

## In order to Book Studio Space AND Private Lessons at Allegro...

### You need to SET UP a MINDBODY Account

#### 1. Create a Login -

\*\*We **STRONGLY** suggest creating a separate account for the child so you can log in with their child's information and book classes with a different email than your own. This article provides the instructions on how you will create an account for, logging in as, and book the class. Once you are logged in as the child, you can book classes using the Mindbody site, or the Mindbody app

#### Things to know:

- If you are planning to log in as your child, later on, the email address listed will be used to create the child's unique login.
- Children under the age of 13 should not have their own login due to the Children's Online Privacy Protection Rule (COPPA).

#### Creating a login for your child

##### First: Create an account for your child

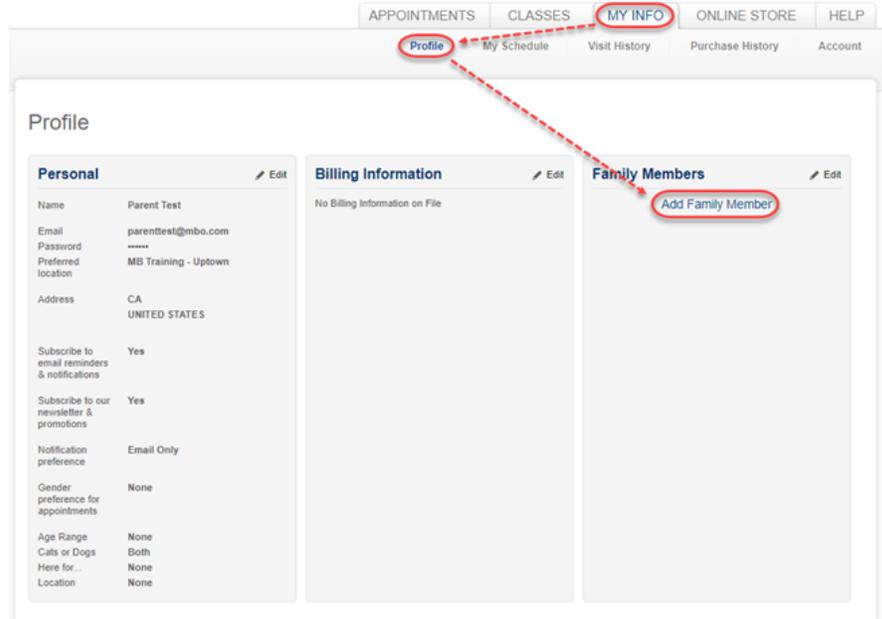
The software works best with a unique account for each child. To create an account for your child, please follow the steps below.

1. Go to [clients.mindbodyonline.com](https://clients.mindbodyonline.com), type the Allegro Performing Arts in the search field, and tap Enter on your keyboard.
2. Click **Select** beside the business you'd like to create an account for your child at when it appears on your screen.
3. Log in using your username and password.

The screenshot shows the Mindbody website interface. At the top, there are links for "Staff sign-in", "Create account", and "Sign In". Below these links, there are two main panels. The left panel is titled "Sign In" and contains a "Welcome back. Use your email and password to log in." message. It has input fields for "Email" and "Password", a "Need new password?" link, and a "Sign In" button. The right panel is titled "Create an Account" and contains a "New here? Let's get started with your email." message. It has an "Email" input field and a "Next" button. A red circle highlights the "Sign In" link at the top right of the page.

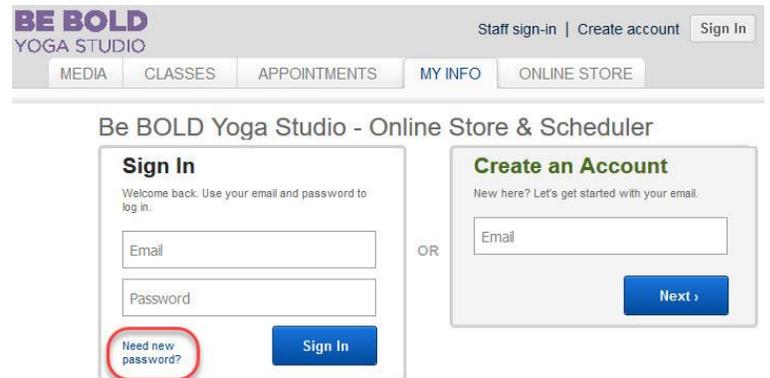
The screenshot shows the "Family Members" form in the Mindbody system. The form has a "Save" button in the top right corner. The fields are: "First name" (Child), "Last name" (Test), "Relationship" (Child of: Parent Test), "Paid for by Parent Test" (Yes/No), "Mobile phone" (555-555-5555), "Email" (childtest@mbo.com), "Gender" (Would rather not say), and "Birthday" (09/01/2000). At the bottom, there are "Cancel" and "Save" buttons. Red circles with numbers 4 through 8 are placed over the form fields: 4 over First name, 5 over Relationship, 6 over Paid for by Parent Test, 7 over Email, and 8 over the Cancel button.

4. Click on the **My Info** tab.
5. Click **Add Family Member**.
6. Enter the child's name.
7. Select the relationship **Child of: [your name]**.
8. If you'd like the system to automatically charge your credit card or banking information when purchases are made for the child, choose **Yes** beside "Paid for by [your name]."
9. Enter the child's email address. We recommend providing an email address that you have access to but is not the same email address you already have on file with the business.
10. Click **Save**.



## Second: Create a login for your child

1. Go to the business' Mindbody site, and click **Need new password?** in the center of the screen.
2. Enter the child's email address.
3. Click **Next**.
4. Open the email found in your child's email inbox.
5. Follow the steps in the email to create/reset the child's password.



2. Now that you have created an Account – Click this document for instructions to **Book Your Appointment**