

How to link your Danceology Local Profile Account to a Universal Account?

Your Danceology Local Profile Account will need to be authenticated or verified. Follow these simple authentication steps:

Important Note:

If you have more than one dancer at Danceology, you must authenticate/verify each dancer's Danceology Local profile to be linked to their own Universal Account.

Dancers with an already existing Danceology Local Profile Account:

- Open the Danceology app, Click sign in, enter your dancer's Danceology Online Local Profile email (The email associated with your Danceology online access account) Enter your password. If this is successful for you, then your dancer's Danceology Local Profile Account has been authenticated and is now linked to their Universal Account.
- Repeat these steps above for each of your dancers (dependents) that have a Danceology Online Local Profile. You can create a seamless connection between your dancers (dependents) using the **Family Account Feature** - For more information about the Family Account Feature, please reference "How to use the Family Account Feature in your Danceology/Mindbody Universal Account" document or contact the front desk at frontdesk@danceology.biz

Troubleshooting:

- If the App tells you that you already have an account with that email or tells you that you have entered an incorrect password, and will not allow you to log in, click forgot password and the app will send you an email where you can change/update your password. (You can re-enter your original password if you prefer)

Once you have updated your password, log into the Danceology app again with your email and updated password. You should now have access to the Danceology app and your Danceology Local Profile Account has been authenticated and is now linked to your Universal Account. You can also access your account via the online access through www.danceology.biz or clients.mindbodyonline.com as well.

How do I link other businesses that I am a member with that use Mindbody software to my Universal account?

This is done automatically when you complete the authentication process with your Danceology Local Profile account. However, you can also manually link other businesses to your Universal Account following these steps:

1. Sign into <https://account.mindbodyonline.com/> with your Universal Account information.
2. Select **Places You Go** on the left side.
3. Click **Start Searching**.