

## 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

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

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.

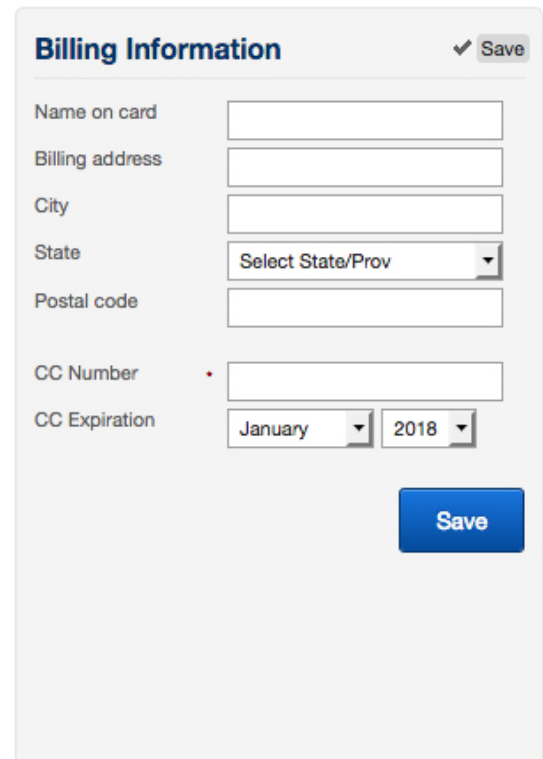
5. All students should complete the Billing Information section of the Profile Page in order to book and pay for individual classes and purchase 10-class cards.

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

Billing address

City

State

Postal code

CC Number

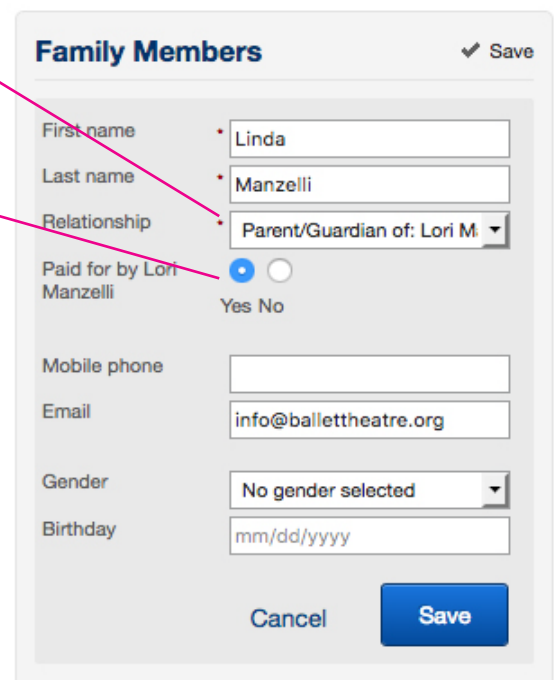
CC Expiration

**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

Last name

Relationship

Paid for by Lori Manzelli  Yes  No

Mobile phone

Email

Gender

Birthday

**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 the 'Class Schedule' page with navigation tabs for 'CLASSES', 'ENROLLMENTS', 'MY INFO', and 'ONLINE STORE'. Below the tabs are filters for 'All class types' and 'All teachers'. The main content is a table of classes for the week of May 7-9, 2018. The table has columns for Start time, Classes, Teacher, Pianist, and Duration. Annotations in pink highlight specific details: 'Teacher subs are in red' points to the name 'Brittany Bush (†)' in the Teacher column for a class on Monday, May 7th at 6:00 pm. 'Regularly scheduled classes are cancelled on this day' points to the 'Cancelled Today' entry in the Teacher column for a class on Wednesday, May 9th at 6:00 pm.

Start time	Classes	Teacher	Pianist	Duration
<b>Mon May 07, 2018</b>				
10:30 am	Adult Morning Intermediate/Advanced	Bettina Indaco		1 hour & 30 minutes
6:00 pm	Adult Evening Intermediate	Brittany Bush (†)		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

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.

The screenshot shows the 'Make a Reservation' page. On the left, there are radio buttons for 'Myself' (selected) and 'Someone Else'. Below this, the class details are shown: 'Adult Morning Intermediate/Advanced', Teacher: 'Mary Thompson', Time: '10:30 am - 12:00 pm', and Date: 'Thursday 5/10/2018'. A pink oval highlights the 'Make a single reservation' button. On the right, the 'Recurring Options' section allows for selecting the frequency (1 Week(s)), days (Thu), start date (Thursday 5/10/2018), and end date (Thursday 8/9/2018). A pink arrow points to the start and end date fields with the text 'Sign up for multiple Thursday morning classes here!'. At the bottom, the total number of reservations is shown as 14, and there is a 'Make a recurring reservation' button.

**Reserve your class by clicking here**

**Sign up for multiple Thursday morning classes here!**

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?

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

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

<b>Adult Single Class</b>	
Quantity: 1	\$13.00





#### 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 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.