



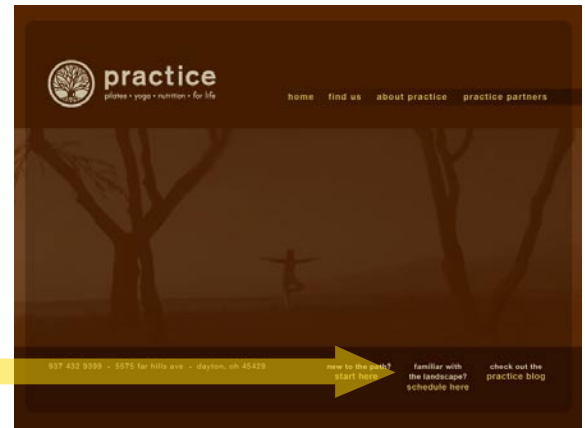
**practice**  
pilates • yoga • nutrition • for life



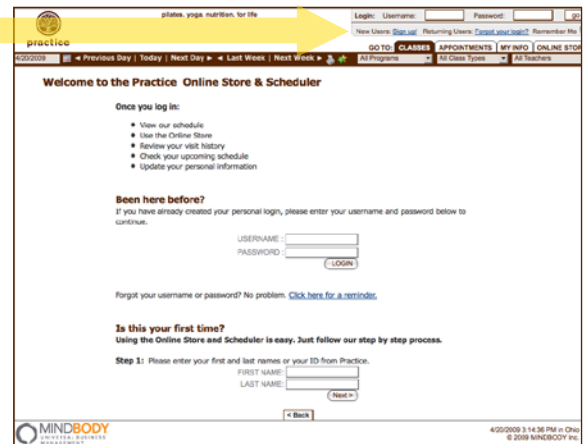
## Welcome to Practice. How to set up your online account:

Scheduling online is easy. There are just a few initial steps required to set up your account, after which you'll be able to sign up for classes, request private or semi-private appointments, buy a series or a package as well as t-shirts and other gear.

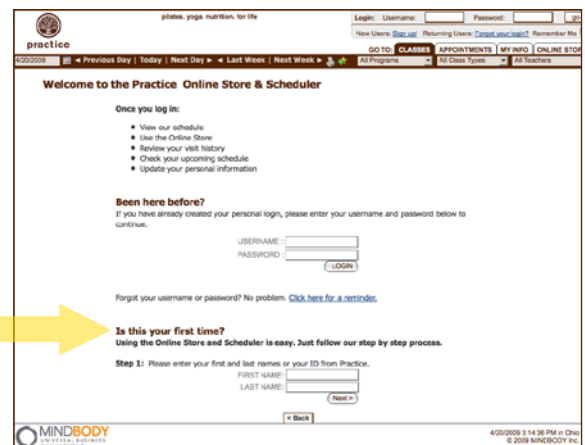
- 1 First, print this PDF, or keep it open on your screen, and then go back to the Practice home page and **click on "Familiar with the Landscape? Schedule here."**



- 2 This will take you to the login screen for our scheduling system, hosted by Mindbodyonline.com. **Click on "New users: sign up!"**



- 3 This will take you to the welcome page for Practice Online Store and Scheduler. **Go to "Is this your first time," enter your first and last name in the appropriate boxes, and click next.**



- To create your account, fill in all the required information, including username, password, hint question, and secret word. **Then click on "Create Account."**

**You should get a message telling you that your account has been created successfully. Congratulations!**

**4**

- You will then be automatically logged in to the homepage for the Practice Online Store & Scheduler. **By clicking on the tabs at the top right Go To bar you can now sign up for classes, purchase a series or package, request an appointment, or order merchandise.**

**5**

Day	Date	Time	Class Name	Teacher
Mon	April 24, 2009	7:30 - 8:00 PM	Classes 100 for 2009	Patrick Praybornewald
Tue	April 21, 2009	12:00 - 1:00 PM	Classes 100 for 2009	Kerry Young
Wed	April 22, 2009	6:30 - 7:00 PM	TKX Suspension Training (30 Minutes)	Patrick Praybornewald
Thu	April 23, 2009	9:30 - 10:00 AM	Classes 100 for 2009	Patrick Praybornewald
Fri	April 24, 2009	7:30 - 8:00 AM	Classes 100 for 2009	Patrick Praybornewald
Sat	April 25, 2009	10:00 - 11:00 AM	Classes 100 for 2009	Patrick Praybornewald
Sun	April 26, 2009	No scheduled classes or training sessions	Classes 100 for 2009	Patrick Praybornewald

**PLEASE NOTE:** In order to sign up for a class or request an appointment for a private session with an instructor you will need to have a current package. If this is your first time with Practice, we strongly encourage you to consider the \*99 New Journey package. This package offers you three private or semiprivate sessions and a Pilates mat class. It is a great way to check us out and see if we are right for you.

If you would like to look at class schedules for a given week before buying a package, use any of the date navigation buttons on the left side of the Go To bar, located below the Practice logo.

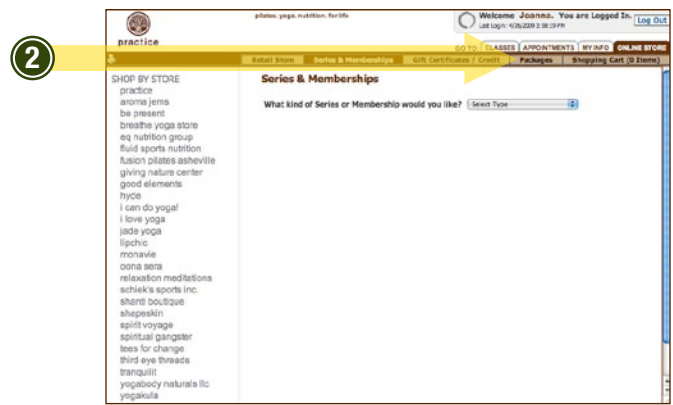
## How purchase a package or series using Mindbody Online:

**Let's pretend you are a brand new client and want to buy the New Journey package:**

- After logging in, **click on the "Online Store" tab** in the upper right quadrant of the screen.

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- 2 Click on the **“Packages”** button located below the Online Store tab.

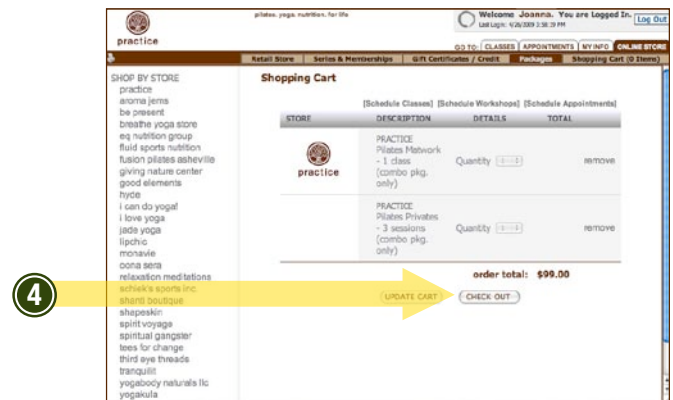


- 3 From the drop down menu on the Packages page, select **New Journey Package**.

You will then see a description of the package, including class/session type and count, as well as the package price. **Click on “Make Purchase.”**

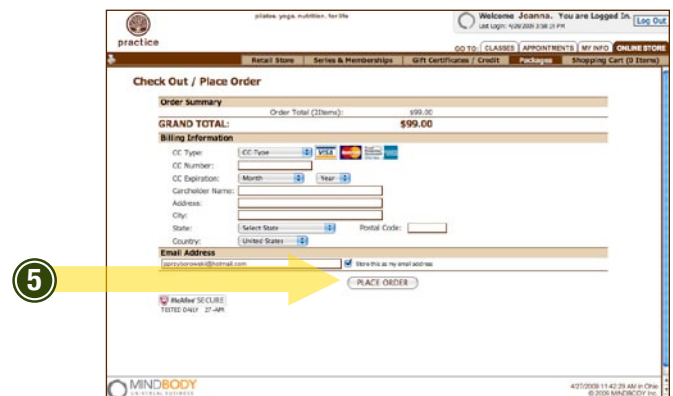


- 4 This will take you to your shopping cart. Please review the cart and when you're ready, **click on “Check Out.”**



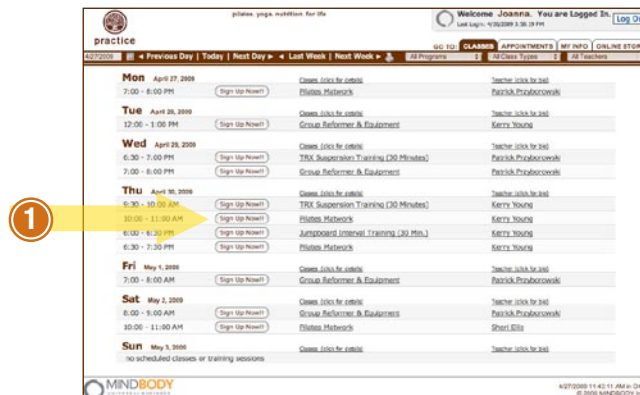
- 5 On the Check Out page, please fill in your credit card and billing information, then **click “Place Order.”**

You will see a confirmation page acknowledging your purchase, which you may print for your records. You will also receive an email receipt. Your package is now active and good for six months, hooray! At this point you can now sign up for classes or request an appointment with a specific instructor.

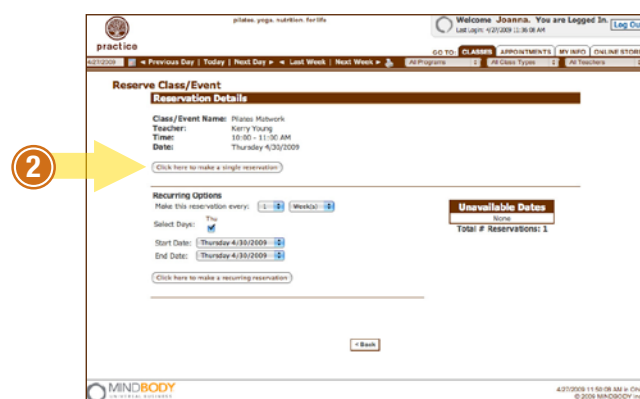


## How to sign up for classes:

- 1 After you log in to your account you should see all of our classes offered for the current week. Find the class you want and then **click on the corresponding "Sign Up Now!" button.**



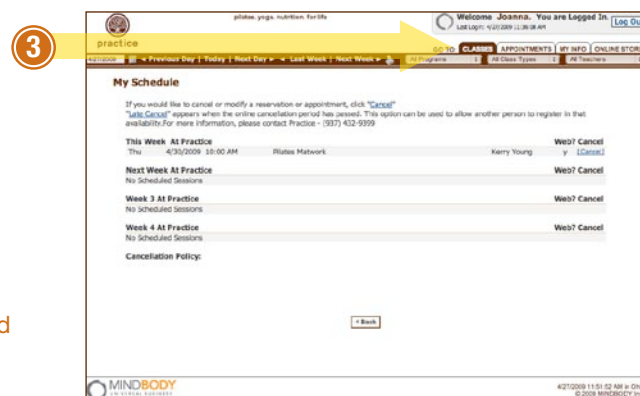
- 2 Review the class information to make sure it's the one you want, and then click on **"Click here to make a single reservation."**



- 3 This will take you to your "My Schedule" page, which will show you all the upcoming classes for which you have signed up. Here is where you can cancel the class if you need to.

To sign up for additional classes, simply **click on the "Classes" tab.**

PLEASE NOTE: There is a minimum 24 hour advance notice required to cancel mat classes and appointments without a penalty. There is a minimum 48 hour advance notice required to cancel group reformer, jump board, and TRX classes without a penalty. Cancellations occurring within the minimum cancellation period will be charged in full.



# How to Request an Appointment with an Instructor:

PLEASE NOTE: Currently reservations for appointments can only be requested online. Once submitted, requests are confirmed by email or by phone within 24 hours. In the case of a scheduling conflict the instructor will contact you directly to look for alternate times.

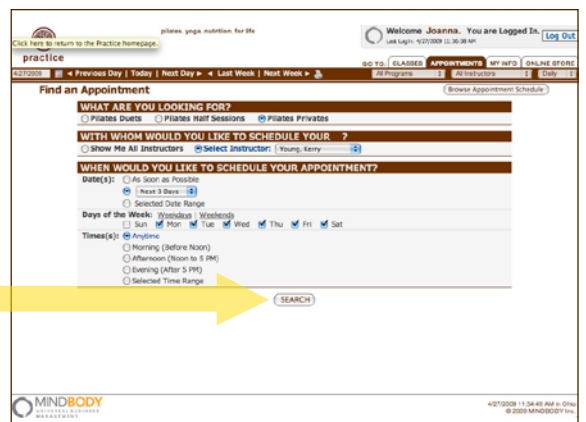
- 1 After logging in, **click on the “Appointments” tab** in the upper right Go To bar. Select the type of appointment in which you are interested.

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- 2 You may then set search criteria based on instructor, dates, days of the week, and times. Make your selections, then **click on the “Search” button** at the bottom of the page.

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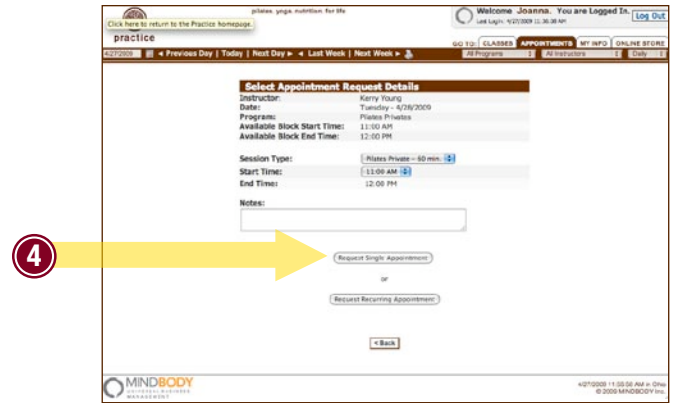


- 3 From the list of search results, **select an appointment to request.**

3



- 4 You will then see a recap of the appointment you have requested. **Click on “Request Single Appointment.”**



- 5 You will see a box indicating that your appointment request has been successfully submitted and reminding you that it will need to be confirmed by the studio. **Click “OK.”** You will then see your schedule with the appointment day, time and instructor you’ve requested.

Should you need to cancel your appointment for any reason, **click on “cancel”** in the last column on the right.

PLEASE NOTE: There is a minimum 24 hour advance notice required to cancel appointments without a penalty. Cancellations occurring within the minimum cancellation period will be charged in full.

