

# MINDBODY Purchase Guide

Last Modified on 12/24/2023 2:36 pm MST

## Teamwork's (Formerly Dolce Software)

### **MINDBODY Connector for RUN Powered by ADP<sup>®</sup>**

#### **Purchase Guide**

A Teamwork representative will meet with you via conference, and walk you through the following steps for purchasing and using the MINDBODY Connector! Please email [teamworksupport@spoton.com](mailto:teamworksupport@spoton.com) with a time that works for you. See the note below for multi-unit operators prior to setting your onboard appointment.

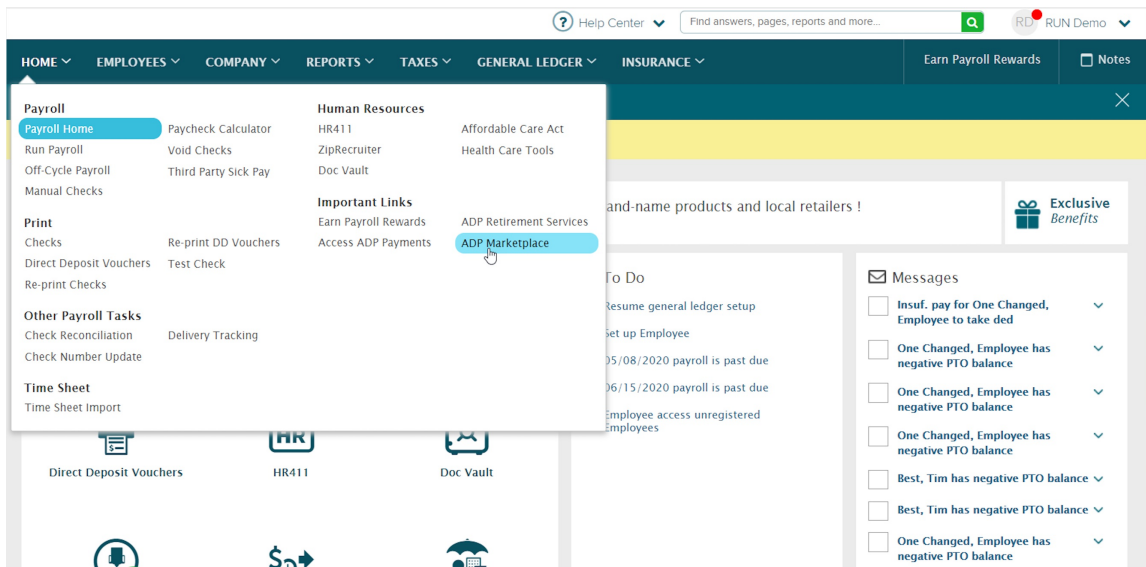
**Important note for users with Multi-Unit Access: If you have access to multiple locations or business units with the same User Credentials, i.e. if the same username can be used to access multiple accounts, you will need to establish a unique admin login for each business unit. Please see:**  
<https://support.dolceclock.com/help/preparing-multi-unit-adp-run-accounts-for-adp-app-marketplace>

**If you experience technical issues with this step, please email:**  
[MINDBODY\\_Support@adp.com](mailto:MINDBODY_Support@adp.com)

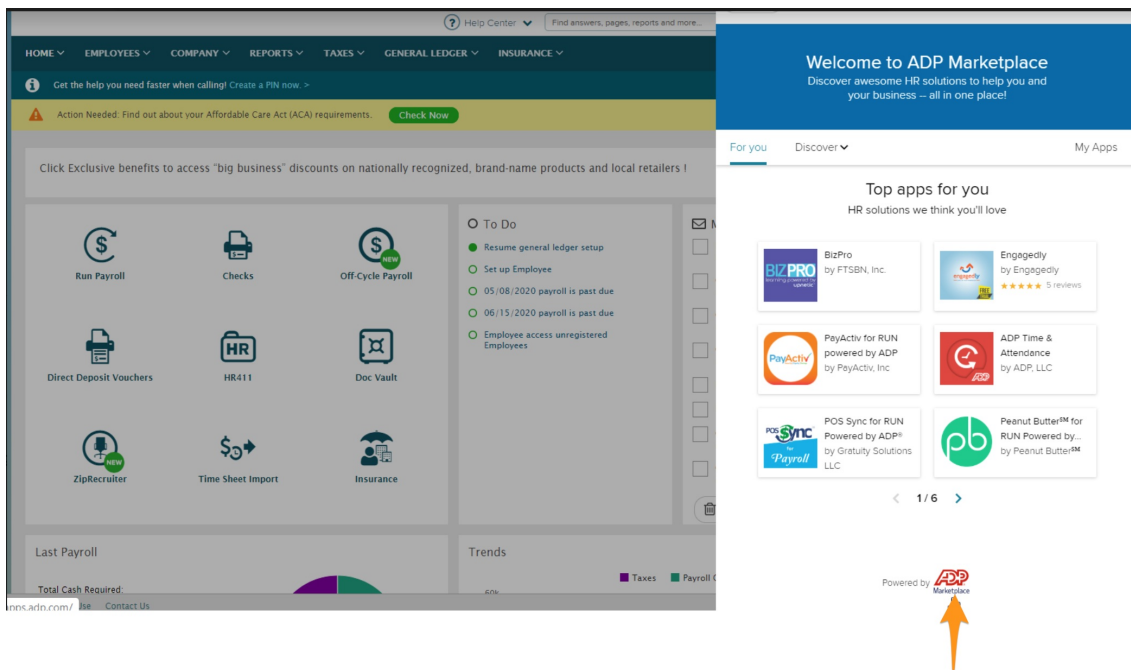
**This step must be complete before setting up the MINDBODY Connector.**

#### Steps to Purchase the MINDBODY Connector on ADP Marketplace

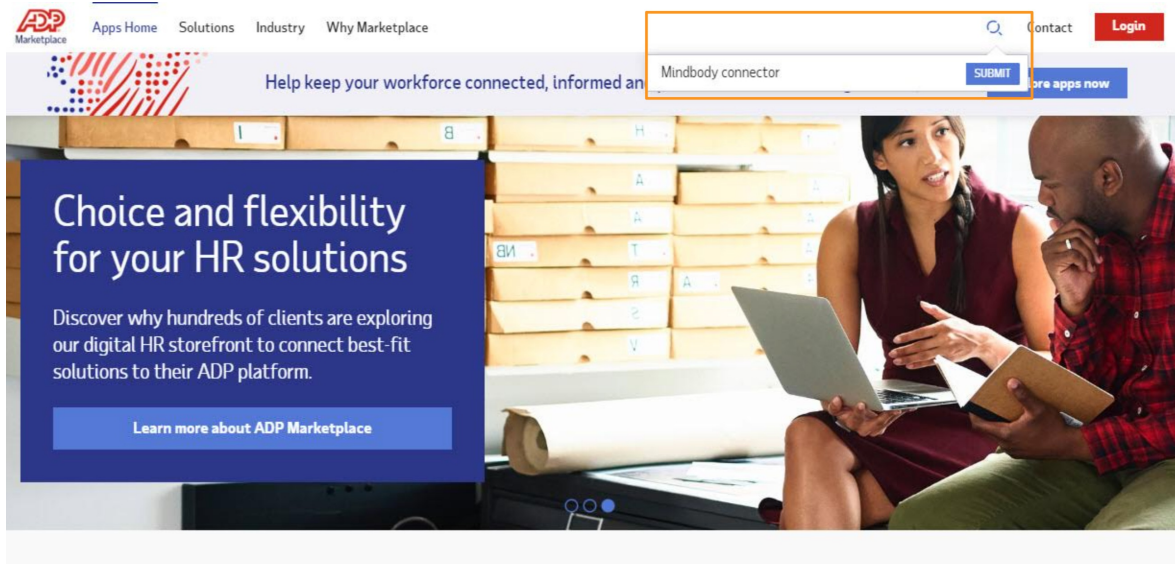
1. Once logged in to RUN, go to the Home tab and click on **ADP Marketplace**.



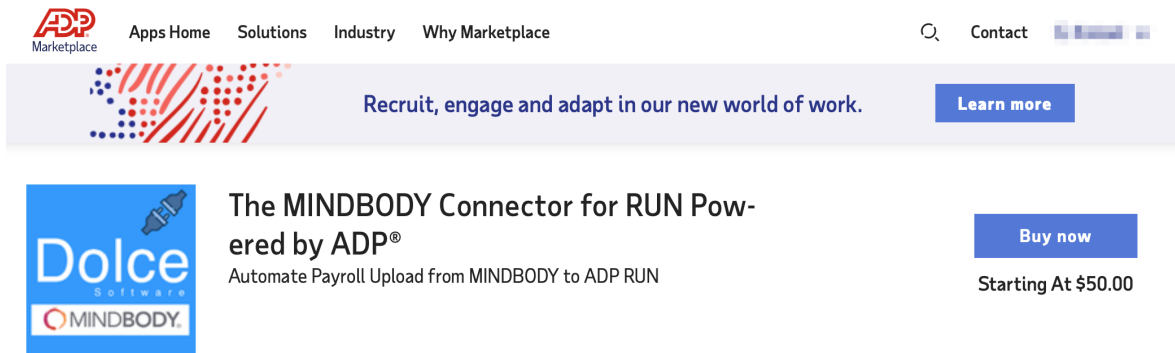
2. This will open ADP Marketplace in RUN. Click on the ADP Marketplace logo at the bottom of the page.



3. Once on the homepage of ADP Marketplace, use the search bar to search the MINDBODY connector



4. Select the MINDBODY Connector for RUN Powered by ADP®. Once on the listing click Buy Now.



5. Select your payment method: ADP Invoice or a credit card. If using a credit card, enter all information requested then, click **Continue**.

You're 60 seconds away from getting Connector for MINDBODY to ADP RUN.

[Purchase FAQs](#)

Included Users		
<input checked="" type="radio"/> Automated Payroll	1	30 Day Free Trial \$50.00 / Mo
		Discount Code: <input type="text"/> <input type="button" value="Apply"/>
		Fee due at checkout: \$0.00
		<small>Final price may include additional taxes.</small>
		Total recurring monthly fee as of end of trial on 04/18/20: \$50.00

6. On the Confirm Order page, review the order to confirm it is correct. Click the check box

to acknowledge and agree to the Terms & Conditions. When you are finished, click **Place Order**.

1. Create Order      2. Billing Details      3. **Confirm Order**      4. Order Receipt

### Confirm Order

Bill To:

Name	Edition	Price	Quantity	Total
Connector for MINDBODY to ADP RUN	Automated Payroll	\$50.00 / Month	1	\$50.00
Dolce pilot clients 6 months free		-100%		-\$50.00
Subtotal:				\$0.00
Fee due at checkout:				<b>\$0.00</b>
Total recurring monthly fee as of 10/18/20, after 6 months discount:				\$50.00

[Back](#)       By checking the box, I acknowledge that I have read and agreed to the App's Terms of Service.      **PLACE ORDER**

7. On the Order Receipt page that opens, click **Grant Access**.



Company

**One last step is Granting Access to your ADP Data. Click [Grant Access](#) to finish this setup.**

[Click here to CANCEL your ADP® Dolce Software App subscription and go back to ADP® App Marketplace](#)

You'll see confirmation connection and a click through to the next step.



**Your Dolce Software account is now connected to ADP®! Thank you.**

**Your last step is to connect your Mindbody site.**

[Click Here to start your Mindbody Connection Setup](#)

8. Next, enter your MINDBODY Site ID into Teamwork, and click **Allow Access to MINDBODY data**. Shown below.

NOTE: After clicking the **Allow Access** button, see the steps shown below the **Allow Access** button which show the necessary approval step from the MINDBODY site.

**Please Enter Your MINDBODY Site ID**  
You can find the Site ID at the bottom right corner of your MINDBODY Dashboard

Site ID

Allow Dolce Access to your MINDBODY Data

After clicking **'Allow Dolce Access to your MINDBODY data'**, your browser will redirect you to your MINDBODY site. If not already logged in, you will be asked to login to MINDBODY. **Only the MINDBODY Site's Owner** login credentials allow authentication to Dolce Software:

Email: owner Password: \*\*\*\*\* Log In  
Need password? Remember me

Once logged in, your MINDBODY site will redirect you to your API integrations page where you will see DolceSoftwareLLC displayed under **"Who has access to your API?"**

Who has access to your API?  
DolceSoftwareLLC Remove

Once connected, please return to the MINDBODY Connector purchase TAB in your browser to finalize your MINDBODY connector.

### 8.a Finding your MINDBODY Site ID

The SiteID is always visible in the bottom right of any screen in the MINDBODY web software.

SLO YOGA CENTER

Our Website Classes Workshops Teacher Training Privates My Info Online Store Help

SLO Yoga Center-Do... All service categories All class types All teachers

### Class Schedule

Today Day Week 9/13/2019

Start time	Classes	Teacher	Location	Duration
10:30 am	VINYASA ALL LEVELS	Tonya Holmescusick (8)	SLO Yoga Center-Downtown	1 hour & 30 minutes
<b>Sun September 15, 2019</b>				
8:15 am	CENTER BARRE - SUNDAY BUNDAY	Karen Ashley	SLO Yoga Center-Downtown	1 hour
9:00 am	GENTLE YOGA	Morgan Jaleh Dehmohseni	SLO Yoga Center-Downtown	1 hour & 15 minutes
9:30 am	VINYASA ALL LEVELS	Peach Friedman	SLO Yoga Center-Downtown	1 hour & 15 minutes
10:30 am	YIN YOGA	Sarah Klemm	SLO Yoga Center-Downtown	1 hour & 15 minutes
5:45 pm	GENTLE YOGA	Connor Cutler	SLO Yoga Center-Downtown	1 hour & 15 minutes
6:00 pm	COMMUNITY VINYASA	Kyle Scheffer (5)	SLO Yoga Center-Downtown	1 hour
7:15 pm	COMMUNITY KIRTAN/BHAKTI YOGA	Annapurna Devi	SLO Yoga Center-Downtown	45 minutes

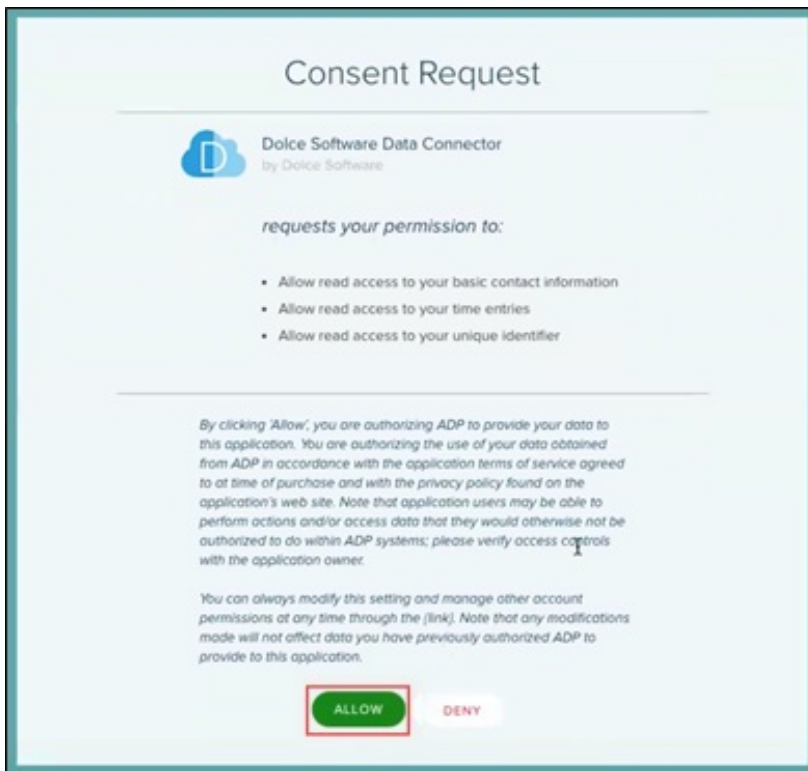
**Regularly Scheduled:** (1) Terry Hooker (2) Kisten Yogi (3) Peter Sterios (4) Peach Friedman (5) Sera Melini (6) Sera Melini (7) STAFF STAFF (8) Brooke Ludington (9) STAFF STAFF

SLO Yoga Center - Site ID: 788 | Powered by MINDBODY.

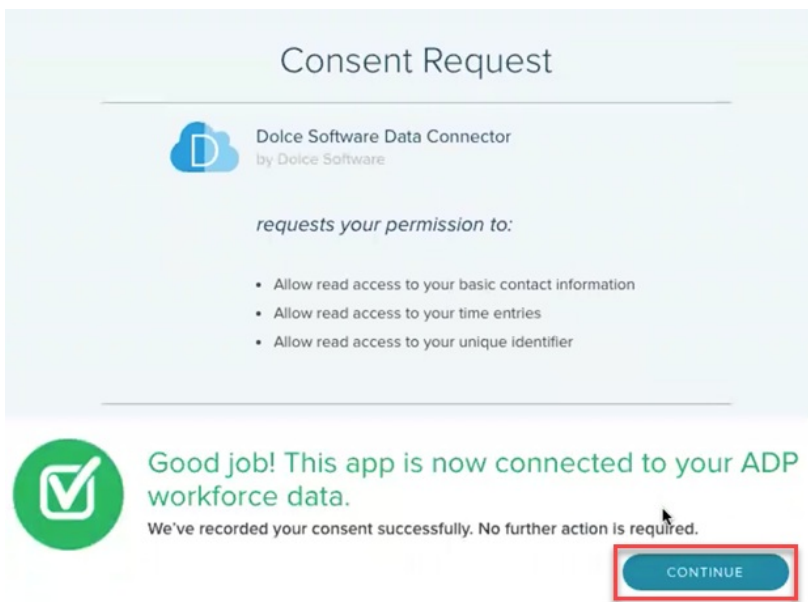
SLO Yoga Center - Site ID: 123

Powered by MINDBODY.

9. A Dolce Consent Request appears. After reading the request, click **Allow**.



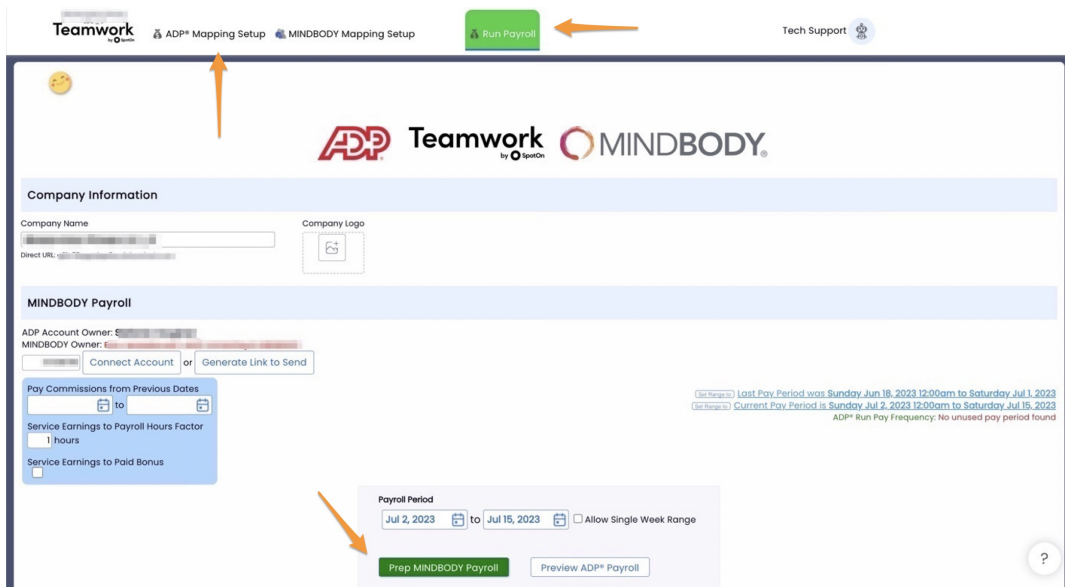
10. A confirmation message appears. Click **Continue**.



11. You'll be taken to a MINDBODY / RUN initial configuration screen

Map RUN employees to MINDBODY employees as follows:

- Click **Run Payroll** from the top toolbar, then click **Prep MINDBODY Payroll**
- After running **Prep MINDBODY payroll** go to **ADP Mapping Setup** from the top toolbar, and click on the ADP account, it will look like a blue rectangle



- Then, verify that the **Proposed Name Matches** shown below (RUN vs MINDBODY®) are accurate. If any name assumptions are incorrect, press **Unmatch**
- In the **Manual Match Names** section shown below, click the RUN name (red column), then click on the corresponding MINDBODY name (pink column)
- Click the yellow **Complete Employee Mapping** button to complete the name matching confirmation process.

If you can not find your employee below please click this button

**Complete Employee Mapping**

**Manual Name Matches**

6 Unresolved Employee Names  
Unmatched Employees 0

Import Checked Employees

ADP Sourced Employees	Import
Aguilar, Yanira	<input type="checkbox"/>
Adams, Sill B.	<input type="checkbox"/>
Adams, Alexandria C.	<input type="checkbox"/>
Adaligil, Nazmiye	<input type="checkbox"/>
Acrie, Ashley M.	<input type="checkbox"/>
Aboalam, Marwa B.	<input type="checkbox"/>

**Available Employees**

Active - Unmatched Mind Body Employees	Inactive - Unmatched Mind Body Employees
Employee, Sample	

**Proposed Name Matches**

5 Matched but Unlinked Employees  
Matched Employees 486

Mind body or ADP Sourced Employees names should be corrected

ADP Sourced Employees	Unmatch	Mind Body Employees	Edit
Adeshina, Diane (A.)	Unmatch	Adeshina, Diane (A.)	Edit
Alarcon, Erica	Unmatch	Alarcon, Erica	Edit
Alarcon, Kevin (E.)	Unmatch	Alarcon, Kevin (E.)	Edit
Alas Mate, Claudia (G.)	Unmatch	Alas Mate, Claudia (G.)	Edit
Alatriste, Kevin (S.)	Unmatch	Alatriste, Kevin (S.)	Edit
Alcala, Faustino (H.)	Unmatch	Alcala, Faustino (H.)	Edit
Alcala-Reyes, Lydia (E.)	Unmatch	Alcala-Reyes, Lydia (E.)	Edit
Alcantara, Carole Marriene	Unmatch	Alcantara, Carole Marriene	Edit
Alcaraz, Joshuelle Christine (R.)	Unmatch	Alcaraz, Joshuelle Christine (R.)	Edit
Alcaraz, Yvonne (T.)	Unmatch	Alcaraz, Yvonne (T.)	Edit

NOTE: You can return to the name matching screen anytime from the Main Toolbar as shown below.





- **Mapping Earnings Codes:** Scroll down to Role and Earnings Code Mapping, and map Roles and Earnings Codes using dropdown choices.
  - If no departments exist in RUN, no mapping selection is necessary.

Role Mapping		Payroll Earnings Codes Mapping	
Mind Body Roles	ADP Department	Mind Body Code	ADP Earnings Code Description
Athletic Trainer	Class	Regular Hours	Regular Hours
Yoga	Class	Overtime Hours	✓
Spin Class	Class	Commissions	Allocated tips
Front Desk	Office	PTO	Automobile fringe
Cleaning	Janitorial	Tips	Bonus
			Cash tips
			Commission
			Credit card tips owed

NOTE: You can return to the name matching screen anytime (for instance if you add a new earnings code in the future) from the Main Toolbar as shown below.



Your initial configuration is complete.

[Upload Payroll - Click Here](#)

The information in this document was prepared by Dolce Software LLC and Dolce

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