



## **Registering and Paying for BootCamp/Yoga/Running Online**

Notes: you are required to pay for the entire package (if you would like to make a deposit or pay a partial amount, you will have to register via the clinic (phone or email), unfortunately the software does not allow for partial payments on the consumer side).

If you have never signed on to our scheduling software please read and follow 'establishing your MindBody account' under the 'appointment and classes' tab on the website.

- Go to [www.active-chiropractic.org](http://www.active-chiropractic.org)
  - Under the 'Classes and Appointments' Heading
  - Click the 'here' to gain access to your account
  - Sign In – using your User Name and Password
    - Top Right Hand Corner
  - Click 'Class' tab
  - **To sign up for a complete session**
  - Locate the first class of the session
    - Early Spring Session begins March 18
  - You will then be redirected to 'Make a Reservation' where you can make a single (single class) or recurring reservation (session/multiple class registration)
  
  - When signing up for the **whole session or 2x/wk**, choose Recurring on the right hand side of the screen
  - Select both days of the week (eg. M & W- check both boxes)
  - The start date should be the start of the new session
  - Select the end date
    - The last date in the drop down
  - It will then tell you how many reservations you have made in total
    - (6wks @ 2x/wk = 12 classes)
  - Click 'Make a Recurring Reservation'
    - A pop up box will then appear letting you know that you do not have enough credits. Would you like to make a purchase?
  - Click 'OK'
- >>>>You will then be directed to the Online Store, where you are required to pay for the entire package (if you would like to make a deposit or pay a partial amount, you will have to register via the clinic (phone or email), unfortunately the software does not allow for partial payments on the consumer side).
- Please select the correct corresponding package to purchase
    - 2x/wk – Early Spring Session 6wks



- You will then be directed to the shopping cart
  - Here you can see the classes you have signed up for
- Click 'Check Out'
- Enter in your Credit Card information
  - ONLY check the box to store your billing information if you want it stored with Active Chiropractic
- Click 'Place Order'
- 'Your purchase was completed successfully'
- You will then see again the list of classes that you have signed up for
  
- When signing up for the a **partial session (6 classes) or 1x/wk**, choose 'Recurring' on the right hand side of the screen
- Select the day of the week (eg. M and not W, or vice versa)
- The start date should be the start of the new session
- Select the end date
  - The last date in the drop down
- It will then tell you how many reservations you have made in total
  - (6wks @ 1x/wk = 6 classes)
- Click 'Make a Recurring Reservation'
  - A pop up box will then appear letting you know that you do not have enough credits. Would you like to make a purchase?
- Click 'OK'
- Follow the rest of the directions from above >>>>>
  
- When signing up for **2x/wk from a 3x/wk program (eg. M/W but not F)**, choose 'Recurring' on the right hand side of the screen
- Select the day of the week (eg. M and W, but not F)
- The start date should be the start of the new session
- Select the end date
  - The last date in the drop down
- It will then tell you how many reservations you have made in total
  - (eg. 6wks @ 2x/wk = 12 classes)
- Click 'Make a Recurring Reservation'
  - A pop up box will then appear letting you know that you do not have enough credits. Would you like to make a purchase?
- Click 'OK'
- Follow the rest of the directions from above >>>>>



- When signing up for **2x/wk from 2 different classes (eg. M but not W from Int/Adv, and Thurs but not Tues from 45+ 4:45pm)**
- Go to [www.active-chiropractic.org](http://www.active-chiropractic.org)
- Under the 'Classes and Appointments' Heading
- Click the 'here' to gain access to your account
- Sign In – using your User Name and Password
  - Top Right Hand Corner
- Go to 'Online Store' tab
- Select BootCamp in drop down menu
- Select the number of time a week you want to attend
  - Eg. 2x/wk
- Click 'Check Out'
- Enter your Credit Card information
  - ONLY check the box to store your billing information if you want it stored with Active Chiropractic
  - Once your package is purchased (eg. 2x/wk) you now have 12 classes to schedule
- Click 'Place Order'
- Your Purchase was completed Successfully
- Click 'Book this Service'
- You will then be redirected to the classes tab where you can schedule you classes
  
- When signing up for the a **partial session (6 classes) or 1x/wk**, choose 'Recurring' on the right hand side of the screen
- Select the day of the week (eg. M and not W 4:45pm, or vice versa)
- The start date should be the start of the new session
- Select the end date
  - The last date in the drop down
- It will then tell you how many reservations you have made in total
  - (6wks @ 1x/wk = 6 classes)
- Click 'Make a Recurring Reservation'
- You then will follow these directions again and select the Thurs and not the Tues 4:45pm