

MINDBODY ENROLLMENT GUIDE

YDP Cambridge 2019-20

1. Online registration (via MindBody) must be completed on a desktop computer. The MindBody Online Store & Scheduler, where you will complete the enrollment process, is linked below. Enrollment via MindBody is complicated, so please closely follow the steps in this guide as you go through the process.

MindBody Online Store & Scheduler:

<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.

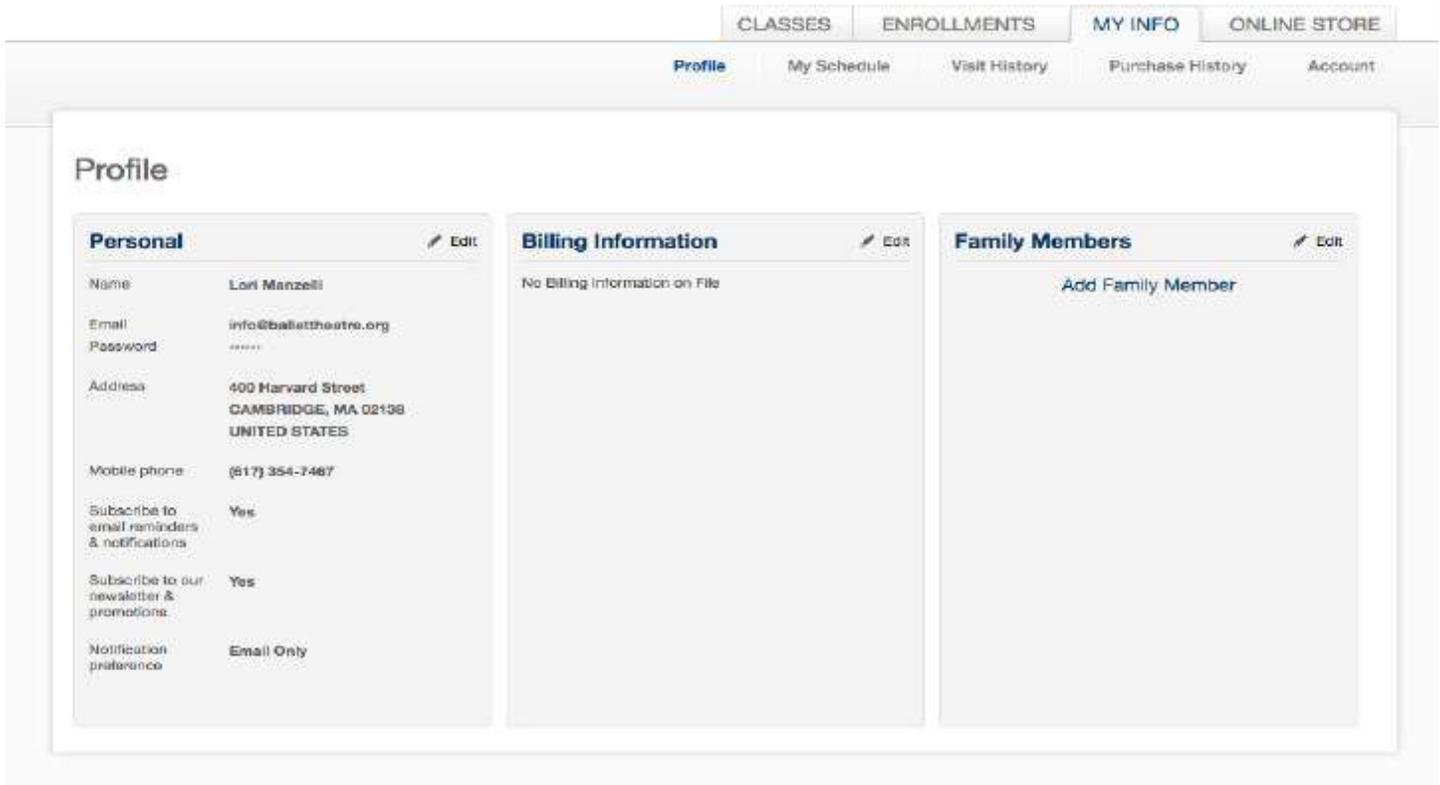
Email

Next >

OR

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. (You can also reach your Profile Page by clicking the "My Info" tab.)



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

5. 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.

The image shows a 'Billing Information' form with a 'Save' button in the top right corner. The form contains the following fields: 'Name on card' (text input), 'Billing address' (text input), 'City' (text input), 'State' (dropdown menu with 'Select State/Prov' selected), 'Postal code' (text input), 'CC Number' (text input with a red asterisk to its left), and 'CC Expiration' (two dropdown menus for month and year, with 'January' and '2022' selected). A blue 'Save' button is located at the bottom right of the form.

6. You MUST enter the child you are enrolling in 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.

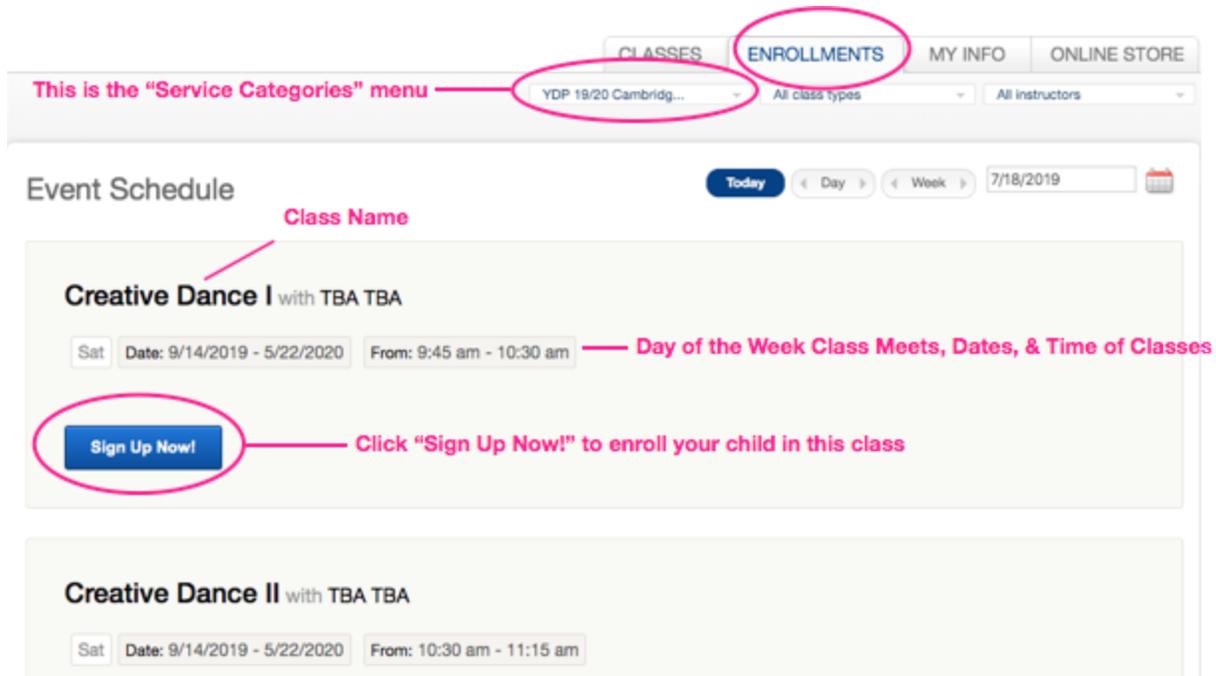
The screenshot shows a form titled "Family Members" with a "Save" button in the top right corner. The form fields are: First name (Susie), Last name (Manzelli), Relationship (Child of: Lori Manzelli), Gender (Would rather not say), Birthday (5/10/2016), Email (info@ballettheatre.org), Home phone (empty), Mobile phone (6173547467), and Paid for by Lori Manzelli (Yes No). A pink circle highlights the "Save" button at the bottom right.

7. 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.

The screenshot shows a profile page titled "Family Members" with an "Edit" button in the top right corner. The profile information is: Name (Susie Manzelli), Relationship (Child), Gender (Would rather not say), Birthday (5/10/2016), Email (info@ballettheatre.org), Mobile phone ((617) 354-7467), and Paid for by (Lori Manzelli). A pink circle highlights the "Add Family Member" link at the bottom.

If you are applying for Financial Aid for the 2019-20 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 or registration@ballettheatre.org.

8. To enroll a child in a Young Dancers Program class, click the “Enrollments” tab at the top of the page and select “YDP 19/20 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.

If you are enrolling your child in multiple days per week of the same class (for example, Level II, Year 1 on both Tuesdays and Saturdays), you must begin by enrolling them in the first day of the week they will attend (i.e., you must enroll them in the Tuesday class before enrolling them in the Saturday class). (More detailed instructions for enrolling in the same class multiple days per week are given beginning in step #14 below.)

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 child will attend class. (More detailed instructions for enrolling in the same class multiple days per week are given beginning in step #14 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 (by clicking the “My Info” tab) 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

Teacher	TBA TBA
Time	9:45 am - 10:30 am
Days	Sat
Date	9/14/2019 to 5/22/2020

[Enroll - Susie Manzelli](#)

11. Then, on the “Series and Memberships” page, select from the options given for 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 make only the first Quarterly Payment. (For classes that meet multiple days per week, you will also have the option to choose how many classes per week you are paying for. Please make sure to select the payment option for the total number of classes per week your child will take when you sign them up for the first class of the week; you will then have the option to pay \$0 when signing up for the remaining classes of the week.)

Please note that if you choose to make only the first Quarterly Payment, 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!

Series and Memberships

Your reservation is almost done...
You are scheduling 36 visits.

Which Series or Membership would you like?

Creative Dance	\$693.00	>
Creative Dance Quarterly Payment	\$173.25	>

Series and Memberships

Your reservation is almost done...

You are scheduling 38 visits.

Which Series or Membership would you like?

Level II, Year 1 (1x a week)

\$999.00 >

Level II, Year 1 (1x a week) Quarterly Payment

\$249.75 >

Level II, Year 1 (2x a week)

\$1,539.00 >

Level II, Year 1 (2x a week) Quarterly Payment

\$384.75 >

When you select your payment preference, the class will be added to your Shopping Cart. **You WILL be able to review the purchase before your card is charged.**

12. Here is your shopping cart!

Shopping Cart

Item	Price	Quantity	Total
Creative Dance For:SUSIE MANZELLI	\$693.00	1	\$693.00 
Creative Dance I 9:45 am - 10:30 am , 9/14/2019 9:45 am - 10:30 am , 9/21/2019 9:45 am - 10:30 am , 9/28/2019 More			

Subtotal (1 item)	\$693.00
Tax	\$0.00
Order Total	\$693.00

[Continue Shopping](#)

[CHECK OUT](#)

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.

13. Once you have fully completed your MindBody online enrollment, the office will contact you with a Registration Packet, which includes forms that must be returned prior to the first day of class as they contain 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 Cambridge YDP Registration Packet 2019-20.

14. If your child's class meets more than one time per week (and they are enrolling in more than one class per week), 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 19/20 Cambridge" from the Service Categories dropdown menu (see step #9 for a refresher).

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

EXAMPLE: Level II, Year 1 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 Level II, Year 1 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. Then, on the "Series and Memberships" page, select from the option for an Additional Class at a cost of \$0. (Classes that meet more than two times per week may have multiple Additional Class options. Make sure to select the correct one: "Additional Class (for 2x a week)" if your child is enrolling 2x per week; "Additional Class (for 3x a week)" if your child is enrolling 3x per week, etc.)

Series and Memberships

Your reservation is almost done...
You are scheduling 37 visits.

Which Series or Membership would you like?

Additional Class (for 2x a week)	\$0.00	>
Level II, Year 1 (1x a week)	\$999.00	>
Level II, Year 1 (1x a week) Quarterly Payment	\$249.75	>

If your child’s class meets three times per week and you are enrolling them in all three, 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.”

Shopping Cart

Item	Price	Quantity	Total
Level II, Year 1 (2x a week) For:SUSIE MANZELLI	\$1,539.00	1	\$1,539.00
Level II, Year 1 4:00 pm - 5:15 pm , 9/10/2019 4:00 pm - 5:15 pm , 9/17/2019 4:00 pm - 5:15 pm , 9/24/2019 More			
Additional Class (for 2x a week) For:SUSIE MANZELLI	\$0.00	1	\$0.00
Level II, Year 1 11:00 am - 12:15 pm , 9/14/2019 11:00 am - 12:15 pm , 9/21/2019 11:00 am - 12:15 pm , 9/28/2019 More			

Susie is now enrolled in both Level II, Year 1 classes and can check out

No additional charge for the second class

Subtotal (2 items)	\$1,539.00
Tax	\$0.00
Order Total	\$1,539.00

[Continue Shopping](#) [CHECK OUT](#)

15. The “Series and Memberships” options get slightly more complex for students whose classes meet more than one time per week. Please be mindful when selecting your options from these more complicated 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.