

How to View Your Appointments

1. Once you are enrolled, you can view your reservations for glazing sessions, studio reservations and class registrations days and times by selecting “Manage Account” on the Studio Session or Classes page.



Greenwich House Pottery

TM Hi, test

Drop-ins Classes Workshops Online Classes Gift C

Manage Account

Log Out

My Cart (1 item)
Don't miss out! Check out to complete your purchase.

[Keep Shopping](#) [Checkout](#)

GREENWICH HOUSE POTTERY		Total: \$70.00						
	Wed. Handbuilding 2 Studio Session Dates Apr 6, 2022, Apr 13, 2022, May 4, 2022, May 18, 2022, May 25, 2022, Jun 8, 2022, Jun 15, 2022 Wed, 1:30pm - 5:30pm EDT 2nd Floor Handbuilding Studio Remove	<table><tr><td>Drop-in (Adult)</td><td>\$70.00</td></tr><tr><td>Price: \$10/class 7 days</td><td></td></tr><tr><td>Subtotal</td><td>\$70.00</td></tr></table>	Drop-in (Adult)	\$70.00	Price: \$10/class 7 days		Subtotal	\$70.00
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Subtotal	\$70.00							

2. There are two ways to view your existing appointments. The easiest way is to click “Calendar”

Here, you’ll see all of your bookings in both a list and calendar view. You will have the option to sync your Sawyer calendar with Google or Apple calendar as well. If you attend other studios that use Sawyer, you may see your other appointments here.

The screenshot displays the Sawyer user interface for viewing a schedule. At the top, a navigation bar includes links for 'Calendar', 'My Children', 'Account', 'Orders', 'Friends', 'Reviews', and 'Referrals'. The 'Calendar' link is circled in red. Below the navigation bar, the page title 'My Schedule' is centered, and a 'Sync Calendar' button with a calendar icon is circled in black on the right side.

The main content area is divided into two sections. On the left is a calendar grid for 'MAY 2022'. The grid shows appointments for Sunday, May 1st (9:00a 123 test activity) and Friday, May 6th (1:30p Fri. Handbuilding 2 Studio Session). On the right is an 'UPCOMING' list of appointments. The first appointment is for Sunday, May 1st, from 9:00am to 1:00am EDT, titled '123 test activity' at Greenwich House Pottery. The second appointment is for Friday, May 6th, from 1:30pm to 5:30pm EDT, titled 'Fri. Handbuilding 2 Studio Session' at Greenwich House Pottery. Both appointments in the list have a 'TM' icon.

sun	mon	tue	wed	thu	fri	sat
May 1 9:00a 123 test activity	2	3	4	5	6 1:30p Fri. Handbuilding 2 Studio Session	7
8 9:00a 123 test activity	9	10	11	12	13 1:30p Fri. Handbuilding 2 Studio Session	14

UPCOMING

sun, may 1
9:00am - 1:00am edt
123 test activity
Greenwich House Pottery

fri, may 6
1:30pm - 5:30pm edt
Fri. Handbuilding 2 Studio Session
Greenwich House Pottery

3. Another way to view your appointments is to go to “Orders”

Here, you'll see a list of orders sorted by date. Click on the order to see more details about the transaction/booking. If you require a receipt, click “order details” and you can print or download a PDF

The screenshot shows a user account interface with a top navigation bar containing 'Calendar', 'My Children', 'Account', 'Orders', 'Friends', 'Reviews', and 'Referrals'. The 'Orders' tab is highlighted. On the left, a sidebar menu lists 'Profile', 'Account', 'Orders' (circled), 'Memberships', and 'Gift Cards'. The main content area is titled 'ORDER HISTORY' and lists three orders:

Order ID	Order Date and Time	Order Description	Total	Action
ORDER #1428982	Order Placed February 28, 2022 at 1:08 PM	Greenwich House Pottery	Total: \$0.00	View Order Details
ORDER #1419936	Order Placed February 24, 2022 at 12:36 PM	Greenwich House Pottery	Total: \$0.00	View Order Details
ORDER #1400454	Order Placed February 16, 2022 at 11:21 AM			


Profile

Account

Orders

Memberships

Gift Cards

 Printable Receipt

Order #1400454

PAID

Greenwich House Pottery

February 16, 2022 11:21 AM

Tax ID: 13-5562204

test meg

16 Jones Street

mmlee@greenwichhouse.org

New York, NY 10014

Checkout Summary

Tues. Handbuilding 2 Studio Session

Drop-in (Adult)

\$70.00

Dates

Price: \$10/class

7 days

Apr 5, 2022, Apr 12, 2022, Apr 19, 2022, Apr 26,
2022, May 3, 2022, May 10, 2022, May 24, 2022

Tue, Tue, Tue, Tue, Tue, Tue, Tue, 1:30pm -
5:30pm EDT

2nd Floor Handbuilding Studio