## 1. Create an account using MindBody online

- Web search for mindbody online
- On Home page enter Swimmerman in "Find your business"
- Use "New to our site" section; enter first and last name
- On "create account" page enter "Jonesboro" for preferred location; choose your own login id and password. (Note: don't add a family member unless they are providing the credit card)

## 2. Use "My Info Tab"

- Edit Billing info with the credit card you want to use

## 3. Go to On Line store Tab to pay for season

A. To pay for entire season select "Services" from the

Product - "Services" - Contracts - Shopping Cart (0)

- Select SMART Swim Team from the pulldown menu
- Select then pay for your option

## B. To pay monthly for the current/upcoming season \*\* select "Contracts" from the

Product - Services - "Contracts" - Shopping Cart (0)

- Select the SMART schedule you want from the pulldown menu
- Enter when you want to start \*
- Make purchase and check out
- \* It is possible your billing month and the swimming month won't match. The billing month will be based on the calendar; the swimming month will be 4 weeks of a 12 week season. Due to holidays or breaks in some seasons, they may span more than 3 months. You will never need to pay for more than 3 months of any 12-week season, regardless of the calendar. (i.e. 3 payments x 4 weeks = 12 week payment)
- \*\* You can pay monthly under services also but it won't associate your payment to a time period. This is probably ok if you join in the last month of a season or if you just want to "try us out" before committing. If you want to pay monthly and have the system remind you when the next month is due, please choose "Contracts."