



## PILATES IS NOW ONLINE!

We are excited to offer this convenient method for scheduling and payment for Pilates

**As of February 1, 2011** we will require **pre-registration** for **ALL Pilates classes** (not just reformer). Reformer classes still require 24 hour cancellation notice and Mat classes require 1 hour cancellation notice (which can also be done online). Failure to comply will result you being charged for that class. While we are dedicated to providing flexible class scheduling, it became apparent that we needed to know who was planning on attending classes in cases of emergency cancellations (inclement weather or instructor illness for example) as well as be able to cancel instructors when no-one was planning on taking the class.

To get started with our online scheduling and payment please follow the following steps.

Log into [www.moscowpt.com](http://www.moscowpt.com)

Move cursor to the “**Pilates**” tab on our home page. A box will drop down with the title “Online Pilates Registration”- click on “**Online Pilates Registration**”.

OR

click on “**Click here to Sign Up For Pilates Classes**” located just under our pilates schedule on the pilates main page.

Either link will take you to an outside website, “Mindbodyonline” whom we have contracted with to provide online Pilates enrollment and payment.

## Once at the Mindbodyonline site

In the right hand corner of the mindbody home page, you'll see a login in and password section. Please look at the 3 options below to see which category you fall into:

### 1. IF YOU WERE ALREADY SIGNED UP FOR FEBRUARY CLASSES:

- We have already created an account for you (we had to do this in order for us to transfer your class sign up and account credit from paper to online).
- Your username will be the first initial of your first name and your last name  
Example: Betty Jones = bjones
- Your password is "pilates1"
- Once you are logged in, you will see a "Welcome..." on the top right of the page
- To change your username and password, please click on "**My info**" located just below the "Welcome..." then click on "**Edit Your Account**" located in the green bar. Follow the prompts to insert your own personalized user name and password.
- In some cases, we had to enter in "dummy" information into the system in order for us to create an account for you. Please double check all your information and use the "**Edit Your Account**" tab to correct any errors.
- Under "**My info**" please click on "**My schedule**" to verify that you have been correctly assigned to the classes you signed up for
- To sign up for additional classes, click on the "**Classes**" tab and scroll through the weeks, simply clicking "sign up now" for the classes you would like. You will then be asked to make a single reservation or a recurrent reservation. For recurrent reservations, simply click the days of the week and a start and end date.
- If you use the remainder of your transferred credit, you will be directed to our online store and asked to enter debit or credit card information.

### 2. IF YOU WERE NOT SIGNED UP FOR FEBRUARY CLASSES, BUT HAVE PAID FOR CLASSES:

We have entered your information and credited your account accordingly. However, the system requires us to enter physical and email addresses, phone numbers etc. In cases in which we did not have all that information, we had to enter "dummy" information in order to set up and credit your account, so PLEASE VERIFY AND CORRECT YOUR PERSONAL INFORMATION!

For new users, click on "**sign up**"

Scroll down to "**Is this Your first Time**" and follow the prompts to create your account. It will then display your name and ask "**Is this you?**" Follow the prompts to enter or verify your personal information.

You will then be directed to the homepage which has our class schedule. One week at a time is shown- use the “week” arrow button at the top of the page to see future classes.

Click “**Sign up now**” for the class you would like to register for. You will then be given the option to either make a single reservation or a recurring registration. If you are choosing a recurring class (every Tuesday and Thursday for example), click which days of the week you want and a start and end date.

If you have a credit, you are done! If you do not have sufficient credit, you will be prompted to the payment screen.

Use the “**My info**” tab to see your personal class schedule, history and payments

### **3. IF YOU ARE BEHIND IN PAYMENT FOR PILATES CLASSES OR HAVE NEVER TAKEN A CLASS FROM MMSPT**

For new users, click on “**sign up**”

Scroll down to “**Is this Your first Time**” and follow the prompts to create your account. If you have taken a class, you may already be entered into the system and it will then display your name and ask “**Is this you?**” Follow the prompts to complete your account set up.

You will then be directed to the homepage which has our class schedule. One week at a time is shown- use the “week” arrow button at the top of the page to see future classes.

Click “**Sign up now**” for the class you would like to register for. You will then be given the option to either make a single reservation or a recurring registration. If you are choosing a recurring class (every Tuesday and Thursday for example), click which days of the week you want and a start and end date.

When asked what kind of series or membership, chose the type of class you want  
When asked which series, chose either a single class or package

Follow the prompts to purchase online with a credit or debit card.

You are not allowed to sign up for classes unless you have paid for the class.

**QUESTIONS / DIFFICULTIES... call us at (208) 882-1426.**

**We truly appreciate your patience during this transition period!**