

1. <https://clients.mindbodyonline.com/ASP/home.asp?studioid=43576>
 - a. **Create an Account**
 - i. "Been Here Before?"
 1. Log in with your existing username and password
 2. Your information will appear – verify your information is correct and up to date
 3. You can now register for Workshops under the "Festival Flamenco Workshops" tab, or you can purchase ticket packages under the "Online Store" tab
 - ii. "Not Sure?"
 1. If you have taken classes with NIF before in any capacity in 2014 please enter your name, or child's name, under "New to Our Site" to detect if you are already in our system
 2. Verify your Identity – If you have an account you will see a "Find Account" screen. Select your name and you will be asked for an email address
 3. An email will be sent with a link to reset your password. Once you click on the link and reset your password you will be automatically signed into the Festival Registration system
 4. You can now register for Workshops under the "Festival Flamenco Workshops" tab, or you can purchase ticket packages under the "Online Store" tab
 - iii. "New to our site?"
 1. Scroll down to "New to our Site"
 2. Enter your First and Last names
 3. Click "Next"
 4. Step 1: Contact Information – Please provide all required information in the fields provided – an asterisk denotes required information
 5. Step 2: Create a login (your email address) and password (up to you)
 6. Step 3: Family Members: Only applicable if you plan on managing the account of a child or other family member, click on "Add Family Member" and provide all required information – click "Save" to complete this step
 7. Click "Create Account"
 8. You can now register for Workshops under the "Festival Flamenco Workshops" tab, or you can purchase ticket packages under the "Online Store" tab

b. Searching & Registering for Festival Workshops

- i. Click the “Festival Flamenco Workshops” tab at the top of the page
- ii. Under “Event Schedule” there is a list of workshops and descriptions to select from
- iii. Note: Stretch & Strength is a free class, and can be signed up for at any time, however you must sign up to reserve a slot
- iv. Click on the “Sign Up Now” button to select the appropriate class – please note the dates and times
- v. Under the “Make a Reservation” page you will see the date, time, instructor, and descriptions. If you would like to add a question or note you may enter in the Notes field
- vi. Click on the “Enroll” button
- vii. You will be taken to your “Shopping Cart” with your purchase shown – you may apply your Promotion Code here if applicable
- viii. You may “Check Out” or “Continue Shopping”
- ix. Enter your credit card information on the Check Out / Place Order screen – you will be sent an email receipt at the email shown below

c. Searching & Registering for Festival Ticket Packages

- i. Click the “Online Store” tab at the top of the page
- ii. Under “Products” there ticket packages to choose from – click on the image for important information
- iii. When ready to purchase click on “Add to Cart”
- iv. You will be taken to your “Shopping Cart” with your purchase shown – you may apply your Promotion Code here if applicable
- v. You may “Check Out” or “Continue Shopping”
- vi. Enter your credit card information on the Check Out / Place Order screen – you will be sent an email receipt at the email shown below