Once you are happy with what’s in your cart, select **“PROCEED TO CHECKOUT”**.

Sign up for our newsletter and get 10% OFF


HOME SHOP TREATMENTS PRIVATE MEDICAL SERVICE BLOG ABOUT US

CONTACT

SEARCH SUBTOTAL: £79.00 (1)

### SHOPPING CART

SHOPPING CART > CHECKOUT DETAILS > ORDER COMPLETE

THUMBNAIL	PRODUCT	PRICE	QUANTITY	TOTAL
	<b>YOUGLO</b> APPOINTMENT: DATE: DECEMBER 3, 2015 TIME: 12:30 PM CATEGORY: MASSAGE SERVICE: MASSAGE (160 MINI) + INDIAN HEAD (30 MINI) LOCATION: BAKER STREET	£79.00	1	£79.00

### BASKET TOTALS

SUBTOTAL	£79.00
SHIPPING	FREE SHIPPING
VAT	£15.80
TOTAL	£94.80

NOTE: SHIPPING AND TAXES ARE ESTIMATED AND WILL BE UPDATED DURING CHECKOUT BASED ON YOUR BILLING AND SHIPPING INFORMATION.

UPDATE BASKET

**PROCEED TO CHECKOUT**

COUPON CODE

Privacy & Cookies Policy

- Fill in the details shown on the next page and select the appropriate Payment Method.

Checkout - YouGlo

youglo.co.uk/checkout/

### BILLING ADDRESS

First Name \* Last Name \*

Company Name

Email Address \* Phone \*

Country \*  
United Kingdom (UK)

Address \*  
Street address  
Apartment, suite, unit etc. (optional)  
Town / City \*  
Town / City

County Postcode \*  
W9 9GD

☐ Create an account?

☐ SHIP TO A DIFFERENT ADDRESS?


Order Notes  
Notes about your order, e.g. special notes for delivery.

### YOUR ORDER

PRODUCT	TOTAL
YOUGLO x 1 APPOINTMENT: DATE: DECEMBER 3, 2015 TIME: 12:30 PM CATEGORY: MASSAGE SERVICE: MASSAGE (160 MINI) + INDIAN HEAD (30 MINI) LOCATION: BAKER STREET	£79.00
SUBTOTAL	£79.00
SHIPPING	FREE SHIPPING
VAT	£15.80
TOTAL	£94.80

☐ I have a voucher or pay on the day

Please select this option if you have a voucher or want to pay on the day

☐ Credit/Debit Card 

☐ What is PayPal?

**PLACE ORDER**

Privacy & Cookies Policy

4. Finally, once you have paid or completed the booking, you will be directed to the **“CHECKOUT PAGE”**, which shows what you have purchased/booked. ***You will receive a confirmation email within 24 - 48 hours. If there is an issue with your booking, you will be contacted by a member of the YouGlo team.***

