

Booking a Class on the Mindbody Website

1. Follow the link below to Mindbody

<https://clients.mindbodyonline.com/ASP/su1.asp?studioid=926678&tg=&vt=&lvl=&stype=&view=&trn=0&page=&catid=&prodid=&date=1%2f6%2f2021&classid=0&prodGroupId=&sSU=&optForwardingLink=&qParam=&justloggedin=&nLgin=&pMode=0&loc=1>

2. Sign in or create an account

The screenshot shows the login and account creation options on the Mindbody website. At the top, there is a blue bar with a Facebook logo and the text "Log in with Facebook" on the left, and a smaller "f Log In" button on the right. Below this, there are two main panels. The left panel is titled "Sign In" and contains the text "Welcome back. Use your email and password to log in." It features two input fields: "Email" and "Password", and a blue "Sign In" button. A link "Need new password?" is located at the bottom left of this panel. The right panel is titled "Create an Account" and contains the text "New here? Let's get started with your email." It features a single "Email" input field and a blue "Next >" button. The two panels are separated by the word "OR" in the center.

3. Please make sure your profile information is correct and up to date

The screenshot shows the profile management interface on the Mindbody website. At the top, there is a navigation bar with tabs for "CLASSES", "ENROLLMENTS", "MY INFO" (which is highlighted in yellow), and "ONLINE STORE". Below this, there is a sub-navigation bar with tabs for "Profile", "My Schedule", "Visit History", "Purchase History", and "Account". The "Profile" tab is selected. The main content area is titled "Profile" and contains three sections: "Personal" with an "Edit" button, "Billing Information" with an "Edit" button, and "Family Members" with an "Edit" button.

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- Click on the classes tab and click on "sign up now" for your chosen class

DANCE AGENCY SCIO

CLASSES ENROLLMENTS MY INFO ONLINE STORE

All class levels All teachers

Class Schedule

Today Day Week 11/01/2021

Start time	Classes	Teacher	Assistant	Assistant2	Room	Duration
Mon 11 January 2021						
10:00 (-) LIVE STREAM	Sign Up Now (0 Reserved, 14 Open)	Activate on Zoom			Zoom 2	1 hour
11:00 (-) LIVE STREAM	Sign Up Now (1 Reserved, 13 Open)	Ballet on ZOOM (Mon.)			Zoom 1	1 hour
16:30	Fusion Youth Dance Co: Go to Enrolments tab to sign up	Gillian McKechnie				1 hour & 30 minutes
18:30	Bring It Boys: Go to Enrolments tab to sign up	Amy Park				1 hour

- Check you have selected the correct class and click "Make a single reservation"

Make a Reservation

Make a reservation for Myself Someone Else

Ballet on ZOOM (Mon.)

Teacher: Gillian Farquhar
Time: 11:00 - 12:00
Date: Monday 11/01/2021

Make a single reservation

Recurring Options

Make this reservation every 1 Week(s)

Select Days: Mon

Start date: Monday 11/01/2021
End date: Monday 11/01/2021

Total # Reservations: 1

Make a recurring reservation

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- Click on the payment option which is applicable to you

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?


Ballet on Zoom {Concession}	£4.00	>
Ballet on Zoom {Standard}	£5.00	>

- Check the item is correct then Click "Check Out"

 Shopping Cart

Item	Price	Quantity	Total
Ballet on Zoom {Standard} Ballet on ZOOM (Mon.): 11:00 , 11/01/2021	£5.00	1	£5.00 

Order Total £5.00

[Continue Shopping](#) 

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8. Select your stored payment details or enter billing information manually,
Click "Place Order"

The screenshot displays the checkout process on the Citymoves website. It is divided into three main sections: Order Summary, Email, and Billing Information. The Order Summary section shows a subtotal of £5.00 and a grand total of £5.00. The Email section has a contact email field and a checkbox for storing the email address. The Billing Information section is titled 'Pay with Credit Card' and offers two options: 'Option 1' (selected) to use existing billing information and 'Option 2' to supply new information. A 'PLACE ORDER' button is highlighted with a yellow circle at the bottom center of the form.

Order Summary	
Subtotal	£5.00
incl. tax of £0.00	
Grand total	£5.00

Cart Items

Ballet on Zoom (Standard)	
Quantity: 1	£5.00

Billing Information

Pay with Credit Card

Option 1 Use my billing information on file. VISA MasterCard

Option 2 I will supply my billing information.

PLACE ORDER

9. You have now booked your class
10. Please check your e-mail for the meeting ID and Password to join your class