



## REGISTERING FOR FREESTYLE ICE AT BELLERIVE ICE CENTER

### Step by Step Set-Up Guide

#### STEP 1

All Skaters and Coaches must set up an **ONLINE FREESTYLE ACCOUNT**. Bellerive Ice Center uses an online booking system called *Mindbody* to pay and register for freestyles.

To set up your account [Click Here](#).

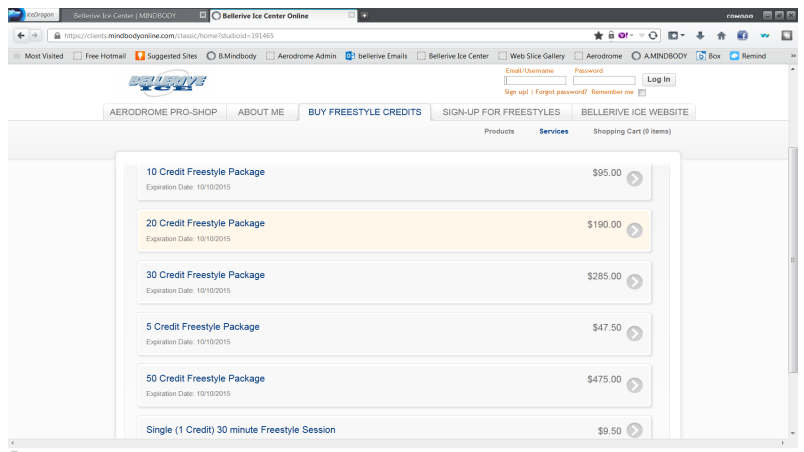
Details can also be found on the freestyle page of our website at [www.belleriveice.com](http://www.belleriveice.com)

#### STEP 2

You have to have **BUY A PACKAGE OF CREDITS** before you can register for freestyle ice.

Each 30 minute Freestyle is equal to **ONE CREDIT**.

Click on the **BUY FREESTYLE CREDITS TAB** (See Diagram) and make your purchase.

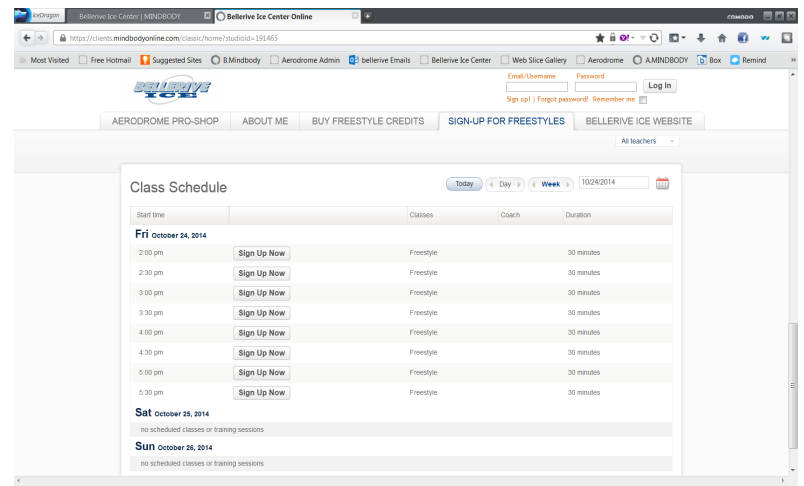


#### STEP 3

Once credits have been purchased you **MUST** register for individual freestyles.

Click on the **SIGN-UP FOR FREESTYLES TAB** and use the date selector to go to the desired day you wish to book the freestyle.

For your convenience there is an iPad housed on the wall close to the entrance of the rink where you may register for freestyle.



### Cancellation Policy

Freestyles can be cancelled online up-to 5 minutes prior to the start time of the session. To cancel go to your skaters online schedule, click on the **CANCEL EARLY TAB**. The credits will be added back to your account to re-use at a later date. The Mindbody system is set to block cancellations made within 5 minutes prior to start of the freestyle and the credit will be forfeited. Only in extenuating circumstances will those credits be placed back into your account. Request should be made to [mpoole@belleriveice.com](mailto:mpoole@belleriveice.com) with your valid reason. **ALL PACKAGES HAVE EXPIRATION DATES**. We cannot refund or extend expired packages unless a doctor's note is provided with the request to [mpoole@belleriveice.com](mailto:mpoole@belleriveice.com)

### IMPORTANT INFORMATION FOR FAMILIES:

The Mindbody system does not automatically allow family member to share a purchased package. However this can be done by contacting [mpoole@belleriveice.com](mailto:mpoole@belleriveice.com)