

## **Free Yoga Class Reservation**

### Never tried a yoga class at our clinic before?

### Now is your opportunity to do so for FREE!

Simply let the front desk know which <u>class</u> you would like to try to **confirm your spot** by calling (613-732-9215) or emailing (<u>info@active-chiropractic.org</u>) and then fill in the <u>yoga intake forms</u> prior to your class



OR

Click here to purchase your FREE Yoga Pass online and then register for the class of your choice.

Please Note: your Free Introductory Yoga Pass expires 14 days after you 'purchase' your FREE pass. You can only purchase 1 Free 1 Hour <u>or</u>1 Free 45 minute Yoga Class on your account. All class policies apply to this pass.

#### Online Instructions:

First you need to Establish Your MindBody Account

Once you have linked to our MindBody Software (The link below will take you directly there)

Click "Sign-up" on the top right hand side

Under New to Our Site? (meaning already a patient/client, but not necessarily a new patient/client)

First name

Last Name

Click Next

Click "This is me?" (as you do not want to create a double account for yourself)

Provide ONE of the following (if you have clicked "This is Me":

Create a Login

Note: Your password must be at least eight characters long and contain at least one number

Click 'Submit'

Click OK

Note: You can also call Active Chiropractic and we can set a password for you and you will be ready to log in, no set up required for patient.

Signing Up for Classes



# **Free Yoga Class Reservation**

### Reservation = Signing up for a class

- Click 'Classes' Tab
- You can refine your search for a specific class type by choosing from the drop down menus at the top of the page.
- Ensure that the date is correct for the class you want to sign up for
- Scroll down until you have found the class you would like to sign up for (ensure that there is enough space)
- Click Sign up Now
  - o If there is no space in a class you want to sign up for you can put your name on a waitlist
  - \*Waitlist\* you will <u>ONLY</u> be contacted by email if you added yourself to a waitlist for a class, and a spot has become available\* you are required to have a current series of classes to be added to the waitlist.
  - NOTE: This feature will automatically place you in the requested class if a spot becomes available and will notify you by email. If you can no longer take this class you need to then cancel this class otherwise it will be used against the class package you purchased (this is the only way our software works. So if you don't have access to email regularly, we suggest you plan for another class that has a space for you without a waitlist).
- You will then be taken to a screen where you can make a single reservation for the class or a recurring reservation
  - With a <u>recurring reservation</u>, you are reserving a spot for <u>consecutive</u> classes only
  - If you are wanting just certain days, you will have to sign up for each class separately
  - o In the case of the FREE YOGA CLASS PASS use the SINGLE RESERVATION.
- Choose the Yoga Free Introductory Pass.
- Mindbody will only let you reserve a spot in a class if you purchase your Free Yoga Class and click check out.
- Unused classes are non-transferrable if you purchased this class and then cancel this class in advance and are unable to use the class within 14 days of purchase, your pass will expire. This class pass is gone and cannot be purchased again.
- If you do not attended the class you registered for and do not let the Reception know in advance, that class is lost and you cannot make up the class. Unless you email us and explain the special circumstances, a make-up is at the management's discretion.

Click on this link to take you directly to the 'classes' tab

http://clients.mindbodyonline.com/ws.asp?studioid=28122&stype=-7&sView=week