

Online Registration Tutorial for Youth Drop-In Classes

Go to odc.dance/mindbody

Click **Sign In** on the top right corner of the page. The sign-In form will pop up.

Class or teacher you don't see? Check out the workshop tab!

Staff sign-in | Create account **Sign In**

ADULT CLASSES | ADULT WORKSHOPS | YOUTH DROP-IN CLASSES | MY INFO | ONLINE STORE | HEALTHY DANCERS' CLINIC | HELP

All class types | All class levels | All teachers

Class Schedule

Today | Day | Week | 5/17/2020

| Start time | Classes | Teacher | Assistant | Accompanist | Room | Duration |
|-------------------------|---|------------------|-----------|-------------|------|------------|
| 6:00 pm | Samba - Open Level (ONLINE) | Raffaella Falchi | | | | 1 hour |
| 6:30 pm | Hip Hop - Intermediate (ONLINE) | Angelica Perez | | | | 1 hour |
| Sat May 16, 2020 | | | | | | |
| 9:00 am | Pilates Mat - Beginning/Intermediate (ONLINE) | Miquel Banket | | | | 45 minutes |
| 10:00 am | Ballet - Intermediate (ONLINE) | Mae Chesney | | | | 1 hour |
| 11:30 am | Belly Dance - Mixed Level Drills (ONLINE) | Jill Parker | | | | 45 minutes |
| 12:30 pm | Contemporary - Beginning (ONLINE) | Kristin Damrow | | | | 1 hour |
| 1:45 pm | Contemporary - Intermediate (ONLINE) | Kristin Damrow | | | | 1 hour |
| Sun May 17, 2020 | | | | | | |
| 11:30 am | Ballet - Intermediate (ONLINE) | Christopher Lam | | | | 1 hour |
| 2:30 pm | Sign Up Now Hip Hop - Beginning (ONLINE) | Angelica Perez | | | | 1 hour |

Returning Families: You already have a MindBody account with us. Use the **Sign In** on the left side of the form. Enter the email address associated with your Youth & Teen Program enrollment to access your account. If you do not have a password or need to reset it, follow the **Need New Password** prompt.

New Families: Create a new account using the right side of the form: **Create an Account**

Sign In

Welcome back. Use your email and password to log in.

[Need new password?](#) **Sign In**

OR

Create an Account

New here? Let's get started with your email.

Next >

Once once logged in:

Select the **My Info** tab. In this tab, you can see and edit the details of your profile and account, add family members, change your payment method, view your schedule, etc. Update these details as needed.

- Make sure your child attending a **Youth Drop-In Class** is already added to your account under **Family Members**, or add them to family members. For each family member, we need a complete profile, please take a moment to complete all the fields. We need their birthday, relationship to you, your email address, phone number to share information and links.
- Please make sure to select **Yes** on the **Paid For By** option at the bottom of each young family member section. Save the Info by clicking Save when you are done, at the bottom of the page.:

The screenshot shows a web interface with a navigation bar at the top containing tabs: ASSES, ADULT WORKSHOPS, YOUTH DROP-IN CLASSES, MY INFO (selected), ONLINE STORE, and HEALTHY DANCERS' CLINIC. Below the navigation bar are sub-tabs: Profile, My Schedule, Visit History, Purchase History, and Account. The main content area is titled 'Profile' and is divided into three columns:

- Personal** (Save): Fields for Name, Email, Password, Address, City, State (California), Postal code, Country (UNITED STATES), and Birthday (mm/dd/yyyy).
- Billing Information** (Edit): Fields for Name on card, Billing address, CC Type, CC Number, and CC Expiration.
- Family Members** (Save): Fields for First name, Last name, Relationship (Child of: [redacted]), Gender (No gender selected), Birthday (mm/dd/yyyy), Email, Home phone, Mobile phone, and Paid for by (Yes/No radio buttons).

All fields are needed for each family member in order to sig-in successfully and receive the class links:

First name *

Last name *

Relationship *

Paid for by Carlos Ventura Yes No

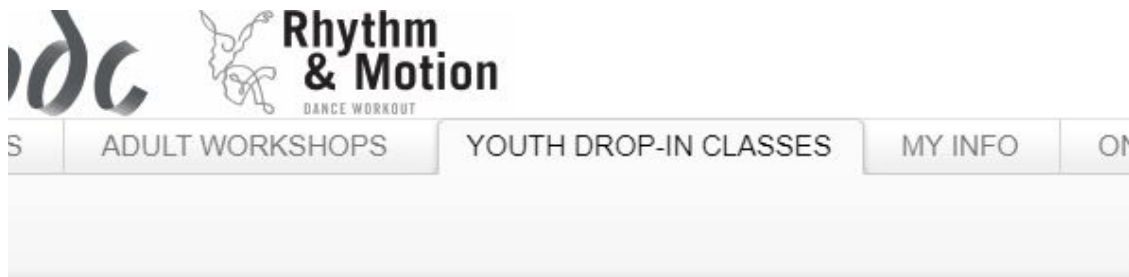
Mobile phone

Email

Gender

Birthday

Select the **Youth Drop-In Classes** tab:



Class Schedule

Today


On the calendar: Enter the date of the class you would like your child to attend

Click the **Sign Up Now** button for the chosen class. The child attending class must meet the age requirement.

Class Schedule

- Mondays, 3:30-4:00 PM Kid Dance with Lindsay Leonard (Ages 6-7)
- Mondays, 4:30-5:00 PM Jr. Ballet Movers with Ayana Yonesaka (Ages 4-5)
- Tuesdays, 3:30-4:00 PM Afternoon Moves with KJ Dahlaw (Ages 3-4)
- Wednesdays, 3:30-4:00 PM Jr. Contemporary Movers with Ky Frances (Ages 5-6)

Class Schedule

Today < Day > < Week > 5/18/2020 

| Start time | | Classes | Teacher | Assistant | Accompanist | Room | Duration |
|-------------------------|-----------------------------|----------------------------|--------------------------|-----------|-------------|------|------------|
| Mon May 18, 2020 | | | | | | | |
| 3:30 pm | Sign Up Now | Kid Dance (Online) | Lindsay Leonard | | | | 30 minutes |
| 4:30 pm | Sign Up Now | Jr. Ballet Movers (Online) | Ayana Yonesaka | | | | 30 minutes |
| Tue May 19, 2020 | | | | | | | |
| 3:30 pm | Sign Up Now | Afternoon Moves (Online) | KJ Dahlaw | | | | 30 minutes |
| Wed May 20, 2020 | | | | | | | |
| 3:30 pm | Sign Up Now | Jr. Contemporary Movers | Kylie Woodward-Sollesnes | | | | 30 minutes |
| Thu May 21, 2020 | | | | | | | |

Select Make Reservation for **Someone else:**

The screenshot shows a reservation form for 'Kid Dance (Online)'. At the top, there is a navigation bar with 'CLASSES', 'ADULT WORKSHOPS', and 'YOUTH DROP'. The form itself has a header with the 'DOL & MOTION DANCE WORKOUT' logo. Below the logo, there are radio buttons for 'Make reservation for' with options 'Myself' and 'Someone Else'. The 'Someone Else' option is selected. Below these options is a text input field for the child's name, followed by a question mark icon. A checked checkbox labeled 'Pay for this other client?' is located below the input field. The class details are listed below: 'Kid Dance (Online)', 'Teacher: Lindsay Leonard', 'Time: 3:30 pm - 4:00 pm', and 'Date: Monday 5/18/2020'. At the bottom of the form is a large black button with the text 'Make a single reservation'.

Enter the name of the child as it appears on the account (You will only need to enter the child's name once. For future classes, their name will be remembered for these classes to ease the sign-in process). Click **Make Single Reservation**

This will take you to the retail menu with the option for classes to buy. Choose your preferred option and proceed to check out. If you purchase a multiple class pass, the remaining classes will be stored in the child's account for future use. You are welcome to sign the child for another class within a two-week-period.

If you have already purchased a multiple class option, the child will be signed in automatically into class and you will be finished with the sign-in process

Sign-up complete!

My Schedule

You've Booked: Afternoon Moves (Online) on 5/19/2020 at 3:30 pm [Book another class](#)

| Day | Time | Share | Class | Teacher | Room | Web | Reschedule | Cancel |
|--------------------------------|---------|-------|--------------------|-----------------|------|-----|------------|--------|
| This week at ODC Dance Commons | | | | | | | | |
| Mon 5/18/2020 | 3:30 pm | | Kid Dance (Online) | Lindsay Leonard | | Yes | | Cancel |

Cancellation Policy

If you would like to cancel or modify a reservation or appointment, click "Cancel."

"Late Cancel" appears when the online cancellation period has passed. This option can be used to allow another person to register in that availability. For more information, please contact ODC Dance Commons at (415) 549-8519.

Retail Screen:

Services

Your reservation is almost done...

You are scheduling 1 visits.

What kind of Series or Membership would you like?

Which Series or Membership would you like?

Youth Drop-in Class - \$15 \$15.00 >

Youth Drop-In 4 Class Pass \$55.00 >

Expiration Date: 5/17/2021

Check out screen:

Order Summary

| | |
|--------------------|----------------|
| Subtotal | \$55.00 |
| Grand total | \$55.00 |

Cart Items

Youth Drop-In 4 Class Pass

Quantity: 1 \$55.00

Email

Contact Email

Store this as my email address

Billing Information

Pay with Credit Card

Option 1 Use my billing information on file.

Option 2 I will supply my billing information.

PLACE ORDER

Click **Place Order**, and your transaction will be complete!

- If you run into any issues, please contact frontdesk@odc.dance for added support.

- Once a child is signed into class, you will receive a link to the zoom meeting 15 minutes before the start of the class via email.
- The window to sign in for class ends 15 minutes before the class. Please sign up in advance!
- Multiple Class Passes are valid for 90 days from the first use.
- Children participating in Youth Drop-In classes must have their video on during the class.

Thank you so much! We look forward to seeing your child in class.