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MINDBODY USER MANUAL



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MindBody User Manual

Introduction

MindBody is an easy-to-use application that lets you pay not only for your Zumba classes, but also for merchandise, memberships, and even gift cards!

Westshore Zumba Latin Fitness Party is pleased to use this software to help you easily take part in our Zumba family. Each step below takes you through setting up an account and making your first purchases and payments. Each section has useful images to add extra detail to the process. Get ready to dance and get fit!



Creating an Account

Creating an account is simple! Designed to be user friendly, MindBody lets you create an account in moments. Just click login ([Fig A](#)), and you are on your way!

Fig A

The screenshot shows a web browser window with the URL <https://clients.mindbodyonline.com/ASP/home.asp?studioid=118502>. The page has a green header with the MindBody logo, a search bar, and a 'Log In' button. Below the header, there are navigation links for 'CLASSES', 'MY INFO', and 'ONLINE STORE'. The main content area is titled 'WZ Latin Party Fitness - Online Store & Scheduler'. It features a 'Log in with Facebook' button and a 'Log In' button. Below these, there are two registration options: 'Been here before?' and 'New to our site?'. The 'Been here before?' option has fields for 'email / username' and 'password', a 'Forgot password?' link, and a 'Log in' button. The 'New to our site?' option has fields for 'first name' and 'last name', and a 'Next >' button. The 'OR' separator is placed between the two options.

WZ Latin Party Fitness - Online Store & Scheduler

 Log in with Facebook  Log In

Been here before?

If you've already created a personal login, then please enter your information below to continue.

[Forgot password?](#)

OR

New to our site?

Please enter your first and last names, then click the button below to continue.

We will start with simply imputing a first name and a last name, in this case Test User2 ([Fig B](#)). You can fill in the rest of your information later, but it is better, and ultimately easier, to put in all the information now.

Fig B

 Log in with Facebook

 Log In

Been here before?

If you've already created a personal login, then please enter your information below to continue.

[Forgot password?](#)

OR

New to our site?

Please enter your first and last names, then click the button below to continue.

 Columbia University

Once you have entered your information, click on 'Next' and be taken to The next step where you fill in the rest of your information (Fig C).

Fig C



[Home](#) [About Us](#) [Contact Us](#)

[Sign Up](#) [Forgot password?](#) [Remember me](#) ☐

[CLASSES](#) [MY INFO](#) [ONLINE STORE](#)

Create an Account

1. Contact Information

* First name

Test

* Last name

User2

* Birthday

23/09/1983

* Address

123 Happy Street

* City

Happy Valley

* State

British Columbia

* Country

CANADA

* Postal code

V9L 1R7

* Mobile phone

2507102400

Emergency Contact Information

* Name

Emergency Contact

* Relationship

Parent

* Phone

2505552351

* Email

2. Login

* Email

☐ Subscribe to email reminders & notifications

* Password

* Confirm password

3. Family Members

Add Family Member

* Required field

Click 'Create' and you will then be taken through one more step where you will need to agree to the terms of use (Fig D).

Fig D

*** Required field**

Please read the following carefully, and check "I agree" when you are ready to proceed.

Studio Liability Release

I have read, agree and consent to the following: I am voluntarily participating in ZUMBA® fitness, Latin Dance, Yoga, or Personal Training classes conducted by WZ Latin Party Fitness lead by a contracted instructor who has met the qualifications required to teach these classes. I recognize that ZUMBA® Fitness, Latin Dance, Yoga, or Personal Training classes require physical exertion that may be strenuous at times and may cause physical injury. I am fully aware of the risks and hazards involved.

I understand that it is my responsibility to consult with a physician prior to and regarding my participation in the above-mentioned classes. I represent and warrant that I have no medical condition that would prevent my participation in the program.

I agree to assume full responsibility for any risks, injuries or damage know or unknown which I might incur as a result of participating in the program. Such injuries may include, but are not limited to, heart attacks, muscle strains, muscle pulls, muscle tears, broken bones, shin splints, heat prostration, injuries to knees, injuries to back, injuries to foot, or any other illness or soreness, including death.

I knowingly, voluntarily, and expressly waive any claim I may have against WZ Latin Party Fitness and any WZ Latin Party Fitness contracted instructor for injury or damages, including death that I may sustain as a result of participating in their classes. I also knowingly, voluntarily, and expressly waive any claim I may have against the Westshore Dance Studio, Lighthouse Academy of Dance, Colwood Community Hall, Dance Unlimited, City of Langford, or any other venue in which ZUMBA® Fitness, Latin Dance, Yoga, or Personal Training classes are taught by WZ Latin Party Fitness instructors for injury or damages, including death, that I may sustain as a result of participating in the classes.

I, my heirs, or representatives forever release, waive, discharge, and covenant not to sue WZ Latin Party Fitness or any WZ Latin Party Fitness contracted instructors for any injury or death caused by their negligence or other acts.

I understand that photos or videos may be taken of WZ Latin Party Fitness classes and class participants. I understand and give permission that said photos and videos may be published in local media, on web media and/or in other publications.

☐ I agree with the above terms [Create Account](#)

ascript.gotoStudioSite('http://www.westshorezumba.com');

Documented Site

Agree to the terms of use after reading it through, and click 'Create'. The page will redirect to your home screen (Fig E).

Your home screen is where you are able to access your purchases, book classes, look over previous visits, and edit your profile. If you did not enter all of your details earlier (e-mail, family members etc), you can click into account details on this page and fill in the rest of your information.

Fig E

36 Fridays
2nd and 4th Friday of the month
Start Dates Coming Soon!

Welcome Test User2. You are logged in
Last login: 10/8/2014

Log Out

CLASSES MY INFO ONLINE STORE

Profile My Schedule Visit History Purchase History Account

Profile

Personal	Billing Information	Family Members
Name: Test User2 Email: cricket.noises@live.ca Password: ***** Address: 123 Happy Street Happy Valley, British Columbia V9L 1R7 CANADA Birthday: 23/09/1983 Mobile phone: (250) 710-2400 Send Me Email Reminders and Newsletters: No	No Billing Information on File	Add Family Member

10/08/2014 10:41:36 am in British Columbia

Powered by MINDBODY

Purchasing a Membership and Classes

Modern life is full of events, chores, and surprises, so making time to run down to WZ Latin Fitness Party to update your membership can leave you juggling. MindBody will help take a load off by letting you purchase classes ahead of time and renew your membership from your computer or Smart Phone.

Click on the 'Online Store' tab and it will redirect you to a new page where you will click 'Services'. The page will redirect once more to a page that lists all available memberships (Fig F) that you can choose from.

Fig F

Which Series or Membership would you like?

Membership/Class	Price	Expiration Date
1 - Year Individual Membership (\$660 Save 30%)	\$462.00	10/08/2015
10 - Class Adult Pass	\$85.00	10/08/2015
3 - Month Individual Membership (\$165 Save 10%)	\$148.50	10/11/2014
5 - Class Adult Pass	\$43.00	10/08/2015
6 - Month Individual Membership (\$330 Save 15%)	\$280.50	10/02/2015
Single class	\$12.00	

10/08/2014 11:52:17 am in British Columbia
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Powered by **MINDBODY**

You have the open to purchase a Single Class, Year Individual Membership, 10 Adult Passes, 5 Adult Passes, 6 Month membership, etc. We will select Single Class for now (Fig G).

****NOTE:** For Month-to-Month Memberships Click on ***Contracts***.

In a vertical list, you will see the date, a sign in option, class type, teacher, and, finally, location.

Fig G

Class Schedule

Today Day Week 10/08/2014

Start time	Classes	Teacher	Location	Duration
6:30 pm	Zumba® at Colwood Community Hall (Main Hall)	Jody Webber	2219 Sooke Road	1 hour
7:15 pm	Zumba® at Dance Unlimited	Martine Bisson	1234 Esquimalt Road	1 hour
Thu August-07-14				
6:30 pm	Zumba® at Lighthouse Academy of Dance	Martine Bisson	934 Goldstream Avenue	1 hour
7:30 pm	Zumba® Gold at Colwood Community Hall (Firehall)	Celine Hall	2225 Sooke Road	1 hour
Fri August-08-14				
no scheduled classes or training sessions				
Sat August-09-14				
10:00 am	Zumba® Toning at Westshore Dance Studio by Lee Valley	Suzanne Marion	2675 Wilferd Road	1 hour
Sun August-10-14				
11:00 am	Zumba® at Westshore Dance Studio by Lee Valley	Celine Hall	2675 Wilferd Road	1 hour

8/10/2014 11:47:23 AM in British Columbia
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Powered by OMIND

Select sign in on your chosen class and you continue on to your shopping cart (Fig H).

Fig H

Shopping Cart

Item	Price	Quantity	Total
Single class	\$12.00	1	\$12.00

PROMOTION CODE

Subtotal (1 item) \$12.00
Tax \$0.00
Order Total \$12.00

You are now given the option to 'Check Out'. Here you can make your purchase, fill out, and get your copy of your Order Summary, or continue on with your shopping experience.

Fig I

The screenshot displays a web checkout interface. At the top, a navigation bar includes links for 'Products', 'Services', 'Gift Cards', 'Contracts', and 'Shopping Cart (1 item)'. The main content area is divided into three sections. The 'Order Summary' section on the left contains a 'Gift Card Number' input field with an 'Apply' button, a 'SpaFinder' logo, and a 'Redeem your SpaFinder or SpaWish Card' button. Below these are the 'Subtotal' and 'Grand total', both listed as '\$12.00'. The 'Billing Information' section on the bottom left, marked with a lock icon, includes a note 'We accept Visa, MasterCard, Discover' and fields for 'CC Number', 'Cardholder Name', 'CC Expiration' (with month and year dropdowns), 'CVV2' (with a link 'Where is my CVV2 code? AMEX'), and 'Postal code'. On the right, the 'Cart Items' section shows a single item: 'Single class' with a quantity of 1 and a price of \$12.00.

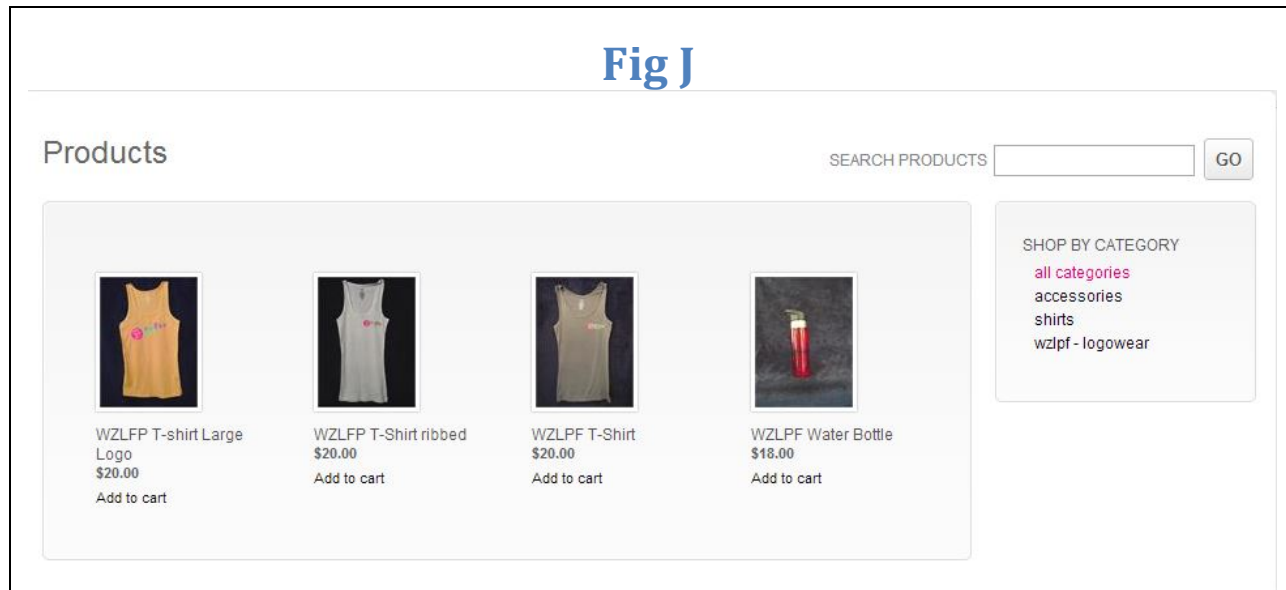
Fill out the required information and your payment method, and then you have successfully purchased your first Zumba Class

Purchasing Merchandise

Now that you have purchased your Zumba classes, it is time to gear up! WZ Latin Fitness Party has great Zumba Brand clothing available to be purchased online and picked up at the store, using the MindBody application.

Return to retail and click 'Products', if not already in that tab. You will be taken to a page with WZLPPF brand gear (Fig J).

Fig J



Select the product that you wish to view and you will be redirected to its page (Fig K). Let's choose the orange one.

Fig K



WZLFP T-shirt Large Logo

A comfortable, light-weight shirt made out of 100% cotton or a cotton blend, machine washable, and dryer safe. Comes in several stunning colours to suit whatever your mood during your Latin Party Fitness workout!

The stunning logo on the front will help you show your pride in being a Westshore Zumba Aficionado, with the website along the back.

Choose one of our several stunning colours and your best fit (M & L) and dance your heart out!

Select Size

Large ▼

Select Color:

Orange ▼

Price

\$20.00

Add to cart

Select your desired size and then click 'Add to cart' where you will be taken to your shopping cart once more (Fig L).

Fig L

Shopping Cart

Item	Price	Quantity	Total
Single class	\$12.00	1	\$12.00 
75.00 Gift Card For Sharon	\$75.00	1	\$75.00 
PROMOTION CODE Apply			

Subtotal (2 items)	\$87.00
Tax	\$0.00
Order Total	\$87.00

To purchase the shirt, refer to Fig H and Fig I.

Purchasing Gift Cards

You have been to your first class, bought some killer merchandise, and now you just need to get your friends to come join the fun! Perhaps maybe your workout friend has a birthday coming up and you don't know what to get them. Well here is a fantastic idea: buy them a gift card!

Select 'Gift Cards' and after you have been redirected to a new page, click the drop down menu. There, you are able to choose from gift cards ranging from 10 to 100 dollars (Fig M).

Fig M

Gift Cards

Which gift card would you like?

Select gift card ▼

Simply select the amount you would like to spend on a gift card, and further options will come up to let you personalize the Gift Card with the recipient's name and a personal message(Fig N).

Fig N

Gift Cards

Which gift card would you like? 75.00 Gift Card At \$75.00 ▼

To * Sharon

From * Test

☒ Send recipient the gift card via email

Recipient's email address *

Confirm recipient's email *

When should we send this gift card? * 10/08/2014 

Title * Happy Birthday!

Personal message
Happy Birthday Sharon!

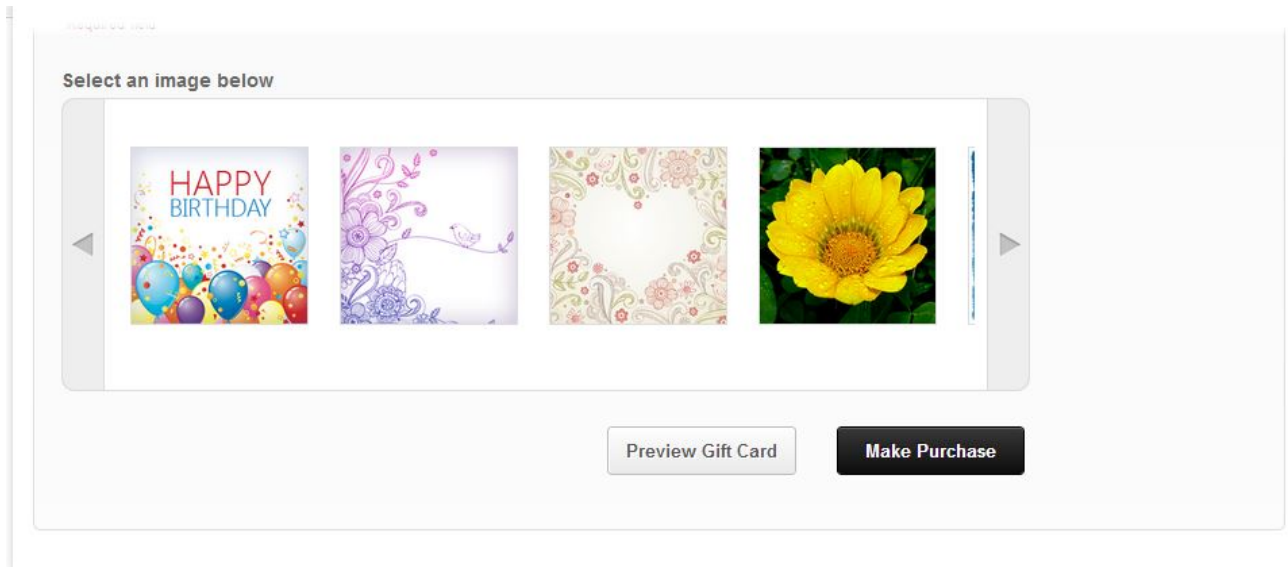
Recipient's full name * Sharon Carbunckle

You will be able to print this gift card once your transaction is complete. You will also receive an email copy of the gift card so it can be printed at a later time.

*Required field

One last thing you can do to personalize your Gift Card is to choose a graphic for it (Fig O).

Fig 0



There are several lovely graphics to choose from and preview. When you are satisfied with your choices, you can select 'Make Purchase' and be sent to your shopping cart once more!

Now you can choose to purchase another item or gift card, or you can finish purchasing your order. Now you know your way around MindBody and can successfully purchase any of your Zumba needs. We hope to see you on the dance floor soon!