

How to Use Pole Revolution's New Online Scheduling and Payment System

1. Go to the Pole Revolution website: www.poledancecoloradosprings.com.
2. Go to either the Class Schedule page or the Payment/Contact page, and look for this paragraph: "**Click here** to go to our new MindBody scheduling and payment site when you're ready to sign up for your classes or schedule your pole party!"
3. Click on the link. The MindBody site will open, with the Pole Revolution logo in the corner.
4. If you have ever taken a class or participated in a pole party here, I have already imported your basic information into the system. In the "New to our site?" box, enter your first and last names. Click on the Next button.
5. Your name should appear in the Find Account box. If it does, click on the "This is me!" link next to your name. If not, click on "Create a new account" just above it.
6. Enter either the email address or phone number you provided when you signed your waiver at the studio, to verify your account.
7. Provide as desired or update as needed the information in your profile. The only fields we require in the Personal section are name, password (must be at least eight characters and contain one numeric character), email address and mobile phone (at the bottom of the list). Click on the Save button.
8. The system requires prepayment on all services, so you will eventually need to enter a valid credit or debit card in the Billing Information section. When finished, click on the Save button.
9. If you plan to pay for services for a family member, enter their information in the Family Members box. Click on the Save button.
10. To view classes, click on the Classes tab. The schedule starts with today's classes, even if they're finished. Because our instructors need advance notice, I have set the system to allow class reservations only up to 24 hours before a class starts. That's why you only see the "Sign Up Now" buttons if you scroll down to later lessons.
11. Click on the button for the desired class session. The Make a Reservation window opens. You may make one reservation or a recurring reservation for this class. Enter end date and click.
12. A popup window asks if you want to make a purchase, which you will need to do, to reserve your space(s) in class. Click Okay.
13. On the Which Series or Membership window, click on the desired pricing option. If you selected recurring reservations, the system has calculated the total for your recurrences. If you choose the discounted option [8 group classes (4 wks @ 2/wk)], those classes **expire** six weeks after purchase.
14. Your Shopping Cart opens. Verify the accuracy of your purchase, and either continue shopping or check out. **Click on the Place Order button only once!**
15. The Purchase Complete window opens, confirming your registration and purchase.
16. To reschedule a class **more** than 12 hours before class start time, go to the class schedule and click on the Registered! link. Your schedule opens. Click on Cancel by the class you are unable to attend. Go back to the Classes tab, find the next desired class, and register. Your credit is still in your account, so you will not need to purchase it again.
17. If you need to bring your child with you to class, you must prearrange this with your instructor so she can confirm it with your fellow students, and when you check out online, you must also select "Use of Kids' Room" under Series and Memberships and pay the \$5.00 fee.
- 18. To schedule a pole party, use the same process under the Appointments tab.**
19. We are currently not selling any products (tee shirts, grip aids, etc.) in the online store.