



HOW TO SCHEDULE A PRIVATE LESSON

1 Access the Login Page

Click here to go directly to the eSoft Planner login page: [eSoft Planner Login](#)

If this redirects you to the "Admin Login" page, you can also find the correct link on the WAA website under the Facilities tab, then click on Training Center: [WAA Website](#).

2 Log Into Your Account

Enter your username and password.

- If you don't remember your password, use the **Reset Password** option on the login page.
- Note: We don't have access to passwords and cannot retrieve them for you.

3 Navigate to Appointments

- Once logged in, click on "**Scheduling**" in the top menu.
- Then select "**Appointments**" to access the scheduling page.

4 Filter and Choose Your Lesson

- Use the filters to sort by month, instructor, or other criteria to find an available lesson that fits your schedule.

5 Complete Your Booking

Follow the prompts to confirm and finalize your appointment.

