

Lotus Yoga

Step-by-Step Online Setup Updated: November 12, 2021

1. **Internet:** 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. **Lotus account:** Make sure you have an online account with Lotus Yoga:
 - a. New students: sign up on our web site under the classes tab.
 - b. 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!
 - c. If you already know how to sign in, go to the next step!

3. **Zoom meetings account:** 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. This ensures that we have classes that are open to our students but closed to all others.
 - a. Zoom online meeting account set up:
 - i. 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.
 - ii. To set up a FREE Zoom account, go to www.Zoom.us on your web browser.
 - iii. 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.

4. You have completed all the basic setup of steps 1-3! Congrats! Now you can register for online classes at Lotus!

5. **To register for class:**
 - a. Sign into your Lotus account
 - b. Navigate to the class that you would like to attend, click on the "Book Now" button.
 - c. Follow the system prompts to use your prepaid class card or unlimited card or to pay for classes. Voila! You are registered!
 - d. 30 minutes before class starts you can access the Zoom class link either by:

- i. Logging into your Lotus account and clicking on the class you are registered for. 30 minutes before class starts, there will be a “join class” button that will take you right into the zoom class (make sure you are signed into your zoom account for authentication).

Or

- ii. You can use the zoom link displayed that under the class that you can copy and paste into your web browser or zoom app.

Or

- iii. Use the link in the email that has been sent to you 30 minutes before class starts.
- iv. So easy and so nice to have options!

If you have any questions please reach out to Maia, she is happy to help you sort out any issues:
maia@lotusyoga.biz

Some FAQ's :

- **Class sign up windows:**
 - You can sign up for any class right up to the start time, but we recommend signing up a little in advance, if possible. This just allows more time to sort anything out from internet glitches to password mishaps.
 - For in-person classes remember there is currently a limit of 10 students for each class and pre-registration is required but you are welcome to sign up anytime as long as there are spots available.

- **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.
 - If you don't see your existing class card or unlimited card on your account no problem, email us and we will sort out any issues.

- **Can I pay for a drop in for online classes?**
 - Yes! You can pay for a drop-in for our online classes using all the regular online payment methods. It's easy to do and you will be prompted to do so by the system as you sign up for class.

- **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.

- **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 when you sign up for classes.

- **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 for your friends and loved ones.
 - Spread the word about Lotus online classes! Just come to class, we appreciate your continued support.

- **I regularly purchase a Senior / Student / School teacher / Vet class card at the studio in person.** How can I purchase one now?
 - Feel free to use the "Supported" class card option to receive the S/S/S/V card pricing.

- **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 in a healthy way.

- **Camera on or off during online class: your choice and we support you!**
 - It's your choice and we support you whether to have your camera on or off. 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.

(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 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 online 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. We are wishing each of you steadiness-of-mind and bountiful good health in the days ahead.

With great warmth, Maia and the Lotus teachers

~Be Strong, Be Kind, Be Free~

info@lotusyoga.biz

www.LotusYoga.biz