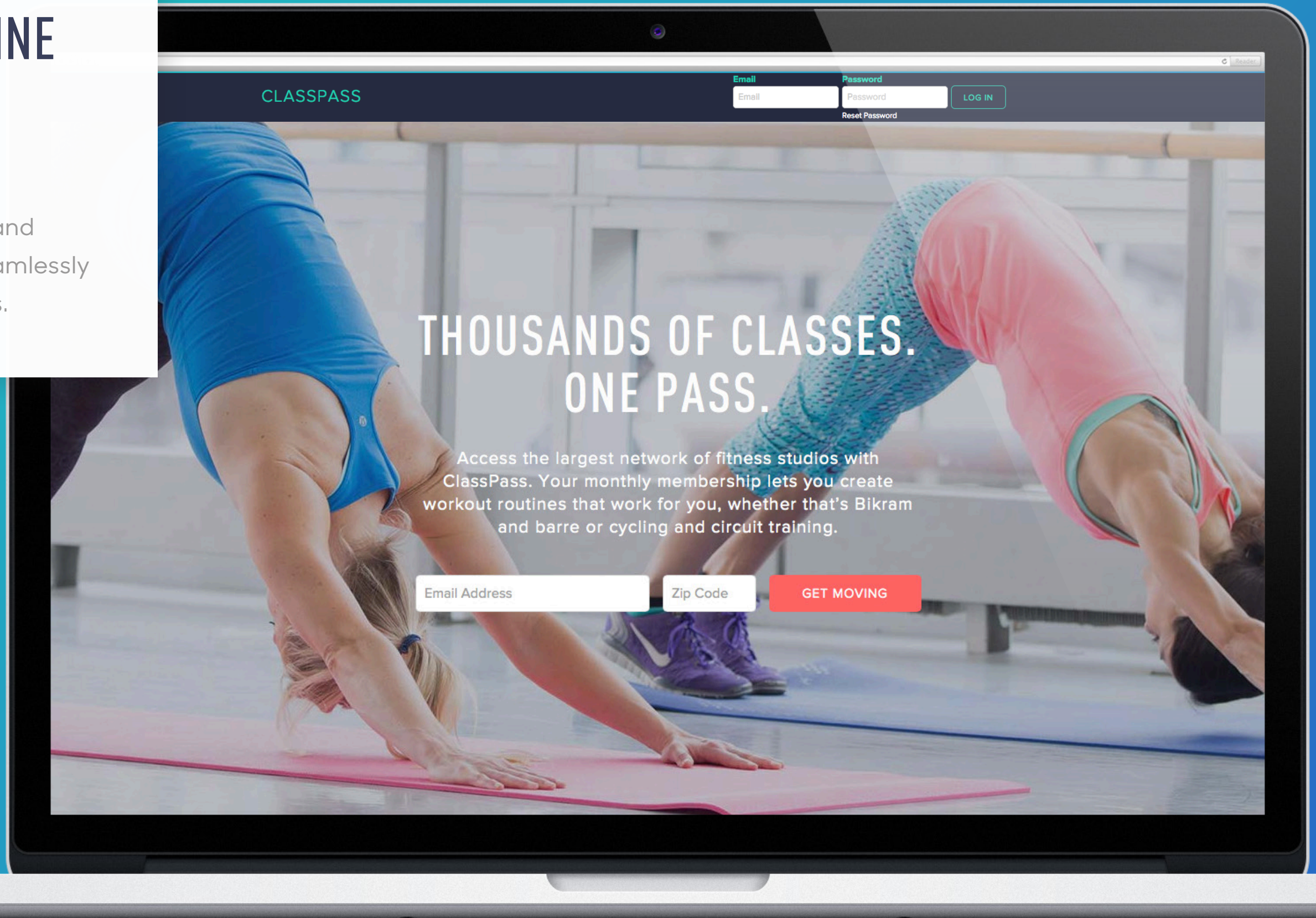


# MINDBODY ONLINE INTEGRATION

Integrate your MindBody and ClassPass accounts to seamlessly manage your reservations.



**MindBody Integration** 3

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**PRICING OPTION SETUP FOR**

**MindBody Grow, Pro or Accelerate Classes** 6

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## MindBody Integration

The most time-sensitive part of this step is the MindBody activation link, as this needs to be completed before we start building your page.

If you've already completed this step, nice job! Skip to page 5.

1. Sign into MindBody as an Owner. It is important that you login as Owner for this to work.
2. Click the link provided upon signing your ClassPass agreement. This is unique to your studio.


The screenshot shows the Classtivity website interface. At the top, there is a navigation bar with the Classtivity logo and a login form with fields for Email/Username and Password, and a Log In button. A red circle with the number 1 is placed over the Email/Username field. Below the navigation bar, there are tabs for CLASSES, APPOINTMENTS, MY INFO, and ONLINE STORE. The main content area is titled "Classtivity Inc. - Online Store & Scheduler" and features a "Log in with Facebook" button and a "Log In" button. Below this, there are two sections: "Been here before?" and "New to our site?". The "New to our site?" section has input fields for "first name" and "last name", and a "Next >" button. An email window is overlaid on the bottom left, titled "Welcome to ClassPass!". The email content includes a greeting, instructions for integrating the MindBody account with ClassPass, and a unique activation link. A red circle with the number 2 is placed over the activation link. The email is signed by Mike Russo, with contact information for launch@classpass.com. The bottom right corner of the website shows "Powered by MIN".

# MindBody Integration

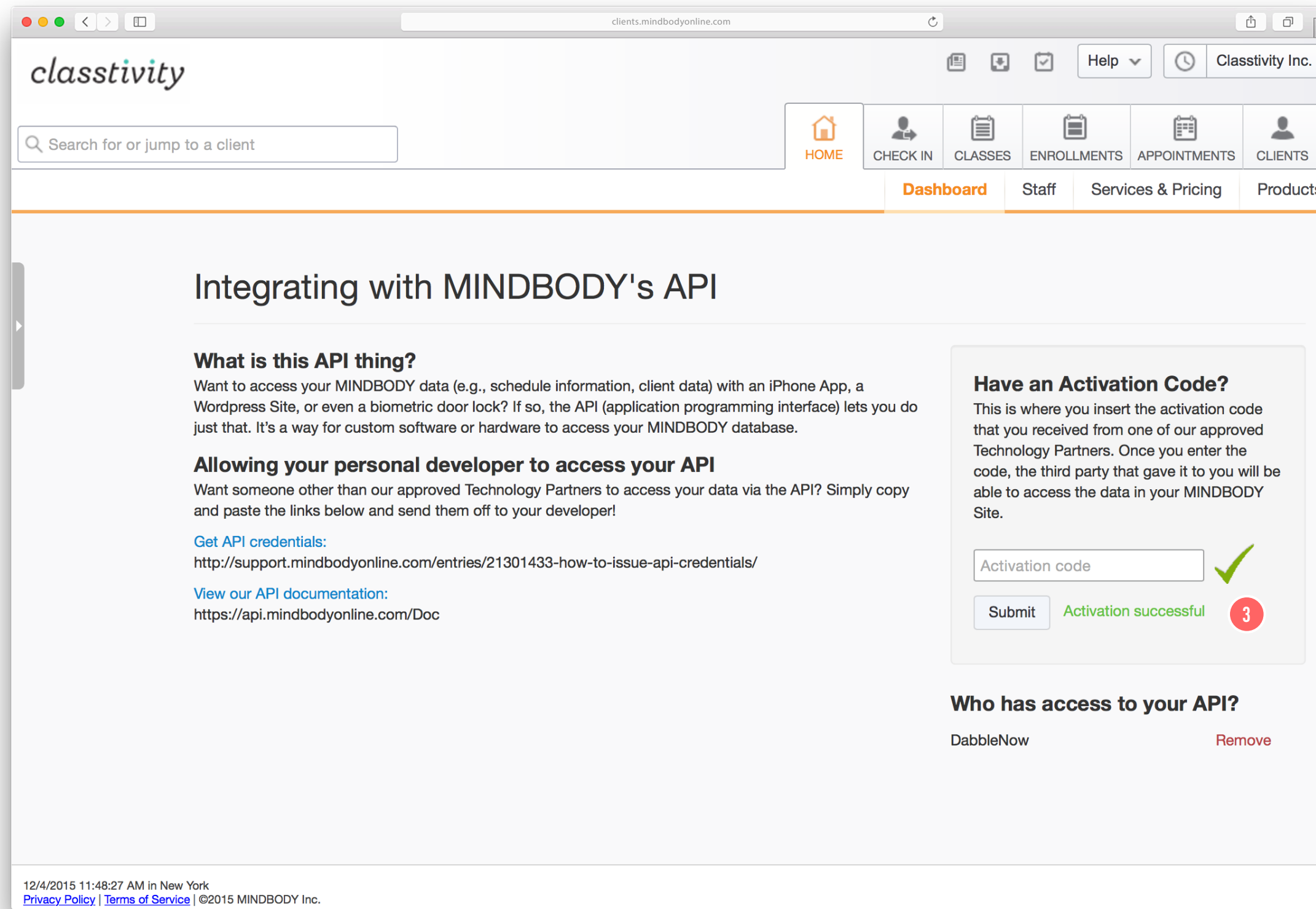
3. After clicking the link you will receive a message that reads "Activation Successful!" The next step will be to set up your ClassPass Pricing Option.

If you received the message below, have no fear! Your on-boarding specialist will be able to help troubleshoot this error. Reach out to [launch@classpass.com](mailto:launch@classpass.com) for assistance.

**Have an Activation Code?**  
This is where you insert the activation code that you received from one of our approved Technology Partners. Once you enter the code, the third party that gave it to you will be able to access the data in your MINDBODY Site.

Activation code 

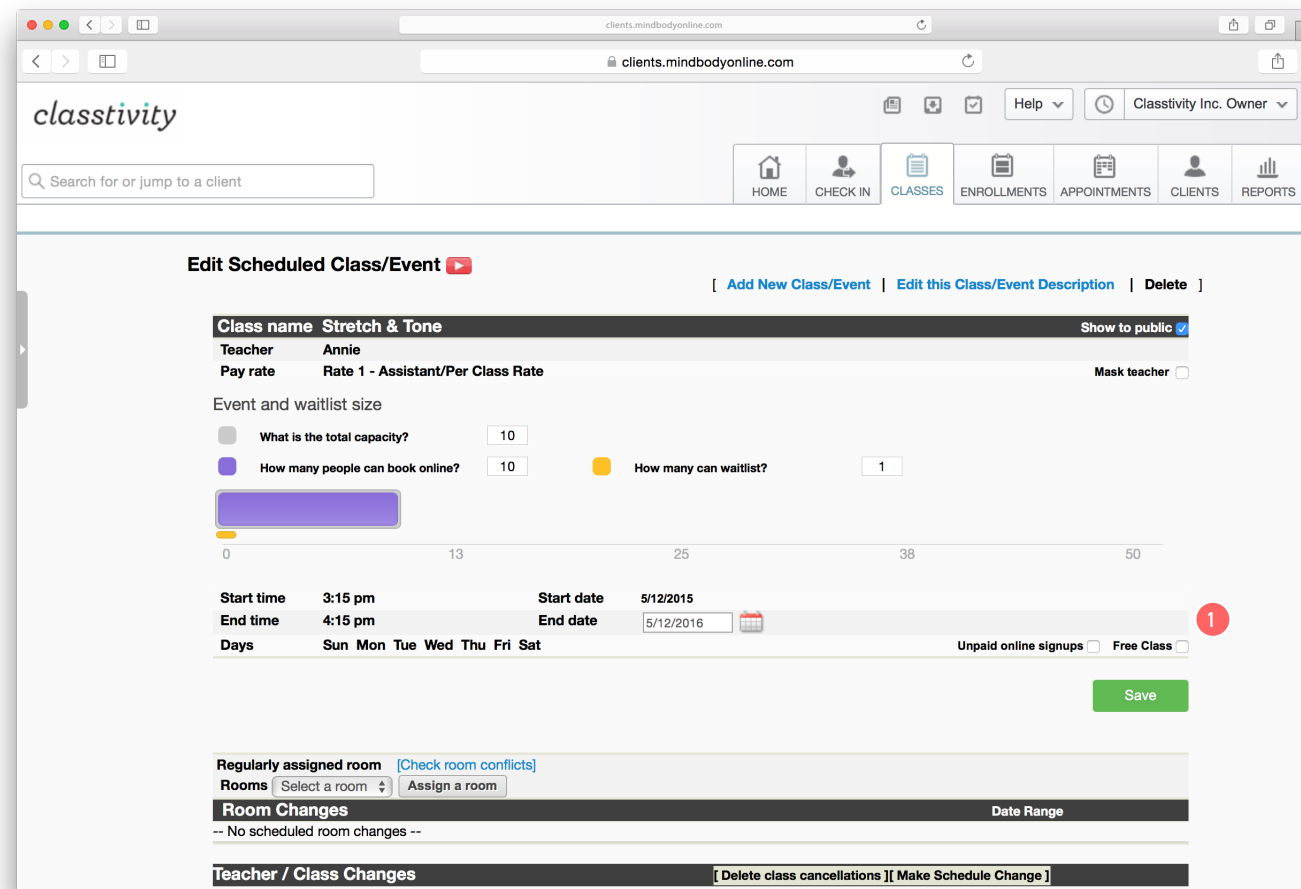
Submit Invalid activation code



The screenshot shows the classtivity dashboard interface. At the top, there is a search bar and navigation tabs for HOME, CHECK IN, CLASSES, ENROLLMENTS, APPOINTMENTS, and CLIENTS. Below this is a secondary navigation bar with Dashboard, Staff, Services & Pricing, and Products. The main content area is titled "Integrating with MINDBODY's API" and contains three sections: "What is this API thing?", "Allowing your personal developer to access your API", and "Have an Activation Code?". The "Have an Activation Code?" section shows a form with a "Submit" button and a green "Activation successful" message with a red notification bubble containing the number 3. At the bottom of the dashboard, there is a footer with the date and time "12/4/2015 11:48:27 AM in New York" and links for "Privacy Policy" and "Terms of Service".

# Introduction to Pricing Option Setup

1. If your classes are marked as free or have various credit amounts, please reach out to your onboarding specialist at [launch@classpass.com](mailto:launch@classpass.com) for assistance.



2. Otherwise, continue following the instructions as they apply to your MindBody Software tier (Solo, Grow, Pro or Accelerate).

Your software tier is indicated on your MindBody statement. Feel free to contact MindBody technical support for confirmation.

**Phone:** 1 (877) 755-4279

**Email:** [support@mindbodyonline.com](mailto:support@mindbodyonline.com)

**Insite:** Within your MindBody site, click the Help menu (upper right hand corner), Contact US, then select Live Chat, Email or Request a Call.

## Grow, Pro, Accelerate Instructions for Classes

If your classes are set as enrollments, contact your onboarding specialist at [launch@classpass.com](mailto:launch@classpass.com).

1. Go to the **Home** tab in MindBody.
2. Click on **Services & Pricing**.
3. Click on the **Classes** tab, and expand the service you would like to sync with ClassPass.
4. Click on **+Add pricing for a single session**.

The screenshot shows the MindBody online interface for managing classes. The top navigation bar includes a search bar and several tabs: HOME (highlighted with a red circle 1), CHECK IN, CLASSES, ENROLLMENTS, APPOINTMENTS, CLIENTS, and REPORTS. Below this is a secondary navigation bar with Dashboard, Staff, Services & Pricing (highlighted with a red circle 2), Products, and Man... The left sidebar shows a menu for Services & Pricing, with Classes (highlighted with a red circle 3) selected. The main content area is titled 'Classes' and contains a description: 'A class is when a staff member offers services to multiple clients at once. Classes repeat regularly (e.g., every Friday at noon) and allow clients to drop into them without committing to multiple classes at once.' Below this is a 'Classes' section with an 'Edit' link (highlighted with a red circle 3) and a count of 3. The 'PRICING OPTIONS' section is divided into 'Single Sessions', 'Multiple Sessions', 'Unlimited Sessions', and 'Contracts/Autopays'. The 'Single Sessions' table lists '10 Pack' (\$200.00), '5 Pack' (\$100.00), and 'ClassPass' (\$0.00). A red circle 4 highlights the '+ Add pricing for a single session' link. The 'CLASSES' section on the right shows 'Burpees For Beginners' (2 classes scheduled) and 'Kickboxing' (1 class scheduled), with a '+ Add a class' link below.

Single Sessions	Price
10 Pack	\$200.00
5 Pack	\$100.00
ClassPass	\$0.00

Multiple Sessions	# of Sessions	Price
<a href="#">+ Add pricing for multiple sessions</a>		

Unlimited Sessions	Duration	Price
<a href="#">+ Add pricing for unlimited sessions</a>		

Contracts/Autopays	Membership	Billing Cycle
<a href="#">+ Add a new contract/autopay</a>		

**CLASSES**

- Burpees For Beginners  
2 classes scheduled
- Kickboxing  
1 class scheduled

[+ Add a class](#)

## Grow, Pro, Accelerate Instructions for Classes

5. Enter ClassPass as the Item Name.
6. Set price to 0.00. Uncheck Sold Online. Uncheck **Sold Online**.
7. Set the expiration date to 10 days after the sale date.
8. Select the appropriate revenue category (typically the same as the service category).
9. Expand **Advanced Options** and proceed to page 8.

The screenshot shows the 'Edit a Pricing Option' form in the Classtivity system. The form is titled 'Edit a Pricing Option' and includes a subtitle: 'Clients can use this pricing option to book and pay for this type of class: Classes'. The form fields are as follows:

- Pricing option name:** A text input field containing 'ClassPass', marked with a red circle '5'.
- Price:** A text input field containing '0.00', marked with a red circle '6'.
- Taxes:** Two checkboxes: 'Sold Online' (unchecked) and 'Sales Tax' (unchecked).
- Expires:** A field containing '10', a dropdown menu set to 'Days', the word 'after', and another dropdown menu set to 'the sale date', marked with a red circle '7'.
- # of Sessions:** Three radio buttons: 'Single session' (selected), 'Multiple sessions', and 'Unlimited sessions'.
- Revenue Category:** A dropdown menu set to 'Classes', marked with a red circle '8'.
- Advanced options:** A blue link with a right-pointing arrow, marked with a red circle '9'.

At the bottom right of the form are 'Cancel' and 'Save' buttons. The footer of the page shows the date '1/20/2016 11:52:32 AM in New York' and 'Powered by Classtivity Inc.'.

## Grow, Pro, Accelerate Instructions for Classes

(continued from previous page)

- Select **Yes, I need to configure more settings.**
- Click **Save with Additional Options.**
- Uncheck **Sell Online?**
- Set **Pricing Option Priority** to **HIGH.**
- If you have multiple locations within your MBO site, expand the location info section.
- Select each location within the **Sold At** and **Used At** boxes – do not leave blank for all locations.
- Check **Third party discount pricing.**

10. Scroll down to the bottom and hit **Save.**

The screenshot shows the Classtivity web application interface. The browser address bar displays "clients.mindbodyonline.com". The page header includes the "classtivity" logo, a search bar, and navigation links for Home, Dashboard, Sign In, Classes, Workshops, Resource Schedule, and Clients. Below the header, there are tabs for Today, Staff, Services & Pricing, and Mana. The main content area is divided into two sections: Pricing and Location Info.

**Pricing**

- Price: 0.00
- Sell Online?:
- Sales Tax:
- Tax 2:
- Tax 3:
- Tax 4:
- Tax 5:
- Number of Sessions: 1
- Use Per Session Pricing:

**Location Info**

- (leave blank for all locations) Sold at: IL - Bucktown, IL - Gold Coast, IL - Hyde Park, IL - Inventory Dist Hub
- (leave blank for all locations) Used at: IL - Bucktown, IL - Gold Coast, IL - Hyde Park, IL - Inventory Dist Hub



## Solo Instructions for Classes

1. Go to the **Home** tab in MindBody.
2. Click on **Services & Pricing**.
3. Expand the service you would like to sync with ClassPass.
4. Click on **Add Pricing**, select single session.

clients.mindbodyonline.com

MINDBODY

Search for or jump to a client

Help

HOME CLASSES CLIENTS REPORTS

Dashboard Setup Checklist Staff **Services & Pricing** Products Mar

### Services & Pricing

A class is when a staff member offers services to multiple clients at once. Classes repeat regularly (e.g., every Friday at noon) and allow clients to drop into them without committing to multiple classes at once.

Classes Edit 3

**Classes** + Add a class

Advanced Class	not scheduled	<a href="#">+ Schedule</a>
Beginner Class	not scheduled	<a href="#">+ Schedule</a>
Intermediate Class	not scheduled	<a href="#">+ Schedule</a>

**Pricing Options** + Add Pricing

Name	Price	
10 Pack Classes	\$120.00	
Drop In	\$15.00	
Intro Month - Unlimited Classes	\$75.00	
Autopay/Contract		Billing Cycle
Month to Month Unlimited	\$100.00 every 1 Month	

## Solo Instructions for Classes

5. Enter ClassPass as the Item Name.
6. Set price to 0.00. Uncheck Sold Online. Uncheck **Sold Online**.
7. Set the expiration date to 10 days after the sale date.
8. Select the appropriate revenue category (typically the same as the service category).
9. Click **Save**.

The screenshot shows the 'Edit a Pricing Option' form in the Classtivity system. The form is titled 'Edit a Pricing Option' and includes a subtitle: 'Clients can use this pricing option to book and pay for this type of class: Classes'. The form fields are as follows:

- Pricing option name:** A text input field containing 'ClassPass', with a red circle '5' next to it.
- Price:** A text input field containing '0.00', with a red circle '6' next to it.
- Taxes:** Two checkboxes: 'Sold Online' (unchecked) and 'Sales Tax' (unchecked).
- Expires:** A field containing '10', a dropdown menu set to 'Days', the word 'after', and another dropdown menu set to 'the sale date', with a red circle '7' next to the '10'.
- # of Sessions:** Three radio buttons: 'Single session' (selected), 'Multiple sessions', and 'Unlimited sessions'.
- Revenue Category:** A dropdown menu set to 'Classes', with a red circle '8' next to it.
- Buttons:** 'Cancel' and 'Save' buttons at the bottom right, with a red circle '9' next to the 'Save' button.
- Advanced options:** A link labeled '> Advanced options'.

The top navigation bar includes the Classtivity logo, a search bar, and menu items: HOME, CHECK IN, CLASSES, ENROLLMENTS, APPOINTMENTS, CLIENTS, and REPORTS. The user is identified as 'Classtivity Inc. Owner'.

1/20/2016 11:52:32 AM in New York

# CONGRATULATIONS!

**Thank you for completing these steps!  
Please contact your on-boarding specialist  
in order to discuss your launch timeline.**