YOUR GUIDE TO ZOOMING

Before you attend an online live (ZOOM) class you need to do the following:

- Before the start of class you need to download Zoom. You only need to do this once; it is free of charge and easy to do. You need to download Zoom meetings onto your iPad, laptop or phone, depending on which one you are planning on using for the class. You just need to have an inbuilt camera.

- This link takes you to the page you need: https://zoom.us/download#client_4meeting

- If you are using a laptop or desktop.....the first option is the one you need entitled “Zoom client for meetings”. Please click download and it will ask you to register. Make a note of your password in case you decide to use another device for future classes.

- Alternatively, when you receive your ‘invitation’ to join your ZOOM Matclass if you haven’t downloaded the ZOOM software it should prompt you to do it anyway. If this is the case please ensure you allow a few minutes before the start of class to download and register.

- If you are using an iPad, tablet or a phone.....then you need to download the “Zoom Mobile app”. Follow the link above and scroll down and it will give you a link to the Apple App Store and Google play link and allow you to the download the app and register. Make a note of your password in case you decide to use another device for future classes.

- The specific teacher will send you an invitation via email between 90 and 45 minutes before the class begins. Class registration via Mindbody is locked 2 hours before the start of the class to ensure the teacher has time to do this. If you do not receive an email invitation from your specific teacher by at least 45 minutes before the class, please check your junk or spam email! If you still don't have it, message the teacher directly on their mobile - all

numbers are at the bottom of this email. The teachers are setting the classes up themselves and sending the meeting invites out themselves, so neither Beverley nor I will be able to help you on this.

- The invitation will have a link to click, which will take you directly to the Zoom class.

- If you get a message that the host isn't ready don't worry you've just beaten the teacher to the class! Just like in the Studio - so just wait....

- The teacher will open the meeting 10 minutes before we are due to start so you can login and get setup and get ready.

HOW THE CLASS WORKS

- Once you are in the class on your device, you should be able to see yourself and other attendees on your screen. You then just need to position your mat so that the camera allows the teacher to see you when you are lying down, not just when you are sitting up. That way the teacher should be able to see you and offer corrections just as if she was in the room with you.

- Please note that if someone else in your house is also joining the same class on a separate device this may cause interference with the sound if you are both in the same room. If this is the case, please either share a device with them, or go to different rooms.

- Before the class starts you can all chat together. Once class has started however, the teacher will put you all on mute (oh the power!!!) so then the teacher will remain at the centre of the screen but if you want to ask a question give a wave and the teacher will "unmute you". This is the easiest way to work because it means that you should always be able to see and hear the teacher. Also should you have an unexpected interruption (child, partner, phone call, dog etc) then it won't disrupt the class. The teacher will take everyone off mute at the end of the class so everyone can have a chat before signing off.

PLEASE NOTE: Logging onto a ZOOM Class with Cobham Pilates means that you agree to the following statement.

I understand that I have agreed to participate in online Cobham Pilates classes which include strenuous physical activity. I agree that I will only participate if fit and well and will notify the teacher at the start of the class if there is any new information or changes concerning my fitness to participate. I agree that I will follow all instructions given by the teacher, including abstaining if I am told an exercise is not suitable for me. I also agree not to record the lesson in any form. Agreement to this Online Teaching Notification will act as my continued agreement to all ensuing on-line sessions, via Zoom or any other video conferencing tool.

TIPS TO GET THE BEST OUT OF YOUR CLASS!

- Find somewhere quiet where you are not likely to be interrupted or distracted.

- A mat or towel is necessary to 'frame' the space you will be working within and enable you to align yourself. Please ensure you have enough space around you to stretch out your arms and legs.

- Light yourself from the front or overhead. If a window or light source is behind you I will see a silhouette so please close the curtains/blinds or place your device on the other side

- Your phone/camera device needs to be set up slightly above you when you are lying on your mat. It is easier for the teacher to correct you if they are looking down on a diagonal or even side on if needed. You will need to tip the camera forwards slightly and prop it there in a stable position. You need to be far enough away so that the teacher can see all of you when you are standing and lying down.

- The teacher will mute everyone once we start the session and ask you for a thumbs up to check you are all OK. Please wave if you have a question or

comment, and the teacher will connect and speak directly to you. You do not need to be able to see the teacher, only hear then, so please turn your volume UP! However, if you hear audio feedback please lower the volume until it disappears.

- Everyone's wifi capacity varies, but you would ideally not have loads of other wifi intensive activities streaming at your house while you are doing your class so that you have no capacity constraints during the class.

- Screen saver- please set this to over an hour or NEVER for the duration of the sessions to avoid disappearing halfway through!

- Devices- A laptop is best as they have a wider field of view, and it's easier to manipulate the camera position via the screen. However, a phone or tablet is also fine. Whatever you use please don't block the camera.

- Your invitation will look like this, it looks complex but all you need to do is click on the link to the live stream which is highlighted in bold. You click the link under Join Zoom Meeting:

TEACHER X is inviting you to a scheduled Zoom meeting.
Topic: Pilates
Time: Mar 17, 2020 09:00 AM London

Join Zoom Meeting
https://us04web.zoom.us/j/3592971995

Meeting ID: 359 297 1995