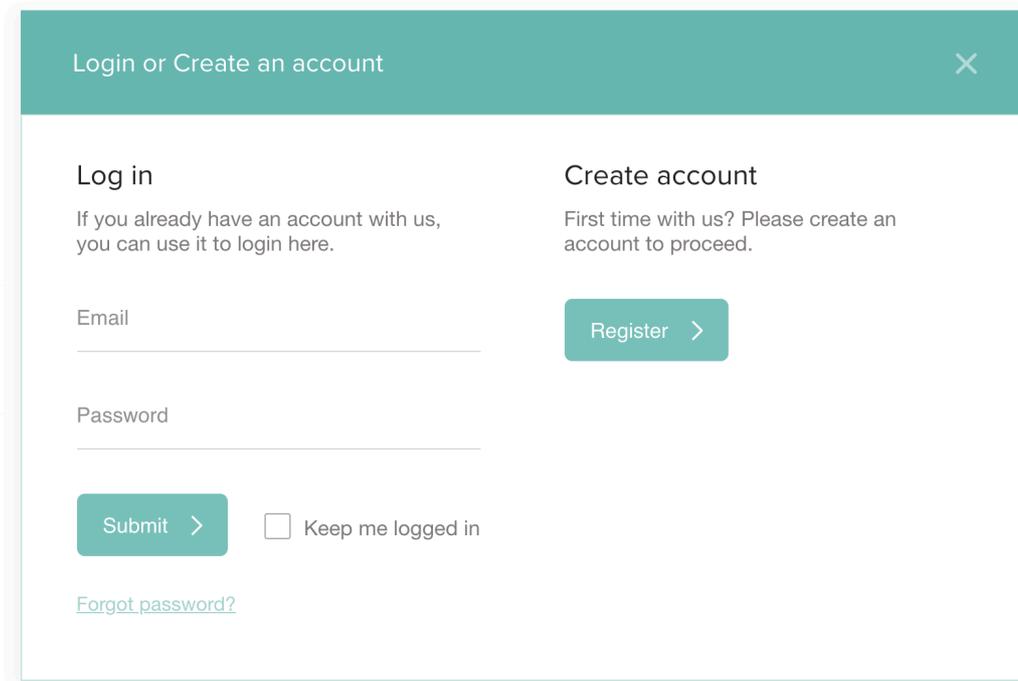


We are now using a new booking system! Here is a guide to help you using it.

## Creating an Account

1. If you are booking for a child, please register first under your name and add the child to your account once registered.
2. If you already have an account with our new booking system, login with your details. If you have not yet booked with our new system, select register to create an account.



The screenshot shows a modal window titled "Login or Create an account" with a close button (X) in the top right corner. The form is divided into two columns: "Log in" and "Create account".

**Log in:** Includes the text "If you already have an account with us, you can use it to login here." Below this are input fields for "Email" and "Password". At the bottom left is a "Submit >" button. Below the "Submit" button is a link for "Forgot password?".

**Create account:** Includes the text "First time with us? Please create an account to proceed." Below this is a "Register >" button. To the right of the "Log in" section, there is a checkbox labeled "Keep me logged in".

Please enter *your* details here (you can add a child in a later step)

3. Make sure you read the terms and conditions as this includes important information, such as safety measures for COVID-19. This information is also available on our website.

## Adding a Child

Now that you have made an account, to add a child to your account, click on “My Family” and “Add a child account”

---

[Bookings](#)   [My membership](#)   [My transactions](#)   [My Family](#)

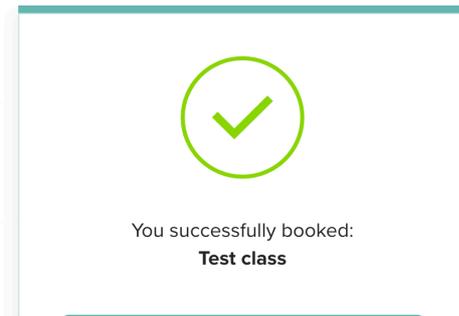
YOU CAN BOOK AND BUY ON BEHALF OF CHILD ACCOUNTS IN YOUR FAMILY

Add a child account

## Booking into a Class

Now you're ready to book! If you want to book for your child, click the “Use” button next to the child's name. This will take you to the schedule. Otherwise click on the X button to go to the class schedule.

1. You can filter by date, class type and trainer at the top of the schedule. At the moment all of our classes are casual, we will go back to term classes soon, but for now it's all casual.
2. Once you have found the class you would like to book for, click on the ‘book’ button next to the class. A pop up will appear giving you information about the class, including dates, trainers, and price. Click Book.
3. If you are booking for a friend as well, then you can increase the number of people attending.
4. Click on “Card” and enter your credit/debit card details, then click done. After entering your card details you will have a chance to review everything before you finalise the transaction. Once you're good to go, click on the book button.



You will see a message saying you have successfully booked.

You only have to register once, so you only need to login next time you want to book for classes. If you don't remember your password then simply click "forgot password"

If you want to add any details or change anything in your profile, you can access it by clicking on the "profile" button at the top of the screen, next to log out.

[Profile](#)   [Log out](#) 

Any credits you had on MindBody will be transferred over to our new system.

If you have any questions, please contact us at [info@circus.org.nz](mailto:info@circus.org.nz)