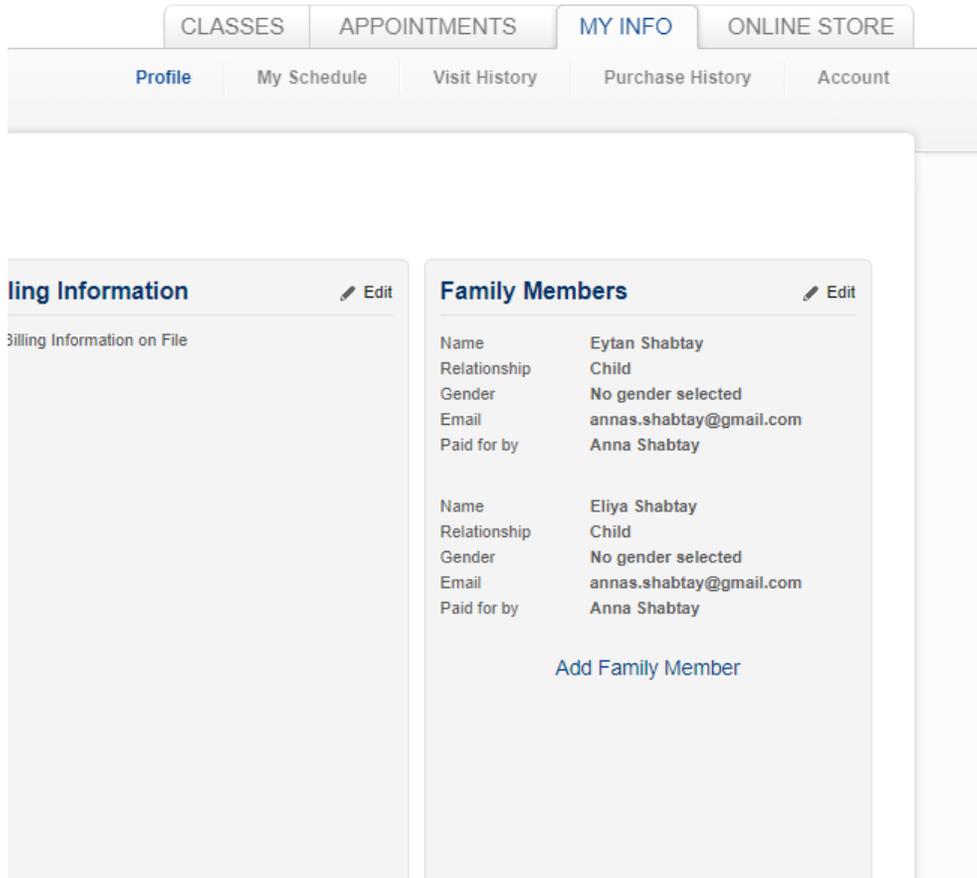


How to add Family Members (who are active on your membership) to your MindBody Account.
This must be done on the website. It cannot be done in your MindBody App.

- Go to columbusjcc.org/reservations and login using the email address you provided to the JCC and your password. If you haven't setup your account yet, refer to this tutorial.
- Click the "My Info" tab on the top right.
- On the right, there is a space that is called "Family Members." Picture for reference:



- Click Edit or the little pencil.
- Add your family members by entering their name, the relationship to you, and their phone or email (if different than your own).
- Click Save. Repeat step 4 for your remaining family members.
- Once the family members are showing in your Family Members space, you can go to classes or appointments and select the time slot you are wishing to reserve (72 hours prior starting midnight).

- MindBody will prompt you by asking who you would like to make that reservation for. Picture for reference:

Make a Reservation

Make reservation for Myself
 Someone Else

Fitness Center

Teacher	Instructor Instructor
Time	10:45 am - 11:45 am
Date	Friday 6/12/2020

Make a single reservation

Make a single reservation - Eytan Shabtay

Make a single reservation - Eliya Shabtay

Make a single reservation - Erez Shabtay

- You need to use the top option of “Make a reservation for” and click on the Myself button.
- To add your family members, go back in to the same area and this time click the button “Someone Else” a text box will appear. Please type in the name of your family member.
- Make sure to make a reservation for each family member that will be coming with you to the pool.
- If you have any questions, please feel free to call us at 614.231.2731. or email jeannabrownlee@columbusjcc.org