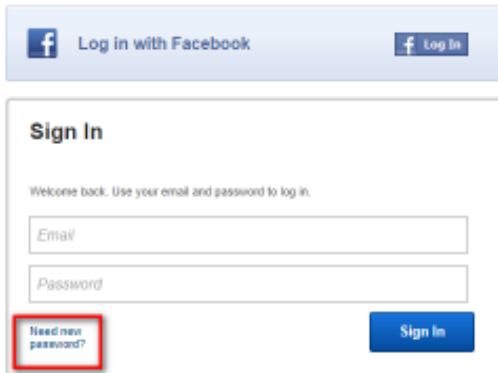


Set up your Online MindBody Gym Account

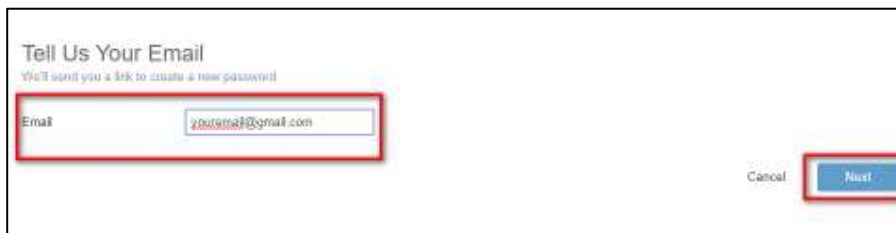
The email you used to sign up in person at Altitude Community Fitness is the email you use to set up your online account. It is also the email used to send this Information to you.

1. [Click to go to online site :](https://clients.mindbodyonline.com/classic/ws?studioid=194625&stype=-95)
2. In the **Sign In** section on the left, click the **Need new password?** link.

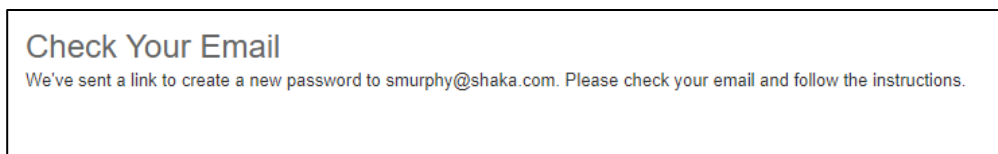


The screenshot shows the MindBody online account interface. At the top, there is a 'Log in with Facebook' button. Below it is the 'Sign In' section with a welcome message and input fields for 'Email' and 'Password'. A blue 'Sign In' button is on the right. A red box highlights the 'Need new password?' link at the bottom left of the sign-in form.

3. Enter your email address and click **Next**. (Email you used when you signed up at ACF)

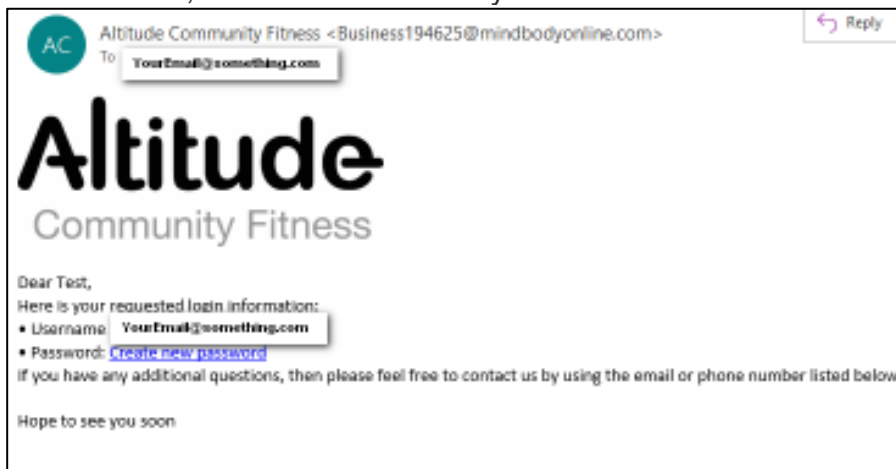


The screenshot shows a 'Tell Us Your Email' form. The title is 'Tell Us Your Email' with a subtext 'We'll send you a link to create a new password'. There is an 'Email' input field containing 'youremail@gmail.com'. To the right of the input field are 'Cancel' and 'Next' buttons. The 'Next' button is highlighted with a red box.



The screenshot shows a 'Check Your Email' message. The text reads: 'Check Your Email. We've sent a link to create a new password to smurphy@shaka.com. Please check your email and follow the instructions.'

4. **Check your email:** You will receive an email from Altitude Community Fitness. If you do not see an email, make sure to check your SPAM folder – **Click on New Password**



The screenshot shows an email from Altitude Community Fitness. The sender is 'Altitude Community Fitness <Business194625@mindbodyonline.com>'. The recipient is 'YourEmail@something.com'. The email body contains the following text: 'Dear Test, Here is your requested login information: • Username: YourEmail@something.com • Password: [Create new password](#) If you have any additional questions, then please feel free to contact us by using the email or phone number listed below. Hope to see you soon'.

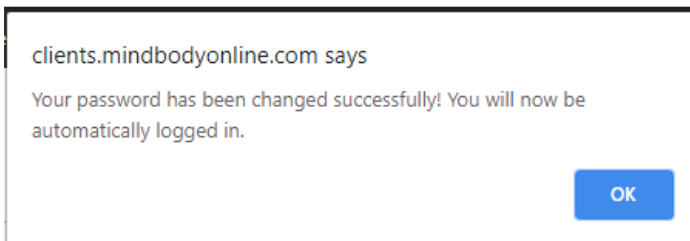
Set up your Online MindBody Gym Account

5. You will be asked to create a new Password (Your first password) and click on SAVE



The screenshot shows the Altitude Community Fitness website. At the top, there is a navigation bar with the Altitude logo, a search bar, and links for 'Staff sign-in' and 'Sign in'. Below the navigation bar, there are three tabs: 'PHASE 1 FACILITY ACCESS', 'MY INFO', and 'ONLINE STORE'. The main content area is titled 'Create New Password' and includes a sub-header 'You'll need your Altitude email address'. The form contains two text input fields: 'New password' and 'Confirm new password', which are highlighted with a red rectangular box. A blue 'Save' button is located at the bottom right of the form.

- a. Enter a new password in both password fields. The password character limit is 15.



The screenshot shows a confirmation message from clients.mindbodyonline.com. The message text reads: 'Your password has been changed successfully! You will now be automatically logged in.' At the bottom right of the message box, there is a blue button labeled 'OK'.

If you need to reset your password – follow the above instructions