



# HOW TO CREATE AN ACCOUNT IN MINDBODY YMCA OF METROPOLITAN DALLAS

## WEBSITE INSTRUCTIONS

1. Once you find and select a reservation you would like to select, click BOOK. (using Group Exercise reservation as an example. Clicking BOOK on any will direct you to your account first on all)

YMCA OF METROPOLITAN DALLAS    SELECT LANGUAGE    About the Y    Blog    News & Media    Contact Us    YMCA Policies    SIGN IN

JOIN THE Y    FIND A FITNESS CLASS    ACTIVITIES AT THE Y    FIND A LOCATION    GIVE TO THE Y

5    6    7    8    9    10    11  
12    13    14    15    16    17    18

Full Calendar

Saturday, July 11

07:15 AM – 08:00 AM    Les Mills BODYPUMP  
Carey Robertson  
Semones Family YMCA

08:15 AM – 09:00 AM    Cycle  
Cher Hubbard  
Moody Family YMCA  
8 of 25 open    **BOOK**

08:15 AM – 09:00 AM    Interval Training  
Marilyn Becker  
Semones Family YMCA  
9 of 18 open    BOOK

08:15 AM – 09:00 AM    Cycle  
John Lucas (substitute)    BOOK

2. Select **NEXT** after the reservation you would like to select appears.

Summary

Moody Family YMCA  
Cycle  
with Cher Hubbard  
08:15 AM - 09:00 AM | SAT, JUL 11

**Next**



3. After clicking NEXT, it will direct you to Sign In or create a profile for MINDBODY. Select **Create Profile**.

The screenshot shows a web interface for signing in. At the top, there is a logo for 'the YWCA' and 'THE YOUTH ORGANIZATION FOR HEALTH, WELLNESS AND SOCIAL RESPONSIBILITY'. Below the logo, the text 'Sign In' is displayed. The main content area contains the message 'Ready to go? Let's get started!' followed by input fields for 'Email' and 'Password'. A black 'Sign In' button is positioned below the password field. Below the button, there is a link for 'Need new password?' and the word 'or'. A white 'Create Profile' button is located below 'or' and is circled in blue. At the bottom of the page, the 'mindbody' logo is visible.

4. Enter in your information to begin creating your profile.

The screenshot shows a form for creating a profile. The form is titled 'Create profile' and has a close button in the top right corner. The form is divided into several sections: 'CREATE YOUR LOGIN' with fields for 'Email', 'Enter password', and 'Confirm password'. Below this, there is a note: 'Your password needs to be 8 characters or more, including an uppercase letter, a lowercase letter, a number, and a symbol'. The next section is 'BASIC INFO' with fields for 'First name' and 'Last name'. The final section is 'CONTACT INFO' with fields for 'Address' and 'City'. A 'Privacy - Terms' link is located at the bottom right of the form.



5. Once you are finished, select your preferred location and select or unselect your notification preferences, then click **Create Profile**.

The registration form includes the following elements:

- Postal code input field
- Mobile phone input field
- ADDITIONAL INFO** section (circled in blue), containing a "Preferred location" dropdown menu with "Please select" as the current value.
- "WHAT DO YOU WANT TO HEAR ABOUT?" section with three notification options, each with "EMAIL" and "TEXT" checkboxes:
  - Account Management**: Subscribe to reminders & notifications. Both checkboxes are checked.
  - Schedule Updates**: A heads-up before bookings or when you schedule changes. Both checkboxes are checked.
  - News & Promos**: Updates on events and our latest offers. Both checkboxes are checked.
- A large black button labeled **Create Profile** (circled in blue).
- Text: "Already have an account? [Sign in](#)"
- Privacy - Terms link with a circular arrow icon.

6. Your account is now created and you are all set for your reservation.

The checkout confirmation screen displays the following information:

- Header: "Checkout" with a shopping cart icon and a user profile icon.
- Message: "Thank you for registering with us." (with an information icon)
- Reservation Details:
  - Moody Family YMCA
  - Cycle
  - with Cher Hubbard
  - 08:15 AM - 09:00 AM | SAT, JUL 11
- A large black button labeled **Next**.
- Footer: mindbodU logo.



7. Select **Next**. You now have created an account on MINDBODY and can use the website or MINDBODY app to make future reservations. The prompt View Schedule will let you know your sign ups and you can edit or cancel existing reservations as well.

