

Northampton Community Acupuncture
Guide to Scheduling, Canceling or Paying for Appointments
Online

*******Please save for future reference*******

Online access can be:

1. Via the Website:

- Go to nohocommunityacupuncture.com
- Click on “**Book Now**” button on the Home Page, or on the Schedule Appointment Page –
- You will be redirected to Mindbodyonline.com, a secure website handling all NCA’s transactions

2. Via the App:

To **download the mobile device App Mindbody**

- Go to our website nohocommunityacupuncture.com,
- Go to the Schedule Appointment page.
- Click on “Get Mindbody” to download.
- Enter/set up login info, email and password (the app will save it for future use). Also select Northampton Community Acupuncture as a “favorite” for future use.
- Once set up, follow the prompts, as it’s pretty straightforward to use.
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Below these instructions on Page 3, see an illustration of the online system. Note the numbered sections described below as indicated on the illustrations.

1. This area shows that you are logged in

2. There are 4 Headings on the top: Appointments, My Info, Online Store, and Help.

3. **Appointments** - Under “**Browse Appointments**”, you can see the available appointment times in white. Please scroll up or down to see the time of day you are looking for. Gray areas are for times where the clinic is closed or the schedule has been filled.

To schedule yourself, click on an available time in the schedule and follow the instructions. You can also use the “**Find Appointment**” button, and select type of appointment, practitioner, time of day, etc.

4. **My Info** – this heading has several sub-categories –

- **Profile** - for storing personal information, billing information, and family members who also come to the clinic (this would be useful especially if you share packages, pay for another person, etc.)
- **My schedule** – you can view your scheduled appointments and double-check the day/time in this section. You can also **cancel** an appointment, as long as it’s at least 24 hours ahead of time – look for the cancel option at the far right, on the line of the appointment you wish to cancel.
- Under **Visit history**, you can view all of your previous appointments.
- Under **Purchase History**, you can view all your previous purchases.
- Under **Account** you can view how many remaining unused treatments in a package you have available for use.

5. **Online Store** – you can purchase (but are not required to) a single treatment or a treatment package using the online store.

- Go to that heading and follow the prompts. Purchasing online can save time when checking out your appointment.
- You can also purchase them at the clinic if you prefer, or are paying with cash or check.

6. **Help** – this gives a brief explanation of how to perform various functions. If you are having trouble with the system, please let us know – call or email, or ask next time you come in; we’ll be happy to help.

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Browse Appointments

Today Day Week 5/2/2019

Find an Appointment

Available Times Unavailable Times

May	Thu 5/2	Fri 5/3	Sat 5/4	Sun 5/5	Mon 5/6	Tue 5/7	Wed 5/8
12:00 am							
12:15 am							
12:30 am							
12:45 am							
1:00 am							
1:15 am							
1:30 am							
1:45 am							
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5:30 am							
5:45 am							
6:00 am							
6:15 am							

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Profile

Personal [Edit](#)

Name **Test Test**

Email **test@tester.org**

Password **.....**

Address **MA**
UNITED STATES

Mobile phone **433434344**

Mobile provider **None**

What do you want to hear about?
We'll still email receipts and anything critical.

Your account

Email Text

Reminders and schedule changes

Email Text

News and promos

Email Text

Billing Information [Edit](#)

No Billing Information on File

Family Members [Edit](#)

[Add Family Member](#)