



## How to Schedule a Wellbeats Class + Invite Friends Guide

*For Wellbeats Members*

### About This Guide

Looking for a way to stay accountable with your workouts? Scheduling classes in advance can help you plan, prepare, and motivate you with extra reminders and even the option to invite others to the workout party!

Ready to get started?

### How to Schedule a Class

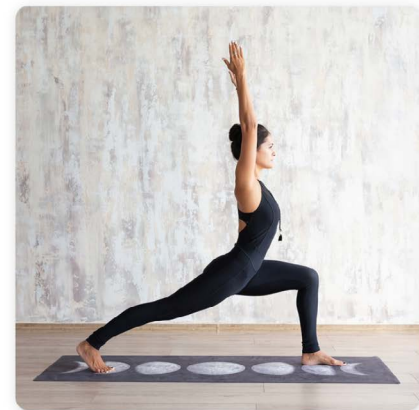
1

Visit the Wellbeats website portal

Log in to your Wellbeats account via the app or website portal:

<https://portal.wellbeats.com>

Forgot your login credentials? You can find directions on how to reset your password [here](#).



**Wellbeats**

Login

Register Via Code

2

Find a class you would like to schedule, then select "Create Event"

NOTE: If you have access to Wellbeats in a facility, you may receive an additional confirmation prompt (see image below). To ensure you schedule a class on your personal device, select "My Schedule." If you prefer to schedule the class to play at your facility, select "Facility."

**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 your desired start date and time, then select "Schedule" to confirm

### SCHEDULE CLASS

Start Date:

06/03/2021



Start Time:

Select a start time

[Schedule](#)

[Cancel](#)

4

You will receive the option to invite others to your scheduled class. If you prefer not to invite others to your scheduled class, simply select "Done."

Your class is officially scheduled! You will receive an email confirmation of your scheduled class. Depending on your settings, you may also receive an alert via SMS text or push notification.

### 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](#)



Wellbeats <support@wellbeats....

Today at 1:20 PM

To:

Hi:

Your Wellbeats Chair Yoga Challenge class on 6/3/2021 1:35:00 PM has been scheduled successfully. See on [My Schedule](#).

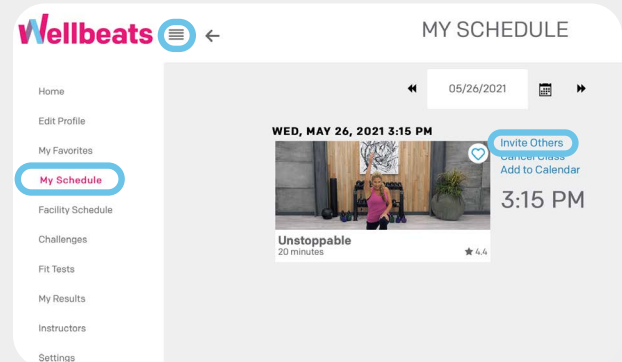
**Wellbeats**

## How to Invite Others to Your Scheduled Class

After scheduling a class, you have the option to invite others in your organization by name. Depending on settings set by your administrator, you may also have the option to invite others outside of your organization by email address.

You can view this option by selecting "My Schedule" in the main menu, then selecting "Invite Others" next to your scheduled class. You have the option to invite others to a class up until 10 minutes of class start time.

NOTE: This invite feature is only available for members who currently have access to Wellbeats, such as through an employer, health plan, or other affiliated organization.



## How to invite others by name:

- 1 Search their name in the name field, then select "Search"
- 2 Select "Invite" next to their name

### 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

## How to invite others by email\*:

- 1 Select "Invite by Email," then add their email address in the email field
- 2 Select "Invite"

\*This option is only available if your administrator has activated these settings.

### INVITE OTHERS TO UNSTOPPABLE MAY 26, 2021 3:15 PM

Invite by Name | Invite by Email | Invited

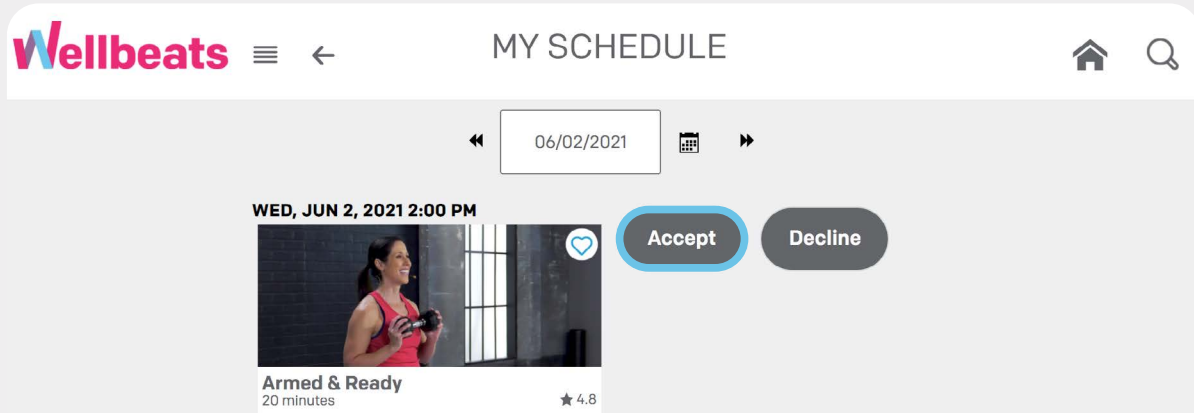
Email \*

(To protect the identity of our members, you must enter a full email address)

Invite

Done

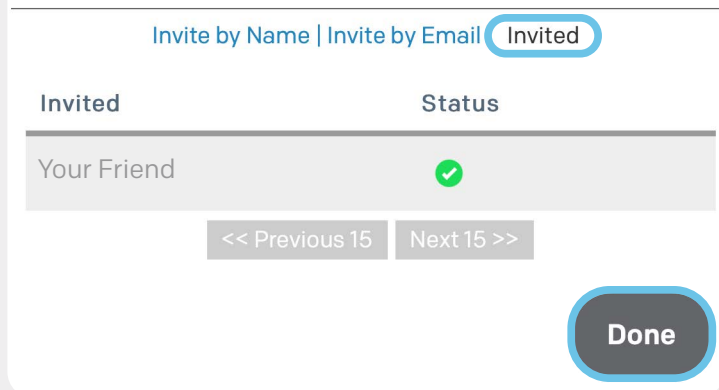
Members invited to a Wellbeats class will receive a class invite notification via email. Depending on their settings, they may also receive an alert via SMS text or push notification. When an invitee logs in to their Wellbeats account, they can Accept the invite by selecting "My Schedule" in the main menu, then selecting "Accept"



## How to view your class invitation list:

Want to check who accepted your class invite? View your list of invitees by selecting "My Schedule" in the main menu, then selecting "Invite Others" next to your scheduled class.

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



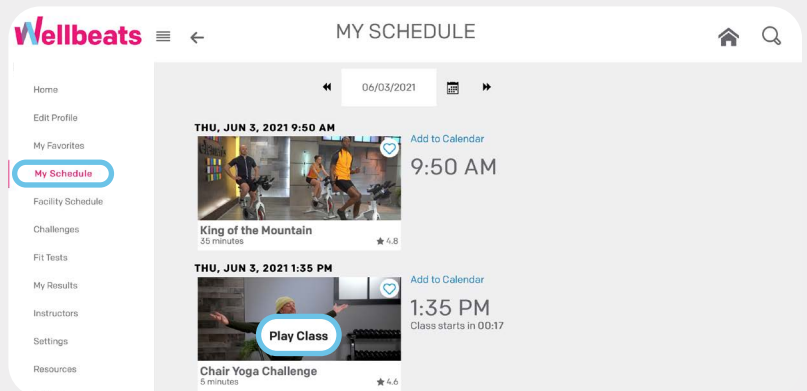
Select "Invited" to view previously invited members.

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

## How to View Your Class Schedule

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

You will notice a countdown timer appear in your schedule when there is 10 minutes remaining until start time.



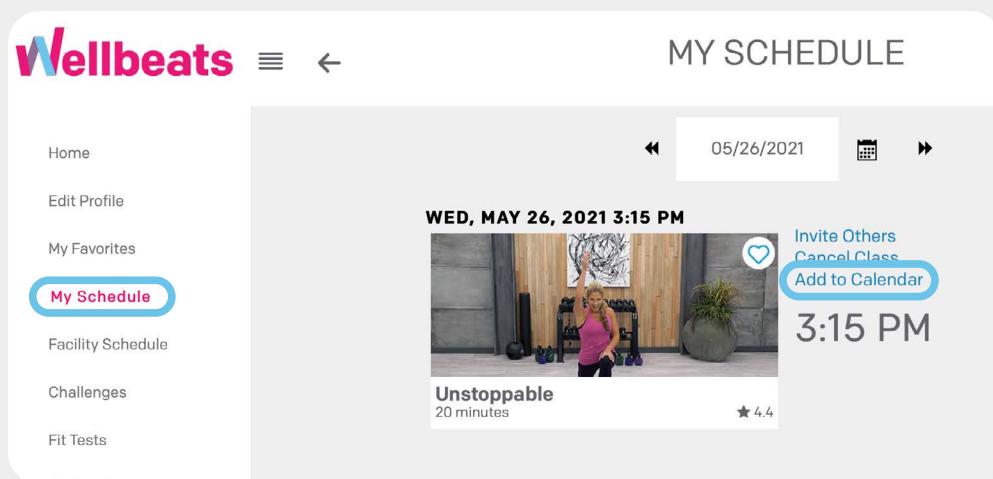
## How to Add a Scheduled Class to Your Calendar

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 (i.e. Outlook or Google Calendar). This will vary depending on your device’s default settings.



## How to Play a Scheduled Class

Ready to start your class? Let's do this!

1

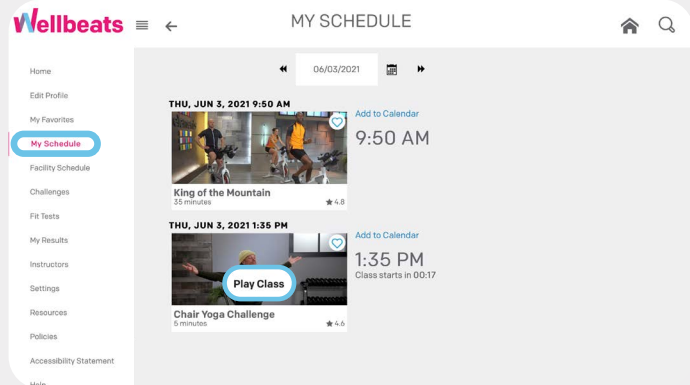
Select "My Schedule" in the main menu

2

Select "Play Class" on the class tile of your scheduled class

3

Your scheduled class will immediately begin. When others join your scheduled class, you can view by selecting the dropdown option in the upper righthand corner



## How to Cancel a Scheduled Class

1

Select "My Schedule" in the main menu

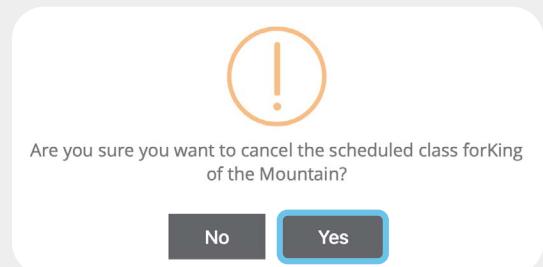
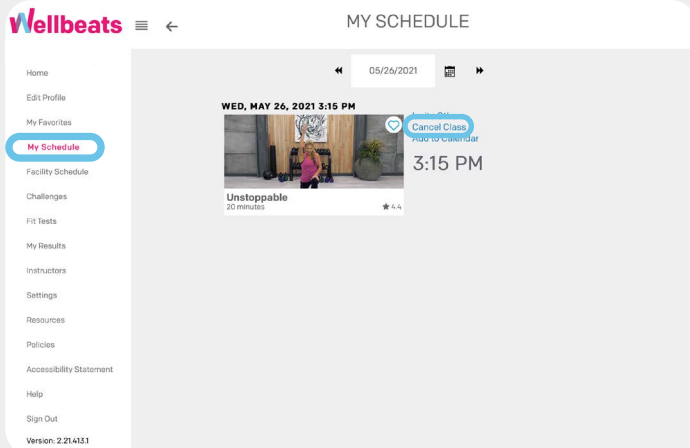
2

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.



Still have questions? Please contact Wellbeats Support at [support@wellbeats.com](mailto:support@wellbeats.com).