



**First, get the MindBody Connect App for Free on Google Play or iTunes**

**Next, Connect the App to your Clinic Account**

- 1) Tap 'Let's get started'
- 2) Enter your email to get started - Use the email that's saved in your client account
- 3) Tap 'Next'
- 4) Not Signed up yet?
- 5) Tap 'Sign UP'
- 6) Create a password \*must be at least 8 characters, containing 1 number and 1 letter
- 7) Confirm password
- 8) Enter First Name & Last Name
- 9) Tap 'Sign Up'
- 10) By Tapping 'Sign Up', you agree to the MINDBODY terms & Privacy Policy
- 11) You will receive an activation email
- 12) Check your email to activate and sync your MindBody Accounts
- 13) Go to your email account
- 14) Open email, and click the activation link - A new window will open
- 15) Search 'Active Chiropractic'
- 16) Click on 'Active Chiropractic'
- 17) Enter in your password (Your MindBody password - not your Connect password. If you don't know your MindBody password, call the clinic. If you have not created an Online MindBody password you can follow this link.)
- 18) Click 'Sync'
- 19) Go back to your phone app



- 20) Tap 'Browse' - Your Name should be listed on the top
- 21) Tap 'Find a Business'
- 22) Tap the \* next to Company name to add to favorites

## **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**

**NOTE:**

**Mindbody will only let you reserve a spot in a class if you have purchased a series of BootCamp or Yoga Classes at the clinic or have class credits.**

If you have purchased a series of classes already (Ex. 8 wks @ 2x/wk = 16 classes), and all your classes are scheduled, you will not be able to reserve a space in a class without cancelling a class first.

If you have purchased a series of classes already, but you do not have all your classes scheduled (Ex. you have notified the receptionist that you are not able to attend a class), you will be able to reserve a spot in a class

\*Account Credit is required to make any purchases online at this time\*