

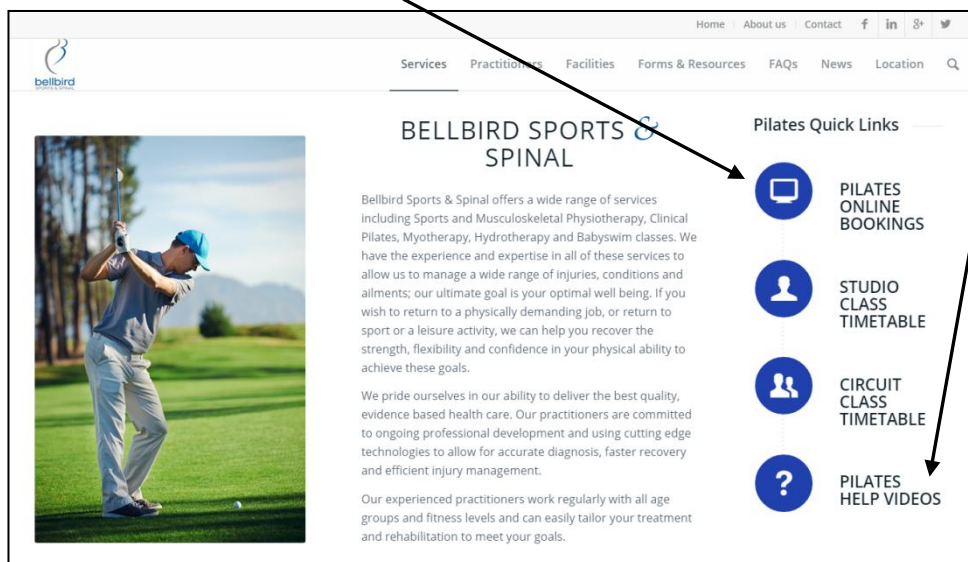
# Circuit Pilates Classes

## Pilates Online - Login

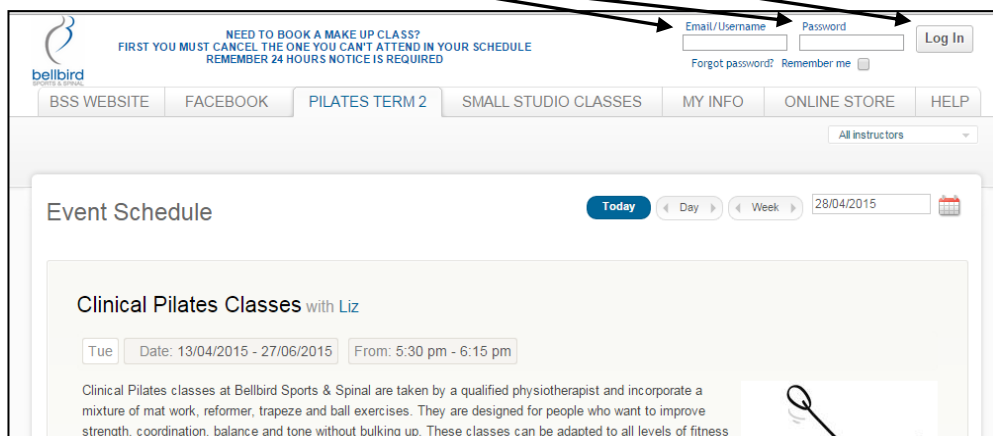
- Mindbody Online is a program that Bellbird Sports and Spinal uses to co-ordinate all group Pilates classes
- In addition to these handouts you can find videos detailing the use of Mindbody on the Bellbird Sports and Spinal website
- To access the Mindbody Online program you will require your username and password. These will be emailed to you once reception has enrolled you on the system
- If you are unable to locate your username and password or are not yet enrolled, please contact reception

### Login to Pilates Online:

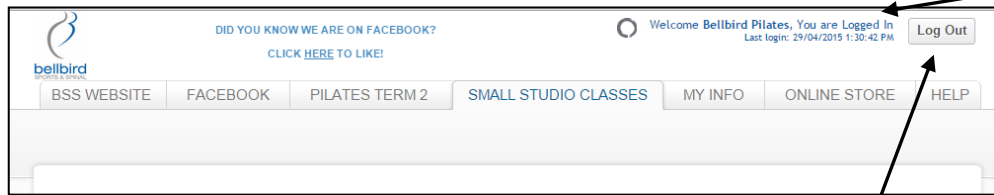
- First open the Bellbird Sports and Spinal website: [www.sports-spinal.com.au](http://www.sports-spinal.com.au)
- Click on the “Pilates Online Bookings” button. This will open the booking window



- Once you are on the Mindbody page you will be able login using your username and password (discussed above)
- Enter these details here and click “Log In”



- Once you are logged in you will see your name appear in the banner at the top of the page



- When you are finished using the program, please log out by clicking here

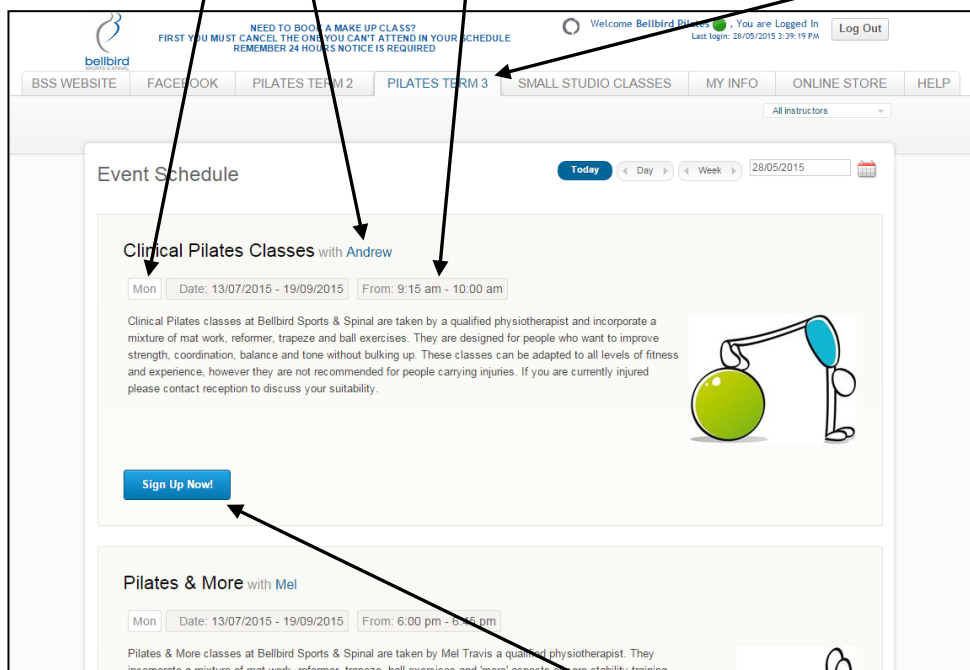
# Circuit Pilates Classes

## Pilates Online – Booking and Payment

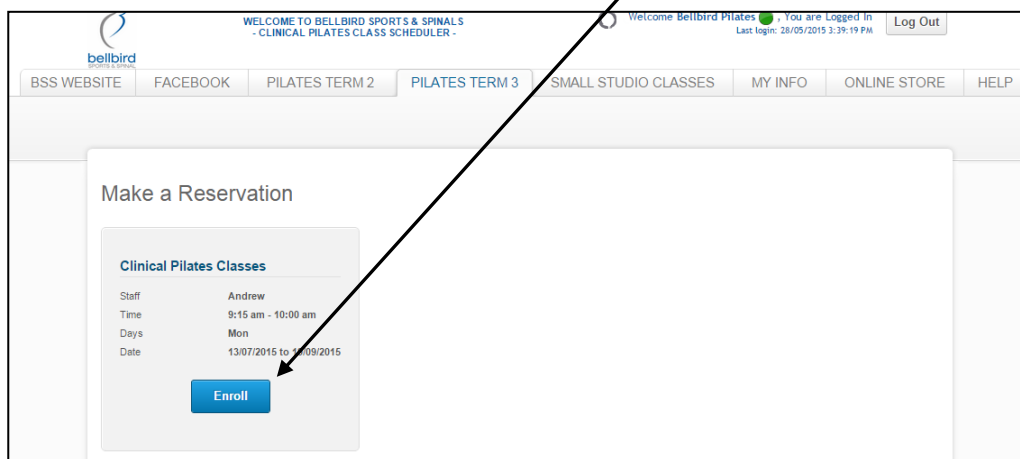
To make a booking and payment online you must be enrolled and logged into the Mindbody Online program (see “Login” handout)

### Booking:

- To book into a class, click on the relevant “PILATES TERM” tab (Please note that there may be more than one term showing at a time)
- On this page you will be able to see all of the classes offered by scrolling down the page
- You can see the day, instructor and time for each class



- When you find a class that suits you, click on “Sign Up Now!”
- If the class is available, you will be able to click “Enrol”



- You will then be taken to the following page. On this page, click “Checkout”

NEED TO BOOK A MAKE UP CLASS?  
FIRST YOU MUST CANCEL THE ONE YOU CAN'T ATTEND IN YOUR SCHEDULE  
REMEMBER 24 HOURS NOTICE IS REQUIRED

Welcome Bellbird Pilates, You are Logged In  
Last login: 28/05/2015 3:39:19 PM

BSS WEBSITE FACEBOOK PILATES TERM 2 PILATES TERM 3 SMALL STUDIO CLASSES MY INFO ONLINE STORE HELP

Clinical Pilates Classes Shopping Cart (1 item)

### Shopping Cart

Item	Price	Quantity	Total
Physiotherapy Group Classes - Term 3 2015 Clinical Pilates Classes 9:15 am - 10:00 am, 13/07/2015 9:15 am - 10:00 am, 20/07/2015 9:15 am - 10:00 am, 27/07/2015 <a href="#">More</a>	<del>\$250.00</del> \$240.00	10	\$240.00

Order Total \$240.00

[Continue Shopping](#) [CHECK OUT](#)

Prices are inclusive of tax but exclusive of delivery charges (unless otherwise indicated).

- You will then see the payment page
- Complete your billing information here
- Then click “PLACE ORDER”

NEED TO BOOK A MAKE UP CLASS?  
FIRST YOU MUST CANCEL THE ONE YOU CAN'T ATTEND IN YOUR SCHEDULE  
REMEMBER 24 HOURS NOTICE IS REQUIRED

Welcome Bellbird Pilates, You are Logged In  
Last login: 28/05/2015 3:39:19 PM

BSS WEBSITE FACEBOOK PILATES TERM 2 PILATES TERM 3 SMALL STUDIO CLASSES MY INFO ONLINE STORE HELP

Clinical Pilates Classes Shopping Cart (1 item)

### Check Out / Place Order

**Order Summary**

You have \$500.00 in your account.  
Would you like to use this credit now? ☐ Yes ☒ No

Subtotal incl. tax of \$240.00 \$240.00

**Grand total \$240.00**

**Billing Information**

We accept Visa, MasterCard

CC Number

Cardholder Name

CC Expiration  /

Post Code

☐ Store this as my billing information

**Email**

Contact Email

☒ Store this as my email address

[PLACE ORDER](#)

- Please Note:** Where it says “Post Code” it is actually asking for your CCV number
- The CCV number is found on the back of your credit card and is the last 3 digits



- You will receive an email receipt for your purchase

**Purchase Complete**

Your purchase was completed successfully!

An email receipt has been sent to pilates@sports-spinal.com.au

The following were completed with your purchase:

Reservation Booked:	Day	Date	Time	Class	Share	Action
Reservation Booked:	Monday	13/07	9:15	Clinical Pilates Classes	Share	Book another event
Reservation Booked:	Monday	20/07	9:15	Clinical Pilates Classes	Share	Book another event
Reservation Booked:	Monday	27/07	9:15	Clinical Pilates Classes	Share	Book another event
Reservation Booked:	Monday	3/08	9:15	Clinical Pilates Classes	Share	Book another event
Reservation Booked:	Monday	10/08	9:15	Clinical Pilates Classes	Share	Book another event
Reservation Booked:	Monday	17/08	9:15	Clinical Pilates Classes	Share	Book another event
Reservation Booked:	Monday	24/08	9:15	Clinical Pilates Classes	Share	Book another event
Reservation Booked:	Monday	31/08	9:15	Clinical Pilates Classes	Share	Book another event
Reservation Booked:	Monday	7/09	9:15	Clinical Pilates Classes	Share	Book another event
Reservation Booked:	Monday	14/09	9:15	Clinical Pilates Classes	Share	Book another event

[View Your Schedule](#) [View Your Purchase History](#)

- You will see all the dates in the term and you can view then email your schedule to yourself

**My Schedule**

[Email my schedule](#)

Day	Time	Share	Class	Staff	Web	Reschedule	Cancel
<b>July at Bellbird Sports &amp; Spinal</b>							
Mon 13/07/2015	9:15 am		Clinical Pilates Classes	Andrew	Yes		Cancel
Mon 20/07/2015	9:15 am		Clinical Pilates Classes	Andrew	Yes		Cancel
Mon 27/07/2015	9:15 am		Clinical Pilates Classes	Andrew	Yes		Cancel
<b>August at Bellbird Sports &amp; Spinal</b>							
Mon 3/08/2015	9:15 am		Clinical Pilates Classes	Andrew	Yes		Cancel
Mon 10/08/2015	9:15 am		Clinical Pilates Classes	Andrew	Yes		Cancel
Mon 17/08/2015	9:15 am		Clinical Pilates Classes	Andrew	Yes		Cancel
Mon 24/08/2015	9:15 am		Clinical Pilates Classes	Andrew	Yes		Cancel
Mon 31/08/2015	9:15 am		Clinical Pilates Classes	Andrew	Yes		Cancel
<b>September at Bellbird Sports &amp; Spinal</b>							
Mon 7/09/2015	9:15 am		Clinical Pilates Classes	Andrew	Yes		Cancel
Mon 14/09/2015	9:15 am		Clinical Pilates Classes	Andrew	Yes		Cancel

**Cancellation Policy**

- Cancelling classes online at least 24 hours in advance makes you eligible for a make up class.
- Less than 24 hours notice or failing to attend means you forfeit this class and are not entitled to a make up class.

If you would like to cancel or modify a reservation or appointment, click "Cancel."

"Late Cancel" appears when the online cancellation period has passed. This option can be used to allow another person to register in that availability. For more information, please contact Bellbird Sports & Spinal at 03 9876 8088.

# Circuit Pilates Classes

## Pilates Online – View Schedule and/or Cancel a Class

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Once you have booked your circuit classes for the term, you can view your overall booking schedule at any time. You can email this to yourself and then print it out for future reference, just be sure to write any changes you make online onto your paper copy too

### View Schedule:

- Login to Mindbody Online (see other handouts for instructions)
- Click on the “MY INFO” tab
- Click on “My Schedule”

The screenshot shows the Mindbody Online interface. At the top, there's a navigation bar with tabs: BSS WEBSITE, FACEBOOK, PILATES TERM 2, PILATES TERM 3, SMALL STUDIO CLASSES, MY INFO (selected), ONLINE STORE, and HELP. Below this is a sub-navigation bar with links: Profile, My Schedule (selected), Visit History, Purchase History, and Account. The main content area is titled 'My Schedule' and contains a table of booked classes. The table has columns: Day, Time, Share, Class, Staff, Web, Reschedule, and Cancel. The classes are listed for July, August, and September. Below the table is a 'Cancellation Policy' section.

Day	Time	Share	Class	Staff	Web	Reschedule	Cancel
<b>July at Bellbird Sports &amp; Spinal</b>							
Mon 13/07/2015	9:15 am		Clinical Pilates Classes	Andrew	Yes		Cancel
Mon 20/07/2015	9:15 am		Clinical Pilates Classes	Andrew	Yes		Cancel
Mon 27/07/2015	9:15 am		Clinical Pilates Classes	Andrew	Yes		Cancel
<b>August at Bellbird Sports &amp; Spinal</b>							
Mon 3/08/2015	9:15 am		Clinical Pilates Classes	Andrew	Yes		Cancel
Mon 10/08/2015	9:15 am		Clinical Pilates Classes	Andrew	Yes		Cancel
Mon 17/08/2015	9:15 am		Clinical Pilates Classes	Andrew	Yes		Cancel
Mon 24/08/2015	9:15 am		Clinical Pilates Classes	Andrew	Yes		Cancel
Mon 31/08/2015	9:15 am		Clinical Pilates Classes	Andrew	Yes		Cancel
<b>September at Bellbird Sports &amp; Spinal</b>							
Mon 7/09/2015	9:15 am		Clinical Pilates Classes	Andrew	Yes		Cancel
Mon 14/09/2015	9:15 am		Clinical Pilates Classes	Andrew	Yes		Cancel

**Cancellation Policy**

• Cancelling classes online at least 24 hours in advance makes you eligible for a make up class.  
• Less than 24 hours notice or failing to attend means you forfeit this class and are not entitled to a make up class.

If you would like to cancel or modify a reservation or appointment, click "Cancel"

"Late Cancel" appears when the online cancellation period has passed. This option can be used to allow another person to register in that availability. For more information, please contact Bellbird Sports & Spinal at 03 9678 8066.

- On this page you will be able to see all of your current bookings
- You can email the schedule to yourself then print it out from your email account

## Cancel a Class:

- On the same page you can also cancel a class by clicking “Cancel” for the chosen class
- Be sure that you click “Cancel” for the correct date and time

**My Schedule**

Day	Time	Share	Class	Staff	Web	Reschedule	Cancel
<b>July at Bellbird Sports &amp; Spinal</b>							
Mon 13/07/2015	9:15 am	f	Clinical Pilates Classes	Andrew	Yes		Cancel
Mon 20/07/2015	9:15 am	f	Clinical Pilates Classes	Andrew	Yes		Cancel
Mon 27/07/2015	9:15 am	f	Clinical Pilates Classes	Andrew	Yes		Cancel
<b>August at Bellbird Sports &amp; Spinal</b>							
Mon 3/08/2015	9:15 am	f	Clinical Pilates Classes	Andrew	Yes		Cancel
Mon 10/08/2015	9:15 am	f	Clinical Pilates Classes	Andrew	Yes		Cancel
Mon 17/08/2015	9:15 am	f	Clinical Pilates Classes	Andrew	Yes		Cancel
Mon 24/08/2015	9:15 am	f	Clinical Pilates Classes	Andrew	Yes		Cancel
Mon 31/08/2015	9:15 am	f	Clinical Pilates Classes	Andrew	Yes		Cancel
<b>September at Bellbird Sports &amp; Spinal</b>							
Mon 7/09/2015	9:15 am	f	Clinical Pilates Classes	Andrew	Yes		Cancel
Mon 14/09/2015	9:15 am	f	Clinical Pilates Classes	Andrew	Yes		Cancel

**Cancellation Policy**

- Cancelling classes online at least 24 hours in advance makes you eligible for a make up class.
- Less than 24 hours notice or failing to attend means you forfeit this class and are not entitled to a make up class.

If you would like to cancel or modify a reservation or appointment, click "Cancel."

"Late Cancel" appears when the online cancellation period has passed. This option can be used to allow another person to register in that availability. For more information, please contact Bellbird Sports & Spinal at 03 9878 8088.

- Once you have clicked “Cancel” then click “OK” to confirm the cancellation

The page at <https://clients.mindbodyonline.com> says:

Are you sure you want to cancel this class event?

**OK** **Cancel**

**My Schedule**

Day	Time	Share	Class	Staff	Web	Reschedule	Cancel
<b>July at Bellbird Sports &amp; Spinal</b>							
Mon 13/07/2015	9:15 am	f	Clinical Pilates Classes	Andrew	Yes		Cancel
Mon 20/07/2015	9:15 am	f	Clinical Pilates Classes	Andrew	Yes		Cancel
Mon 27/07/2015	9:15 am	f	Clinical Pilates Classes	Andrew	Yes		Cancel
<b>August at Bellbird Sports &amp; Spinal</b>							
Mon 3/08/2015	9:15 am	f	Clinical Pilates Classes	Andrew	Yes		Cancel
Mon 10/08/2015	9:15 am	f	Clinical Pilates Classes	Andrew	Yes		Cancel
Mon 17/08/2015	9:15 am	f	Clinical Pilates Classes	Andrew	Yes		Cancel
Mon 24/08/2015	9:15 am	f	Clinical Pilates Classes	Andrew	Yes		Cancel
Mon 31/08/2015	9:15 am	f	Clinical Pilates Classes	Andrew	Yes		Cancel
<b>September at Bellbird Sports &amp; Spinal</b>							
Mon 7/09/2015	9:15 am	f	Clinical Pilates Classes	Andrew	Yes		Cancel
Mon 14/09/2015	9:15 am	f	Clinical Pilates Classes	Andrew	Yes		Cancel

**Cancellation Policy**

- Cancelling classes online at least 24 hours in advance makes you eligible for a make up class.
- Less than 24 hours notice or failing to attend means you forfeit this class and are not entitled to a make up class.

If you would like to cancel or modify a reservation or appointment, click "Cancel."

"Late Cancel" appears when the online cancellation period has passed. This option can be used to allow another person to register in that availability. For more information, please contact Bellbird Sports & Spinal at 03 9878 8088.

- If “Late Cancel” is showing for a particular class here, it means that you are cancelling the class without 24 hours notice
- If 24 hours is not provided for cancellation, you will lose the credit for that class
- Please give as much notice as possible for cancellations to give other participants a chance to book a make-up class in your place**

# Circuit Pilates Classes

## Pilates Online – Book a Make-Up Class

If you have cancelled out of one of your scheduled classes with more than 24 hours notice, you will have a credit available to book a make-up class. The availability of make-up classes cannot be guaranteed, as they are fully dependent on the cancellations of other participants.

### Book a Make-Up Class:

- Once you login to the Mindbody Online program, click on the relevant “PILATES TERM” tab (Please note that there may be more than one term showing at a time)
- On this page you will be able to see all of the classes offered by scrolling down the page
- You can see the day, instructor and time for each class

NEED TO BOOK A MAKE UP CLASS?  
FIRST YOU MUST CANCEL THE ONE YOU CAN'T ATTEND IN YOUR SCHEDULE  
REMEMBER 24 HOURS NOTICE IS REQUIRED

Welcome Bellbird Pilates, You are Logged In  
Last login: 19/05/2015 12:12:37 PM Log Out

BSS WEBSITE FACEBOOK PILATES TERM 2 SMALL STUDIO CLASSES MY INFO ONLINE STORE HELP

All instructors

Event Schedule Today Day Week 28/05/2015

Pilates & More with Mel

Thu Date: 13/04/2015 - 27/06/2015 From: 6:00 pm - 6:45 pm

Pilates & More classes at Bellbird Sports & Spinal are taken by Mel Travis a qualified physiotherapist. They incorporate a mixture of mat work, reformer, trapeze, ball exercises and 'more' aspects of core stability training.

They are designed for people who want a different approach to traditional Pilates to improve strength, coordination, balance and tone without bulking up.

These classes can be adapted to all levels of fitness and experience, however they are not recommended for people carrying injuries. If you are currently injured please contact reception to discuss your suitability.

Sign Up Now!

Pilates & More with Mel

Thu Date: 13/04/2015 - 27/06/2015 From: 6:45 pm - 7:30 pm

Pilates & More classes at Bellbird Sports & Spinal are taken by Mel Travis a qualified physiotherapist. They incorporate a mixture of mat work, reformer, trapeze, ball exercises and 'more' aspects of core stability training.

They are designed for people who want a different approach to traditional Pilates to improve strength, coordination, balance and tone without bulking up.

These classes can be adapted to all levels of fitness and experience, however they are not recommended for people carrying injuries. If you are currently injured please contact reception to discuss your suitability.

- When you find a class that suits you, click on “Sign Up Now!” to see if your preferred dates are available



- Once you find a day and time that would suit you, you need to check to see if there is a place available in the class
- A date that appears black is available to book your make-up. A date that appears red is unavailable for that class

WELCOME TO BELLBIRD SPORTS & SPINALS  
- CLINICAL PILATES CLASS SCHEDULER -

Welcome Bellbird Pilates , You are Logged In  
Last login: 28/05/2015 3:38:18 PM Log Out

BSS WEBSITE FACEBOOK PILATES TERM 2 SMALL STUDIO CLASSES MY INFO ONLINE STORE HELP

### Make a Reservation

**Pilates & More**

Staff: Mel  
Time: 6:00 pm - 6:45 pm  
Days: Thu  
Date: 16/04/2015 to 27/06/2015

Schedule Dates: ☐ Register from this date forward 25/06/2015 (leave blank to register all) ☒ Choose your schedule

**Pilates & More - 6:00 pm**

Select all	Thu
Week	28/05
Week	4/06
Week	11/06
Week	18/06
Week	25/06

**Enroll**

- Click on the black date you wish to book in for. Then click "Enrol"
- If none of the available dates suit you or they are all unavailable then you can repeat the above process to find another class. Also repeat this process to book more than one make-up class.