

DID YOU KNOW?



1 Client 1 Trainer 1 Goal

YOU CAN NOW SCHEDULE YOUR SESSIONS ONLINE, 24 HOURS A DAY!

Establish a Login. In order to access Fitness Together's Online Scheduler, you must create a login and password for your account. You must be a current client to establish a login!

1. Go to Fitness Together of Ohio's website at www.ftohio.com or www.fitness-together.com/ohio.
2. Click on the "About Fitness Together" tab in the menu bar on the left side of the screen.
3. Click the "Existing Clients" link and choose your studio from the list that pops up to access our MindbodyOnline Scheduling page.
4. Click on the Sign Up link in the top right hand corner of the scheduling webpage.
5. Enter your first and last names in the web form so that our scheduling software can pull up your account.
6. Choose your name from the list presented.
7. Verify your identity by filling out either 1) the email address on file with Fitness Together or 2) the mailing address on file with Fitness Together.
8. Select a username to use as your login. We highly suggest that you use your first and last names as your user name (ie: bradnewcomb)
9. Choose a password.
10. Choose a secret clue in case you forget your password.
11. Enter other required information. (Email Address, Home Phone, Mobile Phone, and Birthdate) **Fitness Together will never sell or give away your information or use it inappropriately.
12. Click Submit to login to our scheduling website for the first time.

1. Schedule a Workout. There are several ways to schedule a workout via our Online Scheduler. You can either browse by day and look for open appointment times at the studio of your choice or you can ask the software to find an appointment that fits the criteria of your choice.

2. Browse the Schedule by Day.

3. Choose the studio of your choice using the dropdown box on the right side of the screen. (ie: Chagrin Falls).

4. Use the Day and Week buttons to jump to the day of your preference.

**Remember: you may only schedule sessions that are at least 24 hours in the future.

5. You may request a session in any empty and available timeslot, which are designated in blue. Slots that are already filled are denoted with an orange Reserved Link. Click the white Session link to request that timeslot.



a. We will do our very best to keep the trainers' schedules updated on the calendar so that blue Session slots that appear as "available" actually are.

b. A good rule of thumb is to request sessions that are shortly before or after other sessions that are already on the schedule (ie: orange Reserved links) because you can be sure that there is a trainer scheduled to work at that time.

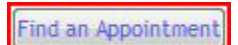
6. Confirm the studio, date, and time on the next screen and click the Request Single Appointment button to schedule one session. **If you would like to schedule a recurring appointment, please contact us at 877.FIT.OHIO instead of trying to do so online.

7. The next screen will show your current appointment schedule, including all confirmed and requested appointments.

8. If you need to reschedule or cancel an appointment that you have requested, but that has not yet been confirmed, you can do so on this screen.

9. Find an Appointment by Type.

10. Click the Find an Appointment button on the left hand side of the screen.



11. Choose the studio of your choice using the dropdown box. (ie: Chagrin Falls).

12. Click the Session bubble.

13. Search for your preferred appointment slots by indicating which dates, days of the week, and/or times of day.

14. Click the Search button.

15. A list of potential appointment options will be displayed. Click on the View button or the Request Trainer link by your preferred date and timeslot.

16. Confirm the studio, date, and time on the confirmation screen and click the Request Single Appointment button to schedule one session. **If you would like to schedule a recurring appointment, please contact us at 877.FIT.OHIO instead of trying to do so online.

17. The next screen will show your current appointment schedule, including all confirmed and requested appointments.

18. Receive an Appointment Confirmation. All appointment requests will be reviewed by our staff to ensure that we can fulfill them.

19. If we can fulfill the appointment, we will send you an automated confirmation email and calendar update.

20. If we are unable to fulfill your request, we will send you an automated email declining the appointment.

21. Feel free to submit a different request online or give us a call at 877.FIT.OHIO (348-6446) to speak with a member of our staff.