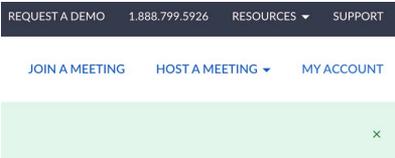


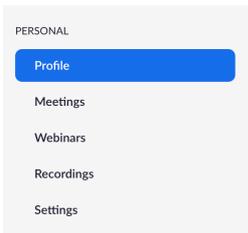
# The Perfect Fit: ToddTV & Zoom

Hello! So, you've decided to run your ToddTV livestream class on your own. That's great! Follow the steps below and you should have no trouble at all. Questions? Just email [doug@toddpilates.com](mailto:doug@toddpilates.com). Have fun!

1. **Login to Zoom.** Login to your paid Zoom account at [zoom.us](https://zoom.us) (only paid accounts can host meetings). Click My Account in the upper right.



2. **Check your profile.** When you select My Account you should automatically be presented with your profile. If not, click Profile from the Personal menu on the left.



Make sure you have a paid account by scrolling to User Type. It should display "Licensed". Check Capacity and make sure it's at least 40.

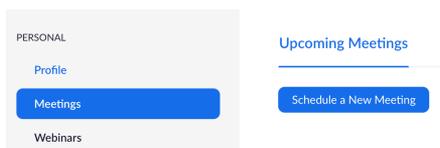
User Type	Licensed
Features	Webinar100
Capacity	Meeting 100
	Webinar 100

3. ***Change your settings.*** In the Personal menu on the left, click Settings. In the Meeting section, make sure the following settings are turned **ON**. Leave all other settings off (ignore any settings that show as Locked by admin).

1. Host video
2. Participants video
3. Computer audio
4. Join before host
5. Require a password when scheduling new meetings
6. Embed password in meeting link for one-click join
7. Mute participants upon entry
8. Upcoming meeting reminder
9. Chat (prevent users from saving chat)
10. Private chat
11. Feedback to Zoom
12. Display end-of-meeting experience feedback survey (display for every meeting)
13. Screen sharing (host only)
14. Disable desktop/screen share for users
15. Group HD video
16. Allow users to select stereo audio in their client settings
17. Allow users to select original sound in their client settings
18. Show a “Join from your browser” link
19. When a meeting is cancelled

All settings in the Recording and Telephone sections should be OFF.

4. ***Schedule your meeting.*** In the Personal menu on the left, click Meetings. In the Upcoming Meetings section choose Schedule a New Meeting.



Name your meeting in the following format: [Class Name][(time)]-[Livestream with Name]

Schedule a Meeting

Topic

Pilates (60 min) - Livestream with Roger

Description (Optional)

Enter your meeting description

Use a template

Select a template

Don't worry about filling in the class description (unless you really want to!)

Select your meeting date and time. Remember, this needs to match up exactly with the schedule in WellnessLiving.

**DO NOT** choose Recurring meeting. Even though your class will repeat, choosing Recurring meeting is a security risk. You will need to manually schedule each meeting.

When

Duration  hr  min

Time Zone

Recurring meeting

Registration IS required so be sure to check that box. Requiring registration does add an extra step for the client BUT it also gives you an attendance list so that you can compare it to WL and make sure you've got the right people checked into class (more on that later).

Finally, make sure your meeting ID is generated automatically. A randomly generated meeting ID is best for security reasons.

Registration  Required

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Meeting ID  Generate Automatically

Everything else in the meeting setup is taken from your Settings information so you shouldn't need to change any of it. Click the Save button at the bottom to save your meeting.

5. **Manage your meeting.** From your Upcoming Meetings list, select the meeting you just created to manage it.

Tomorrow 12:00 PM	<a href="#">Pilates (60 min) - Livestream with Todd</a>
Tomorrow 04:30 PM	<a href="#">Bootcamp (45 min) - Livestream with Lauren</a>
Tomorrow 06:00 PM	<a href="#">Pilates (60 min) - Livestream with Roger</a>
Tue, Apr 7 09:00 AM	<a href="#">Barre (60 min) - Livestream with Holly</a>

Scroll to the very bottom of the meeting management page and click on Branding.

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[Delete this Meeting](#) [Save as a Meeting Template](#)

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[Registration](#) [Email Settings](#) [Branding](#) [Poll](#)

Because your livestream class is part of ToddPilates, it needs to be branded. A logo file in PNG format for you to use was sent to you with this guide. If you didn't receive it or can't find it, please email [doug@toddpilates.com](mailto:doug@toddpilates.com). This logo is ONLY to be used here. Please do not use the logo for any other purpose.

Before adding the logo, be sure you've saved it to your computer (remember where it is!). Scroll to the Logo area and click Add and then select the logo.

Logo

Your logo is displayed on the right side of the meeting topic on your invitation page, registration page, and in the email invitation to the meeting.



[Change](#) [Delete](#) [Add Description](#)

Image requirements:

- JPG/JPEG or 24-bit PNG
- The suggested dimensions: 200px by 200px
- The maximum dimensions: 400px by 400px

Finally, scroll up just a little bit and choose “Save as Meeting Template” so that you don't have to do so much work the next time you schedule a meeting.

[Delete this Meeting](#)

[Save as a Meeting Template](#)

[Registration](#)

[Email Settings](#)

[Branding](#)

[Poll](#)

Name your meeting template the same name as your class so that it will be easy to find and use to schedule your next meeting.

Schedule a Meeting

Topic

My Meeting

Description (Optional)

Enter your meeting description

Use a template

Select a template

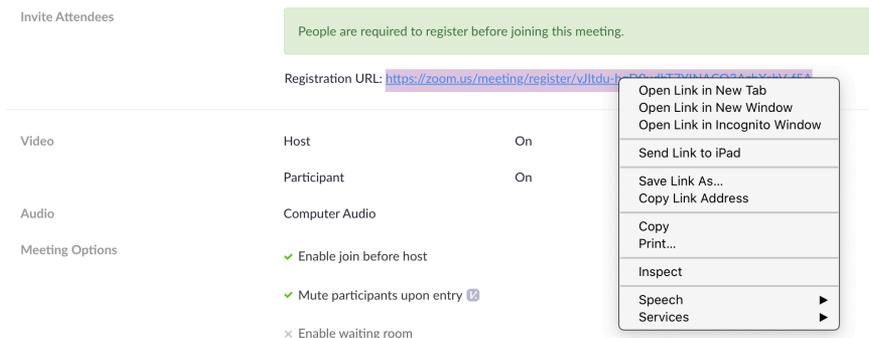
Select a template

- Pilates (60 min) w/Doug - Livestream
- Pilates (60 min) - Livestream with Todd
- Pilates (60 min) - Livestream with
- Pilates (60 min) - Livestream

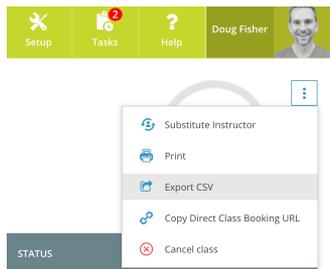
When

Duration

6. **Email the registration link to Doug.** Now that you've created your meeting, email the registration link to [doug@toddpilates.com](mailto:doug@toddpilates.com). Select your meeting from the Upcoming Meetings list. Scroll to the Invite Attendees section and right click on the Registration URL and choose Copy Link Address. We'll use this link for administrative purposes. Try to email this link at least 24 hours prior along with the class name and date.



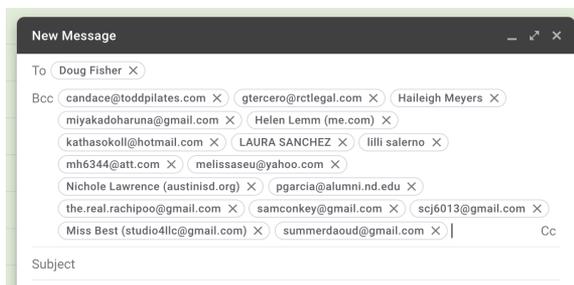
7. **Export the WellnessLiving attendance list.** In order to send the meeting registration to everyone in your class, you'll first need to export their info from WL. To do that, open up your class and then click the 3 dots in the upper right corner and choose Export CSV. We recommend emailing everyone the day before your class and again 30 minutes prior to class start time so you'll need to do this step and the next two steps twice.



This file should be placed in your Downloads folder.

8. **Copy the email addresses in the CSV file.** Open the CSV file in your favorite spreadsheet program. Select all the email addresses and choose Copy.

9. **Start a new email.** In your email program, start a new email. In the To: field, send yourself the email. In the BCC field, paste all of the names. It's very important to put the client names in the BCC field so that our clients don't have each others email addresses.

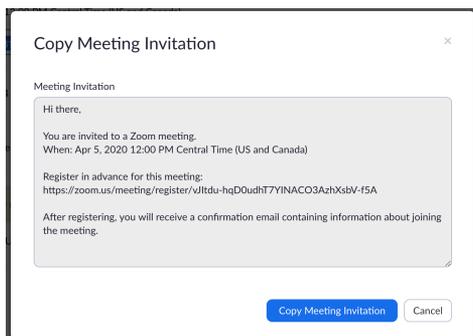


In the Subject field type: Invitation to Zoom Meeting - [Class Name] [(length)] - w/[teacher name] at [time] on [date].

Keep that email open for now. Go to your meeting in Zoom and scroll to the Invite Attendees section. Click Copy the Invitation on the far right side.

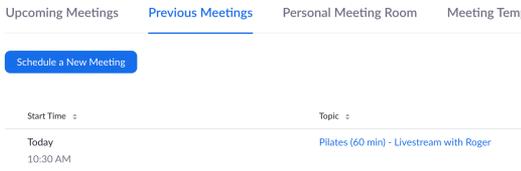


The Copy Meeting Invitation pop-up displays. Select the Copy Meeting Invitation button.

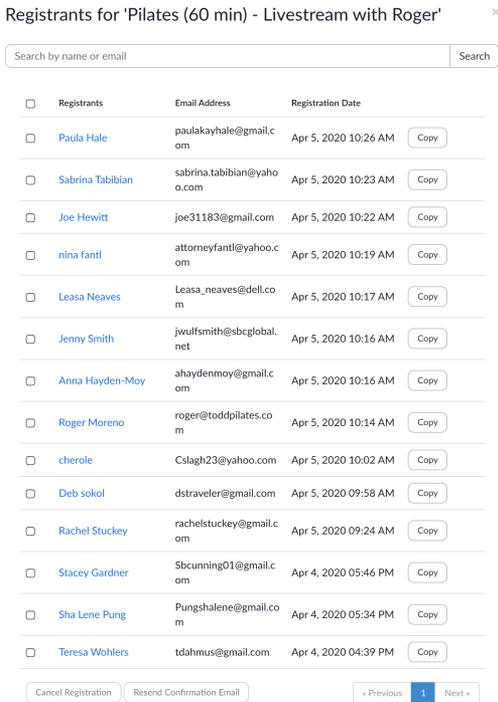


Go back to your email and paste the meeting invitation into the body of the email. In some email programs like Gmail and Yahoo, you may have to make the registration link clickable by highlighting it and clicking the link button. Click Send and the email is done. **Note:** If you're using a Spotify playlist, be sure to include a link to the playlist in this email, too.

10. **Check in your class.** After your class is over, login to Zoom and choose Meetings from the Personal menu on the left. Click the Previous Meetings section.



Select your meeting and scroll to the bottom to Registration. Click View on the far right side. A window displays of everyone who attended the Zoom meeting.



Open your class in WellnessLiving and check in everyone who appears on this list. Leave any no shows in the list. Don't do anything with them.

That's it! Follow steps 4 and 6-10 for every class that you want to do on your own. Good luck, have fun and let us know if you have questions.