

Active Chiropractic Family Health Centre

Class Reservation

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, but not necessarily a new patient)

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

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
 - 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 **ONLY** 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



Class Reservation

(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 **recurring reservation**, you are reserving a spot for **consecutive** classes only
 - If you are wanting just certain days, you will have to sign up for each class separately
 - If you want just Mondays for example, make sure that Monday's check box has a check mark in it.
 - On the recurring side
 - Select your start date and end date
 - Remember – recurring is for consecutive classes only.
 - If you use the recurring option, and there is only one class you will not be able to attend, then go into your schedule once you have reserved your spot in all the classes, and cancel out of that one class you will not be able to attend.
- **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
- Unused classes are non-transferrable – if you purchased 16 classes and only used 14 classes by the end of the session and couldn't make up the missed classes, these classes are gone and cannot be passed onto the next session.
- If you have not attended a class and did not let the Receptionist, 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 discretion.
- ***Account Credit** is required to make any purchases online **at this time***

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

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