



VIRTUAL GROUP FITNESS

WHAT IS VIRTUAL GROUP FITNESS?

Virtual Fitness is our new **LIVE** streaming video service where you can participate in Group Fitness classes online or on your mobile device. Now you can exercise anywhere you choose, from the comfort of your living room, balcony, or backyard, all the while staying connected to your fitness family! Hosted by our Certified Group Instructors and filled with a community of member-participants, you'll not only have a good time but also a good sweat. Remember, this is a streaming service, and the sessions are not being recorded. Using the ZOOM video conferencing software, our Virtual Fitness platform is easy to join, use, and navigate.

VIRTUAL GROUP FITNESS CLASS ETIQUETTE

To provide a safe and enjoyable experience for all, please be aware of the following:

- You can only sign-up for virtual classes through the Virtual Fitness Platform, NOT through Empower M.E. (See the following section 'Accessing the Virtual Fitness Platform' on how to access the platform.)
- Be on time for class. You will be able to enter the ZOOM class platform 15 minutes before the start of class. *NOTE: You will not be able to join once the class has started.*
- Remember to keep yourself on mute the duration of the class.

HOW TO PREPARE FOR VIRTUAL CLASSES

- Here's what to have ready at the start of class: water, towel, and any equipment indicated in the class description or suggested from the class style below:
 - **Strength:** we recommend having a mat, one (1) set of light/medium weights, and one (1) set of heavy weights
 - **Mind-body:** such as yoga, we recommend having a mat, strap and/or towel, and a yoga block (a book can work as well)
 - **Barre:** we recommend having a mat and a set of light weights.
- Identify a couple of locations to place your device to make it easier for you to see and hear during the class.
- Ensure there is adequate space around you, and the area is clear of obstructions before beginning your workout.
- If you would prefer not to be visible by the instructor or other participants, you have the option to turn off the video feature in the bottom left corner of your screen. You will still be able to see the instructor and others.



VIRTUAL GROUP FITNESS INSTRUCTIONS

REQUESTING TO PARTICIPATE IN VIRTUAL CLASSES

1. To begin, you must first log into your Empower M.E. account and change your 'Interests' in your profile to include 'A Virtual Group Fitness Class.' If you're not sure how to do this, watch this short 'how-to' video: https://youtu.be/u9_S43x3dG8.
2. When your profile is updated, you'll receive an email with the subject line "Action Needed: Create your account" within two (2) business days with a link to set-up your account.

SETTING-UP YOUR VIRTUAL CLASS ACCOUNT

1. Click on the link provided in the 'Action Needed: Create your account' email you received to begin.
2. When prompted, if not already auto-generated, enter your log-in credentials (username or email address) and create a secure password.
3. When you've completed entering your information, click 'SUBMIT'.
4. Your account is now active; you can begin to book your spot in virtual classes. Click the following URL to return to the virtual class site: <https://vod.gleantap.com/movofit/>

ACCESSING THE VIRTUAL FITNESS PLATFORM

You can access the Virtual Class Platform in two (2) ways.

- **Online** via our website through the 'Group Fitness' button on the homepage navigation or through your browser via this URL: <https://vod.gleantap.com/movofit/>;
- or **mobile** through the Movofit™ App by clicking the 'EXTRAS' tile, then 'Virtual Fitness.'

VIEWING THE CLASS SCHEDULE & BOOKING A CLASS

1. In the upper right-hand corner on the Virtual Fitness homepage, click on the 'SCHEDULE' button or the three-line menu button icon if you're on mobile.
2. The schedule is displayed in a weekly format, starting with the current date in the center. You can navigate to different days by either clicking on the date or clicking the double arrows on the right-hand side of the schedule to view future classes.
3. When a class is available for booking, you will see a 'BOOK' button next to the class information.
4. To book that class, click the 'BOOK' button. If you are not already logged in, the system will prompt you to log in. Once you successfully book, you will receive the meeting link in your email.
5. You can view your booked classes by clicking on your name in the upper right-hand corner, then click 'MY ACCOUNT.'
6. Once in your account, click on the 'MY BOOKINGS' tab to view booked classes. (see 'MY BOOKINGS' section for more information)
7. You can also view scheduled times of specific classes by clicking on the class name in the schedule view.
 - Once you click the name, you'll be taken to a separate screen where you can view upcoming classes for that specific class. You can navigate to different days by either clicking on the date or clicking the double arrows on the right-hand side of the schedule to view future classes.

JOINING A CLASS YOU BOOKED

1. You can join a class you booked two (2) ways.
 - You can access the class through the link in the confirmation email you received after booking. Simply click on the link, and you will be taken to the class platform.
 - In the '**MY BOOKINGS**' tab (under 'MY ACCOUNT'), find the class you're joining and in the 'Join' column, click the 'Join' button; you'll now be taken to the class platform.
2. You will be able to enter the ZOOM class platform 15 minutes before the start of class. *NOTE: You will not be able to join once the class has started.*
3. Once you click 'Join,' you will now be in the ZOOM class platform. When class begins, remember to mute your microphone for the duration of the class.

CANCELING A CLASS YOU BOOKED

If you need to cancel a class, there are two (2) ways this can be accomplished; through the class schedule or in 'MY BOOKINGS' under your account profile.

- In the Class Schedule, after you click 'BOOK,' another red button labeled 'CANCEL' will appear. Click this button to initiate the cancellation. Once clicked, you will be prompted to confirm your cancellation.
- In the 'MY BOOKINGS' tab (under 'MY ACCOUNT'), find the class you'd like to cancel, and under 'Action' click the 'Cancel' button. Once clicked, you will be prompted to confirm your cancellation.

MY ACCOUNT SETTINGS

1. To view your account settings, click on your name in the upper right-hand corner, then click 'MY ACCOUNT.'
2. You will be able to view, edit, update your personal information and password.
3. While in 'MY ACCOUNT,' you can view all your previously completed and upcoming booked classes by clicking on the 'MY BOOKINGS' tab.

MY BOOKINGS

1. In the 'MY BOOKINGS' tab you can find all the information regarding your booked classes.
 - **Booking:** Name of the class
 - **Time:** Date and start time for the class.
 - **Instructor/Trainer:** Name of the instructor or trainer teaching the class.
 - **Booking Status:** This will display either 'Confirmed' or 'Complete' depending on the class's status.
 - **Join:** You will be able to join your booked class here by clicking the 'Join' button.
 - **Action:** Cancel a class by clicking the 'Cancel' button in this column.