



Signing In & Out of Classes with the MindBody Connect App

Signing In to a class

- 1) Once signed in & you have synced your accounts (MindBody & MindBody Connect APP)
 - 2) Tap 'favorites' at the top of your screen
 - 3) Tap 'My Info'
 - 4) Tap ' Available for Use'
 - This will let you know how many classes you have available to schedule
- *Don't forget that you need to cancel out of a class before you can reschedule a make-up**
- 5) Tap your Name at the top
 - 6) Tap 'Favorites'
 - 7) Select 'Active Chiropractic' by Taping company name
 - Or click 'classes' – this will show any classes available (watch, if you are connected to any other business you will get there class schedule this way as well)
 - 8) Tap ' Sign up'
 - At this screen it will also tell you if you have any sessions available to schedule
 - OR
 - If you have to pay for the class
 - 9) Tap 'Confirm'

You are now signed up for the class – see you there!

Cancelling a class

- 1) Once signed in & you have synced your accounts (MindBody & MindBody Connect APP)
- 2) Go to ' My schedule'
- 3) Tap the class that you wish to cancel
- 4) Tap 'Cancel' at the top of the page
 - ◇ It asks 'Would you like to cancel the reservation?'
- 5) Tap ' Confirm'

Your Class is now cancelled – don't forget to schedule your make-up class