

TCO FITNESS CLASSES REGISTRATION INSTRUCTIONS

MINDBODY

MINDBODY is the software application that TCO subscribes to for clients to easily register for the classes they would like to attend. Your information will not be shared or used for solicitation purposes of any kind.

All class registration is completed through our website using the MINDBODY software. Walk-ins are welcome, but space is limited, so pre-registration is highly encouraged.

Beginning February 1, 2018, TCO Fitness Classes will no longer be complementary. All payment for TCO Fitness Classes will be processed through MINDBODY.

We look forward to seeing you in class!

HOW TO REGISTER FOR TCO FITNESS CLASSES WITH MINDBODY

1. Visit TCOmn.com/FitnessClasses and select the **TCO Fitness Classes Calendar** icon.
 - This will bring you to Classes tab on the TCO MINDBODY page.
2. On the Fitness Classes page, you will find class descriptions, times, and locations.
 - Under the **Classes tab**, there are different **search filters** (locations, service categories, class types, and teachers). You may use these filters to find your preferred class.
3. Once you find your preferred class, click **Sign Up Now** next to the class title.
4. If you have an existing MINDBODY account, enter your **login** credentials here.
 - If you do not have an existing account, **Create An Account** by entering in your email address and clicking **Next>**. Fill out the required fields, read the waiver and check the box, and then click **Create Account**.
5. Select the type of reservation you would like to make. Either **Make a Single Reservation** or **Make a Recurring Reservation**.
 - If you are making a recurring reservation, fill in the required fields.
6. This will bring you to the **Services** page under the **Online Store** tab. Select which **Series or Membership** you would like to purchase.
7. Confirm your appointment details in your **Shopping Cart**.
 - If you have a promotional code, enter it in the **PROMOTION CODE** text box and click **APPLY**.
8. Click **CHECKOUT** and then entering billing information and click **PLACE ORDER**.
9. Upon completion, you will be able to review your classes by clicking the **My Info** tab and selecting **My Schedule**.

HELPFUL TIPS FOR YOU MINDBODY ACCOUNT/PROFILE

Along the top you will see the following 6 tabs:

- **Our Website** – Takes you back to TCOmn.com.
- **Classes** – Shows you week by week schedule of TCO Fitness Classes. This is where you will be able to sign up for the class of your choice.
- **Appointments** – If you are interested in scheduling appointments for services other than Fitness Classes this is the place to do so. These personalized services include Nutrition, Chiropractic, Massage Therapy, Personal Training, AlterG Treadmill, and Personal Training).
- **Online Store** – Other TCO products and services offered through MINDBODY (ImPACT Concussion test, Sports Performance Programs, etc.).
- **My Info** – Your profile showing your personal information, billing information, class schedule, and class history.
- **Help** – FAQ's and more information about TCO on the MINDBODY platform.