

# How to: Book a Dance for Health class with English National Ballet

English National Ballet use a platform called MindBody to manage all class and workshop bookings. Here is a step by step guide about how to book your place in a class.

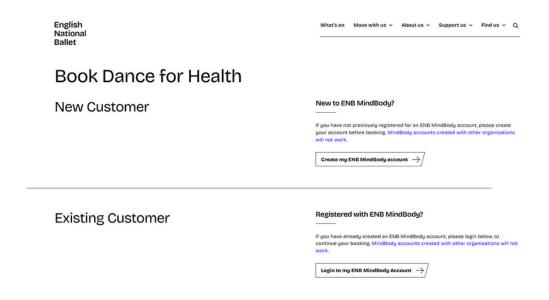
If you have any problems with this process please email **dancehealth@ballet.org.uk** and the team will be happy to assist you.

## Do I need to make an account?

As this is a new platform we require all dancers to register with English National Ballet's MindBody system.

When booking your term <u>you will start with this page here.</u> If you have not previously registered for an ENB MindBody please follow the steps in this document to register with us.

If you have already created an ENB MindBody account you can log into that to book your new term of classes. You do not need to register again in this case.





## Step 1: Registering

As this is a new platform we require all dancers to register with English National Ballet's MindBody system.

<u>CLICK HERE</u> for the registration form which will also be found in your e-flyer.

When you click here it will take you to the form (screenshot on right).

Please fill in all of the boxes to provide us with information ahead of the upcoming term.

English National Ballet

### Dance for Health: Registration Form

Please complete the form below to create your new account.  - Your username will be your email address You will be asked to create a password Once your account has been created, select the orange button to Sign In Navigate to the tab named Dance for Health Choose your class by clicking Sign Up Now! followed by Enroll From here you can check out.  If you need sten-by-step booking instructions for booking a Dance for Dementia or Dance for Parkinson's class click here.  If you have any questions or need help, please contact the Dance Health Team at dancehealth@ballet.org.uk  Personal Information  First Name  Last Name  Mobile Phone	
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First Name  Last Name	
Last Name	Personal Information
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	First Name
Mobile Phone	Last Name
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## **Step 2: Notifications**

As part of this form you can choose which notifications you would like to recieve. Use the checkboxes to tick your preferred options.

Subscribe to reminders & notifications	✓ Email	<b>✓</b> Text
Get a heads-up before bookings or when your schedule changes	✓ Email	✓ Text
Get updates on events and our latest offers	Email	☐ Text



## **Step 3: Terms & Conditions**

Once you have filled in all of your information, confirmed how you would like to be notified and read the media consent details, please read the terms and conditions and ensure you have ticked the checkbox.

Then click black 'register' button at the bottom of the page.

#### Liability Release

#### Health & Safety - Liability Release

In the interest of personal health and safety, English National Ballet must be notified of any physical, cognitive, or sensory difficulties that you may have, as well as a declaration of any known medical conditions that we should be aware of, including any prescribed medication you are currently taking.

I understand that I am responsible for providing any information to English National Ballet regarding any injuries or illnesses that may affect my ability to participate in English National Ballet Engagement programmes. I confirm that I am voluntarily engaging in dance activities that may include physical, aerobic (e.g., jumping, rolling, turning) and stretching exercises. I choose to take part knowing and accepting that these activities involve certain risks that may result in injury to me / affect my personal health. I acknowledge that English National Ballet cannot be held responsible for any injuries, loss, or damage to my person or property. I confirm I will keep English National Ballet updated should there be any changes to the above information.

#### Unacceptable Behaviour Notice

We will not tolerate any form of harassment, bullying or abusive behaviour towards our staff from any person and operate a zero tolerance policy.

Harassment, bullying and abusive behaviour includes behaviour, actions or language, whether written, on-line, verbal or physical, that may make our staff feel intimidated, threatened, afraid or abused.

What may appear to be acceptable behaviour may become unacceptable if that behaviour is so concerning that it negatively impacts our ability to do our work. Behaviour may become unacceptable where demands are so persistent or frequent that they amount to harassment and become intrusive to any member of staff.

We may put in place a temporary restriction on communication or access to any communication channel or service while we investigate any unacceptable behaviour reported by our staff. Following our investigation, we may decide to make such restrictions permanent and will notify any person impacted by such a restriction.

#### Media Consen

#### Important Media Information

English National Ballet, third parties, and their employees, or agents have the right to take photographs, videotape, or digital recordings any events or activity that I may be present for.

Further to understanding the above, I agree that I have been given the option to withdraw my permission for such images and recordings to be used for public distribution and have indicated my response by answering the question above.

If I have answered "Yes" to the question above. I consent for ENB to use the images and footage in any and all media, now or hereafter known, and for the purpose of publicising the English National Ballet Engagement programmes. I also consent that my name and identity may be revealed therein or by descriptive text or commentary. I understand that there will be no financial or other remuneration for recording me, either for initial or subsequent transmission or playback. I also understand that English National Ballet, and third parties are not responsible for any sepence or liability incurred as a result of our participation in this recording, including medical expenses due to any sickness or injury incurred as a result. I do hereby release to English National Ballet, third parties, and their employees all rights to exhibit this work, or any images/video footage that I submit to the aforementioned, in print and electronic form publicly or privately and to market and sell copies. I waive any rights, claims, or interest I may have to control the use of my identity or likeness in whatever media used.

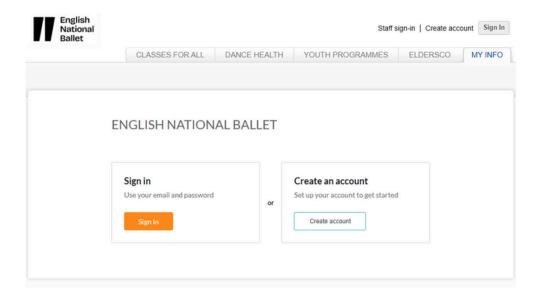
I agree with the above terms *	
REGISTER	
mindbody	Privacy Policy



## Step 4: Sign in page

Once you have clicked the 'create account' button you will then be directed to the sign in page (screenshot below).

Please select the <u>orange sign in button</u>.

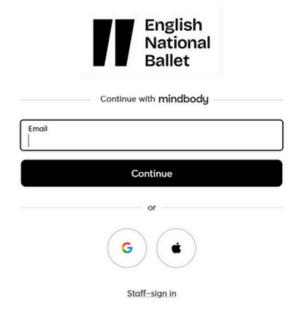


## Step 5: Sign in page

You'll be taken to the main sign in page.

Please make sure to use the email address you entered in your registration form - this will be the details you need everytime you book a Dance for Parkinson's class.

Click the black 'Continue' button.





# Step 6: Verify your account

You will then be prompted to verify your account via your email.

Please open a second web browser to open your email account and open the email from English National Ballet.

Check your inbox, spam or junk folders to find the email.

ENGLISH NATIONAL B...

Verify your email for ENGLISH NATIONAL BALLET Your verification code is:

Please use this code to ve...

This email will have a 6 digit number.

Copy and paste this 6 digit number into your first web browser which has the MindBody login in. The screenshot on the right is what this should look like.



Once your account is verified you will be informed it was successful!

Please click the black finish button to progress onto selecting your class.



#### Success!

Your account has been upgraded to Mindbody.

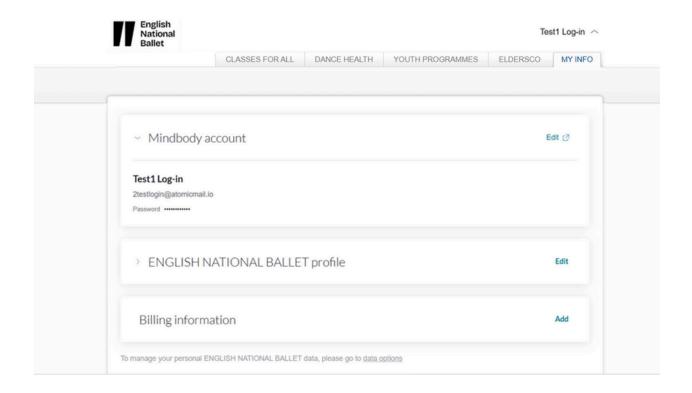
Finish



## Step 7: Accessing your MindBody account

You are now logged into your MindBody account.

This is where you can edit your profile. You can find all of this information under the tab 'My Info'.



We recommend you bookmark or save this page on your web browser to easily find it again.

Please note you won't be able to find English National Ballet by searching on MindBody, you need to use this link or go via our website to ensure you are on the correct login portal.



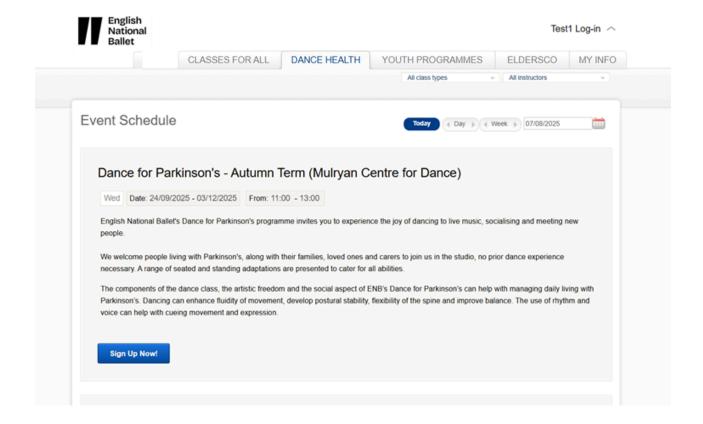
## Step 8: Booking your class

To select the class you wish to book please press the 'Dance for Health' tab.

Here you will find all the classes currently available to book. If you scroll down you will see each class individually.

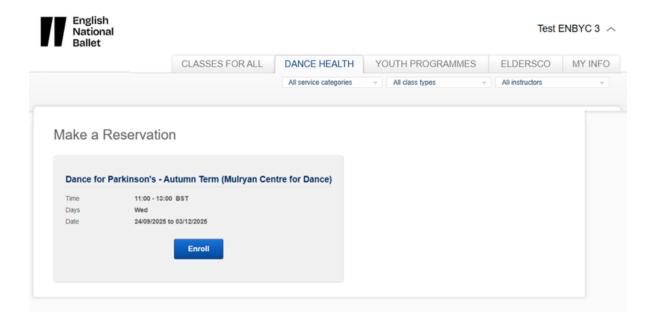
To book, please press the blue sign up now button on the class you wish to book. The screenshot below is an example from the Dance for Parkinson's - Autumn Term (Mulryan Centre for Dance).

You will see several options for different classes. **Please ensure you select the type of class** e.g. Dance for Parkinson's **and the venue** e.g. Mulryan Centre for Dance, that you would like to attend.





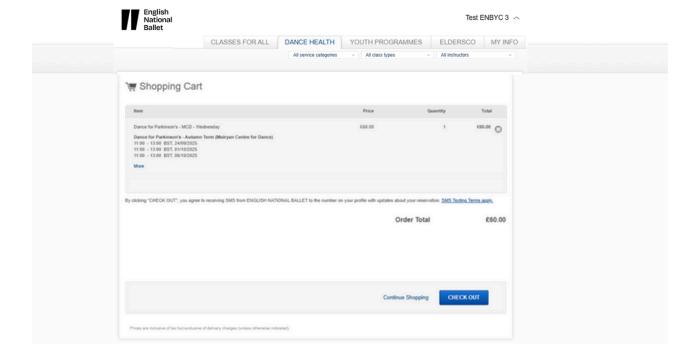
Once you are happy with the class you have selected press the blue 'enroll' button.



## Step 9: Confirming your basket

The next page shows you what is in your basket, if you are happy with your selection please press the blue checkout button.

If you can't see the button at first, scroll down the page.



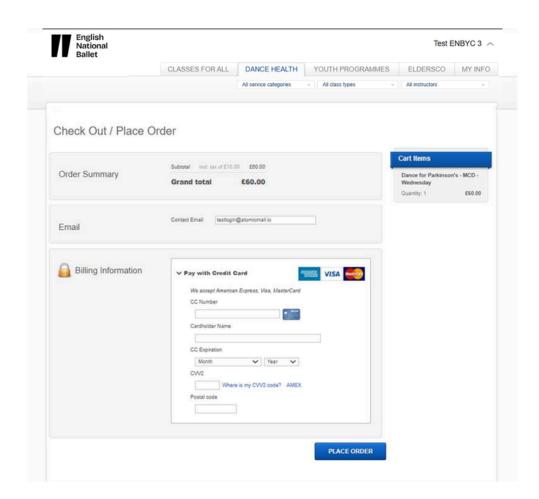


## Step 10: Completing your payment

The last step is to complete the payment. Firstly, double check your email address is accurate.

Then enter your card details in the Billing Information boxes.

When all the information is correct, press the blue button to place your order. Once this process is complete you will receive a receipt and order confirmation email, please check your inbox, spam and junk.



If you have any problems completing the payment or with any of the steps please reach out to the team at <a href="mailto:dancehealth@ballet.org.uk">dancehealth@ballet.org.uk</a>.