

## SETTING UP YOUR MINDBODY ACCOUNT

1. To set up your MindBody account on the app, visit your smart phone's store and download the FREE app. To set it up on a desktop, visit: <https://clients.mindbodyonline.com/LoginLaunch?studiod=170610>

2. If you have visited JMBT for classes any time within the past 24 months, you should already have a record in MindBody that was set up by our staff. All you need to do is claim your account by resetting the password.  
**NOTE:** Your password may be different for the online login and the app!

If you are new to JMBT, you'll need to set up a new account, beginning with entering your email address into the "Create an Account" box

José Mateo Ballet Theatre - Online Store & Scheduler

**Log In**

Welcome back. Use your email and password to log in.

Email

Password

Need new password?

Log In

**Create an Account**

New here? Let's get started with your email.

Email

Next >

**Click here to reset your password and claim your MindBody account**

**Enter your email address below to create a new account**

3. Once you have entered your account, you'll be directed to your Profile Page

CLASSES ENROLLMENTS MY INFO ONLINE STORE

Profile My Schedule Visit History Purchase History Account

**Profile**

**Personal**

Name: Lori Manzelli

Email: info@ballettheatre.org

Password:

Address: 400 Harvard Street, CAMBRIDGE, MA 02138, UNITED STATES

Mobile phone: (617) 354-7467

Subscribe to email reminders & notifications: Yes

Subscribe to our newsletter & promotions: Yes

Notification preference: Email Only

**Billing Information**

No Billing Information on File

**Family Members**

Add Family Member

4. You can manage all of your information from your profile page including Personal, Billing and entering any Family Members for whom you may be registering or paying for classes.

5. All students should complete the Billing Information section of the Profile Page in order to book and pay for individual classes and purchase 10-class cards.

The card you save to your account will be used to pay for all of your completed purchases or any late cancellation fees.

Please note that your card will be charged at checkout.

A \$2 late fee will be charged for classes not cancelled 2 hours in advance.

If you have a 10-class card and do not take class, you will not be charged a fee, but you will lose that class.

**Billing Information**

✓ Save

Name on card	<input type="text"/>
Billing address	<input type="text"/>
City	<input type="text"/>
State	<input type="button" value="Select State/Prov"/>
Postal code	<input type="text"/>
CC Number	<input type="text"/> *
CC Expiration	<input type="button" value="January"/> <input type="button" value="2018"/>

**Save**

6. If you book classes for a child, sibling, spouse or parent/guardian and only want to manage 1 MindBody account for your household, you can add them to your account using the "Family Members" Box.

Please be sure to select the appropriate relationship in the drop down menu.

If you intend to pay for their classes using the billing information on file, be sure to select the "Paid for" button.

**Family Members**

✓ Save

First name	<input type="text"/> * Linda
Last name	<input type="text"/> * Manzelli
Relationship	<input type="button" value="Parent/Guardian of: Lori M"/>
Paid for by Lori Manzelli	<input checked="" type="radio"/> <input type="radio"/> Yes No
Mobile phone	<input type="text"/>
Email	<input type="text"/> info@ballettheatre.org
Gender	<input type="button" value="No gender selected"/>
Birthday	<input type="text"/> mm/dd/yyyy

**Cancel** **Save**

7. To start booking Open Classes, you can select the “Classes” tab at the top of the page.

8. The “Class Schedule” for the current week will show with each day of the week, class times, class level and class instructor. This page will also show teacher changes and cancelled classes.

The screenshot shows a 'Class Schedule' page with a header for 'CLASSES', 'ENROLLMENTS', 'MY INFO', and 'ONLINE STORE'. Below the header are filters for 'All class types' and 'All teachers'. The main area is titled 'Class Schedule' and shows a table with columns for 'Start time', 'Classes', 'Teacher', 'Pianist', and 'Duration'. The table data is as follows:

Start time	Classes	Teacher	Pianist	Duration
10:30 am	Adult Morning Intermediate/Advanced	Bettina Indaco		1 hour & 30 minutes
6:00 pm	Adult Evening Intermediate	Brittany Bush (1)		1 hour & 30 minutes
6:30 pm	Adult Evening Elementary	Jean Robens Georges		1 hour & 30 minutes
<b>Tue May 08, 2018</b>				
10:30 am	Adult Morning Intermediate/Advanced	Mary Thompson		1 hour & 30 minutes
6:00 pm	Adult Evening Elementary	Sonja Alitalo		1 hour & 30 minutes
6:00 pm	Adult Evening Intermediate	Jean Robens Georges		1 hour & 30 minutes
<b>Wed May 09, 2018</b>				
10:30 am	Adult Morning Intermediate/Advanced	Bettina Indaco		1 hour & 30 minutes
6:00 pm	Adult Evening Intermediate	Cancelled Today		1 hour & 30 minutes
6:30 pm	Adult Evening Elementary	Jean Robens Georges		1 hour & 30 minutes

Annotations in pink highlight specific entries: 'Teacher subs are in red' points to the 'Brittany Bush (1)' entry, and 'Regularly scheduled classes are cancelled on this day' points to the 'Cancelled Today' entry. A large oval surrounds the 6:00 pm class on Wednesday.

9. To book a class, click the “Sign Up Now” button. This will direct you to the “Make A Reservation” page where you can indicate this class is for yourself or someone else and also allows you the opportunity to sign up for upcoming classes on this day and time.

The screenshot shows a 'Make a Reservation' page with two main sections: 'Make a Reservation' and 'Recurring Options'.

**Make a Reservation:** This section includes a radio button for 'Myself' (selected) or 'Someone Else'. Below this is a class listing for 'Adult Morning Intermediate/Advanced' with teacher 'Mary Thompson' and time '10:30 am - 12:00 pm' on 'Thursday 5/10/2018'. A pink oval surrounds the 'Make a single reservation' button.

**Recurring Options:** This section allows setting a reservation to repeat weekly on Thursdays from 'Thursday 5/10/2018' to 'Thursday 8/9/2018'. It shows a total of '14' reservations. A pink arrow points from the text 'Sign up for multiple Thursday morning classes here!' to the 'Recurring Options' section.

**Annotations:** A pink box at the bottom left says 'Reserve your class by clicking here!' and a pink arrow points to the 'Recurring Options' section.

10. Once you click “Make Single Reservation” or “Make a Recurring Reservation” you’ll be directed to the final page - Series & Memberships. On this page, you can select how you’d like to purchase: 10 Class Card, Adult Single Class or a Student 10 Class Card. If you have already purchased a 10 Class Card that is linked to your account, it will automatically use your classes to book.

## Series and Memberships

Your reservation is almost done...

You are scheduling 1 visits.

What kind of Series or Membership would you like?

**Which Series or Membership would you like?**

Adult 10 class Card	\$110.00	
Expiration Date: 42 days from first use		
Adult Single Class	\$13.00	
Student 10 Class Card (Valid ID Required)	\$90.00	
Expiration Date: 180 days from first use		

11. After you select how you want to purchase, you’ll head to checkout, where your order total will be given to you. If you have a credit card on file, you can click “Check Out” and be done. If you do not have a card on file, you will be asked to enter your credit card information.

## Check Out / Place Order

**Order Summary**

 [Redeem your Spafinder or SpaWish Card](#)

Subtotal	\$13.00
<b>Grand total</b>	<b>\$13.00</b>

**Cart Items**

Adult Single Class	Quantity: 1	\$13.00
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**Email**

Contact Email   Store this as my email address

**Billing Information**

**Pay with Credit Card**

We accept American Express, Visa, MasterCard, Discover

CC Number     

Cardholder Name

CC Expiration

CVV2  [Where is my CVV2 code?](#) [AMEX](#)

Postal code

**PLACE ORDER**

## Other Great Feature of MindBody

**There are a lot of great additional user functions in MindBody through your Profile Page**

1. Review upcoming classes that you have signed up for by clicking “My Schedule” at the top of the page.
2. Check out the “Visit History” link to see what classes you have attended in the past.
3. Keep track of payments you’ve made for classes, class cards or late fees at the “Purchase History” link.
4. Not sure how many classes you have left on your class card? Click on the “Account” link to find out!

### **Purchase Class Cards with Ease!**

You can purchase a class card quickly and efficiently even when you’re not trying to book a class. All you have to do is:

1. Click on the “Online Store” tab at the top of the page.
2. Select “Adult Classes” from the drop-down menu and the “Adult 10 Class Card” option.
3. Check Out! The class card will be automatically applied once you finish your current card.