

ONLINE ENROLLMENT PROCEDURES – FITNESS

Hello and welcome to online to the online enrollment procedures for the IDC Wauconda and IDC North (Fox Lake) Fitness Classes. IDC uses Mindbody, which is a client management software system.

The following instructions are for reserving classes in our FITNESS PROGRAM only. There are slightly different instructions for enrolling into the dance classes. Those will be published as a separate document.

Go to Mindbody:

<https://clients.mindbodyonline.com/classic/ws?studioid=222006&stype=124&sView=day&sLoc=0>

Step 1: Log in or create your Mindbody account.

All participants are required to have an account with IDC before enrolling in fitness or dance classes. If you are an existing customer, an account was already established by a staff member but you may need to establish an online password.

Illinois Dance Conservatory - Online Store & Scheduler

The screenshot shows the login and account creation options. On the left, the 'Sign In' section has a 'Welcome back. Use your email and password to log in.' message, an email input field, a password input field, and a 'Sign In' button. A link for 'Need new password?' is also present. On the right, the 'Create an Account' section has a 'New here? Let's get started with your email.' message, an email input field, and a 'Next' button. A 'Log In' button is also visible at the top right of the page.

If you are unsure if you have an account, you can select "Create an Account", enter your email address and you will be advised if an account already exists.

This email address is already in use. Please log in or create a new password.

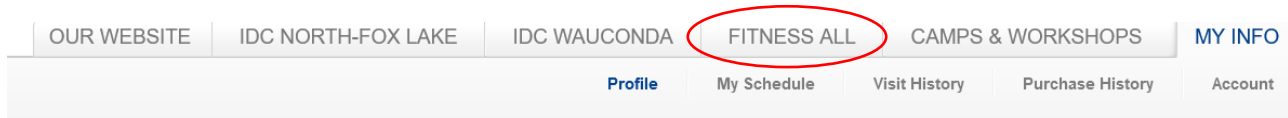
If you need to reset your password, please click on the link located on the "Sign In" side and follow instructions.

Once you are successfully logged in you will see the below screen. From here you will be able to add a family member or reserve your desired class.

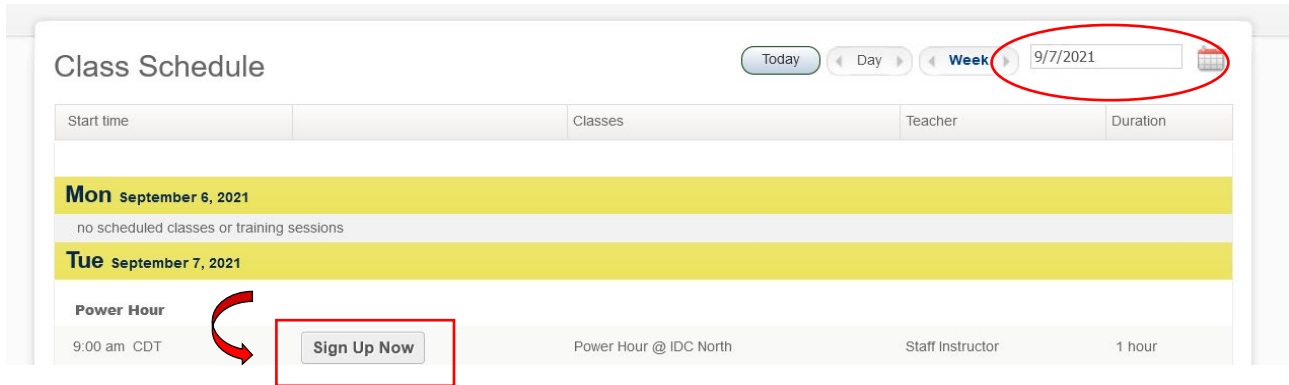
The screenshot shows the user profile page. At the top, it says 'Welcome Test Test, you're signed in' with a 'Sign Out' link. Below this is a navigation menu with 'OUR WEBSITE', 'IDC NORTH-FOX LAKE', 'IDC WAUCONDA', 'FITNESS ALL', 'CAMPS & WORKSHOPS', and 'MY INFO'. The 'Profile' page is active, showing two main sections: 'Personal' and 'Family Members'. The 'Personal' section includes fields for Name (Test Test), Email (info@ildanceconservatory.com), Password (*****), Address (11111 Main St, IL 60084 UNITED STATES), Birthday (1/1/2001), Mobile phone ((511) 111-1111), and Mobile provider (None). There are also checkboxes for 'Email', 'Text', and 'Reminders and schedule changes'. The 'Family Members' section shows a child named 'Little Test' with 'No gender selected' and 'Paid for by: Test Test'. There is an 'Add Family Member' button. At the bottom, there is a link to 'Manage your personal Illinois Dance Conservatory data, please go to: [data_options](#)'.

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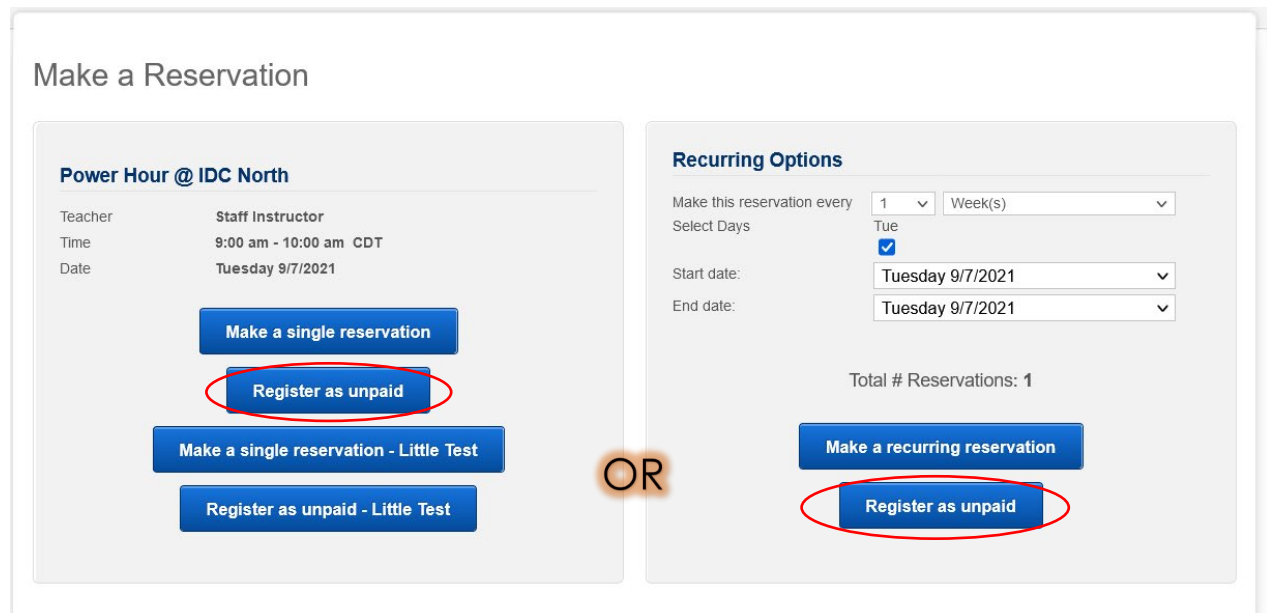
Step 2: Selecting your FITNESS CLASS



- Click on “Fitness All” to enter the Fitness Platform
- Advance date to your desired start
- Click on the “Sign Up Now” tab located next to the class you wish to reserve



- You will have (2) options when making your reservation
 - Make a single reservation
 - Make a recurring reservation



With either choice, please select “Register as unpaid”.

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- If registering for multiple sessions of same class, change the quantity and duration, start date and end date then select "Register as unpaid"

Recurring Options

Make this reservation every: 1 Week(s)

Select Days: Tue

Start date: Tuesday 9/7/2021

End date: Tuesday 10/26/2021

Total # Reservations: 8

Make a recurring reservation

Register as unpaid

- You will then be redirected to a schedule screen and an opportunity to book another class.

My Schedule You've Booked: Power Hour @ IDC North [Book another class](#)

[Email my schedule](#)

Day	Time	Share	Class	Teacher	Web	Reschedule	Cancel
9/5/2021 - 9/11/2021 at Illinois Dance Conservatory							
Tue 9/7/2021	9:00 am CDT		Power Hour @ IDC North	Staff Instructor	Yes		Cancel
9/12/2021 - 9/18/2021 at Illinois Dance Conservatory							
Tue 9/14/2021	9:00 am CDT		Power Hour @ IDC North	Staff Instructor	Yes		Cancel
9/19/2021 - 9/25/2021 at Illinois Dance Conservatory							
Tue 9/21/2021	9:00 am CDT		Power Hour @ IDC North	Staff Instructor	Yes		Cancel
9/26/2021 - 10/2/2021 at Illinois Dance Conservatory							
Tue 9/28/2021	9:00 am CDT		Power Hour @ IDC North	Staff Instructor	Yes		Cancel
10/3/2021 - 10/9/2021 at Illinois Dance Conservatory							

- Repeat Step 2 if you want to book additional classes.

❖ **Due to current software limitations, we are unable to accept payment through this initial online booking process. However, you will have immediate access to your booked class.**

❖ **An invoice will be EMAILED to you by the IDC staff for payment within 72 hours.**

Please contact us with any questions you may have! Enjoy your class!