



MINDBODY WEBSITE BOOKING INSTRUCTIONS

You will be required to set up an account on our Mindbody booking website/app and read the terms set out in our Gymnast Information Pack. Once signed up, you will be able to make payments and manage your class bookings.

- 1) Head to the Mindbody client portal booking [website](#).
- 2) Create a parental login under your name.
- 3) **Select “add child” so you can later book in on their behalf.**

Website Instructions to PURCHASE THE REGO FEE:

- 4) Select the **Bookings and store** tab in the top ribbon
- 5) Select “Services” ☐ click on the drop-down ☐ select **registration fee** to add to cart (once per year PER person, \$50 for Kindergym or \$60 all other classes). *Ensure you are in the correct child’s account.
EXEMPTIONS INCLUDE: birthday parties, holiday programs, and free play.

Website instructions to PURCHASE A TERM BOOKING UPFRONT:

- 6) Select the **Bookings and store** tab in the top ribbon
- 7) Select “Services” ☐ click on the drop-down ☐ select the **membership type** to add to cart (e.g. RecGym or Kindergym)
- 8) You will be redirected to your cart to make payment. **YOU NOW HAVE CREDITS TO USE TOWARDS CLASSES.**

OR Website instructions to SET UP A WEEKLY PAYMENT PLAN for term bookings (weekly direct debit):

- 6) Select the **Bookings and store** tab in the top ribbon
- 7) Select “Contracts” ☐ click on the drop-down ☐ select the **membership type** to add to cart (e.g. RecGym or Kindergym)
- 8) Select the start date (term start dates can be found on our class timetable).
- 9) Agree to the terms and click “Make a purchase”. **You have now purchased a 10 week membership. YOU NOW HAVE 10 CREDITS TO USE TOWARDS CLASSES.**

***DISCOUNTS:** We offer discounts for those doing more than 1 class per week (discount code: Multiclass) or for multiple people/siblings (code: Sibling). Apply an **Active Kids Voucher by 1st emailing us your voucher code** and applying the discount code: ActiveKids. To apply 2 vouchers, you will need to do 2 separate transactions. Only one discount code applicable per term.

Website instructions to BOOK A CLASS USING MEMBERSHIP CREDITS (must complete steps above):

- i) Once you have purchased credits (above), select the “Classes” tab at the top left.
- ii) Click “Sign up now” on desired class eg. Wednesday 3:30 class (navigate through the calendar).
- iii) Select to either book in for an entire term using multiple credits by clicking “Book using multiple credits” on the RIGHT side. OR by using one of your credits for a single reservation (“Book using a single credit” on the LEFT side). You will need to do this for each week you wish to attend.

You are now enrolled into our term classes. Manage your bookings and make-up future missed sessions by heading to “My Info” → “My Schedule” → “Cancel” a scheduled session. This will give you a credit to go back to the “classes” tab to reschedule for another day/week. **Strictly only 2 make-up sessions allowed per child per term. You can only cancel a session for credit BEFORE the class starts. After this you forfeit the make-up credit.** Please email us at larissa@coregnf.com, and we’ll respond as soon as possible to help you choose an appropriate make-up class.

Book a single session such as a:

- 1) **FREE PLAY SESSION,**
 - 2) **HOLIDAY PROGRAM SESSION,**
 - 3) first lesson **TRIAL CLASS** if you are a new member, or
 - 4) **CASUAL CLASS** (limited option for special circumstances - please check with the office to see if you are eligible to attend on a casual basis. Casual attendees must still pay the yearly rego fee, and will be charged at a slightly increased rate per session).
- Go to classes (top bar) ☐ Select "Sign Up Now" on the class you would like to attend ☐ Select the left button "Book using single credit" ☐ Select casual option ☐ Enter payment details

Book a **BIRTHDAY PARTY:**

- Go to "Appointments" ☐ select "Birthday party" ☐ Select "choose own dates" and select your preferred date (**Birthday parties are only available on weekends**).
- Press search ☐ Select preferred date and press "Book".
- In notes, write your child's full name, DOB and how many are to be expected to attend (we will reconfirm RSVPs a week before your party) ☐ Press Book Appointment **NOT Reccuring Appointment**
- Please contact larissa@coregnf.com (preferred method) or 0466892890 to check if a party date/time is available (some timeslots are hidden until an earlier timeslot is booked).
- Birthday parties are exempted from the rego fee.

Book a **FREE PLAY SESSION:**

- Go to "Appointments" ☐ select "Supervised Free play" or "Holiday program" ☐ select your preferred amount of time eg. 1hrs/2hrs/3hrs → Click "Search" → Select any of the available times (does not matter if you select "Open Gym 1" or "Open Gym 6" etc. This is the system's way of preventing overbookings).