

MINDBODY ONLINE ACCOUNT & CUSTOMER PROFILE CREATION

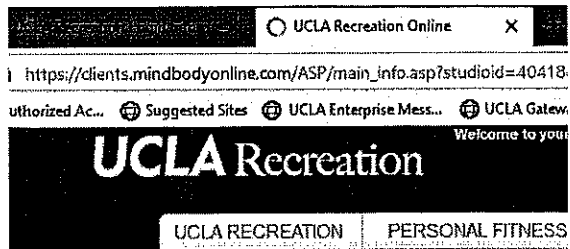
1. Go to <https://clients.mindbodyonline.com/classic/ws?studioid=40418> by copy and pasting the link into a browser.
2. Enter your email into the "Create An Account" section on the right. Click NEXT. (*Enter the email address you'd like to receive updates about our classes, cancellations, location changes, etc.)

The screenshot shows the top navigation bar of the UCLA Recreation website. It includes the logo, a welcome message, and fields for email and password with a 'Log In' button. Below the navigation bar is a menu with links for 'UCLA RECREATION', 'PERSONAL FITNESS TRAINING', 'KFIT (KREC)', 'FITZONES', 'BNIP ONGOING', and 'MY INFO'. The main content area is titled 'UCLA Recreation - Online Store & Scheduler'. It features a 'Log in as Mandy Muenzer' section with a 'Log In' button. Below this are two main sections: 'Log In' and 'Create an Account'. The 'Log In' section has fields for 'Email' and 'Password' and a 'Log in' button. The 'Create an Account' section has an 'Email' field and a 'Next >' button. A large arrow points to the 'Create an Account' section.


3. If it says your email already is in use, don't be alarmed; many UCLA staff who have been participating in FITWELL programs are already in our system. If this is the case, click on "Need New Password" on the left Log In box. Then enter your email address, click NEXT. *****Then check your email to click on the link they send to you to create a new password for your account.** The subject of the email will be "UCLA Recreation Login Information"

This image provides a closer view of the 'Log In' and 'Create an Account' sections. The 'Log In' section includes a 'Need new password?' link with an arrow pointing to it, and a 'Log in' button. The 'Create an Account' section includes an 'Email' field and a 'Next >' button.

- Once you create your new account or your new password, a profile page will come up. Click "EDIT" and fill out the remaining information fields and select how you would like to be contacted via email or text about any future class updates, cancellations, etc. ***MAKE SURE TO CLICK SAVE** after you're done filling out the information fields.



Profile

Personal 

Name: Mandy Muenzer

Email: mandylon3@gmail.com

Password: *****

Address: CA
UNITED STATES

What do you want to hear about?
We'll still email receipts and anything critical.

Your account

Email Text

Reminders and schedule changes

Email Text

News and promos

Email Text

Campus or Health? None

What department do you work for? None

UCLA Recreation

UCLA RECREATION PERSONAL FITNESS TRAINING KFIT (P)

Profile My 1

Name: Mandy Muenzer

Email: mandylon3@gmail.com

Password: *****

Address: []

City: []

State: California

Postal code: []

Country: UNITED STATES

Birthday: mm/dd/yyyy

Primary phone: []

Work phone: []

Work extension: []

Mobile phone: []

What do you want to hear about?
We'll still email receipts and anything critical.

Your account

Email Text

Reminders and schedule changes

Email Text

News and promos

Email Text

Campus or Health? None

What department do you work for? None

Save

***MAKE SURE TO CLICK SAVE** after you're done filling out the information fields.

- Now you can login to the site every time you are planning to attend a BHIP class or FIT ZONE class. Login and then select the TAB along the top that correlates with the class you want to sign in for. (For BHIP, click BHIP. For FITZONES, click FITZONES.)

UCLA Recreation Online

https://clients.mindbodyonline.com/classic/?mainclass?E=true&LstID=106

UCLA Recreation

UCLA RECREATION PERSONAL FITNESS TRAINING KFIT (KREC) FITZONES BHIP ONGOING MY INFO

Class Schedule

Start time	Classes	Instructor	Assistant	Assistant 2	Location	Duration
Mon July 09, 2018						
6:10 am	BHIP Ongoing 6:15am	Ryan Matthews			Drake Stadium	1 hour
7:15 am	BHIP Ongoing 7:15am	Ryan Matthews			Drake Stadium	1 hour
11:00 am	BHIP Ongoing 11am	Ryan Matthews			Drake Stadium	1 hour
12:00 pm	BHIP Ongoing 12pm	Ryan Matthews			Drake Stadium	1 hour
5:15 pm	Sign Up Now (0 Reserved, 59 Open)	Ryan Matthews			Drake Stadium	1 hour
6:15 pm	Sign Up Now (0 Reserved, 59 Open)	Ryan Matthews			Drake Stadium	1 hour
Tue July 10, 2018						
6:15 am	Sign Up Now (0 Reserved, 59 Open)	Ryan Matthews			Drake Stadium	1 hour
7:15 am	Sign Up Now (0 Reserved, 59 Open)	Ryan Matthews			Drake Stadium	1 hour
11:00 am	Sign Up Now (0 Reserved, 59 Open)	Ryan Matthews			Drake Stadium	1 hour

- THEN, click the "SIGN UP NOW" button for the classes you are planning to attend. Moving forward, we request that you sign up for any class you plan to take. You can also cancel a reservation at any time. Please use the system to assist us in accurately tracking your participation.

UCLA Recreation Online

https://clients.mindbodyonline.com/classic/?mainclass?E=true&LstID=106

UCLA Recreation

UCLA RECREATION PERSONAL FITNESS TRAINING KFIT (KREC) FITZONES BHIP ONGOING MY INFO

Class Schedule

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12:00 pm	Sign Up Now	Ryan Matthews			Drake Stadium	1 hour

- You will now be scheduled for the classes you've signed up for. You will receive any updates concerning your class enrollment if any changes occur.

The screenshot shows the UCLA Recreation Online interface. At the top, there is a navigation bar with the UCLA Recreation logo and a user profile section indicating the user is logged in as Mandy Muenzer. Below this is a menu with categories like 'UCLA RECREATION', 'PERSONAL FITNESS TRAINING', 'KFIT (KREC)', 'FITZONES', 'BHIP ONGOING', and 'MY INFO'. Under 'MY INFO', there are links for 'Profile', 'My Schedule', 'Visit History', 'Purchase History', and 'Account'.

The 'My Schedule' section features a table with the following data:

Day	Time	Share	Class	Instructor	Room	Web	Reschedule	Cancel
This week at UCLA Recreation								
Mon 7/6/2016	6:15 pm		BHIP Ongoing 6:15pm	Ryan Matthews	Drake Stadium	Yes		

Below the table is a 'Cancellation Policy' section with the following text:

Cancellation Policy
FITWELL Services:
One-on-One Services:
 Personal Fitness Training, Instructor or Registered Dietitian must be notified at least 24 hours in advance of a scheduled appointment. You must receive verbal confirmation of cancellation. If you do not appear for a scheduled appointment or fail to give 24 hours notice, you will be charged for the full session.
 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 UCLA Recreation at (310) 206-4924.

- Thank you for creating an account and accurate profile! We really appreciate your help to create better communication regarding our classes and programs.

