

# 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

#### Create an Account

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

Email

Next >

OR

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

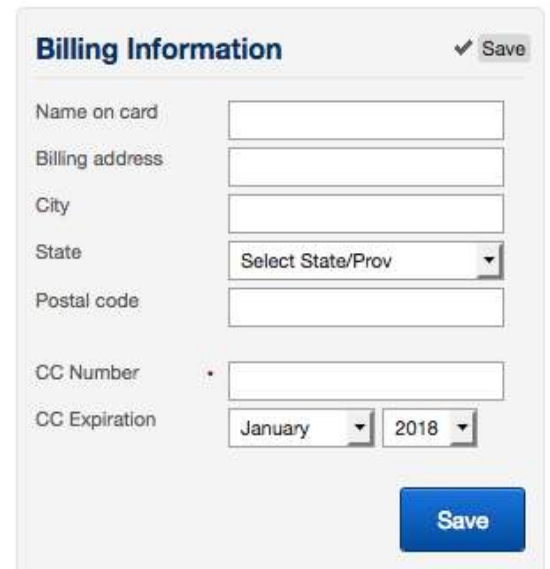
Edit

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**

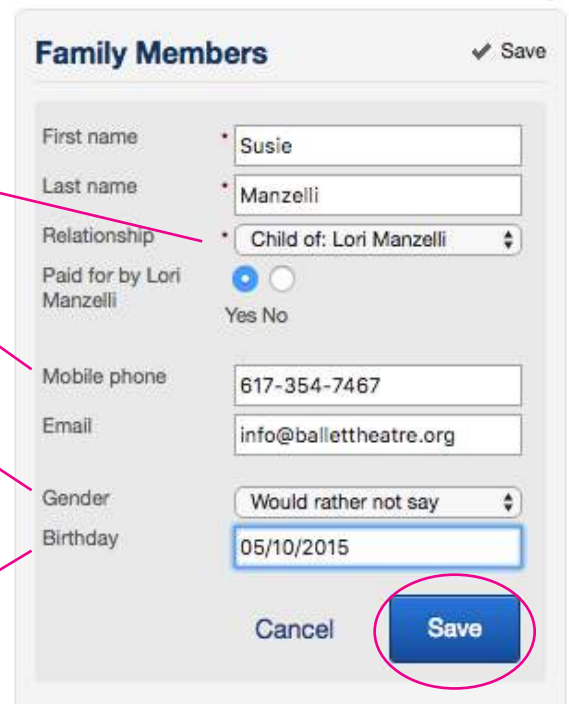
- You MUST enter the child you are enrolling into the Young Dancers Program into the “Family Members” section of your profile.

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

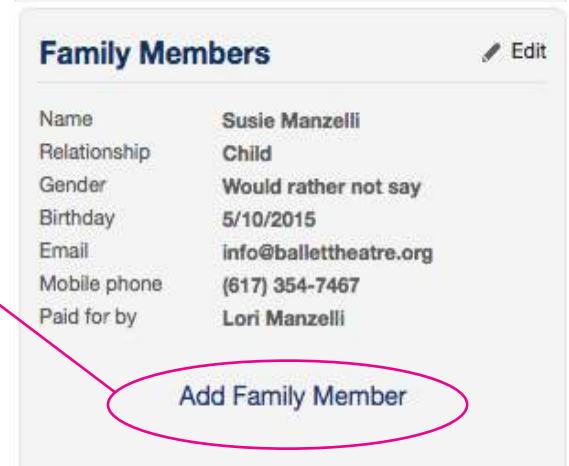
Gender

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**

- 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 Dorchester” from the “Service Categories” dropdown menu.
- 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 set to 'YDP 18/19 Dorchest...'. The main content area is titled 'Event Schedule' and shows a list of classes. The first class is 'Creative Dance I with Yenthl Spinola'. Below the class name, there are three boxes: 'Sat', 'Date: 9/8/2018 - 5/18/2019', and 'From: 9:00 am - 9:45 am'. A description follows: 'Creative Dance for 3 year-olds focuses on developing each child's coordination, motor skills, listening skills and creative voice. Musical instruments, props and stories from diverse cultures are used to foster imagination and develop and awareness of self and others.' A 'Please Note\*' section states: 'Enrollment in the Young Dancers Program is for the entire year. To schedule a trial class, please contact the office at registration@ballettheatre.org or at 617-354-7467.' A blue 'Sign Up Now!' button is located at the bottom of the class entry.

**Service Categories** menu — YDP 18/19 Dorchest... All class types All instructors

**Event Schedule** Today Day Week 5/16/2018

**Creative Dance I** with Yenthl Spinola — **Class Name & Instructor**

Sat Date: 9/8/2018 - 5/18/2019 From: 9:00 am - 9:45 am — **Day of Week Class Meets, Dates & Time of Classes**

Creative Dance for 3 year-olds focuses on developing each child's coordination, motor skills, listening skills and creative voice. Musical instruments, props and stories from diverse cultures are used to foster imagination and develop and awareness of self and others. — **Class Description**

Please Note\*  
Enrollment in the Young Dancers Program is for the entire year. To schedule a trial class, please contact the office at registration@ballettheatre.org or at 617-354-7467.

**Sign Up Now!** — Click “Sign Up Now” to enroll your child in this class

**Creative Dance II** with Yenthl Spinola

Sat Date: 9/8/2018 - 5/18/2019 From: 9:45 am - 10:30 am

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 month installment. The monthly option contains equal payments.

Please note that your other monthly installments will be automatically charged to the card in your billing record on the first of each month (Nov-May), 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

Your reservation is almost done...  
You are scheduling 29 visits.

Which Series or Membership would you like?

✓ Select item  
Creative Dance I At \$693.00

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

*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 29 visits.

Which Series or Membership would you like?

Creative Dance I At \$693.00

Please select an initial payment:

✓ Select payment  
Creative Dance I - PAY IN FULL  
Creative Dance Monthly Payment At \$77.00

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](mailto:registration@ballettheatre.org) for assistance.

**Shopping Cart**

Item	Price	Quantity	Total
Creative Dance Monthly Payment Payment for: Creative Dance I	\$77.00	1	\$77.00
<b>Creative Dance I</b> 9:00 am - 9:45 am , 9/8/2018 9:00 am - 9:45 am , 9/15/2018 9:00 am - 9:45 am , 9/22/2018 <a href="#">More</a>			

Subtotal (1 item) \$77.00  
Tax \$0.00  
**Order Total \$77.00**

Continue Shopping **CHECK OUT**

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-dorchester](http://www.ballettheatre.org/young-dancers-program-dorchester) 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 Dorchester 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 meets two times per week - on Saturdays and Wednesdays. After completing the enrollment process for the Saturday class, you would go back to the "Enrollments" page and scroll down to the Ballet Level II class on Wednesday 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](mailto:registration@ballettheatre.org).

The screenshot shows a shopping cart interface with the following items:

Item	Price	Quantity	Total
Ballet II Monthly Payment Payment for: Ballet II	\$133.00	1	\$133.00
<b>Ballet II</b> 1:30 pm - 3:00 pm , 9/8/2018 1:30 pm - 3:00 pm , 9/15/2018 1:30 pm - 3:00 pm , 9/22/2018 More			
Additional Class For: SUSIE MANZELLI	\$0.00	1	\$0.00
<b>Ballet II</b> 5:45 pm - 7:15 pm , 9/12/2018 5:45 pm - 7:15 pm , 9/19/2018 5:45 pm - 7:15 pm , 9/26/2018 More			

Annotations on the screenshot:

- A pink arrow points from the text "Susie is now fully enrolled in both Ballet Level II classes and I can check out." to the first item in the cart.
- A pink circle highlights the "\$0.00" price for the second item, with a pink arrow pointing to the text "No additional charge for the second class".

Summary:

Subtotal (2 items)	\$133.00
Tax	\$0.00
<b>Order Total</b>	<b>\$133.00</b>

Buttons at the bottom: "Continue Shopping" and "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).

Please be mindful that if you are applying for Financial Aid your child must be fully enrolled. If you are applying for financial aid, please do not add classes to your cart and refer to the Financial Aid Application instructions.

## Series and Memberships

Your reservation is almost done...

You are scheduling 29 visits.

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

- ✓ Select item
- Ballet II (1 Class) At \$1,197.00
- Ballet II (Full Time, 2 Classes) At \$1,800.00

If you want to enroll full time (in this case 2 classes per week) you would select the “Ballet II (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 (1 Class) option from the drop down.

## Series and Memberships

Your reservation is almost done...

You are scheduling 29 visits.

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

Ballet II (1 Class) At \$1,197.00

**Please select an initial payment:**

- ✓ Select payment
- Ballet II (1 Class) - PAY IN FULL
- Ballet II (1 Class) Monthly Payment At \$133.00
- Ballet II (Full time-2 Classes) Monthly Payment At \$200.00

There are 3 options for payment in the Ballet Level II class:

- An option for a partially enrolled student to PAY IN FULL
- An option for a partially enrolled student to pay Monthly
- An option for a fully enrolled student to pay Monthly

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](mailto:registration@ballettheatre.org).