



Using Skedda

To register as a Skedda user:

Please use the link that you have been sent by email to set up your account with Skedda.

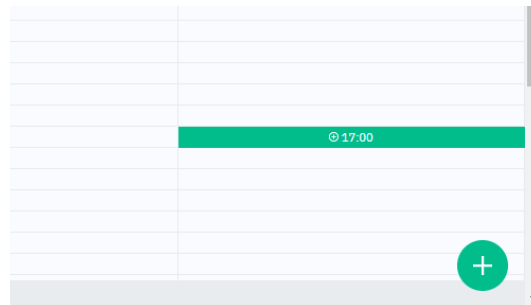
If you are already registered:

Visit Tillow Barn's Skedda page to log in: <https://tilLOWbarn.skedda.com/booking>

To start a new booking:

Navigate to the date you wish to book using the calendar at the top of the screen. Areas showing solid white are already booked. Areas showing dark grey are the buffer slots between different therapists' bookings.

Available slots will show a time slot in green when you hover your mouse over them. To make a booking, either click on one of the empty slots, or use the green button with a plus sign in the bottom right hand corner of the screen.



You should then see a pop-up window that looks like this:

New booking

NB: A BOOKING FEE will apply to all bookings, regardless of duration (see website for details). BOOKING FOR TODAY? Please let us know so we can get the room ready 🙏

Booking details

Date*
Saturday, 2 May 2026

Time*
From 10:00 to 11:00

Spaces*
Teal Room

Booking title
Add title

I agree to the [booking and cancellation terms](#).

Your details

Payment and cancellation/changes

Booking price
£16.00

Cancellation/change options
You can cancel or change this booking until Friday, 1 May 2026 at 10:00.

Total price: £16.00

1. In the pop-up window, select the correct start and finish time for your booking
2. Add a booking title if you wish
3. If you are booking well in advance and would like to pay in advance for a reduced fee, type the word 'prepaid' anywhere in the booking title (see website for details)
4. Tick the box to accept the cancellation terms
5. Add your payment card details if you haven't already done so
6. Click the green button at the bottom of the screen **Confirm booking**

To add another client to an existing booking:

Please edit and extend the existing booking. (*Gaps of less than 1hr between same therapist bookings will be charged.*)

If the edit window has lapsed (within 24hrs of the booking, or earlier for Prepaid bookings) - please count the buffer time as client time, and add a shorter new booking that finishes at your final client's finish time.

To repeat Ad Hoc bookings (Talking Therapists only):

1. In the pop-up window, select the correct start and finish time for your bookings.
2. Click on the 'Repeat' box, below the date & time and select the frequency and end date.
3. Add a booking title if you wish.
4. Tick the box to accept the cancellation terms.
5. Click the green button at the bottom of the screen **Confirm booking**.

Error messages: *If your repeat booking will not go through for any reason, the system will alert you (e.g., if any of your repeat bookings fall on a date that has been already booked, or is blocked for a bank holiday or similar). You will then need to choose the correct dates for any exceptions to your repeat bookings, using the **Exceptions** box (above the blue **Repeat Summary** box).*

To view all your bookings:

To view a list of your own bookings, go to **LIST** view at the top left of the screen and select the dates you wish to view. Next, click on '**Filters**' at the top right to get the option to show only your own bookings for the dates you've selected.

To calculate your booking fees:

To find a total of the cost of your bookings for any given time period, log into Skedda **on a laptop or desktop device** (rather than a mobile device) and follow the above steps. The total room hire fees for the dates you select will be shown at the top right of your screen. The final amount payable for the month will also include the booking fee for each slot.