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 <u>columbusicc.org/reservations</u> 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:

CLAS	SES APPO	INTMENTS	MY INFO	ONLINE STORE	
Profile My Schedule		Visit History	Purchase H	Purchase History Account	
ling Information	🖋 Edit	Family Me	mbers	/ Edit	
Silling Information on File		Name Relationship Gender Paid for by Name Relationship Gender Email Paid for by	Eytan Shabta Child No gender se annas.shabta Anna Shabtay Child No gender se annas.shabta Anna Shabtay	y lected y@gmail.com / lected y@gmail.com / mber	

- 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 Res	ervation	
Make reservation for	Myself Someone Else	
Fitness Center		
Teacher	Instructor Instructor	
Time	10:45 am - 11:45 am	
Date	Friday 6/12/2020	
Make Make a single	a single reservation reservation - Eytan Shabtay	
Make a single	reservation - Eliya Shabtay	
Make a single	e 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