



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

Go to <https://portal.wellbeats.com> and log into your Wellbeats account.



Wellbeats

Login

Register Via Code

2

Navigate to a class you're interested in, then select "Create Event"

NEW!

SCHEDULE A CLASS FOR YOURSELF AND OTHERS



You can now schedule a class and take it at a specific time. Better still, you can invite other Wellbeats members to take the class with you.

[CREATE EVENT](#)

3

Select a date and time to take the class, then select "Schedule". You will receive an email confirming your scheduled class. Depending on your settings, you may also receive an SMS text or push notification.

SCHEDULE CLASS

Start Date:

06/03/2021



Start Time:

Select a start time

Schedule

Cancel

Wellbeats Class Confirmation



Wellbeats <support@wellbeats.com>
To: Sam Poll

Yesterday at 2:44 PM

Hi Sam,

Your Wellbeats Gratitude Challenge class on 8/4/2021 2:55:00 PM (UTC-06:00) Central Time (US & Canada) has been scheduled successfully. See on [My Schedule](#).

4

You will be prompted to invite others to your scheduled class. Search for and invite someone in your same organization using the "Invite by Name" feature. If the person you search for does not appear, this may be because they are not eligible for Wellbeats or they have disabled their social settings.

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. If applicable, you must enter their complete email address using the "Invite by Email" feature.

You can view your invitee list and who has accepted your invite by selecting "Invited".

INVITE OTHERS TO UNSTOPPABLE

JUN 3, 2021 1:55 PM

[Invite by Name](#) | [Invite by Email](#) | [Invited](#)

Name *

(Results are from your organization only)



Search

No Members Found



Done



Success
samppoll@wellbeats.com has been invited!

INVITE OTHERS TO UNSTOPPABLE

JUN 3, 2021 1:55 PM

[Invite by Name](#) | [Invite by Email](#) | [Invited](#)

Invited

Status

Sydney Urban

✓

Host

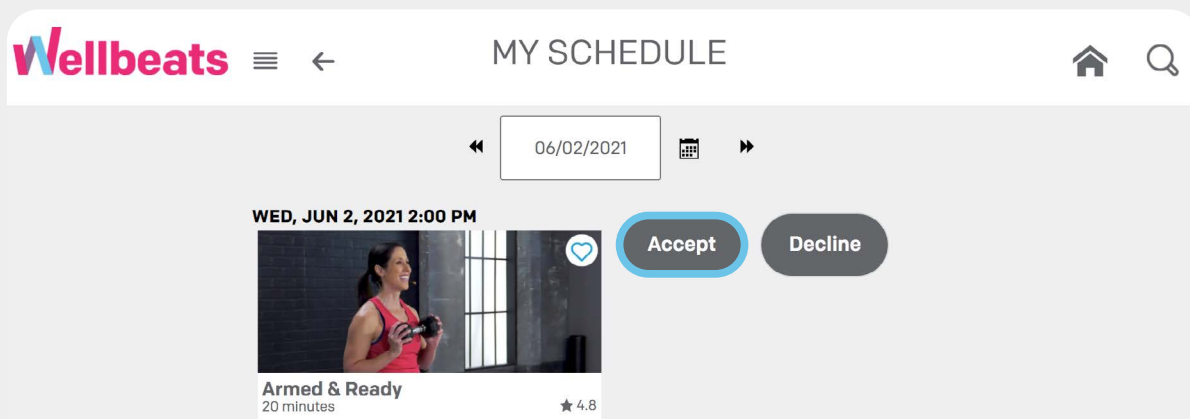
<< Previous 15

Next 15 >>



Done

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 account, selecting “My Schedule” in the main menu, then “Accept”.



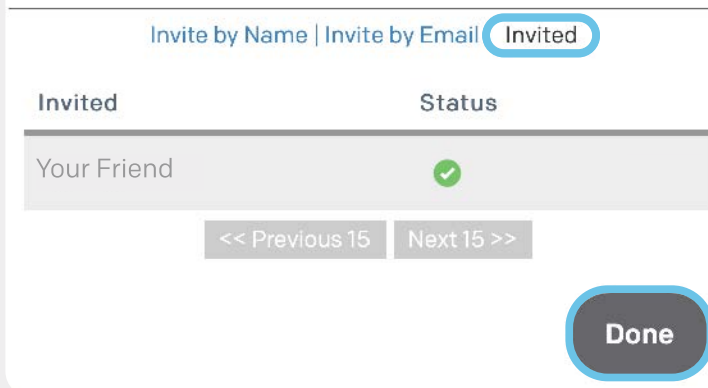
How to view your class invitation list:

You can view your invitee list at anytime by selecting “My Schedule” in the main menu, then selecting “Invite Others” next to your scheduled class.

Select “Invited” to view previously invited members.

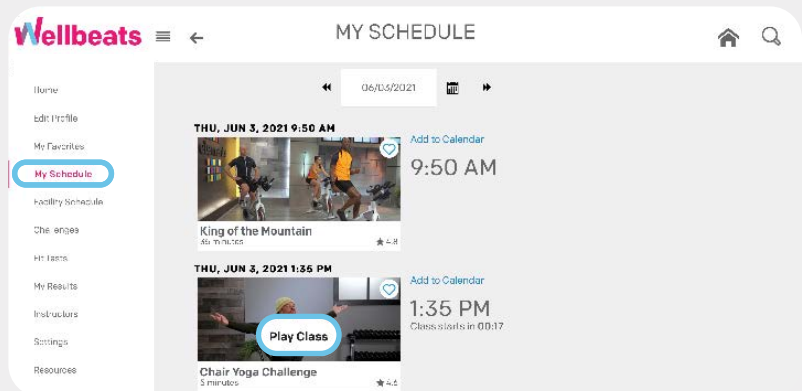
Under “Status,” a green check mark will appear next to each invitee who has accepted your class invitation.

INVITE OTHERS TO UNSTOPPABLE JUN 3, 2021 1:55 PM



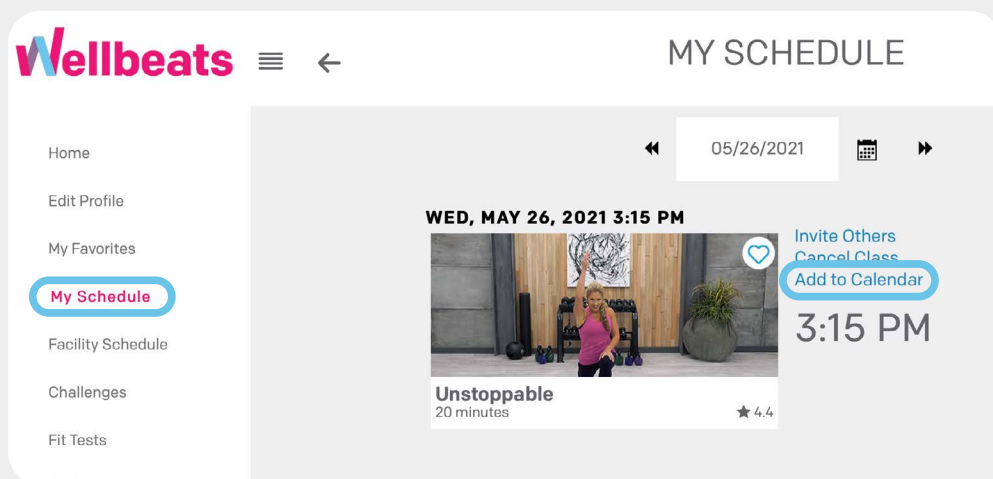
How to View Your Class Schedule

To view a full list of your scheduled classes, select "My Schedule" in the main menu:



How to Add a Scheduled Class to Your Calendar

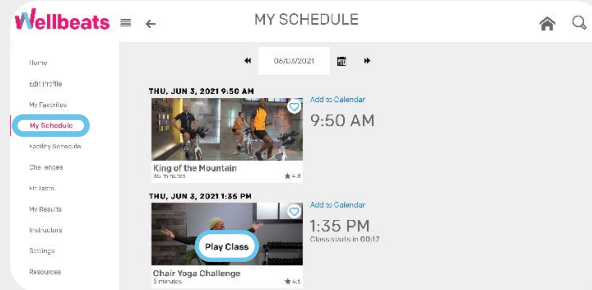
- 1 Select "My Schedule" in the main menu
- 2 Select "Add to Calendar" next to your scheduled class
This will automatically download an .ICS calendar file to save on your device's default calendar (i.e. Outlook or Google Calendar).



How to Play a Scheduled Class

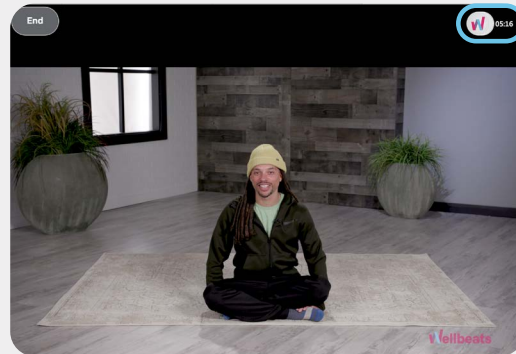
1

Select "My Schedule" in the main menu



2

Select the "Play Class" button to start. You can view who is joining you in class by selecting the Wellbeats icon in the upper right-hand corner.



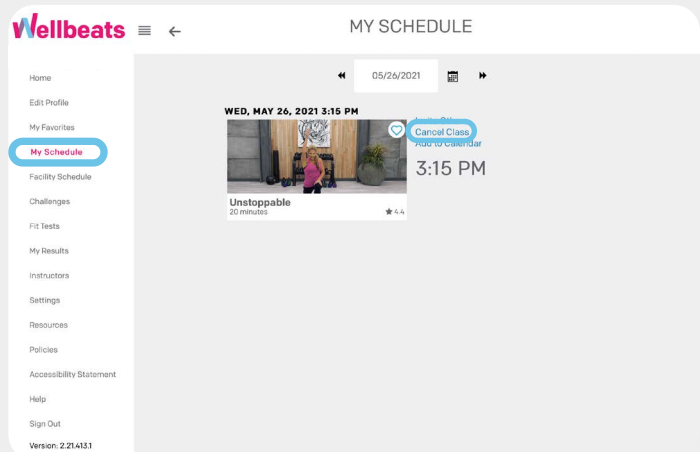
How to Cancel a Scheduled Class

1

Select "My 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.

