

## **FIT: TO BE CLASS SIGN-UP INSTRUCTIONS**

**\*YOU ONLY HAVE TO SIGN UP ONCE\***

### **1 Sign In to MindBody**

- Go to <https://clients.mindbodyonline.com/asp/su1.asp?fl=true&tabID=2>.
- If you are directed to 'Choose a MindBody site to login' please type "38201" in the search bar and select 'Fit: To Be'.
- Directed to a staff sign in? Please choose 'Not a Staff Member' at the bottom of the page.
- Click on the 'My Info' tab and choose to 'Create account' (New Client) or 'Sign in' (Existing Client).
- If creating a new account, please complete the fields under 'Contact Information' and 'Account Information'. **You must include a valid email address in your profile to receive your Zoom link.**
- Ensure the boxes next to 'Account Management' and 'Reminders and Schedule Changes' are checked as either email or text. 'News and Promos' is optional.
- Check the 'I agree with the above terms' box and 'Create Account'.
- Once you have created an account use the 'Sign in' prompt with your email and password.

### **2 Add A Free Class**

- Click on the 'Online Store' tab and click on 'Services' directly below.
- From the drop-down menu select 'Livestream'. From the pricing options choose 'Live Stream Single Class \$12'. You will be directed to 'Your Shopping Cart'.
- On the left-hand side of the screen enter your PROMOTION CODE "**XXXX**" and click 'Apply'. This will zero out your cost.
- Click the 'Check Out' button to confirm your information and click 'Place Order'.

### **3 Sign Up For A Class:**

- Click the 'Classes' tab
- You can use the buttons 'Today' or the right and left arrows by 'Week' or 'Day' to navigate class dates.
- Scroll down to view the schedule and click on the 'Sign Up Now' button next to the class name. Please make sure you are choosing a class with 'Zoom' in the description. You may schedule classes up to one week in advance.
- From the Make a Reservation page, click on the 'Make A Single Reservation' button.

### **4 Receive your Zoom Link:**

- When you sign up for a class, you will receive an email with your Zoom link.
- At class time simply choose 'click here to join'. The class will be available 10 mins before the start time.
- You may choose to add the class and zoom link to your personal calendar by clicking 'Add to Calendar'. The link and password will appear in your calendar notes.
- If you do not receive your zoom link email, be sure [no-reply@zoom.us](mailto:no-reply@zoom.us) is added to your contacts. Check your spam, promotions, social, etc. folders as well.
- If you cancel a class, your zoom link will be deactivated.
- For questions, please contact [christina@fit-tobe.com](mailto:christina@fit-tobe.com) or [lauradee@fit-tobe.com](mailto:lauradee@fit-tobe.com)

### **Fit: To Be On-Demand**

- Go to our website [fit-tobe.com](http://fit-tobe.com)
- On the righthand side, click "F2B...Online"
- Click on one of the options listed "Express Workouts", "Full-Length Classes" or "Lifestyle Content"
- Enter the password "**XXXXXX**" 'Submit'. You now have access to our on-demand videos.

**IF YOU HAVE ANY QUESTIONS PLEASE CONTACT CHRISTINA AT 404-229-4195 OR [CHRISTINA@FIT-TOBE.COM](mailto:CHRISTINA@FIT-TOBE.COM)**