

NRCHI online booking instructions:

NEW CLIENTS:

- Go to www.nrchi.com.au
- Click the **"Book online"** option in the menu at the top of the page.
- Click the "New Clients" option within the navy box titled Book Online which appears.
- Enter your details in the fields provided and press send button at the bottom of the page
- The Calendar overview page will appear displaying the current week.
- Choose your practitioner from the drop-down box near the top of this page. The view will automatically update to display available times for the new practitioner.
- Choose the month from the drop-down box near the top of the page if you need to alter, then click the "Show month" button underneath to update the calendar view.
- Click the "Next" button to show the next week
- Click the "Select Appointment" button.
- Choose the start of your appointment time from the light grey shaded section on your selected day by clicking in the "hole" (Please note that orange & dark grey shaded areas are not available).
- At the bottom of the page, choose your "Reason for booking" from the drop down menu. This selects the duration of your appointment in this section.
- At the bottom of the page Click on "Confirm Reservation".
- You will receive a confirmation email to which you must respond to verify your email and confirm the appointment.
- To Check your appointment has successfully been logged to the system click my appointments on the top menu bar to show appointments
- If not present wait 2 minutes and try again
- If still not working ring 33668595 and leave a message

EXISTING CLIENTS:

- Go to www.nrchi.com.au
- Click the "Book online" option in the menu at the top of the page.
- Click the "on the practitioner you want"
- Enter your email address and password and click "login".
- Press forgotten password if you would like your password sent to your email address
- Press send once entered login details
- The Calendar overview page will appear displaying the current week.

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214 Waterworks Rd Ashgrove Q 4060

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- Choose your practitioner from the drop-down box near the top of this page. The view will automatically update to display available times for the new practitioner.
- Choose the month from the drop-down box near the top of the page if you need to alter, then click the "Show month" button underneath to update the calendar view.
- Click the "Next" button if you require the following week or the "Previous" button to go back 1 week.
- Click the "Select Appointment" button.
- At the bottom of the page, choose your "Reason for booking" from the drop down menu. This selects the duration of your appointment in this section.
- At the bottom of the page, click on "Confirm Reservation". You will then be taken to the next page. Scroll to the bottom of the page and click on Send.
- Click on the Log out option in the menu at the top of the page.

You only need to enter your e-mail and password if you have arranged an appointment online once before.

TO ALTER OR CANCEL AN APPOINTMENT:

- Log in as described previously.
- Select the My Appointments option in menu at the top of the page.
- Click the "Details" button on the far end of the appointment listing you wish to alter.
- Click on the "Edit Appointment" button to change the time, date, area or reason or the "Edit Appointment details" button to alter reminder details, other or voucher code.
- Change the details and click Send.
- To cancel an appointment, click on the "Cancel Appointment" button and click "Yes, I'm sure" to confirm the cancellation.
- Log out.
- You will receive a confirmation of change or of cancellation email.
- Changes or cancellations within 24hours of your appointment time must be done by phone and cannot be done online.

Still stuck.....Don't worry – just call us!!!

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