



Homework: Practice in 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**
Add yourself under "Manage Booking", search for your name.
- 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.
- 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** any class
Send a message to class participants.

Class Schedule Management

- Add** a class
Create a new Group Fitness class in the schedule.
- Add or **change the instructor** for a class
Assign or update the instructor on a scheduled class.
- Change the location/resource** for a class
Update the room or space assigned to a class.
- Adjust the day and time** of a class
Edit the schedule for a class session.
- Adjust the class **capacity level**
Change the number of participants allowed.
- Cancel** a single **class** or all remaining classes
Remove one session or all future sessions from the schedule.

Instructor Management

- Manage Instructor** details
Update profiles, assign roles, and set which classes they can teach.
- 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.
- Review** open sub requests
Track and review unfilled substitution requests.

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.