

How to Schedule a Class and Invite Others Guide

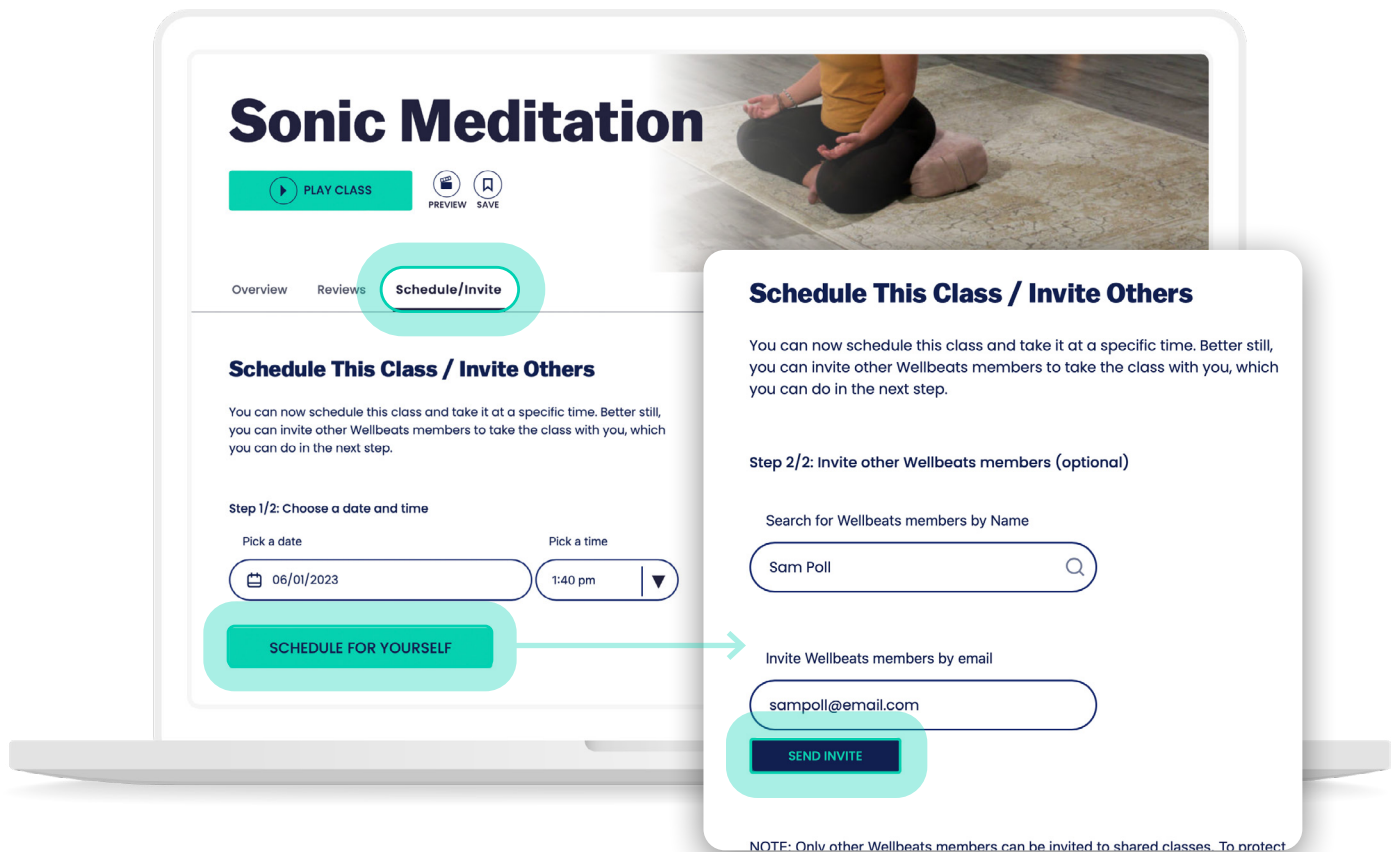
For Wellbeats Members

ABOUT THIS GUIDE

Learn how to schedule classes in advance and add to your calendar. You can also invite others to join you virtually. After scheduling a class, you will receive reminder prompts when it's time to start.

How to Schedule a Class and Invite Others

1. In your Wellbeats *Wellness* account, select a class you would like to schedule, then select **“Schedule/Invite”**.
2. Select a date and time to take the class, then select **“Schedule for Yourself”**. You will receive an email confirming your scheduled class. Depending on your settings, you may also receive an SMS text or push notification.
3. You will be prompted to invite others to your scheduled class. Search for and invite someone in your same organization using the **“Search for Wellbeats members by Name”** option. If the person you search for does not appear, this may be because they are not eligible for Wellbeats *Wellness* or they have disabled their social settings.
4. Depending on your sponsored organization’s subscription, you may also have the option to invite someone outside of your organization who is eligible for Wellbeats *Wellness*. If applicable, you must enter their complete email address using the **“Invite Wellbeats members by email”** option.



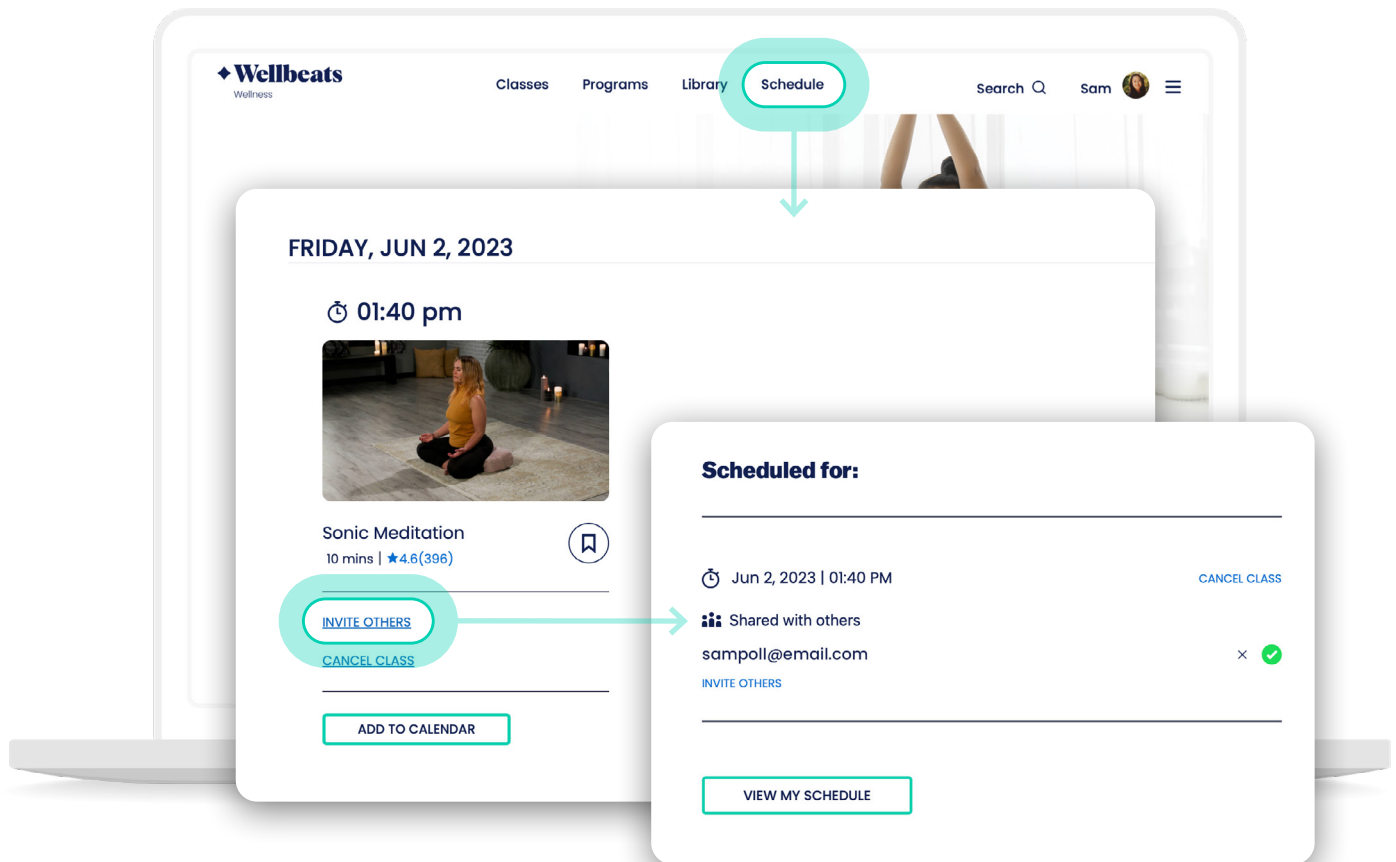
Your invitees will receive an email to join you in class. Depending on their settings, they may also receive an SMS text or push notification. They can accept the invite by logging into their Wellbeats *Wellness* account, selecting **“Schedule”** in the main menu, then **“Accept”**.

How to View Your Class Schedule

1. To view a full list of your scheduled classes, select **“Schedule”** in the main menu:

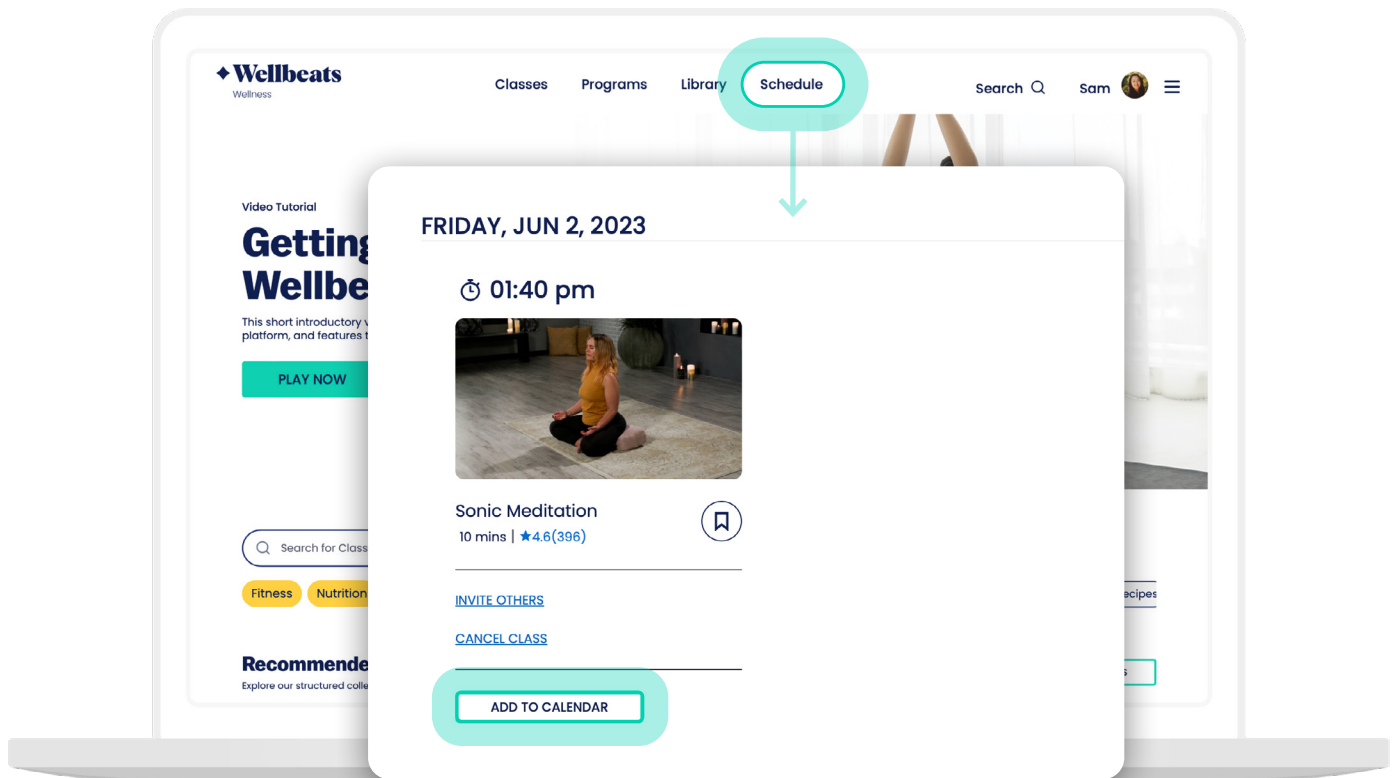
HOW TO VIEW YOUR CLASS INVITATION LIST:

1. You can view your invitee list at anytime by selecting **“Schedule”** in the main menu, then selecting **“Invite Others”** next to your scheduled class.
2. A green check mark will appear if an invitee has accepted your invitation.



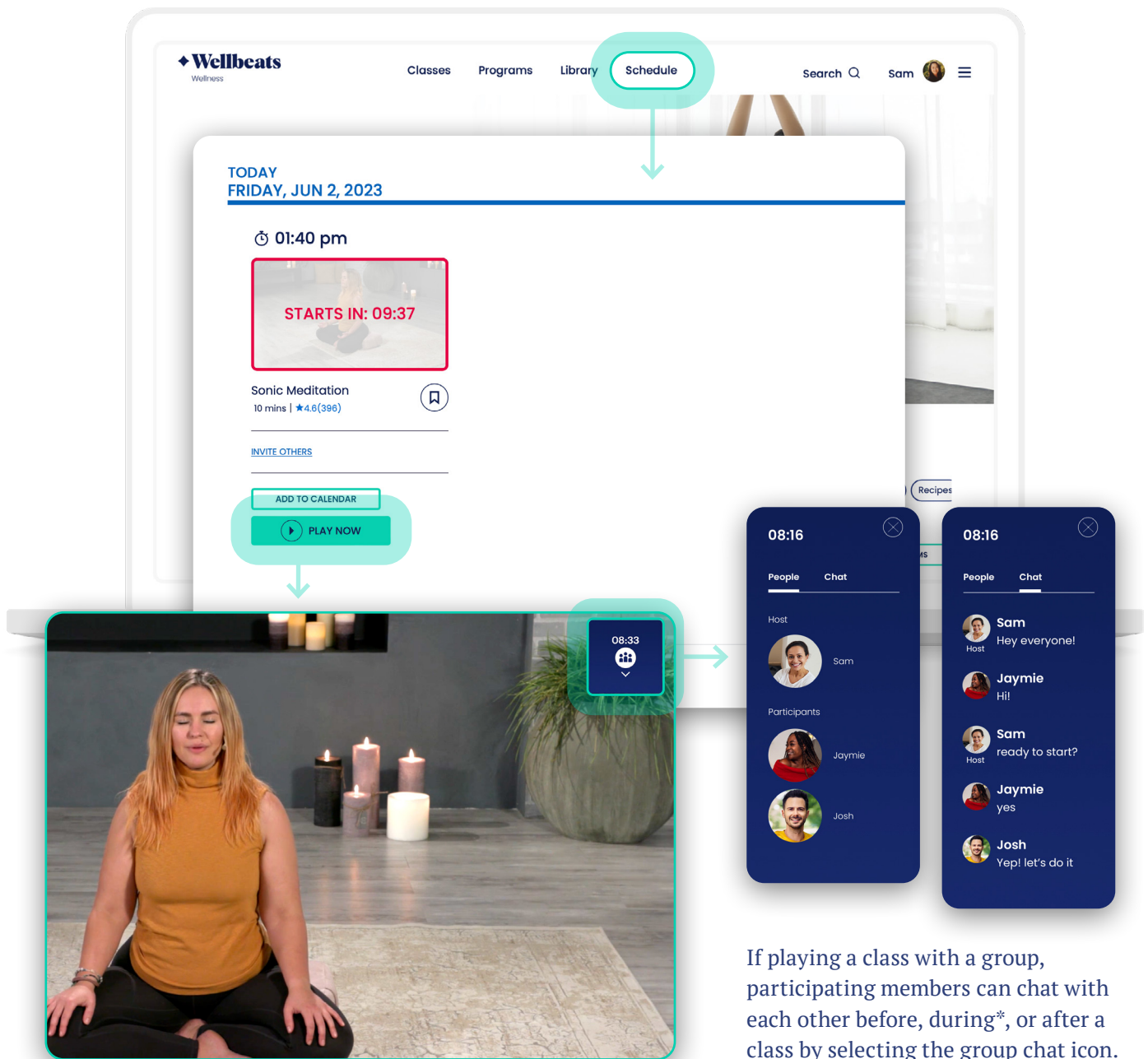
How to Add a Scheduled Class to Your Calendar

1. Select **“Schedule”** in the main menu
2. Select **“Add to Calendar”** next to your scheduled class. This will automatically download an .ICS calendar file to save on your device’s default calendar (i.e. Outlook or Google Calendar).



How to Play a Scheduled Class

1. Select **“Schedule”** in the main menu
2. A **“Play Now”** button will appear at or close to start time. Select **“Play Now”** to start the class.
Note: If others have been invited, all participating members will be placed into a waiting room prior to start time.



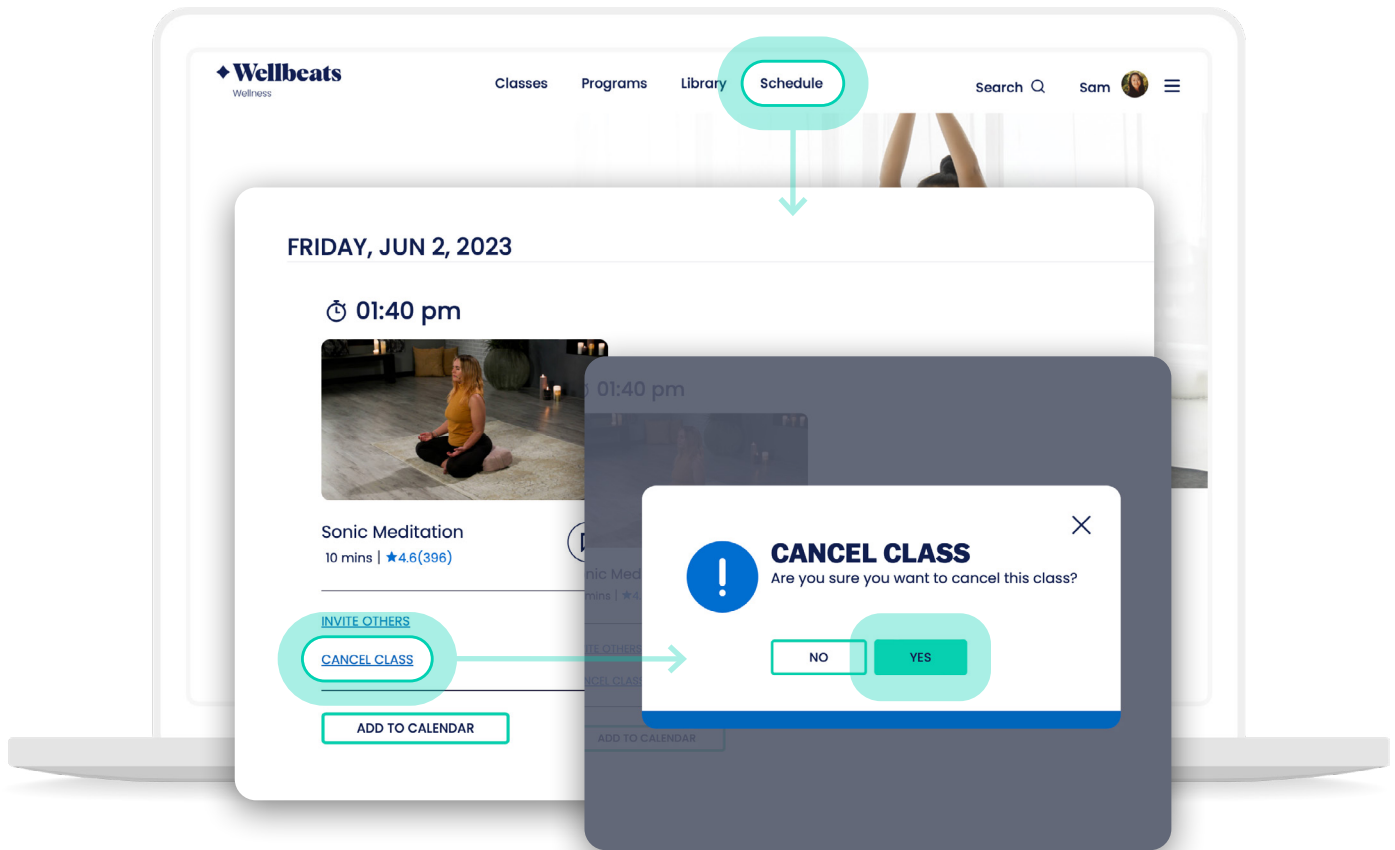
If playing a class with a group, participating members can chat with each other before, during*, or after a class by selecting the group chat icon.

*Wellbeats *Wellness* web portal use only (portal.wellbeats.com). Members playing a class via the app can chat before or after a class.

How to Cancel a Scheduled Class

1. Select **“Schedule”** in the main menu
2. Select **“Cancel Class”** next to the scheduled class you wish to cancel
3. Select **“Yes”** to confirm

Any members who may have been invited to the class will also receive an email confirmation upon cancellation.



Client & Member Support

support@wellbeats.com | 855-520-7500

Actual design and navigation may vary depending on your device.