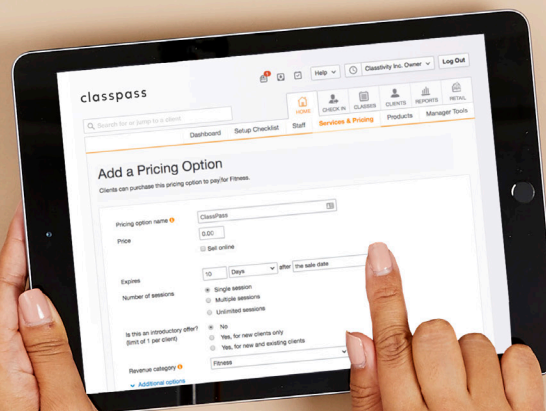


# MINDBODY Online Integration



classpass

# Table of Contents

## **Step 1: MINDBODY Integration**

Account Activation & FAQs

## **Step 2: Pricing Option Setup**

Services & Pricing

Add a Pricing Option

Advanced Settings

# 1

# MINDBODY Integration

Manage your reservations seamlessly when you integrate your MINDBODY and ClassPass accounts.

# MINDBODY Integration

The first thing you need to do is activate your MINDBODY account on ClassPass.

1. Sign into MINDBODY as the Owner.
2. In a separate tab, click the unique link provided by ClassPass. You will receive a message that says "Activation Successful!"

Note: While space is provided for an activation code, you do not need to enter one to proceed.

## FAQs

### What is the MINDBODY owner login?

This is the original login given when the MINDBODY account was set up.

### I don't have the owner login because I am part of a franchise or corporate relationship.

#### How can I log in?

Reach out to your corporate contact.

### I lost my login.

Contact MINDBODY Support.

The screenshot shows the ClassPass dashboard at clients.MINDBODYOnline.com. The navigation bar includes 'Help', 'ClassPass Site Owner' (highlighted with a red circle 1), and 'Log Out'. The main navigation menu has 'HOME', 'CHECK IN', 'CLASSES', 'APPOINTMENTS', 'CLIENTS', 'REPORTS', and 'RETAIL'. Below this is a secondary menu with 'Dashboard', 'Setup Checklist' (highlighted), 'Staff', 'Services & Pricing', 'Products', and 'Manager Tools'. The main content area is titled 'Integrating with MINDBODY's API' and contains sections for 'What is this API thing?', 'Allowing your personal developer to access your API', and 'Have an Activation Code?'. The 'Have an Activation Code?' section includes a form with an 'Activation code' input field, a 'Submit' button, and a green checkmark with the text 'Activation successful' (highlighted with a red circle 2). Below the form is the question 'Who has access to your API?'.

# 2

## Pricing Option Setup

After activating your MINDBODY account, you'll need to set up your ClassPass Pricing Option so that ClassPass can process your reservations.

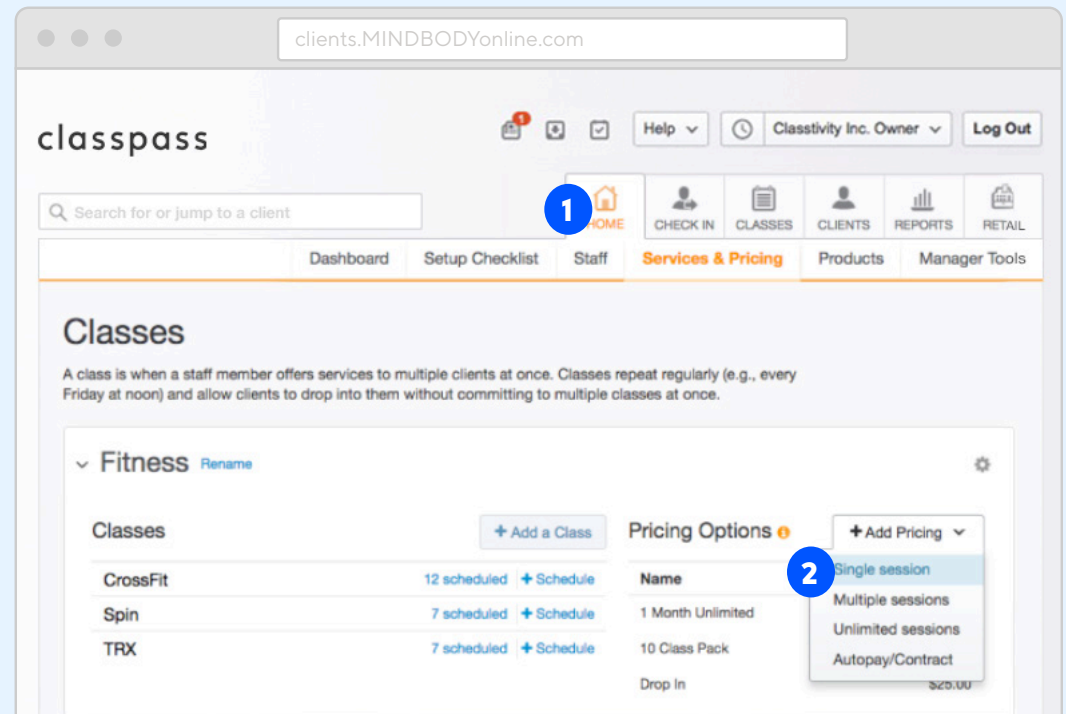
# Pricing Option Setup

Follow the steps to complete your integration.

## Part 1: Services & Pricing

1. Navigate to the Home tab in MINDBODY and click on “Services & Pricing”
2. Under “Pricing Options”, select “+Add Pricing” and then select “Single Session”

Note: If you have multiple service categories, create a pricing option for each one that will be available on ClassPass



# Pricing Option Setup

## Part 2: Add a New Pricing Option

1. Under “Pricing Option Name”, enter **ClassPass**  
Spell ClassPass as one word with a capital C and capital P
2. Set price to **0.00**  
This is necessary because you will be paid outside of MINDBODY
3. Uncheck “Sell Online”. If this is not unchecked, you will open free classes to your users
4. Set the expiration date to **10 days after the sale date**
5. Select the appropriate revenue category
6. Expand “Additional options”
7. Under “Need to set up advance settings (e.g., member discounts, restrictions)”, check “Yes”
8. Select “Add with Additional Options”

The screenshot shows the 'Add a Pricing Option' form in the ClassPass system. The form is titled 'Add a Pricing Option' and includes a sub-header 'Clients can purchase this pricing option to pay for Fitness.' The form fields are as follows:

- Pricing option name:** ClassPass (1)
- Price:** 0.00 (2)
- Sell online:** Unchecked (3)
- Expires:** 10 Days after the sale date (4)
- Number of sessions:** Single session (selected)
- Is this an introductory offer? (limit of 1 per client):** No (selected)
- Revenue category:** Fitness (5)
- Additional options:** Expanded (6)
- Membership:** Does a client become a member when they purchase this pricing option? If so, select a membership below. Select membership (optional)
- Only allow clients to purchase this in a contract or package?:** No (selected)
- How often can this be used to pay for services?:** Unlimited
- Need to set up advanced settings (e.g., members discounts, restrictions?):** Yes (7)

At the bottom right, there are two buttons: 'Cancel' and 'Add with Additional Options' (8).

# Pricing Option Setup

## Part 3: Advanced Settings

1. Confirm the pricing option name is ClassPass
2. Confirm that "Sell online" is unchecked
3. Expand "Location Info"
4. If you have multiple locations within your MINDBODY account, confirm that all locations are selected within both "Sell at" and "Use at" boxes

The screenshot shows the 'Add a Pricing Option' form in the ClassPass interface. The form is titled 'Add a Pricing Option' and includes a sub-header 'Clients can purchase this pricing option to pay for Fitness.' The form is divided into several sections: 'Name', 'Price', and 'Location Info'. The 'Name' section includes fields for 'Pricing option name' (set to 'ClassPass'), 'Number of sessions' (set to 'Limited sessions'), 'Service category' (set to 'Fitness'), 'Revenue category' (set to 'Fitness'), 'Expires after' (set to '10 Days'), and 'Discontinued' (unchecked). The 'Price' section includes fields for 'Price' (set to '0.00'), 'Sell online' (unchecked), 'Set number of sessions' (set to '1'), and 'Use per session pricing' (checked). The 'Location Info' section includes two sections: 'Sell at' and 'Use at', both of which have a list of locations selected, including 'ClassPass Sandbox Loc 2' and 'ClassPass Sandbox Site'. The form is annotated with four numbered callouts: 1 points to the 'Pricing option name' field, 2 points to the 'Sell online' checkbox, 3 points to the 'Location Info' section header, and 4 points to the location selection boxes in the 'Use at' section.



# Pricing Option Setup

## Part 3: Advanced Settings (cont.)

5. Scroll down to “Additional Settings” and change “Priority” to “High”
6. Check off “Third-party discount pricing”
7. Make sure nothing is selected under “Restrict to members only” and “Apply member discounts”

Note: To deselect hold down the command key (Mac) or control key (PC) while clicking

8. Click Save and recomplete steps for all other service categories

The screenshot shows the 'Add a Pricing Option' form in the Classpass system. The form is titled 'Add a Pricing Option' and includes a sub-header 'Clients can purchase this pricing option to pay for Fitness.' The form contains several sections with various input fields and checkboxes. Numbered callouts (5-8) highlight specific actions:

- 5:** A blue circle highlights the 'Priority' dropdown menu, which is set to 'High'.
- 6:** A blue circle highlights the 'Third-party discount pricing' checkbox, which is checked.
- 7:** A blue circle highlights the 'Restrict to members only' and 'Apply member discounts' checkboxes, which are unchecked.
- 8:** A blue circle highlights the 'Save' button at the bottom right of the form.

The form also includes fields for 'Barcode' (100018), 'Early bird discount' (unchecked), 'Does the staff member get paid when a client uses this pricing option?' (Yes), 'Service notes', 'Introductory offer' (unchecked), and 'Receipt notes'. There are also expandable sections for 'Scheduling Restrictions' and 'Auto emails'.

# Congratulations!

Thank you for completing these steps. Please contact your onboarding specialist in order to discuss your launch timeline.



# classpass

ClassPass is an all-access membership to a global fitness network of over 12,000 studios, gyms and wellness providers in over 50 cities worldwide. It connects people to a variety of experiences, including yoga, cycling, pilates, barre, running, strength training, dance, sports, mediation, massage and more.

Join the world's leading marketplace for studio fitness, gym and wellness providers and start maximizing your revenue. We'll help you get discovered by a global community searching for their next great wellness experience: yours.

[Get started](#)