

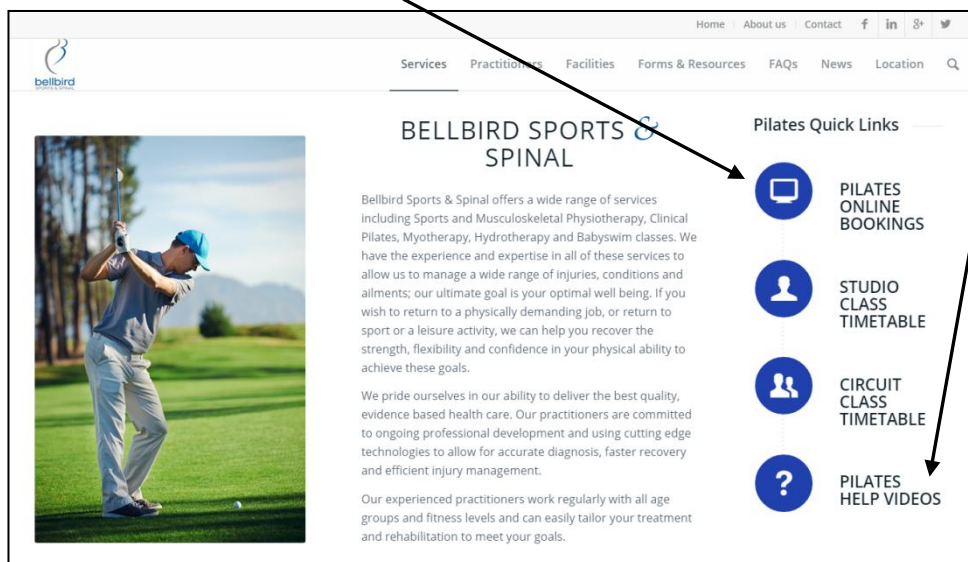
Small Studio Pilates Classes

Pilates Online - Login

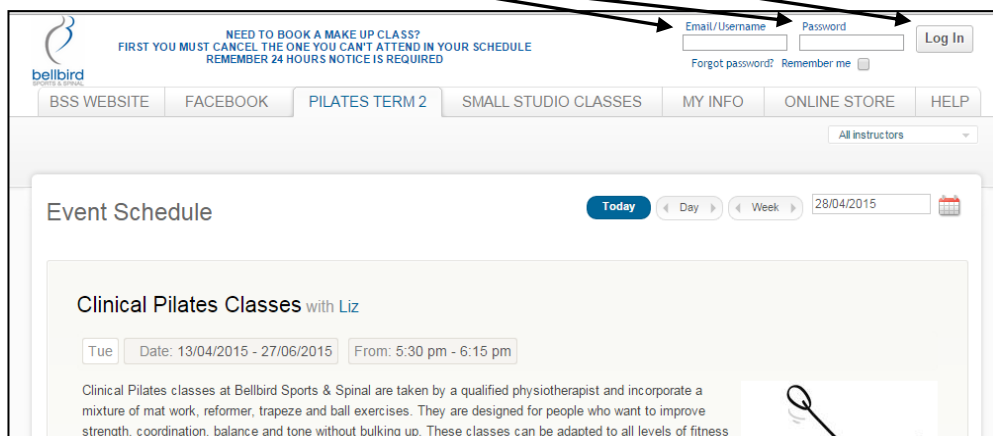
- Mindbody Online is a program that Bellbird Sports and Spinal uses to co-ordinate all group Pilates classes
- In addition to these handouts you can find videos detailing the use of Mindbody on the Bellbird Sports and Spinal website
- To access the Mindbody Online program you will require your username 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:

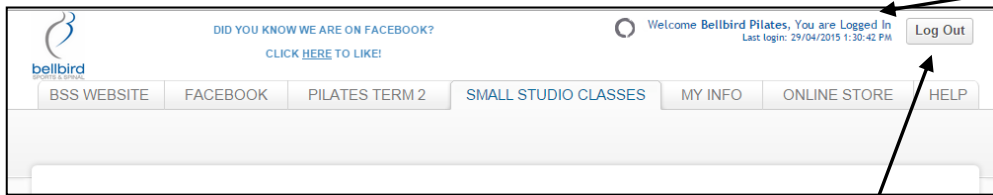
- First open the Bellbird Sports and Spinal website: www.sports-spinal.com.au
- Click on the “Pilates Online Bookings” button. This will open the booking window



- 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

Pilates Online App:

- Mindbody is also available as a smartphone app called MINDBODY Connect by MINDBODY Inc.
- The app can only be used to manage the Small Studio Classes, **not** for the Circuit Classes at Bellbird Sports and Spinal
- The app can be downloaded from iTunes or the Android App store at <https://www.mindbodyonline.com/connect>
- When you have downloaded the app you need to search for our business name – Bellbird Sports & Spinal
- When you have found Bellbird Sports & Spinal in the MINDBODY Connect app, you will be able to use the same login details mentioned above



Small Studio Pilates Classes

Pilates Online - Payment

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

Payment:

- In order to book into small studio Pilates classes, you need to have paid for the classes beforehand
- To make a payment, login then click on the “ONLINE STORE” tab

bellbird
SPORTS & SPINAL

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

Email/Username Password Log In

Forgot password? Remember me

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

All instructors

- Then select “Pilates Studio Class – Small” from the drop down menu

bellbird
SPORTS & SPINAL

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

Welcome Bellbird Pilates, You are Logged In
Last Login: 29/04/2015 1:30:42 PM Log Out

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

Clinical Pilates Classes Shopping Cart (0 items)

Clinical Pilates Classes

Which term Clinical Pilates class would you like?

Pilates Studio Class - Small
Select item
Pilates Studio Class - Small
Pilates Term 2

Which term Clinical Pilates class would you like?

Small Physiotherapy Group Class - 10 Pass \$380.00
Expiration Date: 98 days from first use

Small Physiotherapy Group Class - 5 Pass \$205.00
Expiration Date: 49 days from first use

Small Physiotherapy Group Class - Single Class \$43.50

- You can then click on the pack you wish to buy; either a single class, 5 pass, 10 pass or you can now also purchase a 20 pass
- Here you can also view the expiry period for each pack. Please note that the expiry period will not begin until you have used your first session, not when you have purchased or booked a session

- Then click the “Checkout” button

Shopping Cart

Item	Price	Quantity	Total
Small Physiotherapy Group Class - 10 Pass	\$380.00	1	\$380.00

Order Total \$380.00

Continue Shopping **CHECK OUT**

- Complete your billing information then click “Place Order”

Check Out / Place Order

Order Summary

Subtotal	incl. tax of \$0.00	\$380.00
Grand total		\$380.00

Billing Information

We accept Visa, MasterCard

CC Number

Cardholder Name

CC Expiration Month Year

Post Code

☐ Store this as my billing information

Email

Contact Email

☒ Store this as my email address

PLACE ORDER

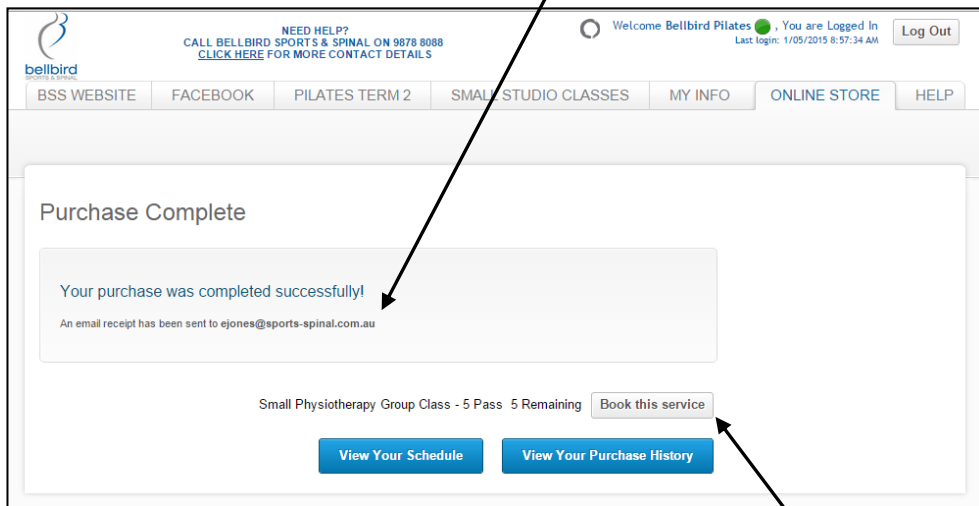
Cart Items

Small Physiotherapy Group Class - 10 Pass	Quantity: 1	\$380.00
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- **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



- Once you have made a purchase, you then need to book your classes (see next handout)

Small Studio Pilates Classes

Pilates Online - Booking

To make a booking online you must be enrolled and logged into the Mindbody Online program. You also need to prepay for your sessions before they can be booked (see payment handout)

Booking:

- Once you login to the Mindbody Online program, click on the “SMALL STUDIO CLASSES” tab
- Then select the dates you wish to book. You can either select a particular date and the week containing that date will appear, or you can scroll through week by week

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: 20/05/2015 1:30:42 PM Log Out

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

All teachers

Class Schedule

Today < Day < Week > 8/05/2015

Start time		Classes	Staff	Duration
Mon 4 May 2015				
10:00 am	Sign Up Now (4 Reserved, 0 Open)	Small Studio Class	Andrew	45 minutes
5:15 pm	Sign Up Now (3 Reserved, 1 Open)	Small Studio Class	Caillin	45 minutes
Tue 5 May 2015				
6:15 pm	Sign Up Now (2 Reserved, 2 Open)	Small Studio Class	Liz	45 minutes
Wed 6 May 2015				
8:00 am	Sign Up Now (2 Reserved, 2 Open)	Small Studio Class	Liz	45 minutes
Thu 7 May 2015				
8:00 am	Sign Up Now (2 Reserved, 2 Open)	Small Studio Class	Liz	45 minutes
Fri 8 May 2015				
9:15 am	Sign Up Now (4 Reserved, 0 Open)	Small Studio Class	Kathy	45 minutes
Sat 9 May 2015				
9:00 am	Sign Up Now (2 Reserved, 2 Open)	Small Studio Class	Liz	45 minutes
Sun 10 May 2015				
no scheduled classes or training sessions				

- Always double check the dates before booking a class
- Once you are looking at the correct week, you will be able to see the available classes in that week. Look for “Open” places in the class
- When you find an “Open” place that suits you, you can make the booking by clicking the “Sign Up Now” button

- Once you have clicked “Sign Up Now” on your chosen date, you will be taken to the “Make a Reservation” page
- You can then choose whether to book just that one class by clicking “Make a Single Reservation”, or you can make a recurring booking
- If you make a recurring booking, the system will book you into your chosen class each week on that day for the period you select here (provided that you have sufficient credit in your account). Then click here to book

Make a Reservation

Small Studio Class

Staff: Caitlin
 Time: 5:15 pm - 6:00 pm
 Date: Friday 17/07/2015
 Available pricing option: Small Physiotherapy Group Class - 5 Pass Expiration Date 10/08/2015

Make a single reservation

Recurring Options

Make this reservation every: 1 Week(s)
 Select Days: Fri
 Start date: Friday 17/07/2015
 End date: Friday 31/07/2015

Total # Reservations: 3

Make a recurring reservation

- Once you have made a booking you will see the following screen with all of your current bookings. Your new bookings will initially be highlighted yellow but this will fade after a few seconds

My Schedule

You've Booked: Small Studio Class [Book another class](#)

Day	Time	Share	Class	Staff	Web	Reschedule	Cancel
June at Bellbird Sports & Spinal							
Tue 23/06/2015	6:15 pm	f	Small Studio Class	Liz	Yes		Cancel
July at Bellbird Sports & Spinal							
Fri 17/07/2015	5:15 pm	f	Small Studio Class	Caitlin	Yes		Cancel
Fri 24/07/2015	5:15 pm	f	Small Studio Class	Caitlin	Yes		Cancel
Fri 31/07/2015	5:15 pm	f	Small Studio Class	Caitlin	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 you wish to book several different days (e.g Wednesday, Saturday), you will need to make each reservation separately (repeat all steps listed above for each date)

Small Studio Pilates Classes

Pilates Online – View Schedule and/or Cancel a Class

Once you have made your small studio class bookings, it is a great idea to view your overall booking schedule. 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”

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: 9/05/2015 10:58:02 AM [Log Out](#)

[BSS WEBSITE](#) [FACEBOOK](#) [PILATES TERM 2](#) [SMALL STUDIO CLASSES](#) [MY INFO](#) [ONLINE STORE](#) [HELP](#)

[Profile](#) [My Schedule](#) [Visit History](#) [Purchase History](#) [Account](#)

My Schedule

[Email my schedule](#)

Day	Time	Share	Class	Staff	Web	Reschedule	Cancel
June at Bellbird Sports & Spinal							
Tue 23/06/2015	6:15 pm	f	Small Studio Class	Liz	Yes		Cancel
July at Bellbird Sports & Spinal							
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- 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

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: 9/05/2015 10:58:02 AM [Log Out](#)

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

Profile My Schedule Visit History Purchase History Account

My Schedule

Day	Time	Share	Class	Staff	Web	Reschedule	Cancel
June at Bellbird Sports & Spinal							
Tue 23/06/2015	6:15 pm	f	Small Studio Class	Liz	Yes		Cancel
July at Bellbird Sports & Spinal							
Fri 17/07/2015	5:15 pm	f	Small Studio Class	Caitlin	Yes		Cancel
Fri 24/07/2015	5:15 pm	f	Small Studio Class	Caitlin	Yes		Cancel
Fri 31/07/2015	5:15 pm	f	Small Studio Class	Caitlin	Yes		Cancel

[Email my schedule](#)

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- 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?

[OK](#) [Cancel](#)

My Schedule

Day	Time	Share	Class	Staff	Web	Reschedule	Cancel
July at Bellbird Sports & Spinal							
Fri 31/07/2015	5:15 pm	f	Small Studio Class	Caitlin	Yes		Cancel

[Email my schedule](#)

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- 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