



## **MINDBODY ACCOUNT SET UP: EXISTING CLIENTS**

Hi there and thank you for taking the time to set up your online account with us!

### **IMPORTANT:**

To access your online account you will first need to know which email address we have on file for you. This will be the email at which you receive session booking confirmation/cancellation emails from us. If you are unsure, please ask at your next session, phone or email us to confirm.

- 1) Follow the 'BOOK NOW' link on the bookings page of the website.**
- 2) On the LOG IN side of the page, Beneath the username and password boxes, Click the option for ' Need New Password?'**
- 3) Enter your associated email address into the box and click NEXT.**
- 4) Check your email and in the email you will have received from us follow the link for 'Create New Password'.**
- 5) In the new browser window, fill in the boxes to create your new password and click SAVE.**
- 6) You will then be automatically logged into your account.**

In the MY INFO Tab you will find information about your Previous Visits and Purchases as well as any Upcoming visits and any active Packages or Payment options you have available for use.

You can book Personal Training appointments of all sorts, on the APPOINTMENTS tab, and classes, on the CLASSES tab.

If you have any questions or difficulties setting up, please don't hesitate to get in touch. We look forward to receiving confirmation of your first online booking!