



*Uniting Neighbors. Supporting Well-Being. Enriching Lives.*

How to BOOK & PAY OR BOOK & PAY AT CLASS:

Create an account or Log in to your existing account:

<https://thefriendlycommunitycenter.ezfacility.com/Sessions>

Or visit The FCC ([www.thefriendlycommunitycenter.org](http://www.thefriendlycommunitycenter.org)) website, at the top of the page, click on "Schedule", then click the link at the top of the page. Recommended to bookmark the site for future bookings.

On the calendar, select the class/date you wish to attend. ( Pay by Classes are denoted in Orange), a box will appear, Select "Buy Package", then select one of the following:

1. Book & Pay at Class – Books you in the class and you can pay the instructor with cash, check, Venmo
2. Book & Pay Online- Books you in the class you will be asked for credit/debit card information.

Select "Buy"

Option 1: BOOK & PAY AT CLASS: Click "Checkout", there will be a "0" balance due, the class will be added to your "My Bookings" calendar, and an invoice will be sent to your email (You do not need this invoice), and an email class reminder.

Option 2: BOOK & PAY ONLINE: Checkout should show a balance, fill out your Name and credit/debit card information and select "Checkout". and an invoice will be sent to your email, and an email class reminder.

\*You can purchase multiple (5) packages for most Pay by class, classes. On the left side, click on "Buy" scroll to find the class you wish to purchase, make sure it says" Book & Pay ONLINE, click Buy, enter the quantity you wish to purchase, and follow the checkout process.

If you prebuy packages, you will be able to Book on the MemberMeApp.