

MINDBODY APP BOOKING INSTRUCTIONS

You will be required to set up an account on our Mindbody booking website/app, read the terms set out in this policy pack, and sign the club release and waiver of risk form. Once signed up, you will be able to manage your class bookings and make payments. Please see full details below:



- 1) Download the Mindbody app (click here for [Apple](#) or [Android](#))
- 2) Create a parental login under your name
- 3) **Add family members/kids to your account** (MUST NOT SKIP THIS STEP): Go to your “profile” (bottom right) -> Click the “Settings” cog (top right) -> “Manage Family Accounts” and follow the steps.
- 4) Back in the app, select the “explore” tab to search for “Core Gymnastics and Fitness”. Select “schedule to view available classes.

Purchase a **FIRST TIME TRIAL, FULL TERM FEES, CASUAL CLASS, FREE PLAY SESSION or HOLIDAY PROGRAM (when available):**

- 5) In “Schedule” select “Classes” tab (top left) ☐ Select a class day and time from the calendar
- 6) Select “book” on your chosen class
- 7) Ensure each field is correct:
 - Book for (select correct child)
 - Pay with (add payment method)
 - Amount (choose first class trial, casual class, or term payment (the app will automatically display the correct amount of remaining weeks assuming you have selected the correct start date)

NOTE: Free play and Holiday programs are exempt from the rego fee

8) Book a **BIRTHDAY PARTY:**

- Go to “Appointments” tab ☐ Select “Birthday party” ☐ Select “Any staff” ☐ Select a preferred date and available time (**Birthday parties are only available on weekends**).
- **In notes, write your child's full name, DOB and how many are to be expected to attend** (this helps for staffing purposes. We will reconfirm RSVPs a week before your party) ☐ Select “view pricing”
- 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).
- Add card ☐ Add billing information

NOTE: Birthday parties are exempt from the rego fee

Sick or away? HOW TO BOOK A MAKE-UP CLASS: You can early cancel a booked session via your “Profile” (bottom right in app). This will add a credit to your account to select another available session. Please email us at larissa@coregnf.com, and we’ll respond as soon as possible to help you choose an appropriate make-up class.