

## MINDBODY INSTRUCTIONS

### Important Notes:

If you are unable to sign up online for any of the above, please contact the Welcome Center for assistance.

Maximum 3 total reservations per week for Group Exercise, Gym Reservations, Synergy Studio Reservations and Swim Reservations.

### CREATING AN ACCOUNT:

#### *On a computer desktop/ laptop:*

Please go to the appropriate link for your branch:

- **Doylestown:** [CLICK HERE!](#)
- **Fairless Hills/ Holland Pool:** [CLICK HERE!](#)
- **Quakertown:** [CLICK HERE!](#)
- **Warminster:** [CLICK HERE!](#)
- Create your own account by clicking “create account” – you will be prompted to enter an email, create a password and fill out the required fields
- You can browse reservation options (group exercise, aquatics, open gym, etc.) without having to create an account by clicking on the tabs located at the top of the page.
- ***\*Important to note, members do need to create an account to make an actual reservation.***
- ***\*Also: For members who like to travel branch to branch, you must create a new account for each branch; however your email and password can be the same for each branch.***

#### ***From the YMCA of Bucks County APP (Doylestown & Warminster):***

- *Members, if you do not have our free phone APP, it can be downloaded by searching ‘ymca bucks’ in the Google Play or App store*
- Open the YMCA of Bucks County APP
- From the home screen, scroll down to the tile that says MindBody and click the tile
- Once the tile opens, it will redirect you to the MindBody APP for the users home branch that is listed on the APP
- For our members in Fairless Hills, Newtown and Quakertown; the MindBody tile will be arriving, Friday, July 10

#### ***On an Iphone or Android device:***

- Go to your app store and search MindBody - download the app to your device (\*note - do not download the MindBody Business app)
- If you are new to MindBody, you will be prompted to create your own account using your email and cell phone number
- You will create a password and this will be your new account
- To find us, search as follows: YMCA of Bucks County (\*note - if the search does not find YMCA of Bucks County, check your mileage settings in the search. To see all of our locations, we suggest setting your mileage to 30 miles)
- From the search, choose your desired branch location: Doylestown, Fairless Hills and Newtown, Quakertown or Warminster
- You will then see your branch displayed - tap on the branch icon

## **TO BOOK A GROUP EXERCISE CLASS:**

### ***Desktop:***

- Once you are in the Mindbody site, click on the tab that is labeled "classes"
- You are then prompted to choose to view the class schedule by the day or by the week - once you select date or week the schedule of available classes will be listed
- Choose your class that you would like to take and click "Sign Up Now" and you will be added to the class roster
- You can view your schedule at any time by clicking "my schedule"
- If you would like to cancel your class, view your schedule and click "cancel" and then "ok"
- Please register at least 12 hours in advance and please cancel if for some reason you cannot attend the class
- Mindbody will send a confirmation and reminder for your class

### ***Iphone or Android:***

- Once you have opened the Mindbody app and chosen your YMCA of Bucks County Branch, tap "view schedule"
- Tap on "classes" then tap on a date that you are interested in signing up for a class, this will list all classes available that day
- Once you find the class you are interested in signing up for, tap "book" and tap "book" again
- You will then get an "enjoy your class" note and have the option to add to your calendar
- Please register at least 12 hours in advance and please cancel if for some reason you cannot attend the class.
- Mindbody will send a confirmation and reminder for your class
- To view your scheduled classes, tap on the profile icon at the bottom of your screen - you will then see a list of your upcoming appointments
- If you need to cancel your class, look for your scheduled class page and tap "cancel" and then "cancel booking"

## **TO BOOK A GYM OR BASKETBALL RESERVATION:**

### ***Desktop:***

- Once you are in the site, click on the tab that is labeled “gym reservation”
- You are then prompted to choose which type of gym reservation you would like - Adult Basketball or Open Gym
- With Whom? Do not use this option
- When? You can choose any option based on day, time or date and click “search;” \*\*we recommend you click Sunday-Saturday to best capture all availability
- A list will then appear by day, date and time
- Click “book” under the date and time you would like to reserve
- If you would like to view your appointments, click the “my schedule” button located in the “my info” tab and your schedule will appear
- To cancel your reservation, click “cancel” or “reschedule” if you need to make a change to your reservation
- Please register at least 12 hours in advance and please cancel if for some reason you cannot attend the class
- Mindbody will send a confirmation and reminder for your class

### ***Iphone or Android:***

- Once you have opened the app and chosen your YMCA of Bucks County Branch, tap “view schedule”
- Tap on “appointments” then tap on “gym reservations” and tap on the type of swim reservation you would like - Adult Basketball or Open Gym
- Under “pick a staff”, just choose open gym or adult basketball
- You can then tap on the date that you would like to reserve
- Once you tap on the date, all available times will be listed for that lane - choose your time and tap on it
- Tap “complete booking” - you will then get an “enjoy your visit” note
- To view your scheduled swim reservations, tap on the profile icon at the bottom of your screen - you will then see a list of your upcoming appointments
- If you need to cancel your class, look for your scheduled class page and tap “cancel” and then “cancel booking”
- Please register at least 12 hours in advance and please cancel if for some reason you cannot attend the scheduled swim reservation
- Mindbody will send a confirmation and reminder for your reservation

**TO MAKE A RESERVATION IN THE SYNERGY STUDIO: (Quakertown and Warminster branches)**

### **Desktop:**

- Once you are in the site, click on the tab that is labeled "synergy"
- When? You can choose any option based on day, time or date and click "search" \*\*we recommend you click Sunday-Saturday to best capture all availability
- A list will then appear by day, date and time
- Click "book" under the date and time you would like to reserve
- If you would like to view your appointments, click the "my schedule" button located in the "my info" tab and your schedule will appear
- To cancel your reservation, click "cancel" or "reschedule" if you need to make a change to your reservation
- Please register at least 12 hours in advance and please cancel if for some reason you cannot attend the class
- Mindbody will send a confirmation and reminder for your class

### **iPhone or Android:**

- Once you have opened the app and chosen your YMCA of Bucks County Branch, tap "view schedule"
- Tap on "appointments" then tap on "synergy"
- Tap on the date that you would like to reserve
- Once you tap on the date, all available times will be listed - choose your time and tap on it
- Tap "complete booking" - you will then get an "enjoy your visit" note
- To view your scheduled swim reservations, tap on the profile icon at the bottom of your screen - you will then see a list of your upcoming appointments
- If you need to cancel your reservation, look for your scheduled class page and tap "cancel" and then "cancel booking"
- Please register at least 12 hours in advance and please cancel if for some reason you cannot attend the scheduled swim reservation
- Mindbody will send a confirmation and reminder for your reservation

## **TO BOOK A SWIM RESERVATION:**

### **Desktop:**

- Once you are in the site, click on the tab that is labeled "swim reservations"
- You are then prompted to choose which type of swim reservation you would like - Family Open Swim, Lap Lane Reservation or Open Swim Reservation
- With Whom? Do not use this option
- When? You can choose any option based on day, time or date and click "search" \*\*we recommend you click Sunday-Saturday to best capture all availability
- A list will then appear by day, date and time
- Click "book" under the date and time you would like to reserve
- Note \*for Lap Lane Reservations only - if you would like to share the lane with a member of your household (max two individuals from the same household) put their name under the "notes" section and click "book appointment"

- If you would like to view your appointments, click the “my schedule” button located in the “my info” tab and your schedule will appear
- To cancel your reservation, click “cancel” or “reschedule” if you need to make a change to your reservation
- Please register at least 12 hours in advance and please cancel if for some reason you cannot attend the class
- Mindbody will send a confirmation and reminder for your class

***Iphone or Android:***

- Once you have opened the app and chosen your YMCA of Bucks County Branch, tap “view schedule”
- Tap on “appointments” then tap on “swim lane reservations” and tap on the type of swim reservation you would like - Family Open Swim, Lap Lane Reservation or Open Swim Reservation
- Under “pick a staff”, just choose a lane number (Lap Pool 1-6 or Water Park Pool Lane 3)
- You can then tap on the date that you would like to reserve
- Once you tap on the date, all available times will be listed for that lane - choose your time and tap on it
- Tap “complete booking” - you will then get an “enjoy your visit” note
- To view your scheduled swim reservations, tap on the profile icon at the bottom of your screen - you will then see a list of your upcoming appointments
- If you need to cancel your reservation, look for your scheduled class page and tap “cancel” and then “cancel booking”
- Please register at least 12 hours in advance and please cancel if for some reason you cannot attend the scheduled swim reservation
- Mindbody will send a confirmation and reminder for your reservation