

Setting up your account and making bookings

Please read all of the information below carefully. It will guide you through the plan purchasing process, booking, your account setting, and answer most queries.

1. Induction

Before purchasing your membership, you'll need to attend a short induction. This ensures you're familiar with the studio, understand how everything works, and feel confident using the space safely. The induction lasts no more than 45 minutes.

During or shortly after your induction, you'll:

- select your membership type;
- select your start date. This will become your recurring payment date for a standing order;
- pay your membership deposit (one month's membership fee);
- pay your first month's membership fee;
- set up your standing order for your recurring monthly payment to:

RMo Studio Ltd

04-00-03

19513217

The date for this should be +1 month from your start date, e.g. 23rd July start date, standing order setup from 23rd August

- have the opportunity to ask any questions before your membership begins;
- contract, code of conduct, risk assessment, studio handbook shared;
- return any required paperwork (signed contract).

To arrange your induction, please email hello@rmostudio.com.

2. Sign up

Please do not purchase a membership plan through the website. Memberships are managed directly by the studio, and monthly payments are made by standing order. Website purchases incur payment processing fees, so any memberships purchased online will be refunded and you'll be asked to set up payment by standing order instead.

This section provides information about setting up your own account and booking sessions. If you need any help, I can set up your account for you during your induction.

You will not be able to book sessions until your membership start date so you should only sign up once you have had an induction and are ready to begin.

- Go to www.rmostudio.com
- Select 'log in' in the top right corner or, if on mobile, 3 lines in top right corner and then 'log in'.

[Membership & Studio Access](#) [Kiln Hire](#) [Contact](#)

 [Log In](#)

- Create your account by selecting Sign Up option, adding your email and chosen password. Account approvals are normally completed within 24 hours for requests received between Monday and Friday (before 4pm), or within 72 hours for requests received after 4pm on

Friday or over the weekend.

Success! Your member signup request has been sent and is awaiting approval. The site administrator will notify you via email ([REDACTED]@rmostudio.com) once your request has been approved.



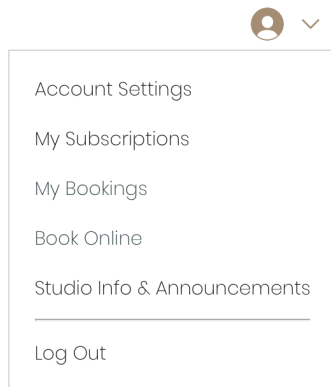
Before your membership can be activated, you must have:

- attended your induction;
- returned a signed contract;
- chosen your membership and start date;
- paid your deposit;
- set up your standing order and made your first month's payment.

Once these steps have been completed, studio staff will assign your membership plan and you'll receive a confirmation email.

3. Booking Your Sessions

- You can log in to book sessions provided it is on or after your start date. If before then, email hello@rmostudio.com and studio staff will make bookings for you. Please let us know if it is general or wheel if booking via email.
- Once your start date is here and you have an active membership, you can make bookings yourself. To book sessions, go to www.rmostudio.com/book or 'Book Online' in Your Account (top right of page).



- Select General (hand-building, workbenches, glazing spaces) or Pottery Wheel.



Member – Studio Session (general)

Mon, Tue, Wed, Thu, Fri, Sat, Sun
Duration Varies

[Book Now](#)

[Explore Plans](#)



Member – Studio Session (pottery wheel)

Mon, Tue, Wed, Thu, Fri, Sat, Sun
Duration Varies

[Book Now](#)

[Explore Plans](#)

- Bookings open 14 days in advance
- You can book sessions in 30-minute slots, but can book as many as you'd like across both general and pottery wheel.

To book multiple sessions at the same time, select 'Add to Cart'.

Payment Details

Casual Maker

By completing your booking, you agree to receive related phone notifications.

[View Policy](#)

Add to Cart

[Back](#)

Booking Form

Personal details

Logged in as [Log out](#)

Name *

Enter a first name.

Email *

Phone Number

Booking Details

Member – Studio Session (pottery wheel)

3 July 2026 at 18:00

More details

Payment Details

Casual Maker

By completing your booking, you agree to receive related phone notifications.

[View Policy](#)

Book Now

Thank you, [REDACTED]

For purchases, you will receive an email when your item has shipped, or is ready to pickup. For lesson bookings, further info will be emailed in the week before your booking :)



Member - Studio Session (pottery wheel)

Pay with a plan

July 3, 2026 at 4:00 PM

1 hr

Studio Access

Picton Road, Wavertree, Liverpool L15 4LP, UK

[Add to My Google Calendar](#)

Subtotal	£0.00
VAT	£0.00
Total:	£0.00

[Continue Browsing](#)

- Your monthly session allowance automatically refreshes on your monthly renewal date.
- Unused sessions do not roll over.

4. Your Account

Use the 'Your Account' area to view and make bookings, your plan, update account settings, and view studio info and important announcements.

- **My Bookings, and managing your bookings**

To view your bookings, go to Your Account and select 'My Bookings' or <https://www.rmostudio.com/my-bookings>

[Account Settings](#)

[My Subscriptions](#)

[My Bookings](#)

[Book Online](#)

[Studio Info & Announcements](#)

[Log Out](#)

- On this page, you can view upcoming and past bookings, and manage your bookings.
- To cancel bookings, select 'Manage' and cancel or reschedule. This is an available option on when within 2 hours of the booked time.

Time zone: British Summer Time (GMT+1)

Member - Studio Session (pottery wheel)

July 3, 2026, 4:00 PM • Picton Road, Wavertree, Liverpool L15 4LP, UK

[Manage](#) 

Member - Studio Session (pottery wheel)

July 5, 2026, 4:00 PM • Picton Road, Wavertree, Liverpool

With Studio Access

1 hr

Participants: 2

[View Service Details](#)

[Manage](#) 

 Book Again

 Reschedule

 Cancel

- **Subscriptions**

To view your active plan, select 'Subscriptions' in Your Account or <https://www.rmostudio.com/my-subscriptions>

Here you can view plan details and remaining sessions (if not on an unlimited plan).



Subscriptions

View and manage the subscriptions you've purchased.

Casual Maker	Valid until canceled	Active ^
£70.00 per month Offline payment	Start date: 02 Jul 2026	Sessions remaining: 7/8 Sessions renewal cycle: Same as billing

- Casual and Studio Maker members don't have to spread their hours evenly throughout the month, or keep bookings to the same day. If you want to use all of your monthly hours in one week, that's absolutely fine, as long as sessions are available.

- **Account Settings**

To edit your personal details, email address, or account password, view 'Account Settings' or <https://www.rmostudio.com/account-settings>

- **Studio Info**

In this section, you will find Announcements (banner at top of the page), studio address, Whatsapp info, and reference copies of the following documents:

Studio Rules & Guidelines

Risk Assessment and Membership Acknowledgement (example copy)

Membership Contract (example copy)

Studio Handbook (useful resources)

- **Setup, Booking, and Website Issues**

If you have any problems setting up your account or booking your first session, get in touch hello@rmostudio.com

I can help with:

Setting up your account

Booking your induction

Reserving your first session

Changing your membership

Technical issues with the website

5. Other Important Info

- Memberships are for a minimum 3-month term.
- Recurring payment date will be confirmed in the email sent to you, but is usually your selected start date (and after the first payment).
- Memberships will remain live until cancelled or paused.
- After 3 months, members may pause, cancel or change their membership by providing 7 calendar days written notice to hello@rmostudio.com
- Refer to your contract for full details about cancellation and pausing your membership.