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?studioid=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

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

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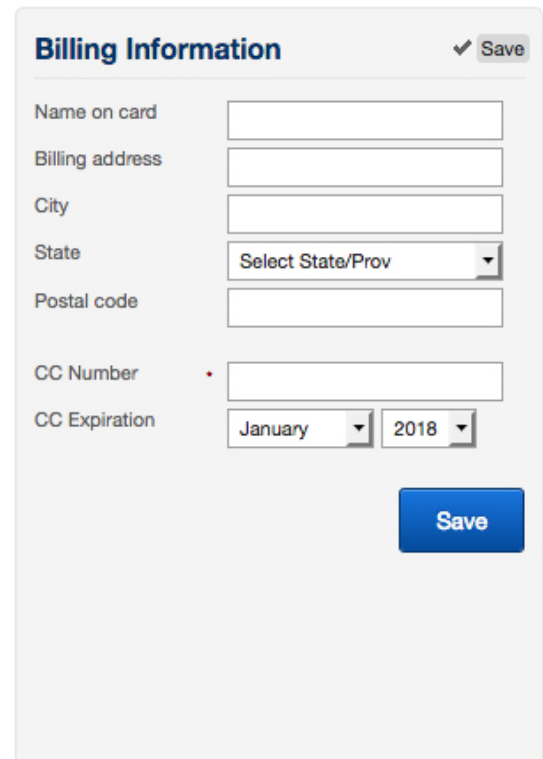
5. All students should complete the Billing Information section of the Profile Page in order to book and pay for individual classes and purchase 10-class cards.

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 classess 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

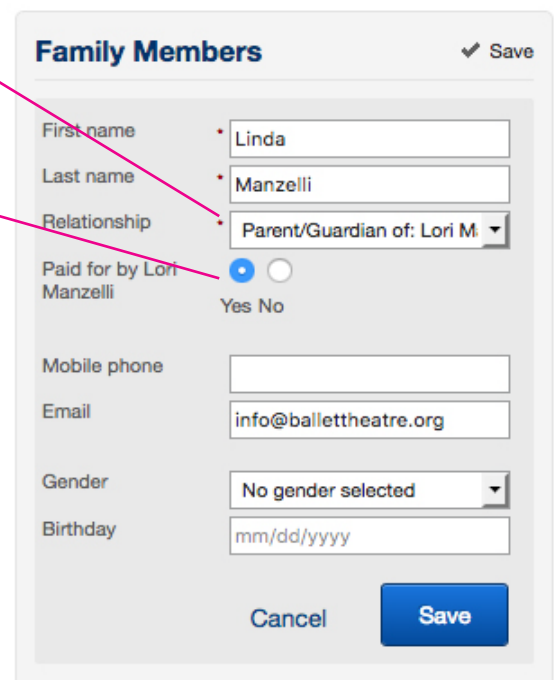|	
Name on card	
Billing address	
City	
State	Select State/Prov ▼
Postal code	
CC Number •	
CC Expiration	January ▼ 2018 ▼

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 you 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 •	Linda
Last name •	Manzelli
Relationship •	Parent/Guardian of: Lori M ▼
Paid for by Lori Manzelli	● ○ Yes No
Mobile phone	
Email	info@ballettheatre.org
Gender	No gender selected ▼
Birthday	mm/dd/yyyy

Cancel   Save

7. To start booking Open Classes, you can select the "Classes" tab at he 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.

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 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.

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?   Adult Classes ▾

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

Cart Items		
Adult Single Class		
Quantity: 1		$13.00

Order Summary

Spafinder   Redeem your SpaFinder or SpaWish Card

Subtotal	$13.00
Grand total	**$13.00**

Email

Contact Email   info@ballettheatre.org
☑ Store this as my email address

🔒 **Billing Information**

⌄ **Pay with Credit Card**   AMERICAN EXPRESS   VISA   MasterCard   DISCOVER

We accept American Express, Visa, MasterCard, Discover

CC Number

Cardholder Name

CC Expiration   Month ▾   Year ▾

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.