

HOW TO USE THE **FAMILY ACCOUNT FEATURE** IN YOUR DANCEOLOGY/MINDBODY UNIVERSAL ACCOUNT

Within your Mindbody Universal Account, the **Family Account Feature** allows you to book, buy and manage your family members' (dependent) information at your favorite businesses using a single Universal Account login. Any dependents who you add using the **Family Account Feature** will display on class rosters under their own name, and their visit history is stored in their own unique local profile at each of the Mindbody software businesses they are a member with.

At Danceology, once you have authenticated/verified each of your dependent's Danceology Local Profile Accounts to be linked with a Universal Account, you can use the **Family Account Feature** to connect them under one Universal Account using one single Universal Account login.

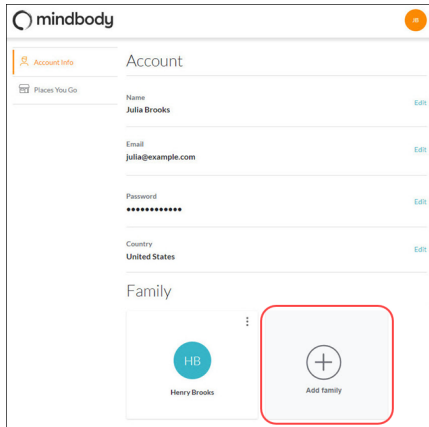
With this feature, you will have easy access to all your dancers' profiles, schedule information and purchases. You can also book services for your dancers in the Danceology branded mobile app, on Danceology website, or through clients.mindbodyonline.com. In addition, you have fewer logins to remember providing you with a more seamless experience.

How can I connect my dancers (dependents) to each other using the Family Account Feature?

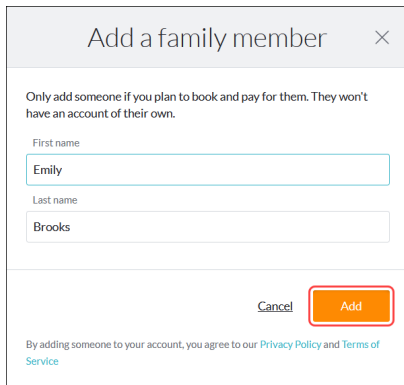
First, you will need to decide which family member or dancer will become your **PRIMARY** Universal Account Holder. Once you decide, this family member or dancer's login information will become the only login you will need to use to be able to navigate between all of your dancers' universal accounts.

If you have not yet linked your Danceology local profiles to a Mindbody Universal account. Please reference the "How to link your Danceology/Mindbody Local Profile Account to a Mindbody Universal Account" Document or contact the front desk at frontdesk@danceology.biz.

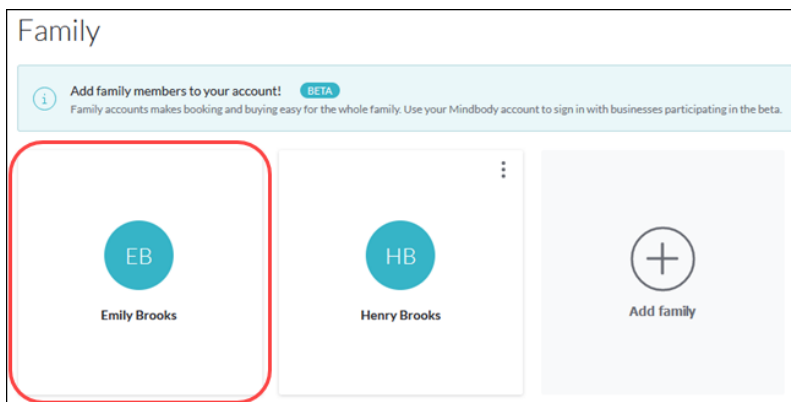
1. Log in with your chosen **PRIMARY** Mindbody Universal Account at **account.mindbodyonline.com**.
2. In the Account Info screen's Family section, click the Add family button.



3. In the Add a family member window, enter the dependent's name in the First name and the Last name fields. Click the Add button.



4. The new dependent displays in the Family section and can be used when booking services or purchasing products and packages.



IMPORTANT NOTE:

If the dependent being added has an existing Danceology Local Profile that shares the SAME email address as the Universal Account holder, they are added with no password needed.

If, however, the email is DIFFERENT than the PRIMARY Universal Account holder, the primary Universal Account holder will need to use the ORIGINAL Danceology Local Profile Login for the dependent's profile first. If this is the case, please follow these steps:

- 1. Go to Places you go and in the drop down menu on the left side of the screen.**
- 2. Choose the dependent you would like to add as a family member.**
- 3. Search Danceology and log in using the dependent's original login information**

****THIS WILL BE THE LAST TIME YOU WILL NEED TO USE THAT ORIGINAL DEPENDENT LOGIN INFORMATION, AS THEY WILL THEN BE OFFICIALLY CONNECTED TO THE PRIMARY'S UNIVERSAL ACCOUNT FAMILY FEATURE.**

****If you have any additional questions or technical difficulties, please contact Jamie McDonald at jmcdonald@danceology.biz**