

SETTING UP YOUR MINDBODY ACCOUNT

1. To set up your MindBody account on a desktop, visit:
<https://clients.mindbodyonline.com/LoginLaunch?studioid=170610>
2. All returning students and their parents will have an existing record in MindBody that was set up by our staff. All you need to do is claim your account by resetting the password to your email.

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

JOSE MATEO BALLET THEATRE

Email Password Log In
Create account | Need password? Remember me

CLASSES ENROLLMENTS MY INFO ONLINE STORE

José Mateo Ballet Theatre - Online Store & Scheduler

Log in with Facebook Log In

Log In
Welcome back. Use your email and password to log in.
Email
Password
Need new password? Log In

OR

Create an Account
New here? Let's get started with your email.
Email
Next >

Enter your email address below to create a new account

Click here to reset your password and claim your MindBody 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 Edit
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

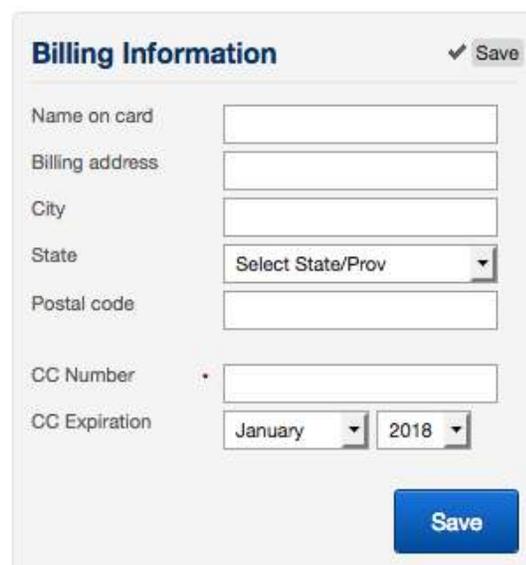
Billing Information Edit
No Billing Information on File

Family Members Edit
Add Family Member

- You can manage all of your information from your profile page including Personal Information, Billing and entering any Family Members for whom you may be registering or paying for classes.
- All Parents/Guardians should complete the Billing Information section of the Profile Page in order to enroll a child (or children) into Young Dancers Program classes.

The card you save to your account will be used to pay for classes. You can update this information at any time.

Please note that this card will be charged at checkout to complete a class registration in MindBody.



Billing Information ✓ Save

Name on card

Billing address

City

State

Postal code

CC Number

CC Expiration

Save

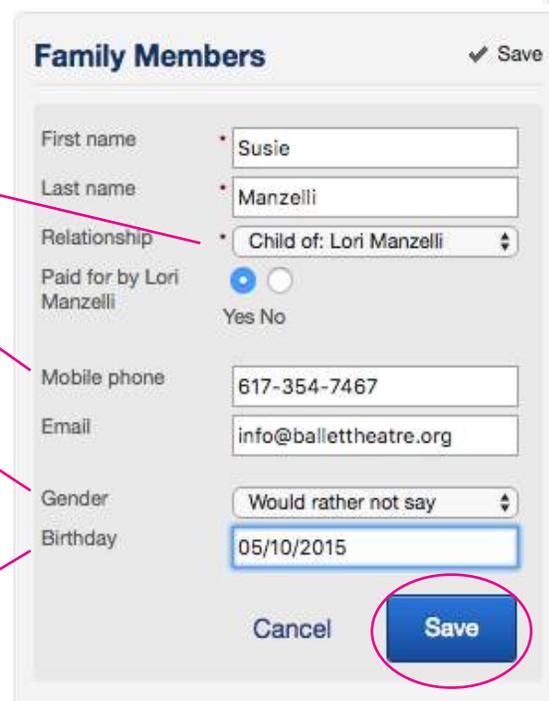
- You MUST enter the child you are enrolling into the Young Dancers Program into the “Family Members” section of your profile.

Please be sure to select the appropriate relationship in the drop down menu. In this case “Child of: Your Name”

For the Mobile Phone & Email fields, please enter the information for the primary contact in the family. All email alerts and phone alerts will go to this person.

We would appreciate you entering the gender of your child so we know what pronouns to use, however, there is a “Prefer not to say” option. You’re always welcome to contact us directly if you want to chat about the correct pronouns we should be using!

Birthday is required for all students so we can confirm that they are of the correct age for their class.



Family Members ✓ Save

First name

Last name

Relationship

Paid for by Lori Manzelli Yes No

Mobile phone

Email

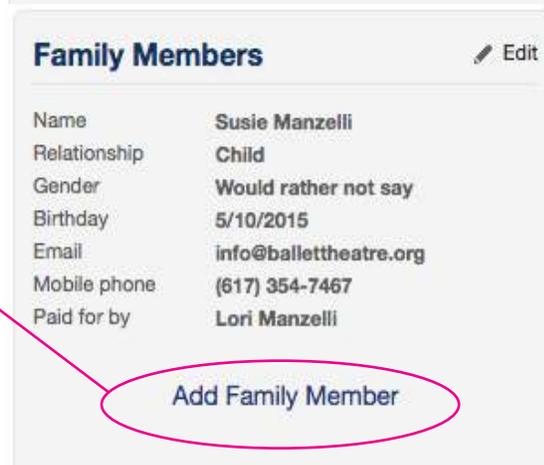
Gender

Birthday

Cancel **Save**

- If you are registering more than one child for classes, you should add your other child by clicking the “Add Family Member” link on your Profile Page and repeat the process above.

If you are applying for Financial Aid for the 2018-19 Young Dancers Program, please save your information and STOP HERE. Please refer to the Financial Aid Enrollment Instructions. If you have any questions, please be in touch with our school staff at 617-354-7467.



Family Members ✎ Edit

Name	Susie Manzelli
Relationship	Child
Gender	Would rather not say
Birthday	5/10/2015
Email	info@ballettheatre.org
Mobile phone	(617) 354-7467
Paid for by	Lori Manzelli

Add Family Member

8. To enroll a child in a Young Dancers Program class, click the “Enrollments” tab at the top of the page and select “YDP 18/19 Cambridge” from the “Service Categories” dropdown menu.
9. Scroll through the list of classes (they are organized by day of the week, Monday-Saturday) until you find the class you want to enroll your child in.

Once you’ve found the class you want to enroll your child in, click the “Sign Up Now!” button.

If your child’s class meets more than 1 day per week, you must select and add to the cart each day your student will attend class.

The screenshot shows the 'ENROLLMENTS' tab selected at the top. Below it, a dropdown menu labeled 'Service Categories' is highlighted with a pink circle and labeled 'This is the “Service Categories” menu'. The dropdown shows 'YDP 18/19 Cambridg...' selected. Other dropdowns show 'All class types' and 'All instructors'. Below the navigation is an 'Event Schedule' section with a date picker set to 5/11/2018. The first class listed is 'Creative Dance I', with its name, day (Mon), date range (9/10/2018 - 5/29/2019), and time (3:30 pm - 4:15 pm) highlighted by pink lines and labels. A pink description of the class is also present. A blue 'Sign Up Now!' button is circled in pink and labeled 'Click “Sign Up Now” to enroll your child in this class'. The second class, 'Ballet Level II.II', is partially visible below.

As noted under every class description, when you enroll your child you are enrolling them for a FULL year. If you would like your child to experience a trial class, please call our office. Once you have enrolled and your credit card has been charged, there are no refunds.

If you are new to José Mateo Ballet Theatre’s Young Dancers Program and you are interested in enrolling your child in Levels II-VII (ages 8+), you must call the office at 617-354-7467 to arrange a placement class before completing your enrollment process.

10. If you have correctly entered your child into the “Family Members” section of your profile, you should easily be able to “Make A Reservation” or Enroll them in each class you have selected.

If your child does not automatically appear in a blue box on the “Make a Reservation” page, you will need to go back to your Profile Page and enter them into the “Family Members” section of the profile before moving on to the next step.

If you have more than one child, options for both of them will appear, so be sure to select the correct child for this particular class enrollment.

Make a Reservation

Make reservation for Myself Someone Else

Creative Dance I

Time 3:30 pm - 4:15 pm
Days Mon
Date 9/10/2018 to 5/29/2019

Enroll

Enroll - Susie Manzelli

11. Then, on the “Series and Memberships” page, click the drop down menu that asks you to select an item and then select the class. After selecting the class, another drop down box will appear to ask you to select your initial payment. You’ll have the chance to decide if you want to pay for your child’s class in full or if you want to pay for only the first quarter installment.

Please note that your other three installments will be automatically charged to the card in your billing record on October 1, December 1 and February 1 so please be sure your card information is up-to-date!

After you select your payment preference, click the “Make Purchase” button. **You WILL be able to review the purchase before your card is charged.**

Series and Memberships

Fun Fact! This shows you how many classes your child will take during the year. Remember: You are enrolling for the FULL year.

Your reservation is almost done...
You are scheduling 38 visits.

Which Series or Membership would you like?

✓ Select item
Creative Dance Payment In Full At \$693.00

If your child’s class meets more than one time per week, this page will look different to allow for partial enrollment. There is an example diagram at #15.

Series and Memberships

Your reservation is almost done...
You are scheduling 38 visits.

Which Series or Membership would you like?

Creative Dance Payment In Full At \$693.00

Please select an initial payment:

✓ Select payment
Creative Dance First Quarter At \$173.25
Creative Dance Payment In Full - PAY IN FULL

12. Here is your shopping cart!

If your child's Young Dancers Program class meets more than once per week, please WAIT to finish the check-out process. Please skip to #14 now.

If your child's class only meets once per week, please review your cart and click the "Check Out" button to charge your card and complete the MindBody portion of the enrollment process.

If you have a credit card entered into the "Billing Information" section of your Profile, you're done! If you don't want to keep a credit card on file, you'll be sent to one last page to enter your credit card information.

If you would prefer to pay by cash or check, please contact registration@ballettheatre.org for assistance.

Shopping Cart

Item	Price	Quantity	Total
Creative Dance First Quarter Payment for: Creative Dance Payment In Full	\$173.25	1	\$173.25 
Creative Dance I 3:30 pm - 4:15 pm , 9/10/2018 3:30 pm - 4:15 pm , 9/17/2018 3:30 pm - 4:15 pm , 9/24/2018 More			

You can view all of the class dates during the school year here!

Subtotal (1 item)	\$173.25
Tax	\$0.00
Order Total	\$173.25

Continue Shopping 

13. Once you have fully completed your MindBody online enrollment, the office will contact you with a Registration Agreement that must be returned prior to the first day of class as it includes important emergency and medical contact information that allows us to keep your child safe, happy and healthy!

For your convenience, you can also visit www.ballettheatre.org/young-dancers-program-cambridge and download the Registration Agreement.

14. If your child's class meets more than one time per week (and they are fully enrolling in the program), you will need to click the "Continue Shopping" link at the bottom of the "Shopping Cart" page.

This will send you back to the "Enrollments" page, where you will again select "YDP Cambridge 18/19" from the Service Categories dropdown menu (see #9 for a refresher).

You will then need to scroll down to find the next time your child's class meets.

EXAMPLE: Ballet Level II.I meets two times per week - on Tuesdays and Saturdays. After completing the enrollment process for the Tuesday class, you would go back to the "Enrollments" page and scroll down to the Ballet Level II.I class on Saturday and click the "Sign Up Now" button.

Once again, you'll click the blue button that says "Enroll - Child Name" on the "Make A Reservation" page and the second class will automatically go into your shopping cart at no additional charge.

If your child's class meets three times per week and you are fully enrolling them in the program, you'll repeat this process until all three classes are in your shopping cart, etc. Once all classes are in your cart, you can proceed to the "Check Out."

If you are not enrolling in the first class of the week with the pricing option attached, please contact the office at 617-354-7467 or registration@ballettheatre.org.

Shopping Cart

Item	Price	Quantity	Total
Ballet II.I (Full Time) First Quarter Payment for: Ballet II.I (Full Time, 2 Classes) Ballet Level II.I 4:00 pm - 5:15 pm , 9/11/2018 4:00 pm - 5:15 pm , 9/18/2018 4:00 pm - 5:15 pm , 9/25/2018 More	\$384.75	1	\$384.75 
Additional Class For: SUSIE MANZELLI Ballet Level II.I 11:00 am - 12:15 pm , 9/15/2018 11:00 am - 12:15 pm , 9/22/2018 11:00 am - 12:15 pm , 9/29/2018 More	\$0.00	1	\$0.00 

Susie is now fully enrolled in both Ballet Level II.I classes and I can check out.

No additional charge for the second class

Subtotal (2 items)	\$384.75
Tax	\$0.00
Order Total	\$384.75

[Continue Shopping](#)

[CHECK OUT](#)

15. The “Series and Memberships” dropdown menus get slightly more complex for students whose classes meet more than one time per week. This is because some students only do a partial program (1 classes instead of 2 or 2 classes instead of all 3, etc).

Here are examples of the Ballet Level II.I class that meets twice per week:

Series and Memberships



Your reservation is almost done...

You are scheduling 38 visits.

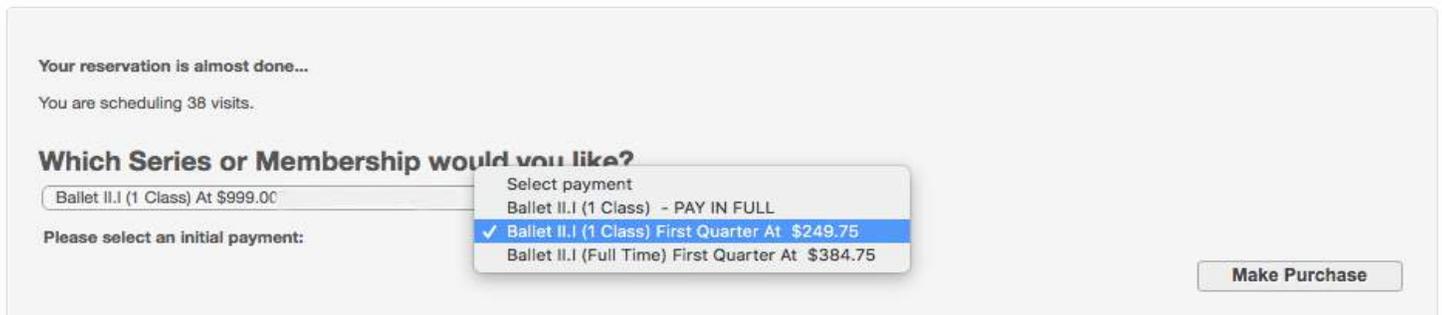
Which Series or Membership would you like?

- ✓ Select item
- Ballet II.I (1 Class) At \$999.00
- Ballet II.I (Full Time, 2 Classes) At \$1,539.00

If you want to enroll full time (in this case 2 classes per week) you would select the “Ballet II.I (Full Time, 2 Classes)” option in the drop down.

If you wanted to partially enroll (in this case, 1 class per week) you would select the “Ballet II.I (1 Class) option from the drop down.

Series and Memberships



Your reservation is almost done...

You are scheduling 38 visits.

Which Series or Membership would you like?

- Ballet II.I (1 Class) At \$999.00
- Ballet II.I (Full Time) First Quarter At \$384.75
- Ballet II.I (1 Class) First Quarter At \$249.75

Please select an initial payment:

- Select payment
- Ballet II.I (1 Class) - PAY IN FULL
- ✓ Ballet II.I (1 Class) First Quarter At \$249.75
- Ballet II.I (Full Time) First Quarter At \$384.75

Make Purchase

There are 4 options for payment in the Ballet Level II.I class (only three show on this screen shot):

- An option for a partially enrolled student to PAY IN FULL
- An option for a partially enrolled student to pay for the 1st Quarter only
- An option for a fully enrolled student to PAY IN FULL
- An option for a fully enrolled student to pay for the 1st Quarter only

Please just be mindful when selecting your options from these more complicated drop down menus that you select the correct level of enrollment AND the correct payment option!

If at any time you have a problem with your enrollment, please contact the office for assistance at 617-354-7467 or registration@ballettheatre.org.