

# Managing Pilates classes in MINDBODY

Melbourne Osteopathy Sports Injury Centre uses the MINDBODY online booking system, providing clients with complete control over purchasing, booking and cancelling Pilates classes.

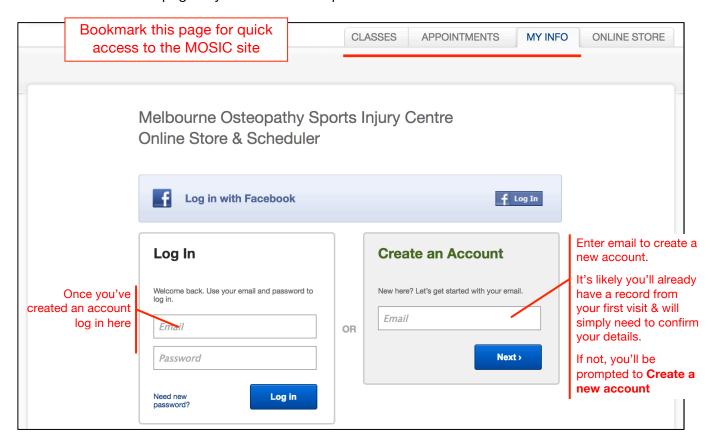
Access MINDBODY via the mobile app: <a href="https://www.mindbodyonline.com/get-the-app">https://www.mindbodyonline.com/get-the-app</a>

OR simply head to the website in any browser: <a href="https://au.mindbodyonline.com">https://au.mindbodyonline.com</a>

• Click **Log In** near the top-right of the screen

Note: allowing the site to use your location will assist with finding our Centre, but is not necessary

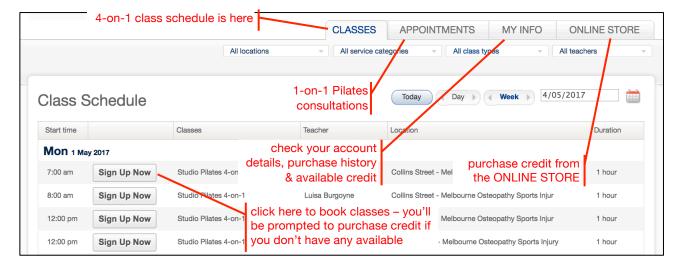
- Search for Melbourne Osteopathy Sports Injury Centre and click the link
- Login (if you've created an account) otherwise click Continue to site without logging in
- View our 4-on-1 schedule on the CLASSES tab and 1-on-1 schedule on the APPOINTMENTS tabs (even without logging in)
- Create an account for our Centre on the MY INFO tab (even if you've already created one for another practice)
- Bookmark this page in your browser for quick access to the MOSIC site



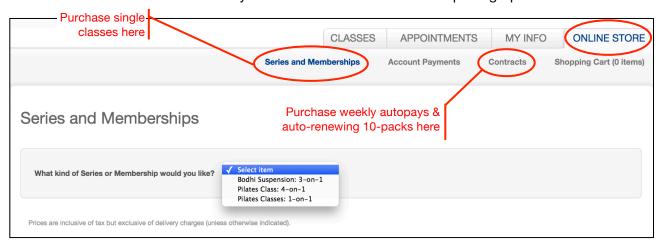


# PURCHASING CLASS CREDIT

In order to book group Pilates classes, you'll first need to purchase credit – we have different options available including weekly autopay (direct-debit), single classes & auto-renewing 10-packs



If you have credit available you will be able to book a class from this screen. To purchase credit, head to the ONLINE STORE where you can choose from one of our pricing options.



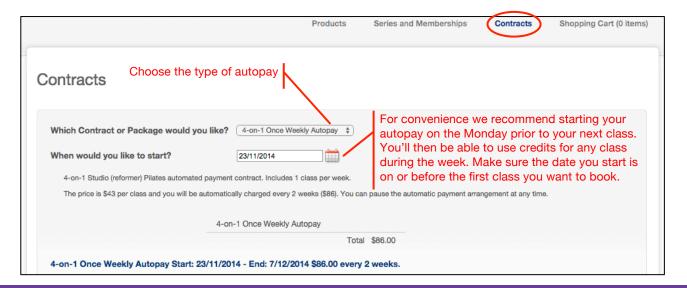
### PRICING OPTIONS

- Single Class: each single class credit allows one class to be booked in advance.
- Auto Renewing 10-pack: 10 class credits automatically debited from your bank account
  or credit card each 3-months OR when you have used up the 10 credits. Allows unlimited
  classes to be booked in advance.
- Once or Twice Weekly Autopay: The best value for regular clients. One or two class credits per week automatically debited from your bank account or credit card. Allows unlimited classes to be booked in advance.

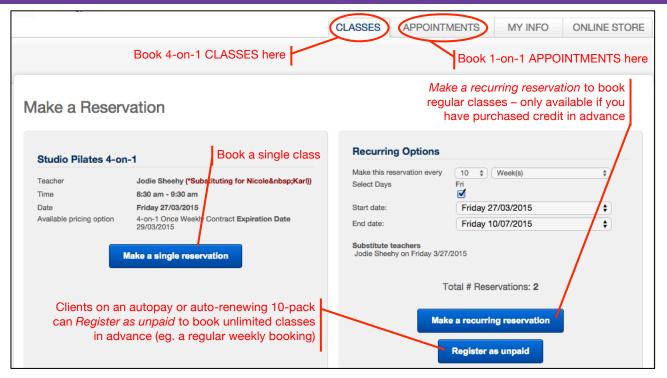


# PURCHASING AUTOPAY OPTIONS

Autopays are the simplest way to purchase credit and allow you to book classes in advance Your credit card or bank account will be charged automatically each week or when your credits run out



#### **BOOKING PILATES CLASSES & 1-on-1 APPOINTMENTS**

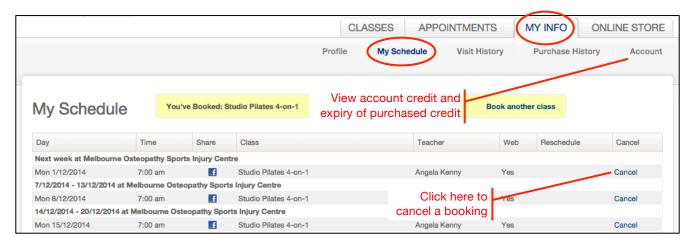


1-on-1 Private Pilates consultations and Initial Pilates consultations can be booked via the APPOINTMENTS tab. These can be booked without pre-purchasing credit.



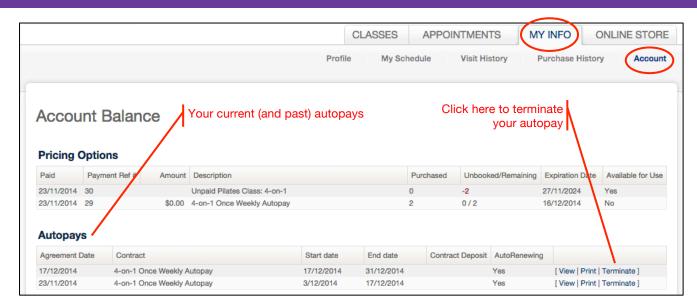
## MANAGING BOOKINGS & AUTOPAYS

Our Pilates classes are in high demand so all bookings must be cancelled at least 24-hours in advance to avoid forfeiting your credit – please contact us if you have extenuating circumstances



Remember to ask us to suspend your autopay in advance if you'll be unable to attend Pilates classes (eg. when away on holidays). You can also terminate your autopay at any time.

### TERMINATING YOUR AUTOPAY



Remember that the MINDBODY app is the simplest way to purchase credit and book classes from your mobile device:

https://www.mindbodyonline.com/get-the-app

For any further assistance ask at reception, check with your instructor or send us an email at:

info@melbourneosteopathycentre.com.au