



Welcome to the Kansas City Ballet!

Below, you will find instructions on how to create an account in Mindbody to update personal information, view your schedule (if applicable), view visit history, view purchase and payment history.

1. Go to signin.mindbodyonline.com - [Kansas City Ballet](#)
2. **NEW ACCOUNTS:** Select Create an Account. Enter the email you wish to use for your account (this email will be used to communicate with you). **EXISTING ACCOUNTS:** select Sign In.
3. Add your information completely, including address, date of birth, and phone number. You will have to log out and back into the [Kansas City Ballet](#) Portal if you want to add additional people to the account and follow the same process.
4. When prompted, "Who are you booking for?" Press your name (student).
5. It will then prompt you to enter all their information to create a KCBS profile. This is required because this is how we put your student into our system.
6. Once you have filled this information out, it gives you the opportunity to edit your billing information and view your profile. (Press the top right corner profile icon – view your profile)
7. Email school@kcballet.org once this is complete.