



How to Schedule a Wellbeats Class + Invite Friends Guide

For Wellbeats Participants



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?

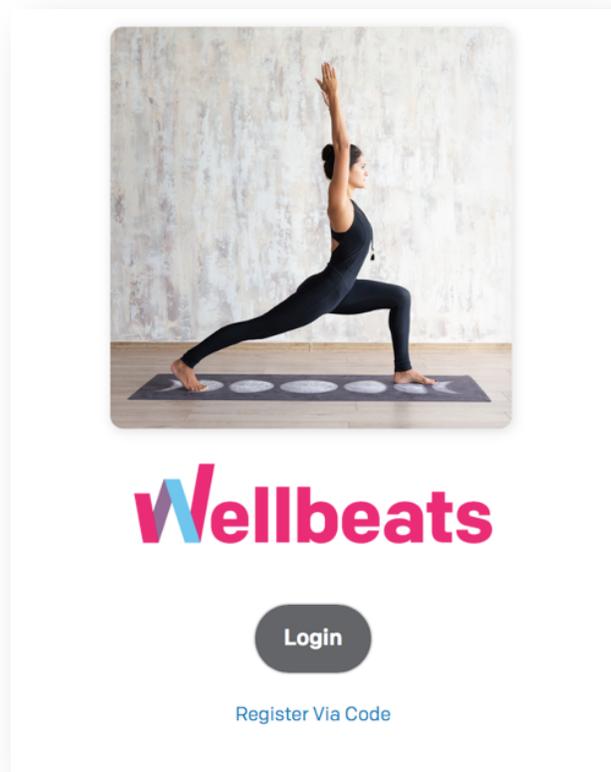
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**The inviting feature is only available to those with current access to Wellbeats (such as through an employer, health plan, or other affiliated organization).*

How to Schedule a Class

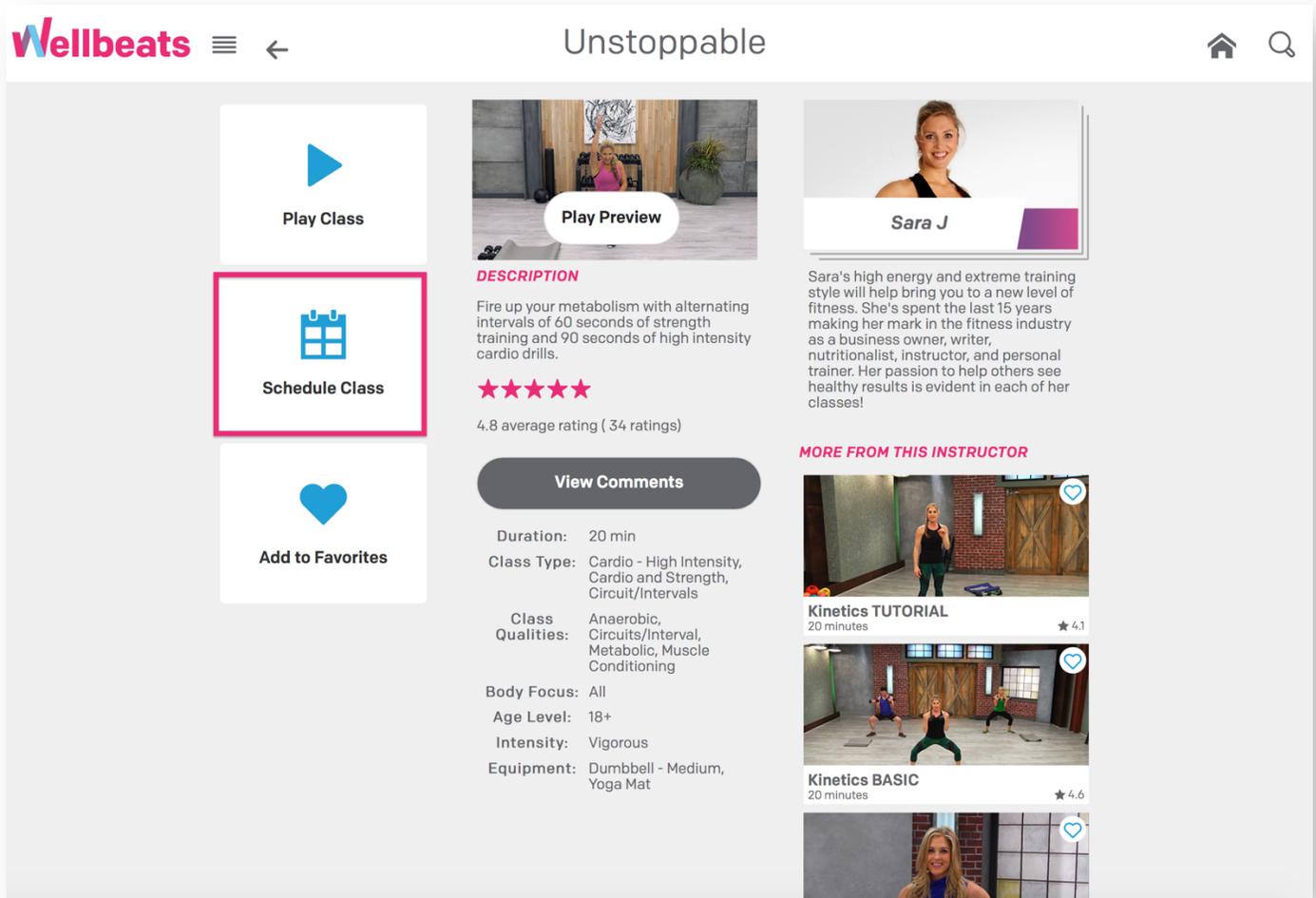
Step 1: Log in to your Wellbeats account via the app or website portal:

<https://portal.wellbeats.com>

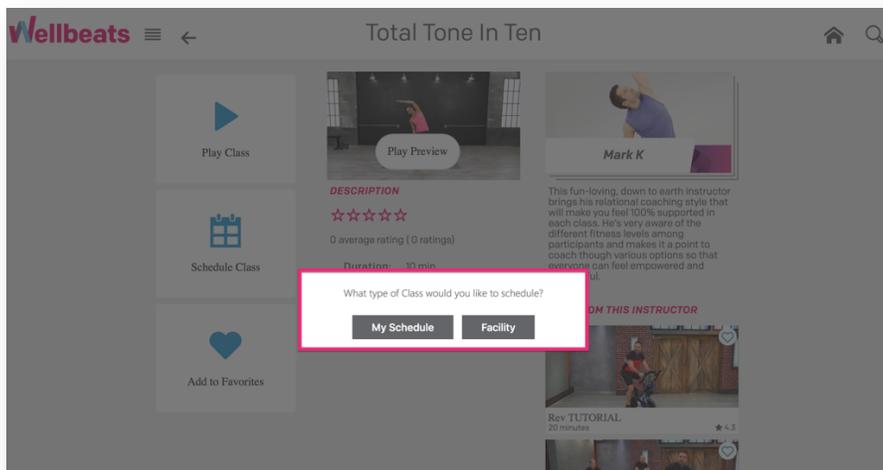


Forgot your login credentials? You can find directions on how to reset your password [here](#).

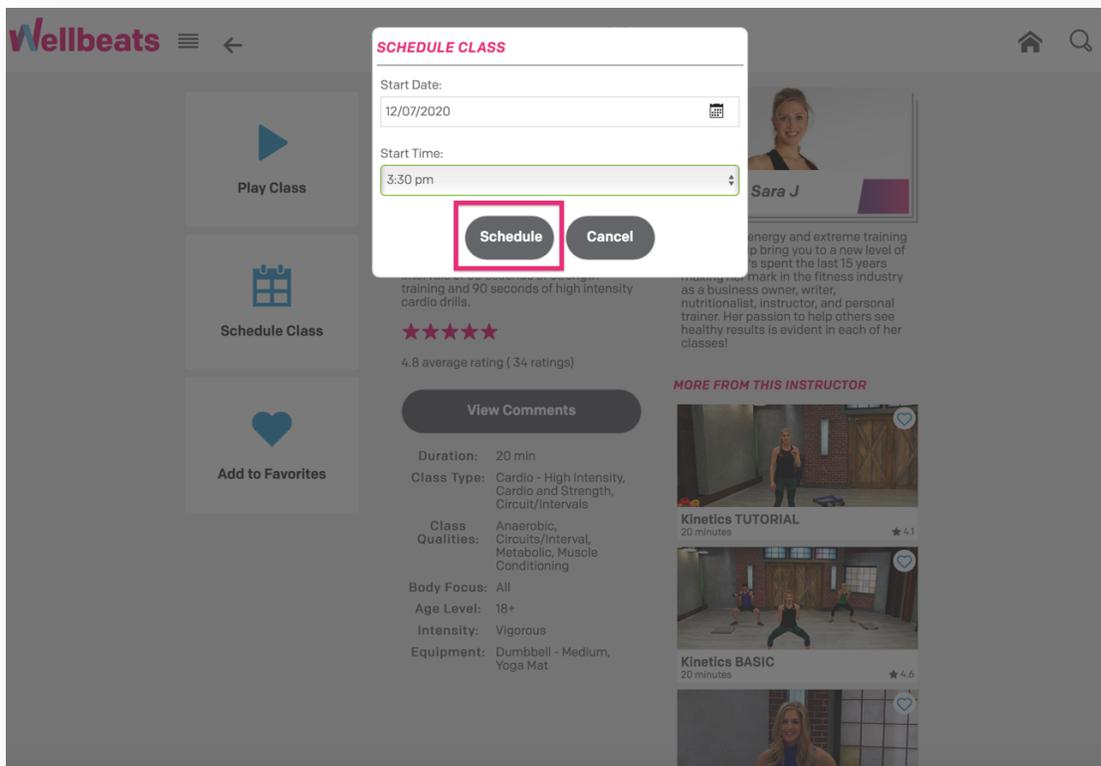
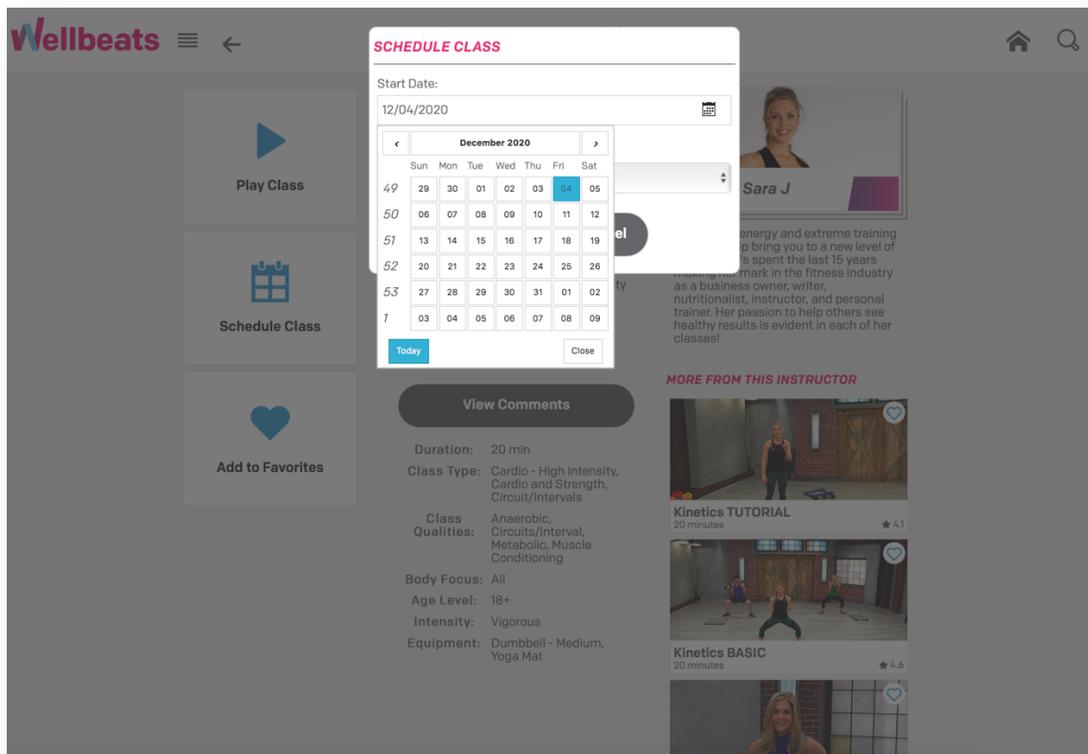
Step 2: Find a class you would like to schedule, then select *Schedule Class*



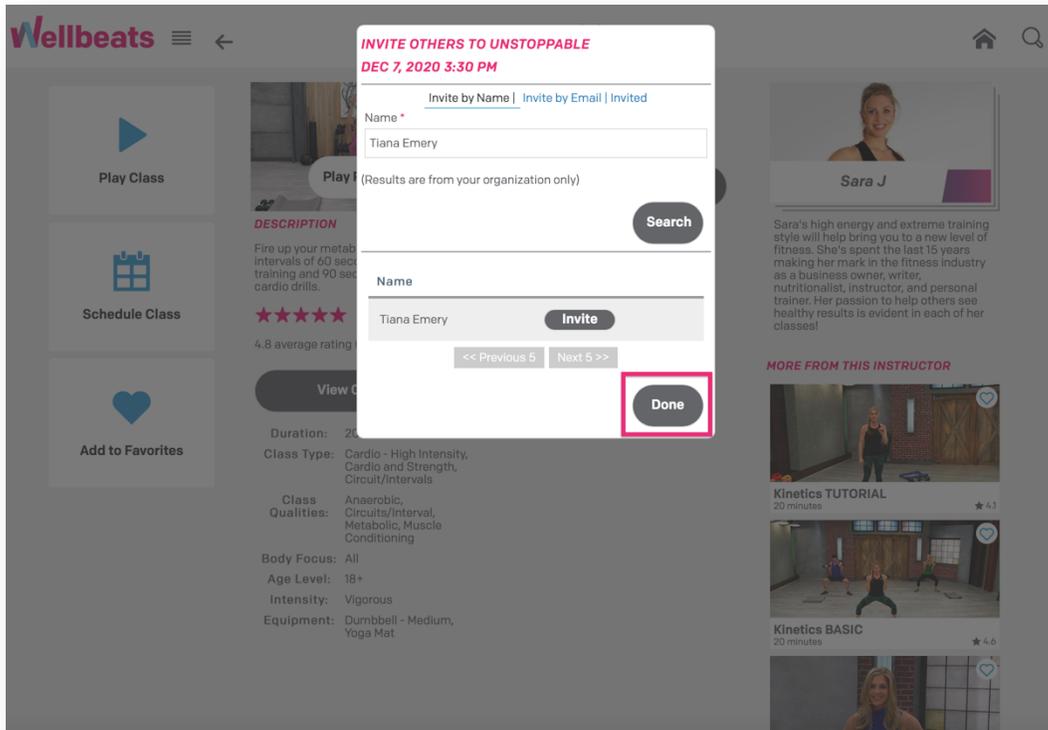
Note: If you have access to Wellbeats in a facility, you may receive an additional confirmation prompt (see image below). To ensure you schedule a class on your personal device, select *My Schedule*. If you prefer to schedule the class to play at your facility, select *Facility*.



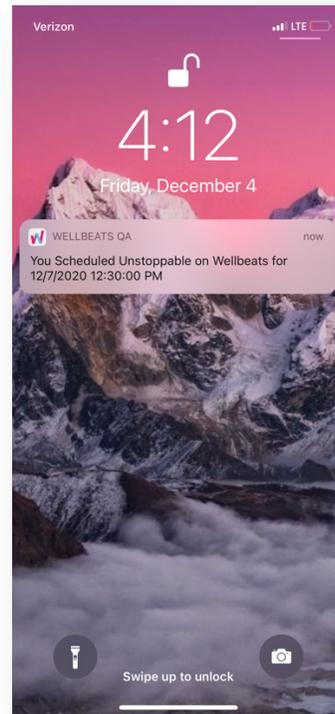
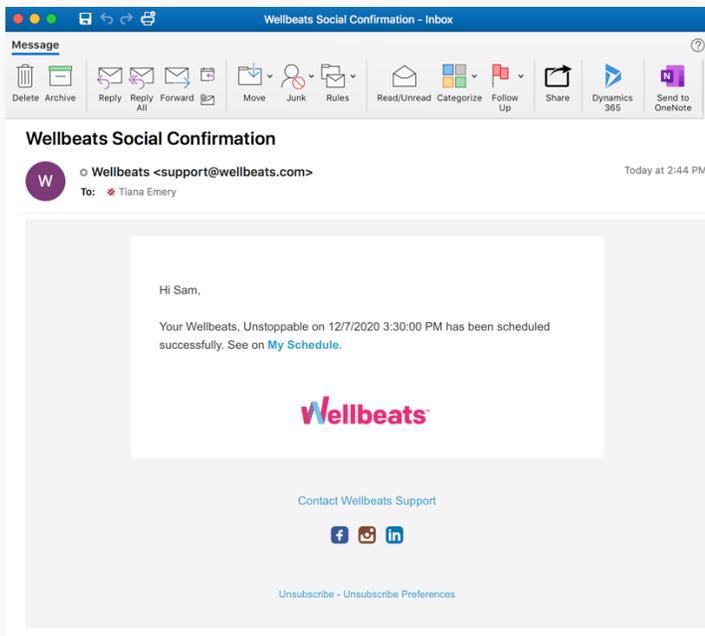
Step 3: Select your desired start date and time, then select *Schedule* to confirm



Step 4: You will receive the option to invite others to your scheduled class (for more details, see p. 6). If you prefer not to invite others to your scheduled class, simply select *Done*



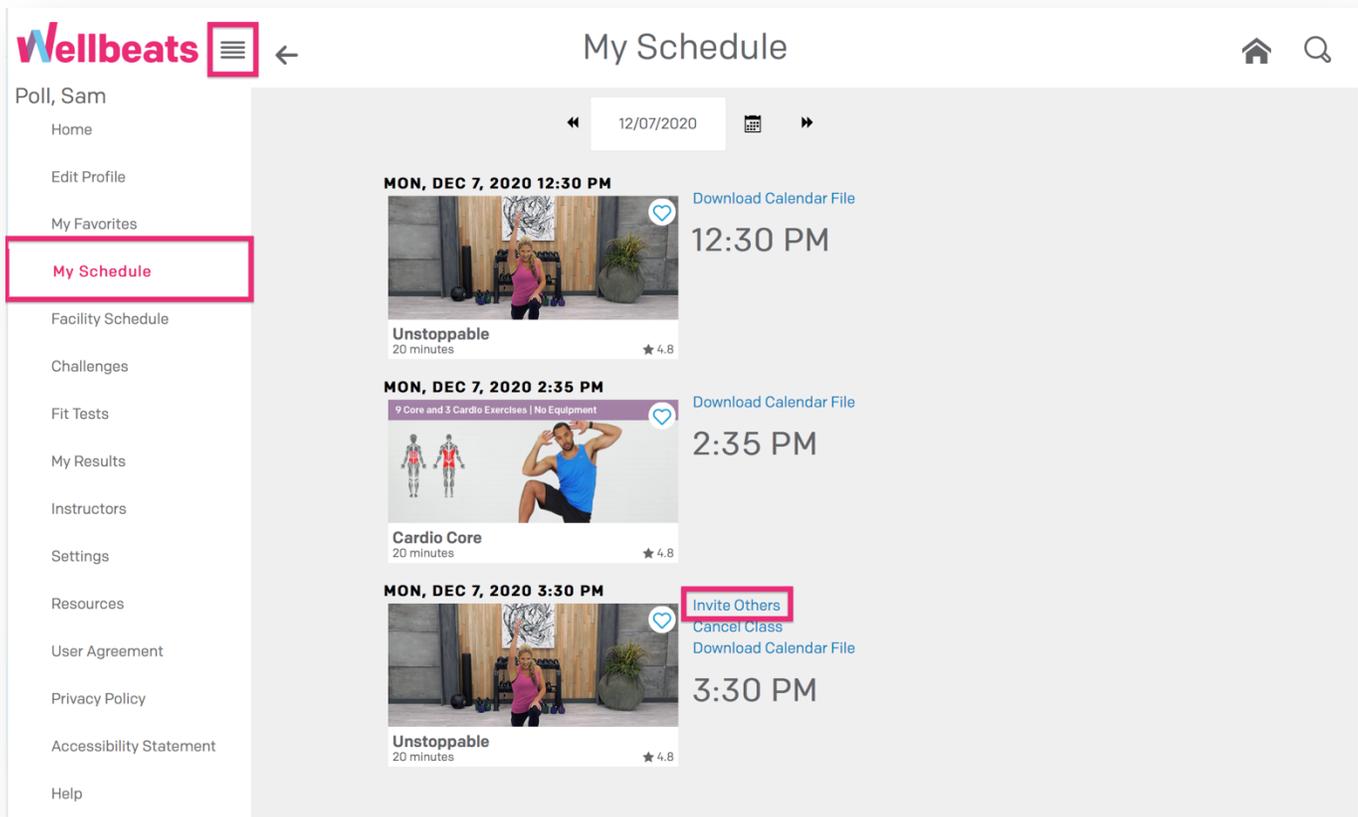
Your class is officially scheduled! You will receive an email confirmation of your scheduled class. Depending on your settings, you may also receive an alert via SMS text or push notification.



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.

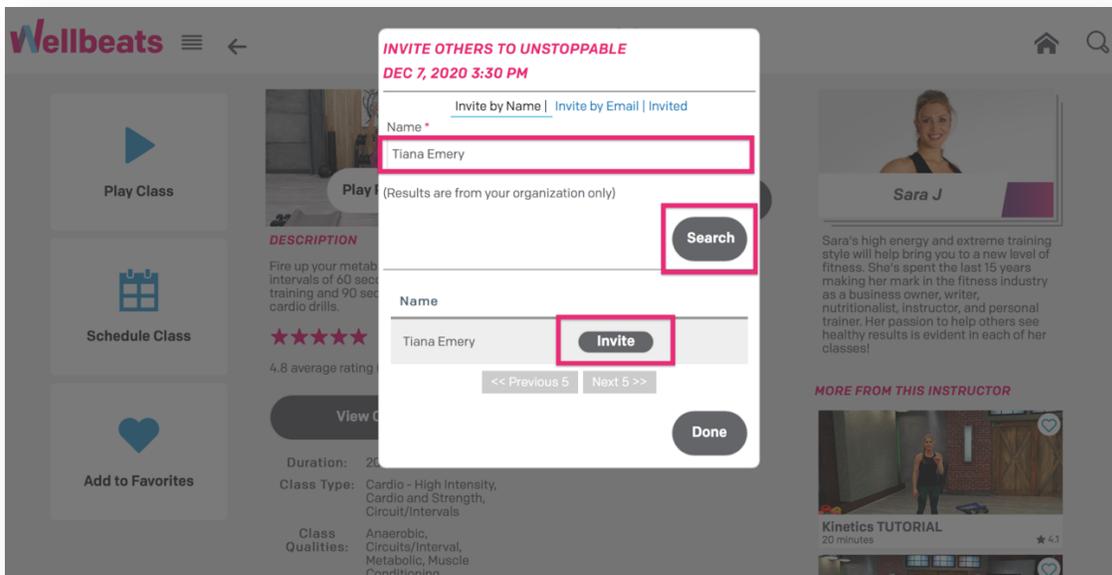


NOTE: This invite feature is only available for participants who currently have access to Wellbeats, such as through an employer, health plan, or other affiliated organization.

How to invite others by name:

Step 1: Search their name in the name field, then select *Search*

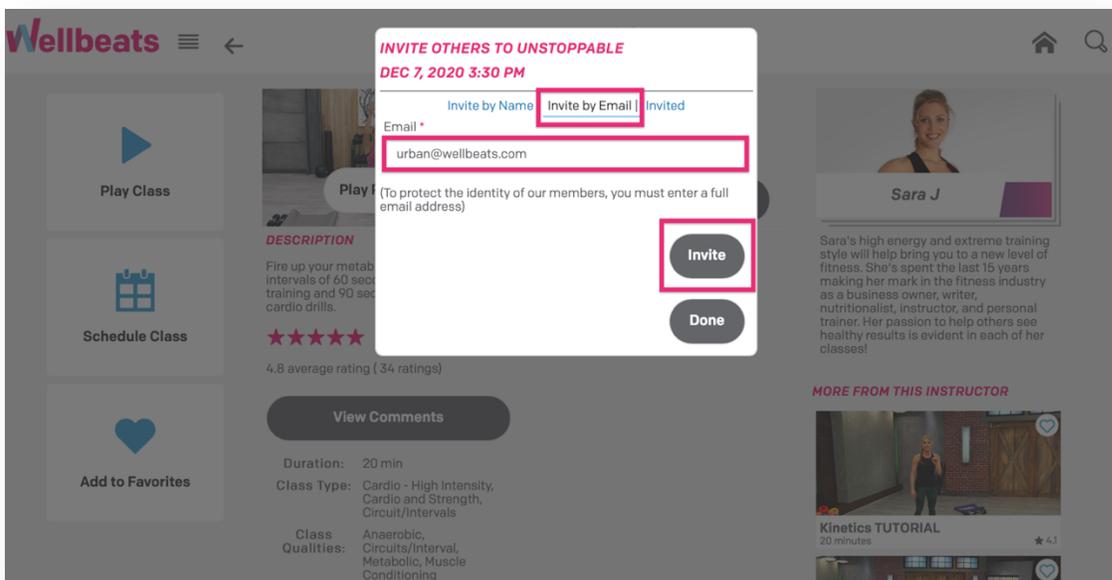
Step 2: Select *Invite* next to their name



How to invite others by email*:

Step 1: Select *Invite by Email*, then add their email address in the email field

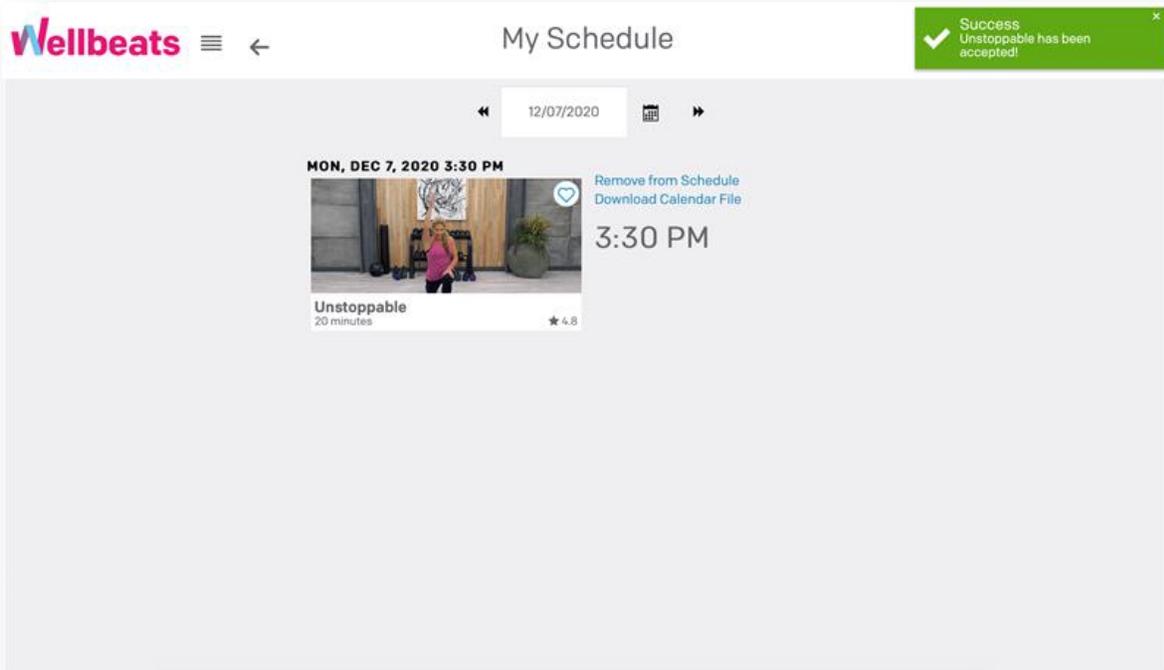
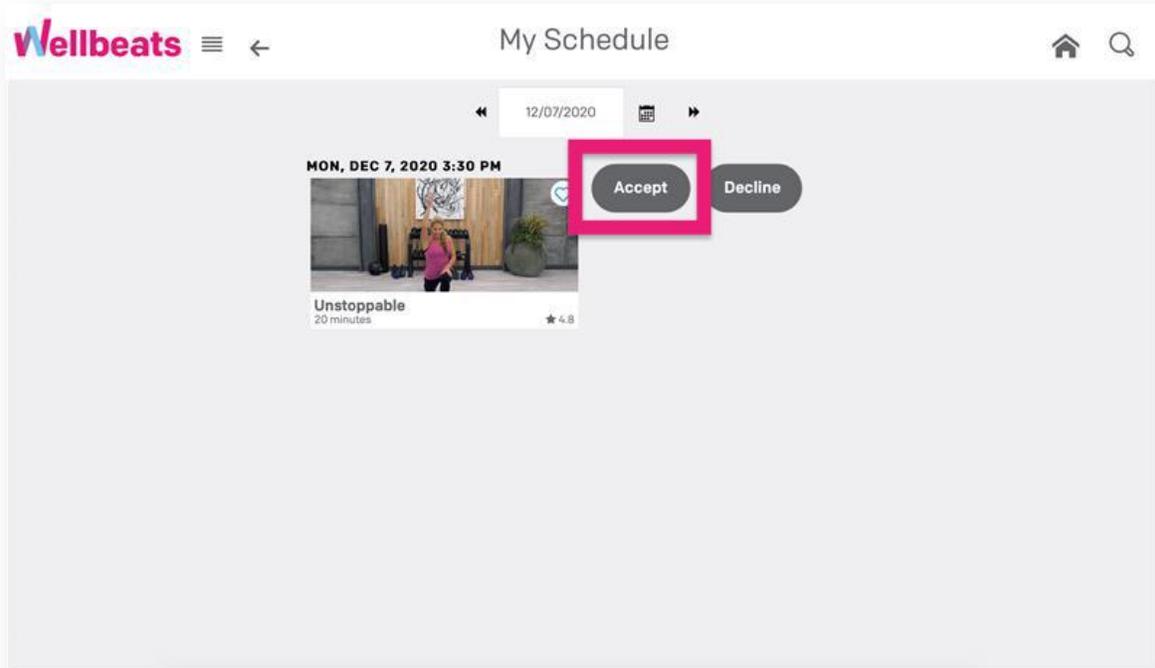
Step 2: Select *Invite*



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

Participants 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*

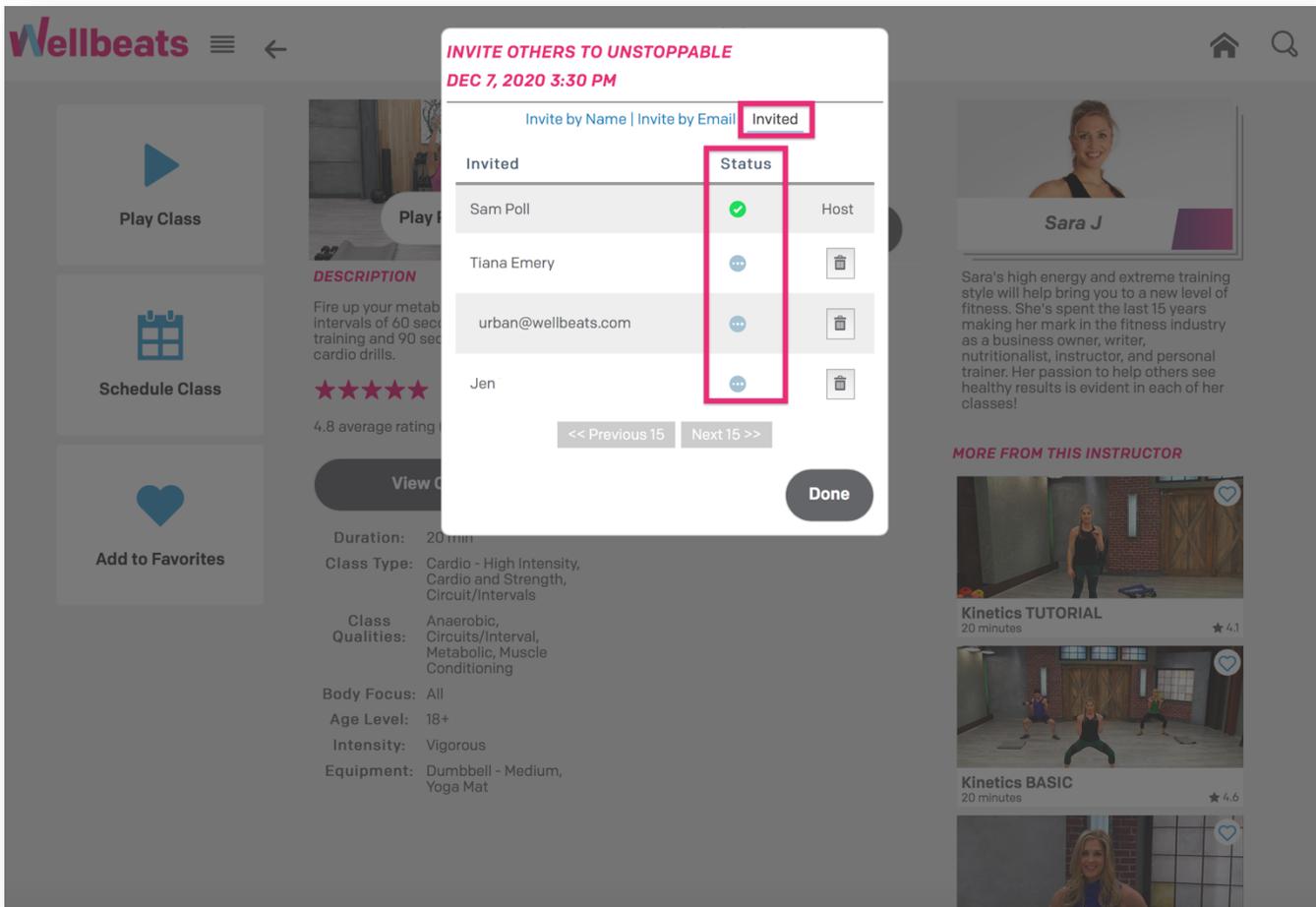


How to view your class invitation list:

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.

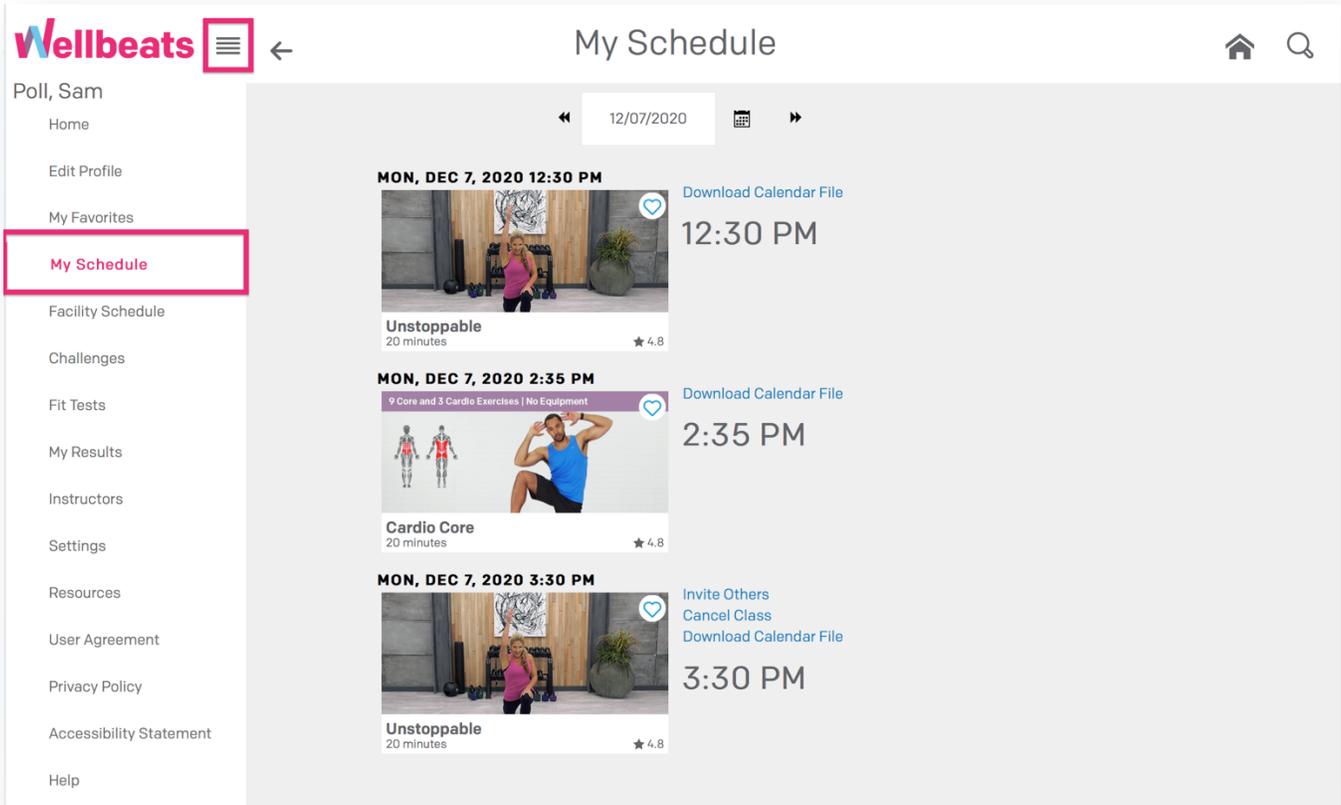
Select *Invited* to view previously invited participants.

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



How to View Your Class Schedule

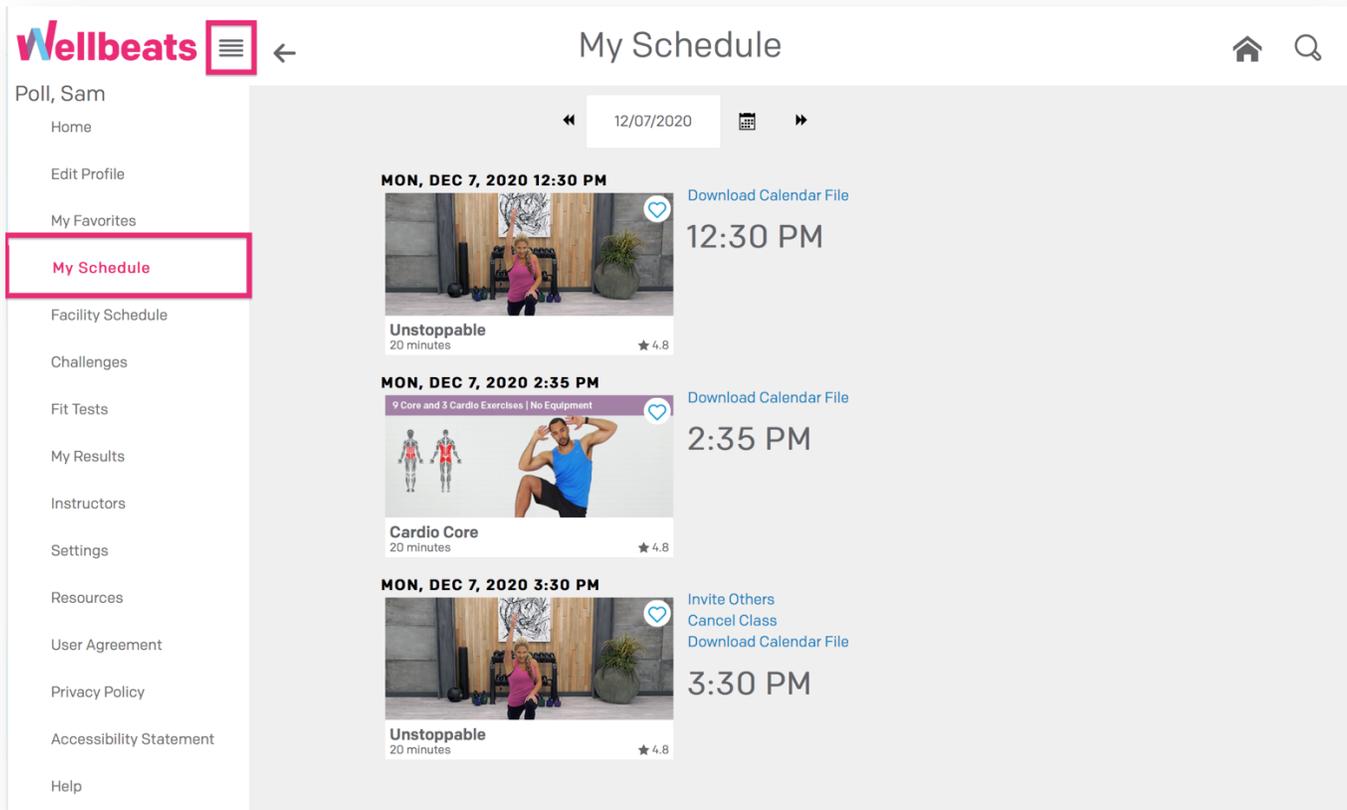
To view a list of your scheduled classes, select “My Schedule” in the main menu:



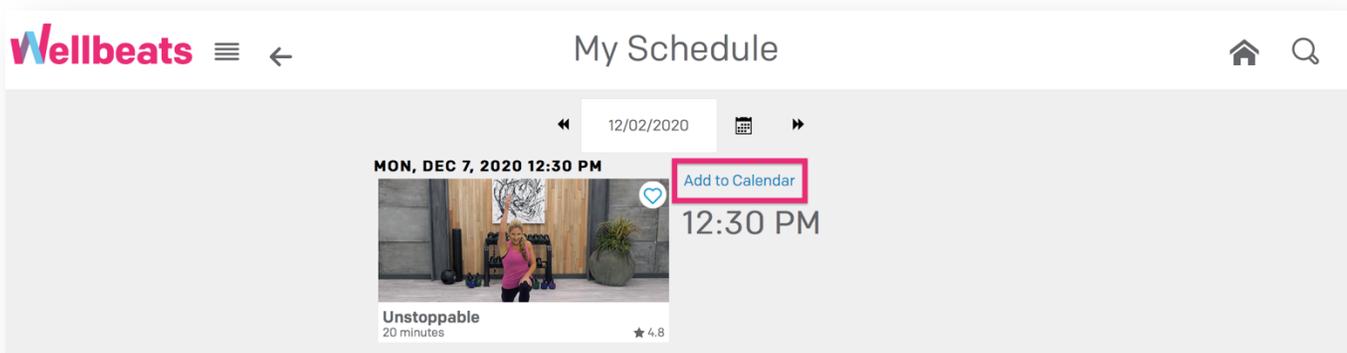
You will notice a countdown timer appear in your schedule when there is 10 minutes remaining until start time.

How to Add a Scheduled Class to Your Calendar

Step 1: Select "My Schedule" in the main menu



Step 2: Select *Add to Calendar* next to your scheduled class

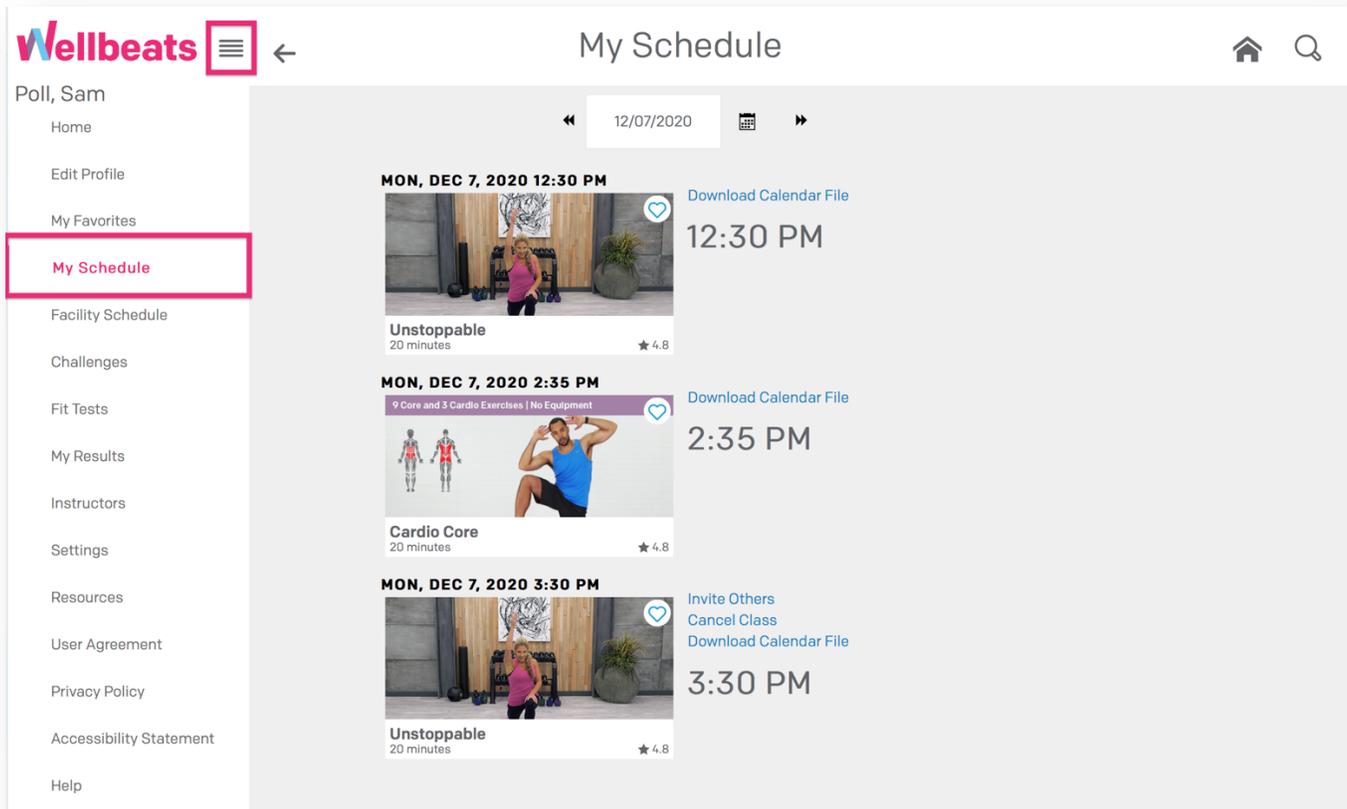


This will automatically download an .ICS calendar file to save on your device (i.e. Outlook or Google Calendar). This will vary depending on your device's default settings.

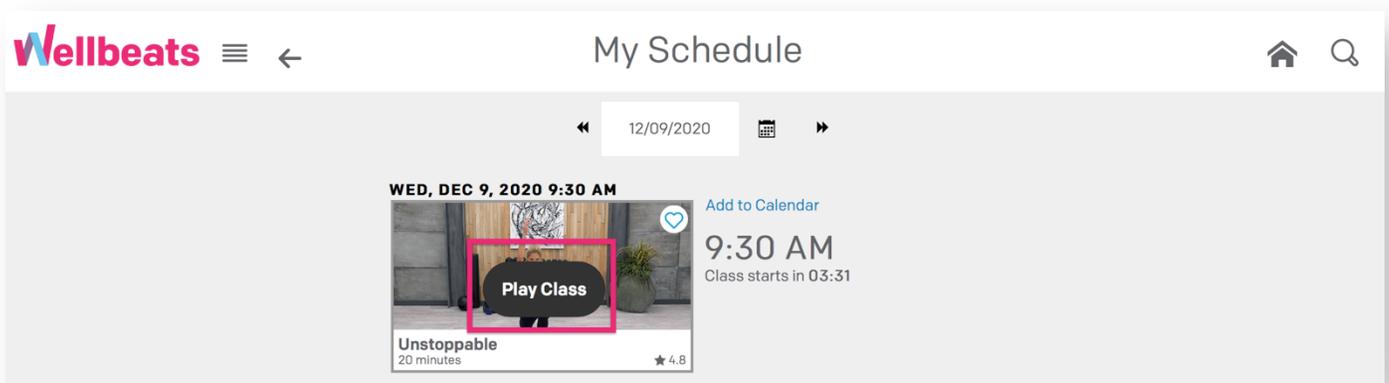
How to Play a Scheduled Class

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

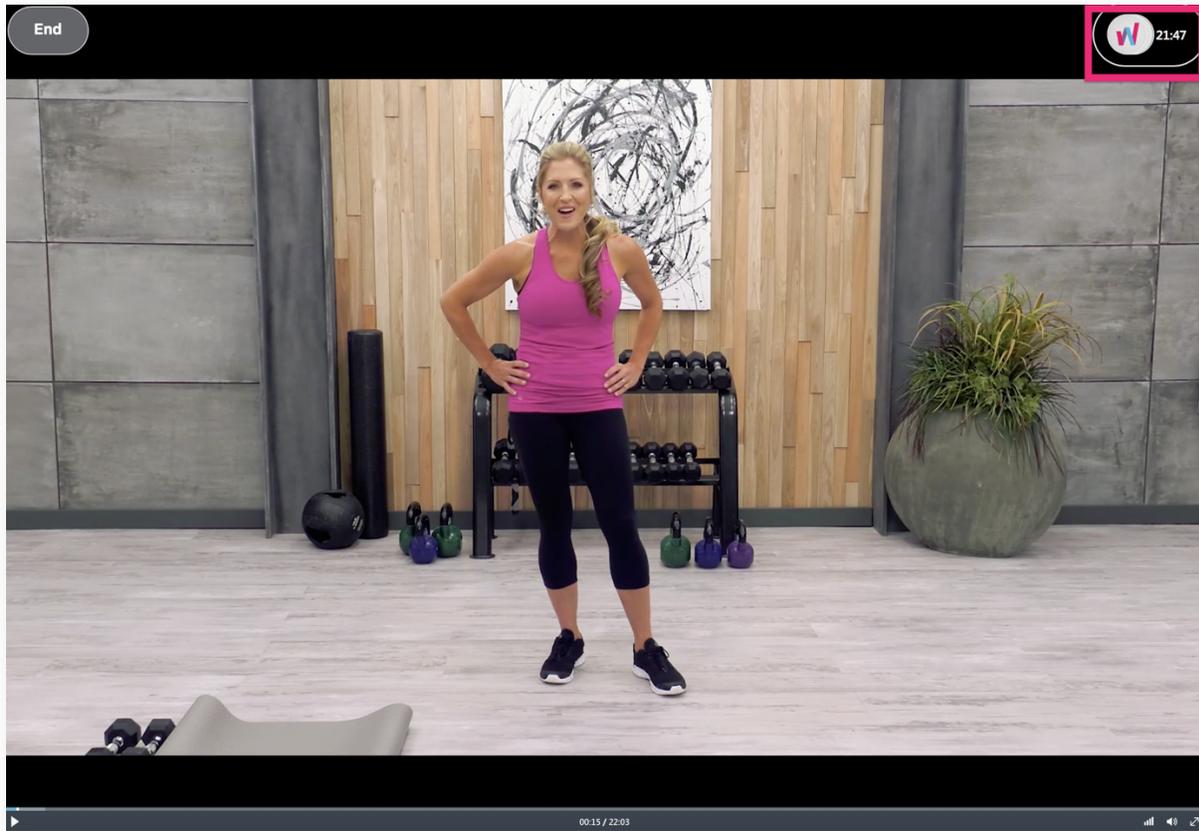
Step 1: Select "My Schedule" in the main menu



Step 2: Select "Play Class" on the class tile of your scheduled class

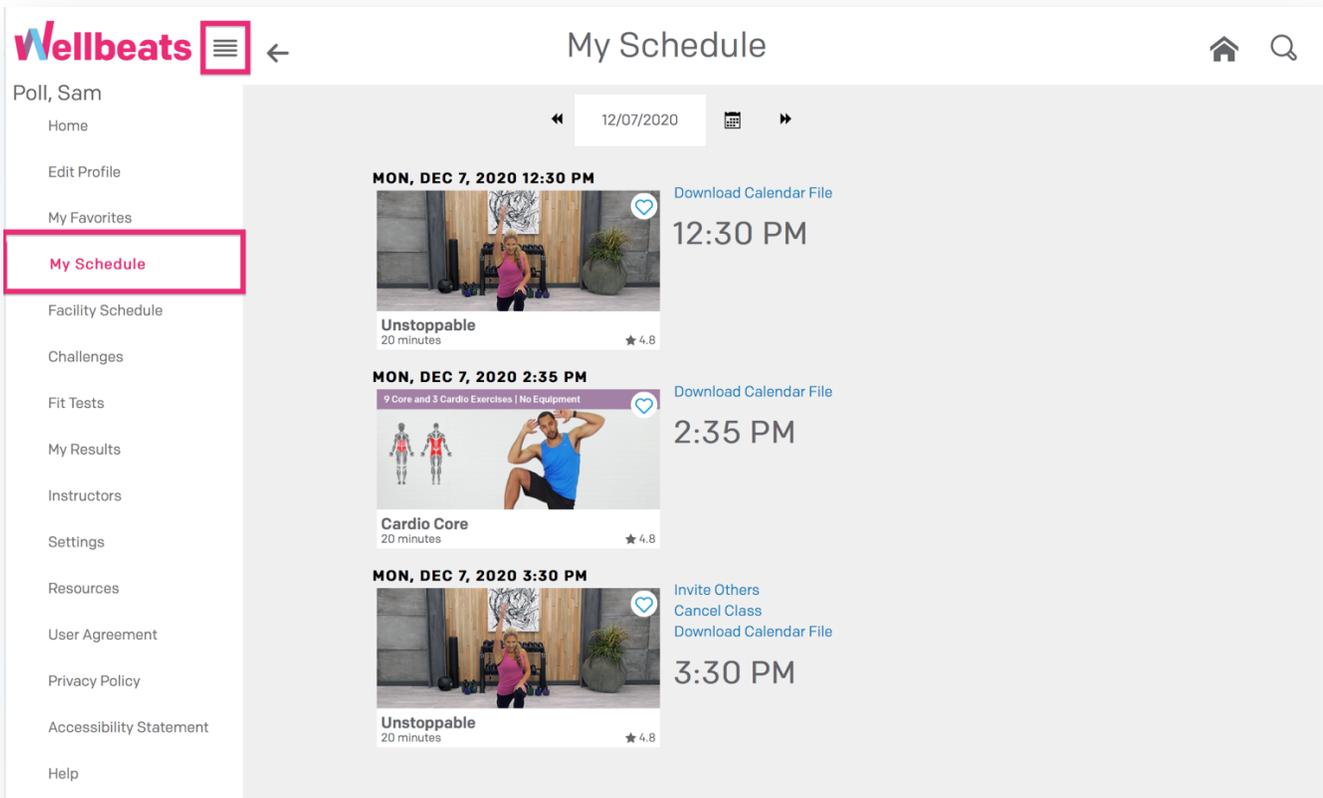


Step 3: Your scheduled class will immediately begin. When others join your scheduled class, you can view by selecting the dropdown option in the upper righthand corner

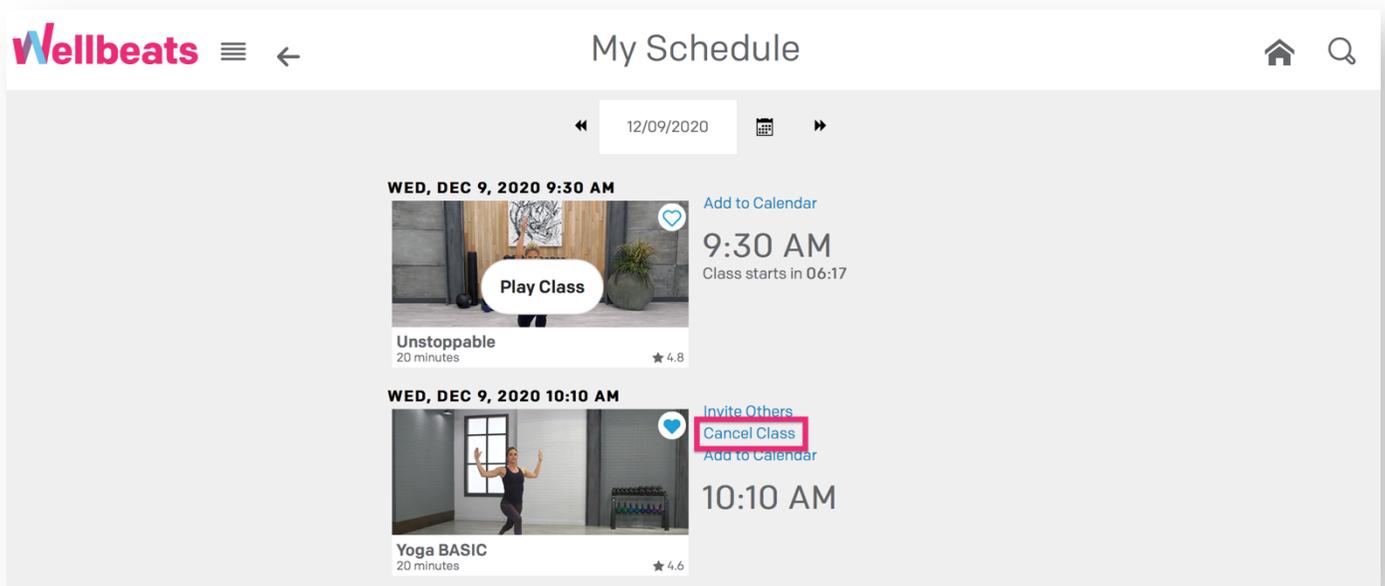


How to Cancel a Scheduled Class

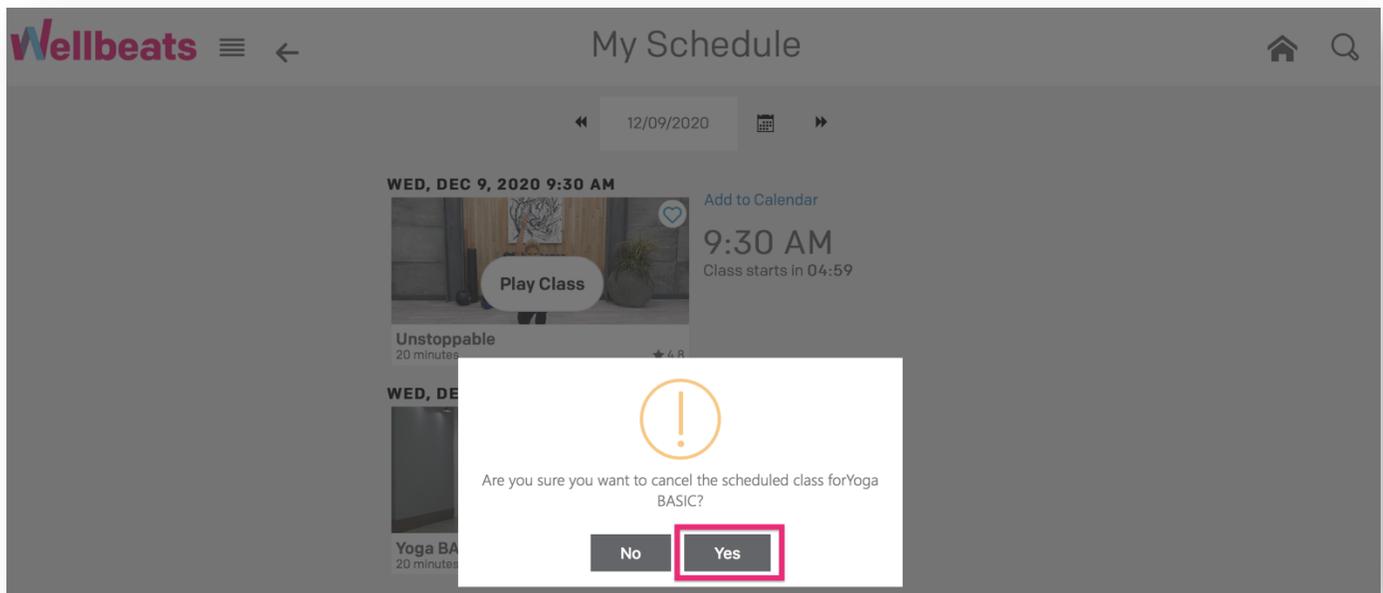
Step 1: Select “My Schedule” in the main menu



Step 2: Select “Cancel Class” next to the scheduled class you wish to cancel



Step 3: Select Yes to confirm



Any participants 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.