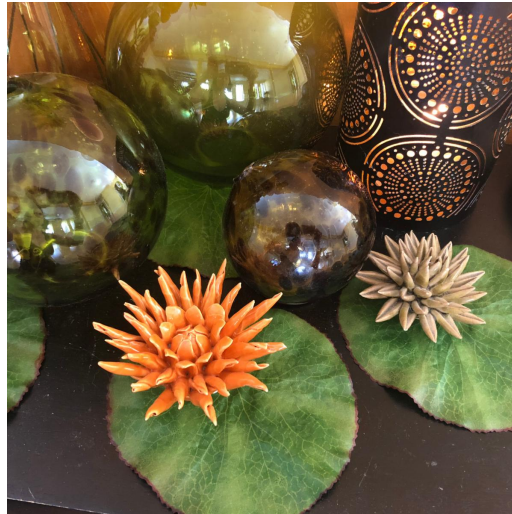




Be Kind. Be Strong. Be Free.



# Step-by-Step Online Setup

**Updated: April 24th, 2020**

We continue to offer our classes online, for now!

Our physical studio will remain closed in support of the greater public health and in support of the Governors' order until the time that it is safe to come back to the studio and practice together again. We look forward to the day that we can see each of you in person again! In the meantime, we hope to see you online!

Continuing to take classes at Lotus online will help keep you as healthy as possible, help keep our greater community safe and help keep our teachers and small business afloat. None of these things is trivial at this disorienting and challenging time and we thank you whole heartedly for your support.

## **Step-by-step instructions for taking Lotus online classes:**

### **1. Make sure you have fairly reliable internet access on a device that has a camera and speaker.**

- You can use wi-fi, cell or cell "hotspot" or any other internet access.

### **2. Make sure you have an online account with Lotus Yoga:**

- New students: sign up on our web site under the classes tab.
- Existing students: You have an account already!
  - If you don't know what email or password is associated with your account

email us, we will let you know!

- If you already know how to sign in, go to the next step!

### **3. Set up your Lotus Yoga email account settings:**

Make sure that your Lotus Yoga account settings are set up to receive the email link you will need to get into our online classes.

- The settings on your Lotus account profile must include the option to receive emails for both "Your Account" and "Reminders and schedule changes" so that you will receive the email with the class link:
  - These settings are located on the "My Info" tab under "Profile" and "Personal"
  - Select the email check box for both:
    - "Your Account"
    - "Reminders and schedule changes"
  - Please make sure to check these settings, you will not receive the auto-email class links without these settings checked. Not seeing this? No problem! Email us we are happy to help!

### **4. Do you have a Zoom meeting account with a Zoom log-in & password? You will need one! - why is this required?**

- You may have been using Zoom WITHOUT a log-in and password for other purposes - we require the log-in and password so that our classes have excellent security.
- You may have heard about "zoom-bombing" and insecure Zoom meetings. We have set up all the security settings so that our online classes are very secure and the Zoom account log-in and password are part of that security, along with the meeting "lobby" and other security-based settings. This ensures that we have classes that are open to our students but closed to all others.

### **5. Zoom online meeting account set up:**

Please do this in advance of trying to log into your first Lotus online class to give yourself the time to go through the quick and easy process without stressing.

- To set up a FREE Zoom account, go to [www.Zoom.us](http://www.Zoom.us) on your web browser.
- There is a blue button that says "Sign Up" on the top right corner of the Zoom home page.
- The Zoom web site will guide you through the process and will ask you to authenticate your email address by sending you an email to confirm your email address. It may take a few minutes to receive the email from Zoom.
- This process is really easy and just takes a few minutes.

### **6. You have completed all the basic setup of steps 1-5! Congrats! Here are some FAQ's - Read these before you sign up for classes.**

- Class sign up windows:
  - Class sign ups are posted 4 days in advance.
  - You have up until 15 minutes before class to sign up!
- Can I use my existing class card or unlimited card?
  - You can use your existing class card or unlimited cards for our online classes!
  - Your existing class card or unlimited card will be available on your account when you sign in.
- I don't see my existing class card or unlimited card when I log into my Lotus account...
  - If you don't see your existing class card or unlimited card on your account, it means you have a duplicate account in our system. That is no problem, email us and we will merge your accounts.

- Can I pay for a drop in for online classes?
  - You can pay for a drop-in for our online classes using all the regular on-line payment methods. It's easy to do and you will be prompted to do so by the system as you sign up.
- Can I pay for a new class card or unlimited?
  - You can pay for our online classes using all the regular online payment methods.
  - If you need a new card to sign up for class, you will be prompted to do so by the system as you sign up for class.
  - If you are planning ahead, and want to purchase a class card or unlimited before your existing one is done, just go to the "Online Store" tab when you sign into your account. you can complete your purchase there.
- Sliding Scale
  - We have sliding scale class options for our online classes for those who wouldn't be able to attend classes otherwise. The sliding scale option is now available for purchase online on the "Online Store" tab or when you register for classes online.
  - If you are still not going to be able to attend classes with the sliding scale payment option, please reach out to us via email and we will do our best to support your on-going practice.
- Pay-it-forward:
  - If you are able, you can help support the sliding scale classes in these ways:
    - Purchase a "Drop in - pay-it-forward" class payment option.
    - Donate an unused class card.
    - Purchase a gift certificate directly for your friends and loved ones.
    - Spread the word about Lotus online classes!
    - Just come to class, really everything helps.
- I regularly purchase a Senior / Student / School teacher / Vet class card at the studio in person. How can I purchase one now?
  - Email us for instructions on how to purchase your card, we have an easy online option set up now!
- One sign-up per person please - rather than one sign-up per stream.
  - Please sign-up for class for each person in your household who is attending class just like you would pay for each person at the studio for regular classes.
  - Payments are per person, not per stream so that we can continue to operate and so that we can re-open after the public health threats have passed.
  - We appreciate your support and presence in our "virtual" studio, it means so much to be able to keep our business open and to continue to support your wellbeing.
- Give yourself a little extra time the first time you sign up - we suggest a day before the class you want to take.
  - Generally it is a smooth process to set yourself up to take online Lotus classes, but sometimes there are a few glitches to get worked out along the way.
  - We are all learning and adapting.
  - Things will get sorted out, we might just need a little time to address any issues that pop up.

## **7. You are ready to sign-up for classes!!!!**

Please make sure you have completed steps 1-5 and read over the FAQ's (step 6), then go for it!

- Sign up at: [www.LotusYoga.biz](http://www.LotusYoga.biz) under the "Classes" tab.
- Choose a class to register for and click the "sign up" button.
  - Remember: class sign-up is posted 4 days in advance and the sign-up window closes 15 minutes before class begins.

- Enter your Lotus Yoga log-in and password when prompted to do so.
- Please remember to sign-up for class for each person in your household who is attending class just like you would pay for each person at the studio for classes. Thank you!
  - You can sign-up for another person while in your own account by clicking the "Sign-up" button and then selecting "Make reservation for someone else" option.
- Complete the sign-up by following the prompts.

## **8. Great! I signed up for class!!! Now what!?!?! Class link email.**

- You will receive an email with a class LINK for the class you signed up for.
  - The automatically generated email will come from our studio email address.
  - The class link email will go to the email address that you use to sign into your Lotus Yoga online account.
  - This email will arrive in your email inbox or SPAM folder shortly after you register for class. It should arrive in your email within 5-10 minutes.
  - The email will include your online class link and a password for that class and instructions for joining the meeting (class).
  - Please make sure you get the email and that the link included is for the class you signed up for.
    - The email itself is automated but the creation of the links themselves are done manually so just give it a quick look, we do our best but are human after all. :)
- If you have not received that email within 15-20 minutes of registering for class, please **DOUBLE CHECK YOUR SPAM FOLDER EVEN IF IT NEVER WENT TO THAT FOLDER BEFORE.** We have heard a few of students say that the emails unexpectedly went to a Junk mail folder randomly so this is the most likely scenario especially if you have had links delivered successfully before.
  - If you still don't see the link, email Maia and she will resend you an invitation link and sort out any issues as soon as she can. Things really have been going very smoothly for more than a week so it's unlikely you will need to do so, but please do let us know if things don't go as planned so that we can fix any issues.

## **9. Set up your home yoga oasis! ...or your closet, kitchen, nook, living room, garden or lanai becomes a yoga oasis...**

- Gather all your favorite home props:
  - A clean towel, a blanket, pillow and a few thick books make great yoga props.
- Set up your yoga mat in a cozy spot that is free of obstacles.
  - Rule number one is that it just needs to be big enough for your mat and for you to move safely, it should be warm enough to be comfortable, but it doesn't need to be anything fancy.
- Access to the internet:
  - Make sure that you have access to the device that you will use to "take class" and that your device has access to the internet there.
  - Make sure that you can see the screen from your yoga spot.
- Camera on or off during online class - it's your choice and we support you. Here are some things to consider...
  - You can always change your mind... and turn your camera on or off at anytime during the class.
  - If you are planning on keeping your camera on during yoga, that's great!
    - It gives your teacher a view of what you are doing so that they can tell how the timing of the sequences are going for students, see your alignment and gauge how class is flowing for you.

- You may want to play with where the camera is pointed so that you feel comfortable. Make sure that you can still see the screen, so that you can see the teacher.
- If you are planning on turning off your camera during practice, that's great!
  - This can feel like a good choice for some students, and we support you if this is your choice.
  - Take good care of yourself if you choose this option, and know that while the teacher won't be able to see you with the camera off, you can take great care of yourself by listening to your own body.
  - If you choose to turn your camera off during practice, please do turn it on to say "hi!" before and after class - we are on-line but we like to keep it community oriented and to see your wonderful self to say hi!
- Before class, I like to grab a cup of water, tea or hot chocolate... the options are endless! This is one of the "perks" of home practice, beverage selection is endless and you get to use your own mug!

## **9. It's Time to Log Into Class!**

### **Woo hoo! It's yoga time! Enjoy!**

- You'll start and end class with all the folks in class, just like when you come to the studio but minus the commute time.
  - Class won't be a perfect, glossy online yoga class but it will be almost as good as being there in person at Lotus with your favorite Lotus teachers and fellow community members
- About 10-15 minutes before class time, join class!
  - First, log into your Zoom account with the log-in and password that you want to use for this class.
    - This is especially important if you use more than one Zoom account to ensure that the log into the class goes smoothly.
  - Next "Join the Meeting" or log into class by clicking on the link in the class link email you received when you registered for class.
    - Locate the Lotus class link email that your received when you registered for class.
    - You should only need to click on the "meeting" aka yoga class link that is a hyper-link and is a highlighted blue text. The other ways to join the meeting (and the password) are included in the email just as back-ups. It should really be just as simple and clicking the highlighted link.
    - Give yourself a few extra minutes to log on the first time, there may be a little learning curve, but Zoom is really really easy!
- Once you Join the Zoom meeting, you will see a meeting "waiting room" with our logo and text letting you know that the teacher will admit you to the meeting (class) shortly. Just take a sip of tea or pet the turtle, your teacher will admit you shortly.
- Once you are admitted to the class, we will say "hi!", check in and make sure we can hear and see each other.
- Your teacher will say hello, and when class is ready to start they will mute all the students so that we can hear the teacher clearly and background noise is limited. Please know that the controls are set so that you can unmute yourself at any point in class should you need to ask a question.
- If you lose the thread of the online class for a moment, don't worry, just do something that feels good in your body: take a breath, do a down-dog, cat / cow, tree pose, child pose... really anything that feels good and then

rejoin the flow of class when you are ready.

We hope that this step-by-step how to has been helpful and we hope to see you on-line soon! As always, if you have any other questions or experience any issues please don't hesitate to reach out via email, we are happy to help you get set up or problem solve.

We thank you for your mindful care of yourself, the greater Seattle community and your Lotus community.

Until we are able to gather again in person, we are wishing each of you steadiness-of-mind amidst the challenge and changes and bountiful good health in the days ahead. We will get through this together, breath by breath, we can do this.

With great warmth,  
Maia and the Lotus teachers

~Be Strong, Be Kind, Be Free~

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Visit Our Website

Lotus Yoga: In the Heart of Columbia City  
[info@lotusyoga.biz](mailto:info@lotusyoga.biz) [www.LotusYoga.biz](http://www.LotusYoga.biz)