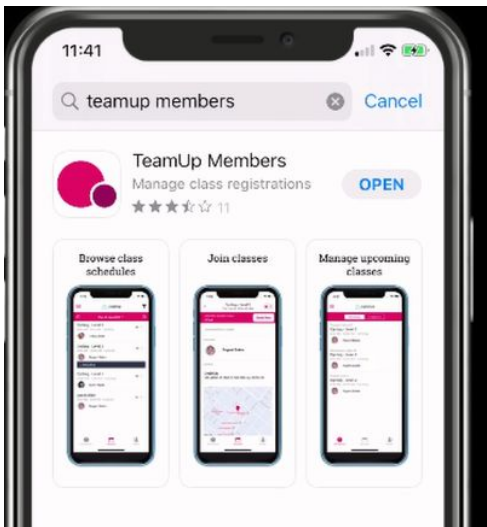


****NEW** You must book for every session you wish to attend moving forwards from 13th April 2020.**

#1 Mobile / tablet access

Step-by-step video guide here: <https://youtu.be/BFakmCy3UwE>

1. Download the **Teamup Members** app on your mobile / tablet if you haven't already.



2. Log in with your email address & password for your teamup membership. Click Forget Password to have your password emailed to you if needed.
3. Three menu options are available at the bottom of the screen:-

ATTENDANCES

- Upcoming - sessions you've booked in the future
- Completed - sessions you have attended recently

SCHEDULE

- Today's sessions - greyed out classes have happened already
- Arrow at top to move to next day or back

PROFILE

- Your membership(s) & basic personal details

4. To book: click on a emboldened class (check time & date is correct for you):-
 - Click **Book Now** button
 - Teamup will have automatically sent you an email to confirm your registration.
 - Venue now **INNOVATE TV ONLINE**
 - 5 mins before the class, please click **Open Video Link**
 - Any earlier & the coach may not be online yet & you will be asked to wait :-)

- Link will open in Zoom in normal way - no password needed

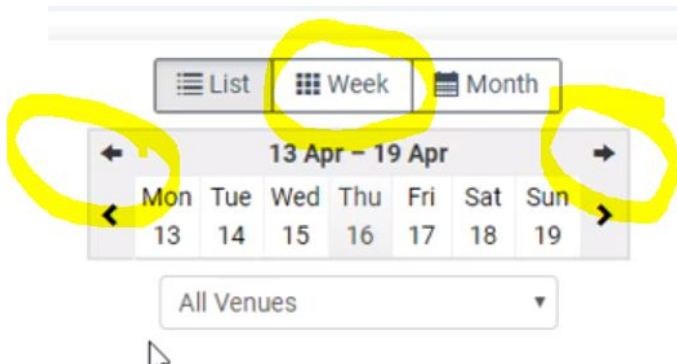
5. Click **Leave Class** if you wish to change your booking

Note: Teamup/Zoom software will also register/tick off your attendance automatically as soon as the session starts :-)

#2 Laptop / Desktop access

Step-by-step video guide here: <https://youtu.be/-Wk7aQh5m3k>

1. Open your internet browser e.g. internet explorer, chrome, safari etc, go to www.goteamup.com/login
2. Log in with your email address & password for your teamup membership. Click RESET to have your password emailed to you if needed OR change the email address linked to your account.
3. The website will open at **Schedule**, showing today's sessions. If they are greyed out they have happened already :-).
4. Click **Book** to register for any session, look for other dates using the arrows / Week view:-



5. Click **Leave** to cancel if needed.
 6. Teamup will have automatically sent you an email to confirm your registration.
 7. You may access your online session **5 mins before it starts** via **two** methods:
 - a) Go to the session via www.goteamup.com, find your booked session & click **Open Video Stream** button.
 - b) Got to the email from teamup, find your booked session & click **Join Video Stream Online** button within your email.
 8. Zoom will open automatically for you to access the live session - no password needed :-)
- IMPORTANT:** each session has its own unique link NOT the same for e.g. all 5:45pm sessions now.