

# Teen Support Group Registration Instructional Document

Follow step-by-step instructions below to register for our Teen Support Group..

1. Click on the Teen Support Group..

## Facilitator

### Book by Session

A list of support group sessions. The 'Teen Support Group' session is highlighted with a red border. Each session card includes the name, duration, cost, and facilitator's name.

Session Name	Duration	Cost	Facilitator
Binge Eating Support Group	90 minutes	\$120.00	Shannon Foster
All Eating Disorders Support Group	90 minutes	\$150.00	Lakshmi Krishnan
Art Therapy Group	120 minutes	\$125.00	Donna Gage
Body Image Support Group	90 minutes	\$120.00	Jennie Mendoza
Mindful Restoration Yoga	60 minutes	\$100.00	Olivia Granson
<b>Teen Support Group</b>	90 minutes	\$80.00	Sophie Balisky
Parents & Loved Ones Workshop	120 minutes	\$100.00	Lakshmi Krishnan

2. Click "OK."

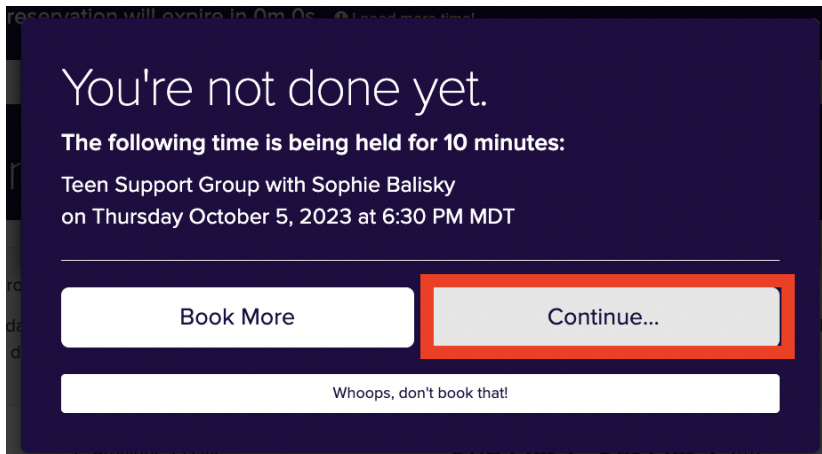


3. Select the session date in the calendar.

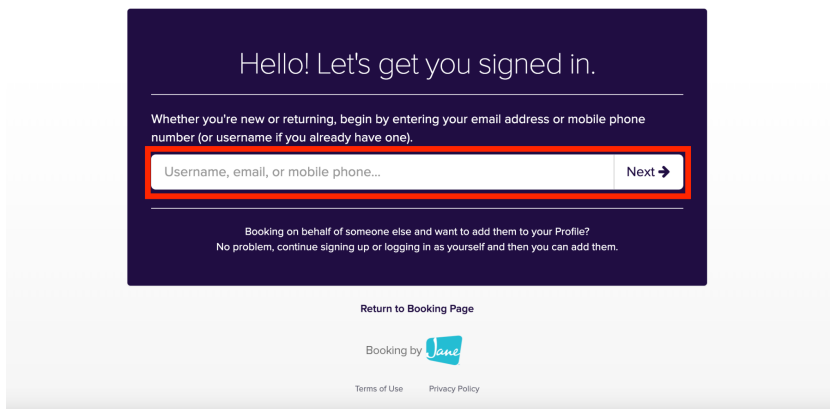
A calendar interface showing a grid of dates from Sun Oct 1 to Sat Oct 7. The date Thu Oct 5 is selected, and a red box highlights the '3:30pm MDT' slot. The interface includes a 'Facilitator Sessions' list on the left and a 'Confirm Bookings' button at the bottom right.

Facilitator Sessions	Sun Oct 1	Mon Oct 2	Tue Oct 3	Wed Oct 4	Thu Oct 5	Fri Oct 6	Sat Oct 7
Binge Eating Support Group	No Availability	No Availability	No Availability	No Availability	3:30pm MDT	No Availability	No Availability
All Eating Disorders Support Group	No Availability	No Availability	No Availability	No Availability	No Availability	No Availability	No Availability
Art Therapy Group	No Availability	No Availability	No Availability	No Availability	No Availability	No Availability	No Availability
Body Image Support Group	No Availability	No Availability	No Availability	No Availability	No Availability	No Availability	No Availability

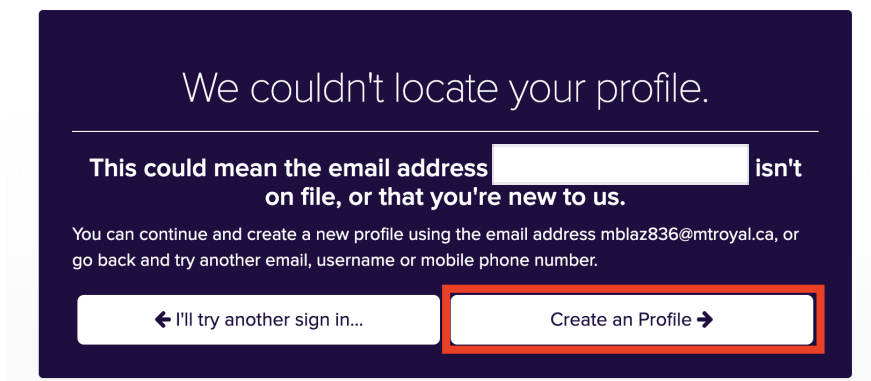
4. Select "Continue" if you would like to proceed with the registration process. Select "Book More" and repeat step 3 if you would like to book more than one group.



5. Enter your e-mail address.



6. Click on "Create a Profile"



7. Fill out all the required information.

### Let us know your contact information

**First Name** - Required  
First Name

**Last Name** - Required  
Last Name

**Pronouns**  
They/Them/Theirs

**Email** - Required

**Mobile Phone** - Required  
Canada  
A mobile phone is required if you would like to receive SMS appointment reminders.

**Home Phone** - Required  
Canada  
A mobile OR home phone number is required to update your contact info.


**How did you hear about us?**

**Date of Birth** - Required

Would you like to add other family member profiles to this Profile?  
No

Continue

Please check the form for any missing or incorrect information.

Booking by   
[Terms of Use](#) [Privacy Policy](#)

8. Make sure to click on the down arrow and add a family member to your profile.

## Let us know your contact information

**First Name – Required**

**Last Name – Required**

**Pronouns**

**Email – Required**

**Mobile Phone – Required**

A mobile phone is required if you would like to receive SMS appointment reminders.

**Home Phone – Required**

A mobile OR home phone number is required to update your contact info.

**How did you hear about us?**

**Date of Birth – Required**

**Would you like to add other family member profiles to this Profile?**

Please check the form for any missing or incorrect information.

9. Fill out the rest of the required information about your family member.

**Would you like to add other family member profiles to this Profile?**

Adding a family member will allow you to manage appointments and receive copies of email

**What is this individual's relationship to you?**

**First Name – Required**

**Last Name – Required**

**Preferred Name (if different)**

This is the name you identify with. Providing this allows the staff to address you appropriately.

**Email – Required**

For privacy reasons, please provide the person's correct email unless it's for a minor (children, etc.).

I would like to give permission for this family member to bill their payments to my account

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Please check the form for any missing or incorrect information.

10. Fill out your email address and create a password.

Melani, how would you like to sign in?

**Username or Email Address** – Required

*You can use your email address or a username that is easy to remember.*

**Password** – Required

**Password Confirmation** – Required

Next →

11. Click on the down arrow to choose who this appointment is for.

Who is this appointment for?

Teen Support Group (90 minutes)  
Sophie Ballisky  
October 5, 2023 @ 6:30pm MDT

Melani Blazun ▼

+ Add Family Member

Continue

12. Fill out your payment information.

Please provide payment information

Melani, to complete your booking, please pay the balance owing of \$84.00.

**Appointments**

Teen Support Group with Sophie Ballisky for Melani Blazun	\$84.00
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**Enter a New Card:**

Card number MM / YY CVC

*We accept Visa, MasterCard, American Express, Discover, Diners Club, and UnionPay.*

Pay

13. Answer the prompted question > Select “Save Reason”

## Thank You for Booking

### You have just booked the following appointments:

You will receive an email shortly confirming your bookings. Please note that by registering on our registration system, you are agreeing to the cancellation policy below.

Date	Session	Client	
October 16, 2023 - 6:00pm MDT	All Eating Disorders Support Group with Lakshmi Krishnan	Melani Blazun and 3 more	Cancel

Will you participate in-person or online?

Save Reason

### Booking Information

#### All Eating Disorders Support Group

A few days prior to the start of the group, the facilitator will email a zoom link - for those who are attending online.

#### Cancellation Policy

Cancellation 15 days prior to the start of the group is eligible for a full refund. Within 15 days of the start of the group, we do not offer a refund for cancelling.

### Get ready for your session by reviewing the items below:

- 1 How would you like to be reminded?
  - Email 2 days before appointment
  - Text Message (SMS) 2 hours before appointment

14. Select how you would like to be reminded of the appointment.  
Select "Fill Out Intake Form" to fill out the mandatory online intake form.

**Note:** If you prefer, "Subscribe To Your Calendar" option allows the appointment to automatically show up on your calendar. It is not mandatory.

### Get ready for your session by reviewing the items below:

- 1 How would you like to be reminded?
  - Email 2 days before appointment
  - Text Message (SMS) 2 hours before appointment

- 2 Please fill out our online intake form  
Please take a moment to fill out our online intake form before your support group. All information is kept completely confidential.

Fill Out Intake Form

- 3 Subscribe to your calendar  
Automatically stay up to date with any changes to your bookings in your preferred calendar app on your computer or mobile device.

Subscribe To Your Calendar

- 4 Cancellation policy  
We require 15 days prior to the start of the group to cancel your registration.

View My Profile

Book Additional Appointments

## Filling out the intake form

1. Select "Fill Out Intake Form"

**Get ready for your session by reviewing the items below:**

- 1 How would you like to be reminded?**  
 Email 2 days before appointment  
 Text Message (SMS) 2 hours before appointment
- 2 Please fill out our online intake form**  
Please take a moment to fill out our online intake form before your support group. All information is kept completely confidential. [Fill Out Intake Form](#)
- 3 Subscribe to your calendar**  
Automatically stay up to date with any changes to your bookings in your preferred calendar app on your computer or mobile device. [Subscribe To Your Calendar](#)
- 4 Cancellation policy**  
We require 15 days prior to the start of the group to cancel your registration.

[View My Profile](#) [Book Additional Appointments](#)

2. Select "Continue."

**Profile Information — Step 1 of 3**

*You are completing the following intake forms: Teen Intake Form and Client Intake & Consent*

**You are filling out an intake form for**

Melani Blazun

If you need to fill out an intake form for someone other than Melani Blazun, such as a family member or child, please contact us.

[Continue](#)

3. Fill out the intake form.
4. Select checkmarks for consents > Sign the form.
5. Select "Submit Intake Form."