

## HOW TO ACTIVATE YOUR MINDBODY ACCOUNT

There are 4 key things you will need to set up to ensure that your Bentleigh Fitness Centre Membership and BFC Mindbody account function. It might take a moment but once you're ready to go, booking your favourite class will become second nature. Simply follow the below steps to get started!

### Create your BFC Mindbody Account

All Bentleigh Fitness Centre members will need to create an account with the BFC booking system to have access to class bookings.

1. [Click the link here](#) to get into the BFC booking system.
2. If you're on your phone or tablet, CLOSE the GET MINDBODY APP screen for now by selecting the X on the top right-hand corner.
3. In the CREATE YOUR ACCOUNT box type in your email address and select the blue NEXT icon.
4. Fill out your CONTACT INFORMATION and ACCOUNT INFORMATION. Anything with a \* is required.
  - IMPORTANT NOTE: If you have an existing Mindbody account use the same email address as your BFC account will synchronise with your existing app.
  - IMPORTANT NOTE: When you create your password, it must be between 8 and 30 characters and includes at least one number or special character, one upper case letter and one lower case letter
5. Under WHAT DO YOU WANT TO HEAR ABOUT select whether you'd like to receive notifications via email and/or text, this will impact how you receive notifications when you come off a waitlist and into a class.
6. Select the blue CREATE ACCOUNT button on the bottom right corner.
  - IMPORTANT NOTE: You might be asked to verify yourself through a series of simple randomised questions, once you answer these questions select the blue verify button on the bottom right of the popup box.

### Connect your BFC Mindbody Account to your current BFC Membership

To be able to book classes, you will need to connect your account to your current BFC Membership. Please note there are no extra charges for this process.

- Select the ONLINE STORE tab in the top right corner and click CONTRACTS which will appear below it.
- The information has been pre-filled, and set to \$0. Simply select the following buttons as they appear MAKE PURCHASE, CHECK OUT & PLACE ORDER.
  - IMPORTANT NOTE: You might be asked to verify yourself through a series of simple randomised questions, once you answer these questions select the verify button on the bottom right of the popup box.
- Once the PURCHASE COMPLETE page appears. Your two accounts have been successfully connected.

Close this window and head to your app store for the final step. Getting the Mindbody App

### Install the Mindbody App

Once you have a connected account, you can use the Mindbody app to book classes.

1. Search for 'mindbody' through your App Store for iPhone or Google Play for Android and select INSTALL.
  - IMPORTANT NOTE: If an error occurs please ensure your phone has its latest software updates and that you have enough space on your phone for the app to function properly.
2. Open the app, select GET STARTED and CONTINUE WITH EMAIL
3. Sign-in with your BFC Mindbody account email and press NEXT then type the same password you created through the Bentleigh Fitness Centre Link.
4. Enter your FIRST NAME & LAST NAME then press the LET'S GO button at the bottom of the page.
5. Select the CONFIRM NOW button and you will be sent to your inbox where an automated email requires you to verify your email address. Open the email and click VERIFY THIS EMAIL ADDRESS.

Once this is complete, close the window and go back to the Mindbody App to create a shortcut to Bentleigh Fitness Centre

### Create a shortcut to Bentleigh Fitness Centre

You can favourite Bentleigh Fitness Centre on the MindBody App to your homepage to fast track all your class bookings.

1. Click the SEARCH FOR ANYTHING bar at the top and type in Bentleigh Fitness Centre.
2. In the LOCATION bar below, type Bentleigh East & select SEARCH
3. Select Bentleigh Fitness Centre and select the HEART ICON located on the top right side just above the words 'Bentleigh Fitness Centre'.
4. Close the app

When you reopen your app a shortcut to Bentleigh Fitness Centre will appear on your home page, ready for you to book.

*Details on how to book classes will be updated closer to reopening.*