GROUP FITNESS INSTRUCTOR

Homework: Practice in WAC+

WAC

Top Navigation Bar

☐ **Check in** at the club using the Barcode
Practice scanning and verifying family member barcodes (swiping left/right).

☐ View possible **messages**
Locate and read in-app messages.

☐ View possible **notifications**
Find and review app notifications.

Home

☐ Change your home **location**
Update the account's default club.

Programs

☐ **Book a spot** through the App
Register for a Group Fitness class. Choose a time when you'll be in the club.

☐ **View booked classes** from the Barcode page
See which classes are tied to the account.

☐ **Mark attendance** from the Barcode page
Practice confirming attendance within 2 hours of class (in the club).

☐ **Mark attendance** using the kiosk in the club
Practice kiosk check-in within 2 hours of class.

☐ **Cancel a booked class** from the Barcode page
Walk through how to release a spot.

Account

☐ Adjust **notifications**
Customize what notifications are received.

☐ Turn on **Geo-notifications** and visit the club
Test location-based alerts. This can be turned off after testing if desired.

☐ View **transaction history**
Review recent orders and purchases.

Instructors

☐ Find your **upcoming classes**
Navigate to the Employee Calendar and view upcoming sessions.

☐ View your **class roster**
Open and review the participant list for your classes.

☐ Use "Manage Booking" to **register a member for a class**
Add someone to a class list.

☐ Use "Manage Booking" to **delete a member from a class**
Remove someone from a class list.

☐ **Message** your class roster
Send announcements or reminders directly to participants.

☐ **Mark attendance** for your class
Confirm which members attended your session. Manually add extra participants by selecting the number.

Subs

☐ **Request** a substitute (In App)
Submit a sub request directly through the app.

☐ **Request** a substitute (Website)
Submit a sub request through wac.smarthealthclubs.com.

☐ **Check progress** of substitute
Track whether your sub request has been picked up.

☐ **Cancel** substitution
Withdraw a previously submitted sub request.

☐ **Pick up** a sub request
Accept a substitution request from another instructor.

Name

Date Completed