GroupEx PRO

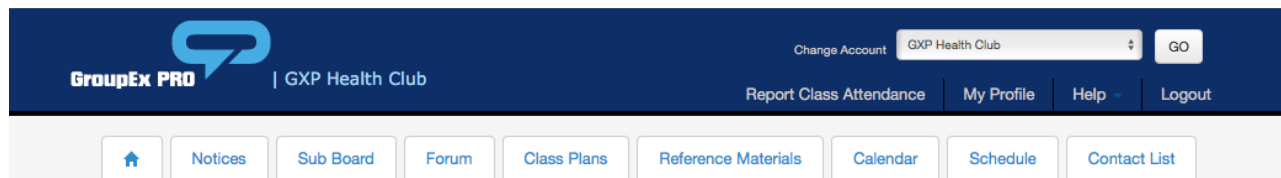**User Guide for INSTRUCTOR Role**

1.0 Introduction to GroupExPRO.com

GroupExPRO.com is an online tool for managing communication and scheduling for your Group Fitness program.

The website contains 11 key sections:

News Feed (Home Tab)
A live feed of all recent activity in your GroupEx PRO account. (e.g. sub requests, notices, etc.)

Notices
Group Fitness Managers can provide information to all users simultaneously. This section is ideal for department or club-specific notices and communications.

Sub Board
The Sub Board provides a location for instructors to post sub requests when they will be unable to teach a class. Instructors can request to teach a class that is posted on the sub board and, once approved, the class will be displayed on the calendar and schedule as an approved sub.

Forum
A location for all instructors to interact and discuss topics of their choosing.

Class Plans
Recent class plans can be posted and displayed for other instructors to browse and use to help them in developing ideas for future classes.

Reference Materials
A location for managers to post documents related to their group fitness programs, employment specific documents, etc.

Calendar
Events and approved subs are displayed on a monthly calendar.

Schedule (Not Available on LITE Accounts)
A list of your current schedule. (e.g class times, dates, titles, etc.) Also provides a location for instructors to post sub requests when they will be unable to teach a class.

Contact List
Contact information for group fitness instructors is displayed on an alphabetized contact list. The contact list can be printed and browsed. Instructors and managers can also send email from the contact list.

My Profile / Instructor Notification Preferences
Serves as the instructor dashboard where instructors are able to change their password, edit their profile, review upcoming classes they've requested to sub and classes they need subbed. Also, instructors can select what types of notifications they'd like to receive via the system's daily digest email summaries.

Class Attendance

A place where instructors report how many participants attended their class.
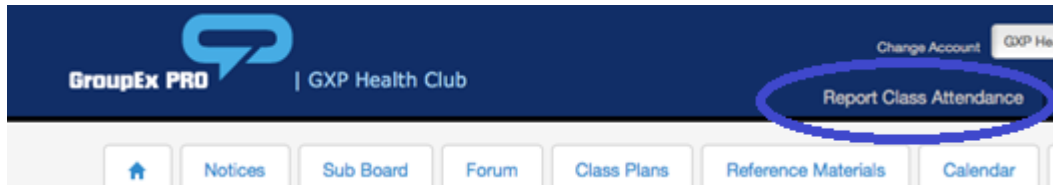
2.0   Using Filters

Before diving into each specific section of GroupEx PRO, it's important to understand how information is filtered for ease of viewing. Users whose club accounts have more than one location will be assigned to a primary location within the user's individual Profile (section 11.0). Whenever you log in to GroupEx PRO, each page you click on will default to your location's filtered view.

To view information pertaining to a different club/location on your account, use the drop down filter to select a different location and then click on the "Filter" button.
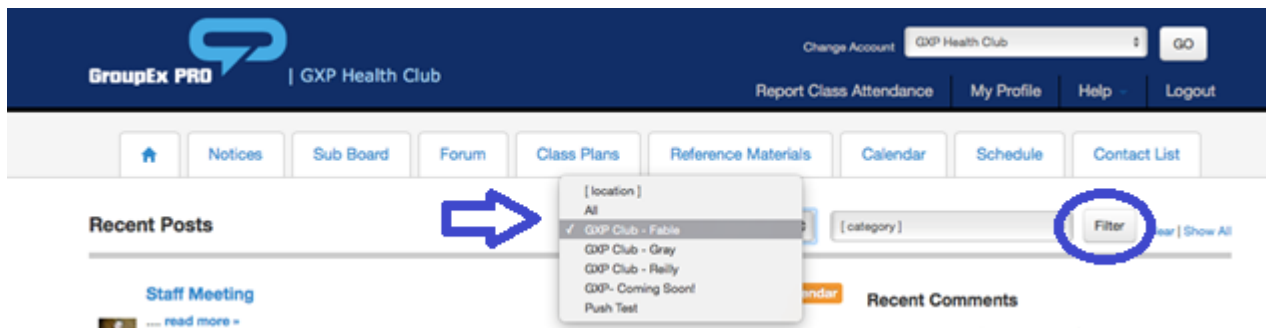
IMPORTANT NOTE: Selecting "All" does NOT mean "show me all posts" but rather "show me anything that was posted to ALL locations for ALL users to see upon log-in". To view "all posts regardless of location", CLEAR the location filter by selecting [location] and then clicking the "Filter" button.

3.0   News Feed (Home Tab)

To view the latest activity click on the "Home" icon on the main navigation bar located at the top of the GroupEx PRO website. The news feed provides a full view of all recent sub requests, notices, and any other activity, displayed in reverse chronological order. Use the color-coded boxes to the right of each post for a quick reference on the type of notice.
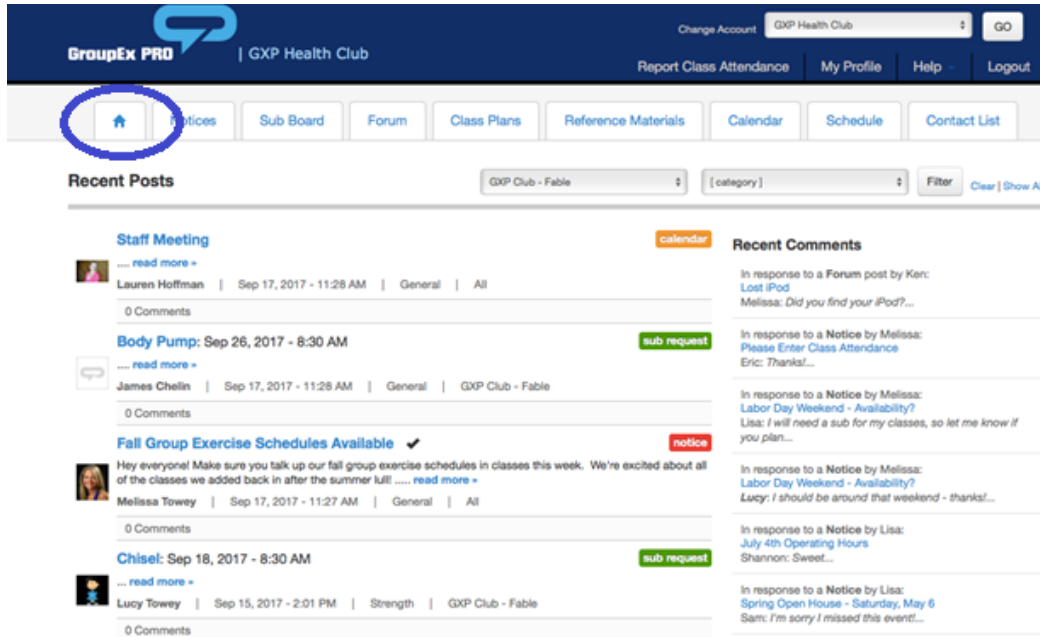

4.0   Notices

Click the Notices tab on the main navigation bar located at the top of the GroupEx PRO website.

The Notice screen displays a list of all recent notices, sorted in reverse chronological order, with exception to those "pinned" to the top of the board. These notices will remain at the top of the page until a manager removes the green pin.

4.1   Viewing Notices

To view a notice click the notice title or "read more", and the notice will display on screen.
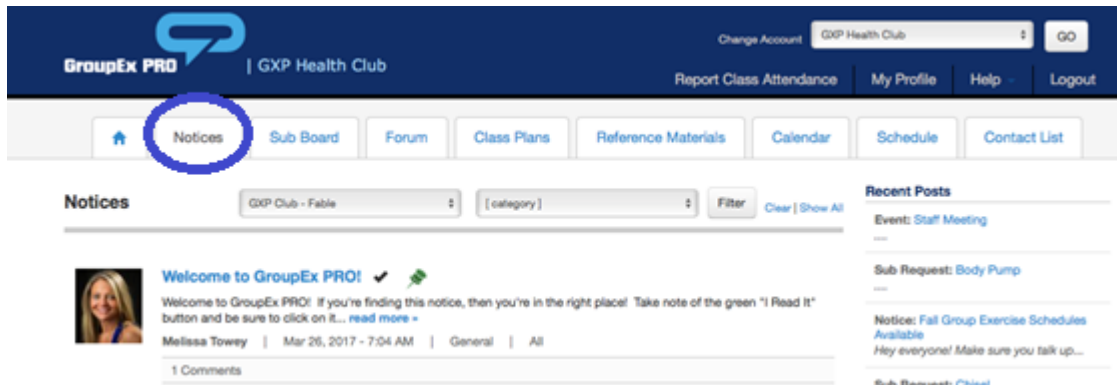
Be sure to always click the 'I READ IT!' button to verify you've received the information. Managers can see who has clicked 'I READ IT'.
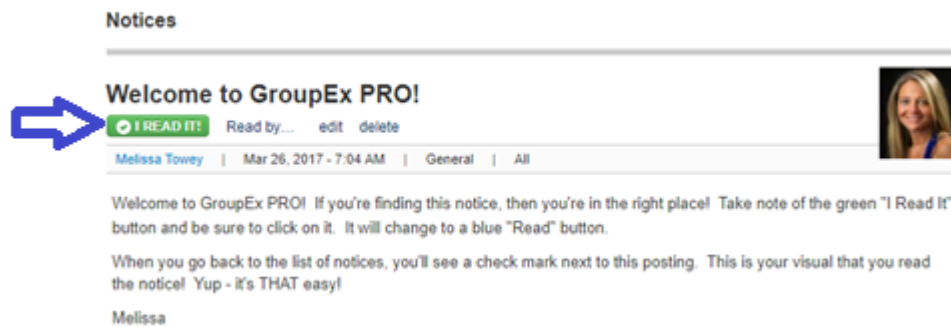
A comment box is available for you to add comments/reply to any questions posed to you via the notice.

5.0   Sub Board
Click on the "Sub Board" tab located at the main navigation bar on the top of the GroupEx PRO website.

The main Sub Board page displays a list of all available sub requests sorted by class date. The classes that are closest to the current date will be displayed first.

5.1   Viewing a Sub Request
Click "View Sub Request".

Details about the sub request are displayed. *See 5.3 on "Offering to Sub a Class" for more details.*

5.2   Requesting a Sub

5.2.1   Premium Account Users (Use the Schedule Tab)
Click on the "Schedule" tab and locate the class for which you need a sub. Click on the red "Request a Sub" link next to your class.

Your class information will pre-populate into a sub request. Enter any additional comments to help potential subs learn more about the subbing need and then "submit" the request.

5.2.2   LITE Account Users (Use the Sub Board Tab)
Click the green "Request a Sub" button located on the top right of the screen.
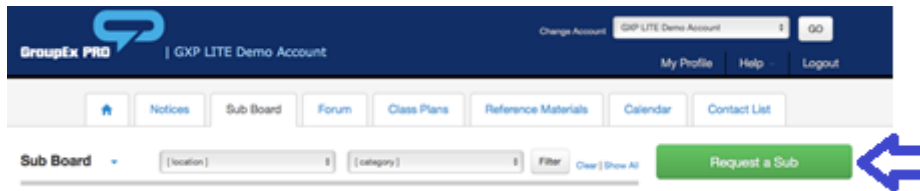
Complete all of the fields pertaining to the class for which you need coverage:
Class Date & Time
Class Title
Class Category
Class Location (for multiple location accounts)
Add any additional comments that might be helpful to a potential sub.

Submit your sub request.

5.3   Offering to Sub a Class on the Sub Board

Click "View Sub Request" next to the class title on the Sub Board. This will display details about the class. Click the "I CAN SUB IT!" button to request to teach the class. This sends an email to the manager indicating your availability to sub.

IMPORTANT NOTE: Multiple users may request to teach the same class. The manager will select the instructor that is being approved to teach the class. The approved instructor will receive an email stating he/she is confirmed to teach the class. Instructors that have requested to teach the class, but were not approved, will be notified by email that the class was filled by another instructor. Approved Sub Requests will be displayed on the Calendar.
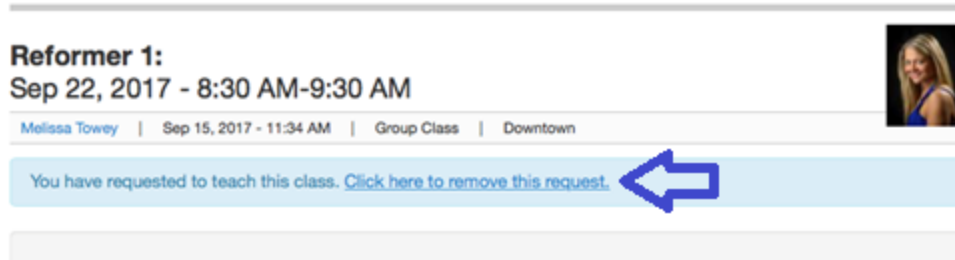
5.4   Removing a Request to Sub a Class

At any point before being approved to sub a class, you may remove your request to teach the class. Click "View Sub Request" from the main Sub Board page.

Below the class details you will see a box displaying your current class request status. To remove your request, click "Click here to remove this request."

Confirm your request by clicking "REMOVE REQUEST" on the confirmation screen.
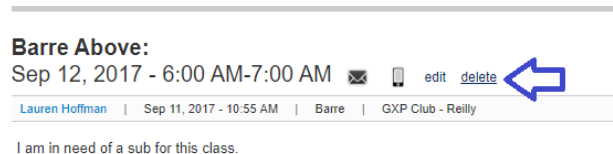
5.5   Editing or Deleting a Sub Request

You may edit or delete any sub request that you have posted.

5.5.1   Deleting a Sub Request

If you no longer need a sub, open your sub request via the "View Sub Request" link. Click "delete" to the right of the class title. This will bring up a confirmation screen. Confirm the deletion by selecting "DELETE".
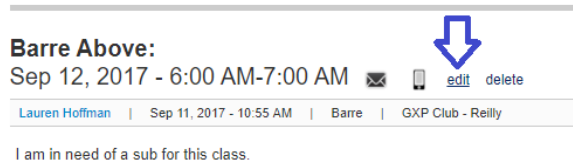
5.5.2   Editing a Sub Request

Open your sub request via the "View Sub Request" link. Click the "edit" link to the right of the class title. Once your edits are complete, click "Submit Edits" at the bottom of the page.

6.0   Discussion Forum

Click on the "Forum" tab on the main navigation bar located at the top of the GroupEx PRO website.

6.1   Viewing a Discussion Forum Post

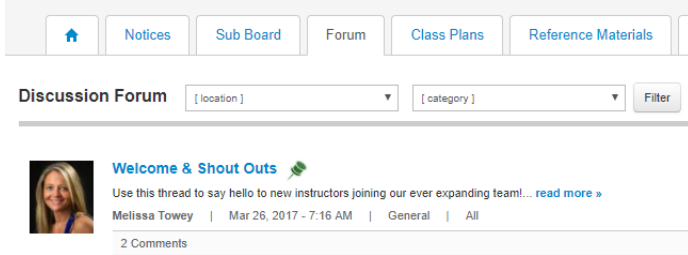The Forum screen displays a list of all recent discussion posts in reverse chronological order, with exception to any item pinned to the top of the board. Pinned items appear with a green push-pin icon. Click "Read More" next to any post to read and/or comment on any discussion item.

6.2   Creating a Discussion Forum Post

Click "Post to Forum" and enter a post title.
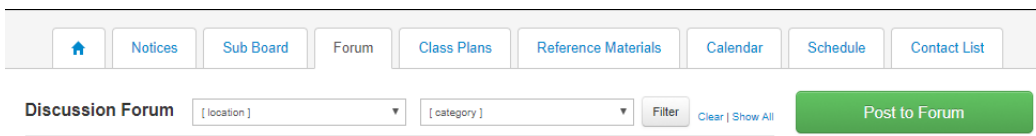
You may categorize a post by Category or Location. If your facility only has one location, the "Location" selection will not appear. See Section 14.0 for more information on how Categories and Locations work to filter messages for instructors.

Enter the body of your message. The editing tools at the top of the text box may be used for formatting the post.

Attachments can be added to posts by clicking the "Browse" button to the right of the Attachment field. This will allow you to choose a file from your computer.

You can also choose to "Make Sticky at top of list". Checking this box will display your post at the top of the page (with all other posts appearing below, in reverse chronological order).

Once you have completed creating the post, click "Submit Forum Post" at the bottom of the page.

6.3 Editing or Deleting a Discussion Forum Post

Discussion Forum

Field Day Planned for all instructors edit delete

Lauren Hoffman | Sep 11, 2017 - 11:29 AM | General | All

Messaging goes here...

6.3.1 Deleting a Forum Post

If you no longer want your discussion post visible on the GroupEx PRO account, open the posting and click "delete" to the right of the post title. This will bring up a confirmation screen. Confirm the deletion by selecting "DELETE". *You can only delete your own posts, not others.*

6.3.2 Editing a Forum Post

Open your post by clicking on the title of the post. Click the "edit" link to the right of the post's title. Once your edits are complete, click "Submit Edits" at the bottom of the page. *You can only edit your own posts, not others.*

7.0 Class Plans

Click the "Class Plans" tab on the main navigation bar located at the top of the GroupEx PRO website. The main Class Plans screen displays a list of all recent Class Plans, sorted by most recent first.

Class Plans are primarily meant for choreography/lesson plan sharing, but they can also be used for whatever "out of the box" purpose you'd like. Example, as pictured below, would be for managers to post weekly class announcements for instructors to read to participants.

| 🏠 | Notices | Sub Board | Forum | Class Plans | Reference Materials | Calendar | Schedule | Contact List |

Class Plans [location] ▼ [category] ▼ Filter Clear | Show All **Post a Class Plan**

Class Date: Monday, Aug 21st, 11:58am
Weekly Announcements for Class ... View Class Plan »
Melissa Towey | Aug 21, 2017 - 11:58 AM | General | All
0 Comments

Recent Posts

Forum: Field Day Planned for all instructors
Messaging goes here......

Sub Request: Barre Above
I am in need of a sub for this class....

7.1 Viewing a Class Plan

Click the "Class Plans" tab on the main navigation bar located at the top of the GroupEx PRO website. The main Class Plans screen displays a list of all recent Class Plans, sorted by most recent first. Class Plans that have attachments are noted with a paperclip icon.

7.2 Creating a Class Plan

Click the "Post a Class Plan" button. Enter the class date and time that you taught this plan, as well as a class title. You may categorize a post by Category or Location. If your facility only has one location, the "Location" selection will not appear. See Section 14.0 for more information on how Categories and Locations work to filter messages for instructors.
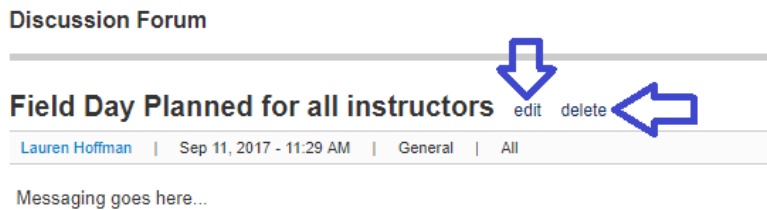

Enter the body of your post. This is typically used for the class plan itself. The editing tools at the top of the body field are used for formatting the post.
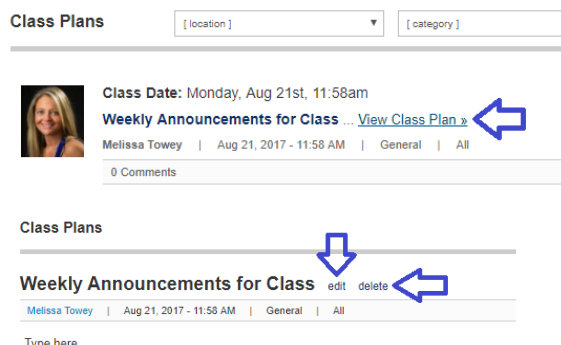
Attachments can be added to posts by clicking the "Browse" button to the right of the Attachment field. This will allow you to choose a file from your computer.

You can also choose to "Make Sticky at top of list". Checking this box will display your post at the top of the page (with all other posts appearing below, in reverse chronological order).

Once you have completed creating the post, click "Submit Class Plan" at the bottom of the page.

7.3 Editing or Deleting a Class Plan

If you need to Edit or Delete a Class Plan, first click on "View Class Plan".

14

7.3.1 Deleting a Class Plan

If you no longer want your class plan post visible on the GroupEx PRO account, open the posting and click "delete" to the right of the post title. This will bring up a confirmation screen. Confirm the deletion by selecting "DELETE". *You can only delete your own class plans, not others.*
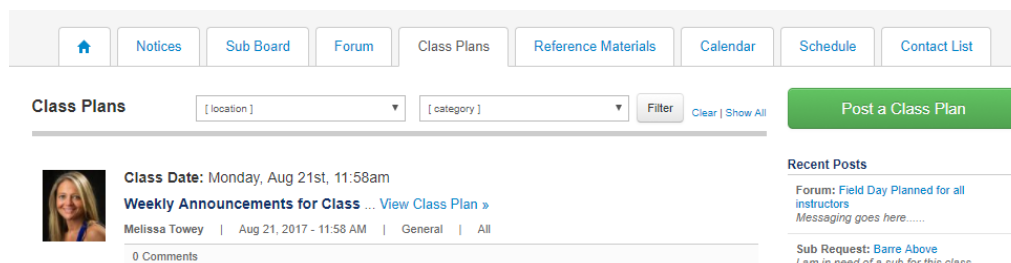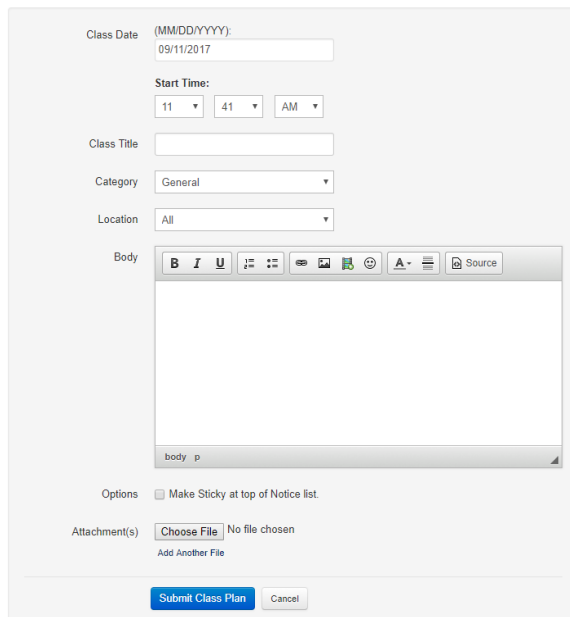
7.3.2 Editing a Class Plan

Open your post by clicking on the title of the post. Click the "edit" link to the right of the post's title. Once your edits are complete, click "Submit Edits" at the bottom of the page. *You can only edit your own class plans, not others.*

8.0   Reference Materials

Click the "Reference Materials" tab on the main navigation bar located at the top of the GroupEx PRO website. The main Reference Materials screen displays a list of all postings in reverse chronological order, with exception to any item pinned to the top of the board. These pinned items are denoted with a green push-pin icon.
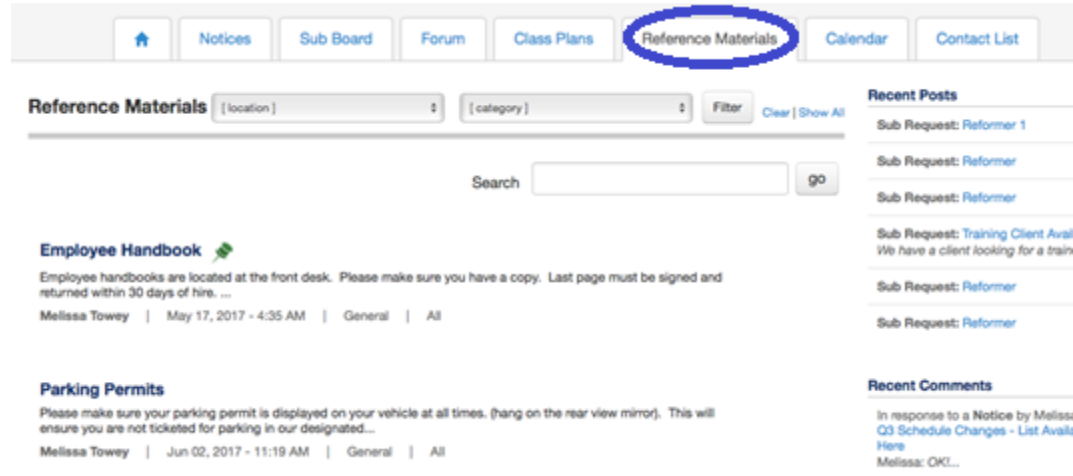
8.1   Downloading a Reference Material Item

Click the title of the reference item. Click on the title of the attachment. This will download the item to your computer and/or display it on screen.
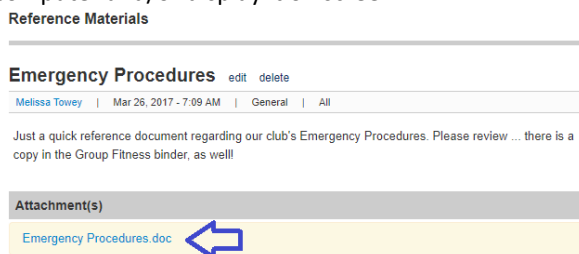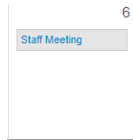
9.0   Calendar
Click the "Calendar" tab on the main navigation bar located at the top of the GroupEx PRO website.
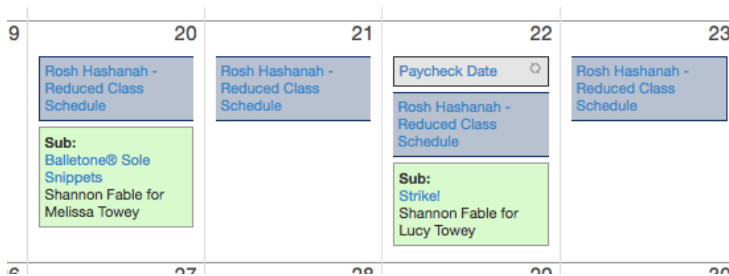
9.1   Types of Calendar Events
There are various types of events you can view on the calendar:
1. Single Day Events – Noted by a light gray background with a light gray border. Example - "Staff Meeting" in the below screenshot.

2. Multiple Day Events – Colored background with colored border. Example - "Rosh Hashanah - Reduced Class Schedule" in the below screenshot.

3. Recurring Events – These events may take place on a weekly, monthly or yearly basis. They are noted with a light gray background and a dark gray border. Recurring events also have a small recurring icon in the top right of the box. Example – "Paycheck Date" in the below screenshot.
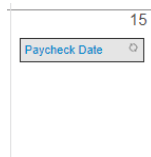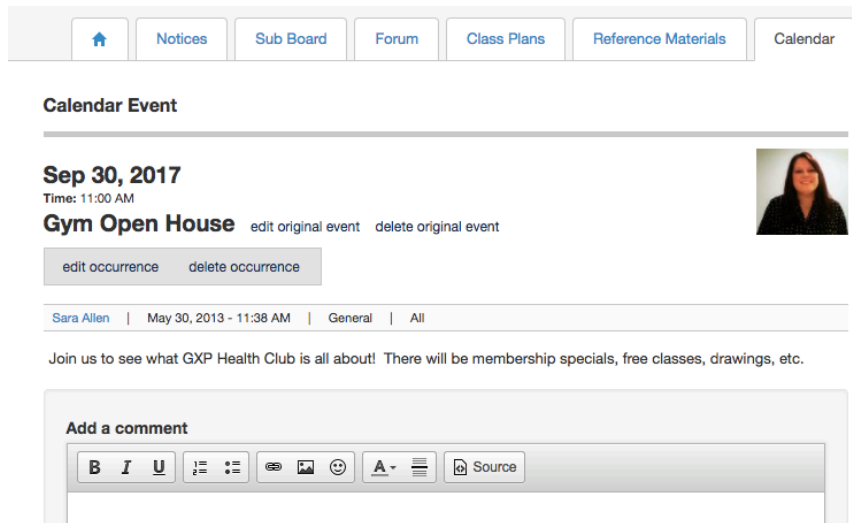

4. Sub Request – Approved Sub Requests are noted with a light green background and a green border. *Note: Sub Requests that are not yet approved/confirmed are not shown on the calendar.*
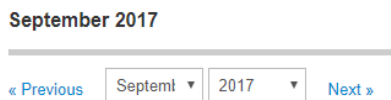
9.2   Viewing Event or Sub Details

To view an event or sub detail box, click the title of the event/sub request on the Calendar.

9.3   Viewing Specific Months
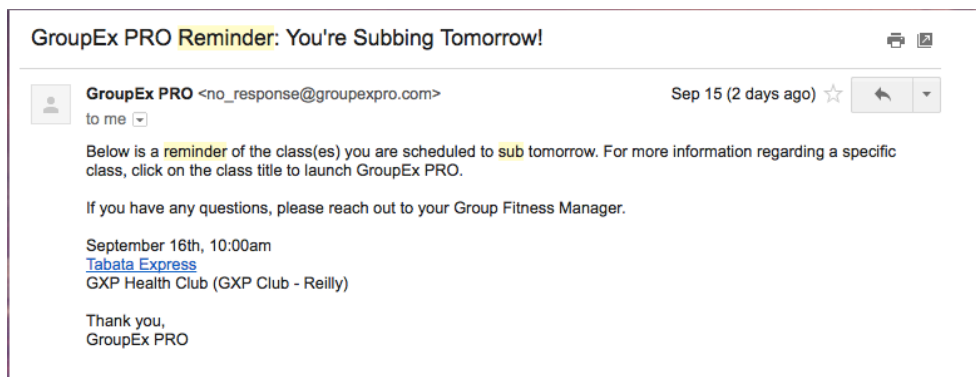
To navigate to another month use the "Previous" and "Next" links below the Month and Year on the top of the Calendar.

9.4   Calendar Reminders

Approved subs will receive an email from GroupEx PRO the day before their scheduled class to remind them they are on the calendar to sub.

10.0   Contact List

Click the "Contact List" tab on the main navigation bar located at the top of the GroupEx PRO website.

The main Contact List page displays a list of all instructors that are a part of your GroupExPRO.com account. Instructors are listed alphabetically by last name.

NOTE: If your facility has more than one location you may filter the instructors displayed by using the "Locations"

10.1 Finding an Instructor by Last Name

To filter instructors by last name, click on the first letter of the instructor's last name in the section titled "Show instructors whose last name begins with:"

Instructors View ▾

Show instructors whose last name begins with:
A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

10.2 Viewing an Instructor's Profile

To view an instructor's profile, click the name of the instructor you wish to view. The instructor's profile page will be displayed:

Towey, Melissa
melissa@sfresources.com
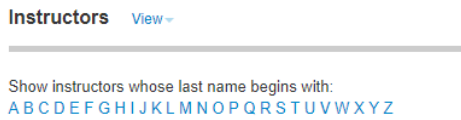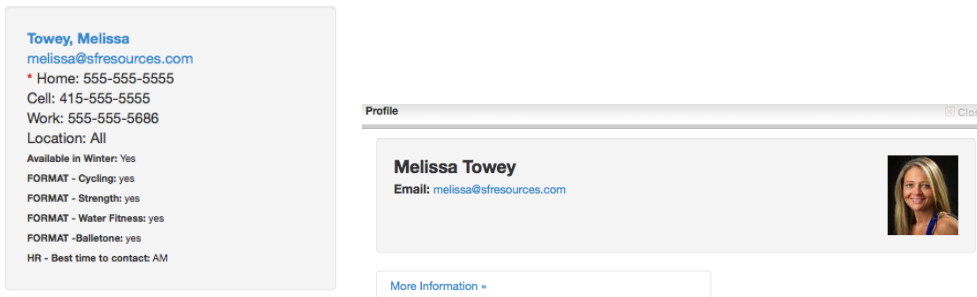* Home: 555-555-5555
Cell: 415-555-5555
Work: 555-555-5686
Location: All
Available in Winter: Yes
FORMAT - Cycling: yes
FORMAT - Strength: yes
FORMAT - Water Fitness: yes
FORMAT -Balletone: yes
HR - Best time to contact: AM

Profile   ☒ Close

Melissa Towey
Email: melissa@sfresources.com

More Information »

10.3 Viewing Contacts by List View

The list view allows you to email instructors and sort contacts based on location and category.

Instructors View ▾

Standard View
List View

Show instructor   ith:
A B C D E F G   U V W X Y Z
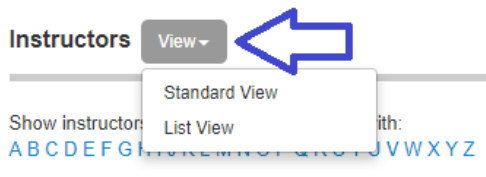
10.3.1 Emailing a Contact from the List View

In the list view, you can select multiple instructors and click on the "Actions" button to mass e-mail selected contacts. From this view you can also filter contacts by Category and/or Location.

Instructors View ▾

3 Contact(s) Selected	Actions ▾				Show 100

Email Contacts
BCC Email Contacts

All None	Name	Phone	Categories ▾	Location ▾
☑	., Rotation - TBD		N/A	All
☑	Allen, Sara		Aquatics Cardio	GXP Club - Reilly
☑	Bastoul, Eric	415-555-5555	Cardio Indoor Cycling Strength	GXP Club - Gray
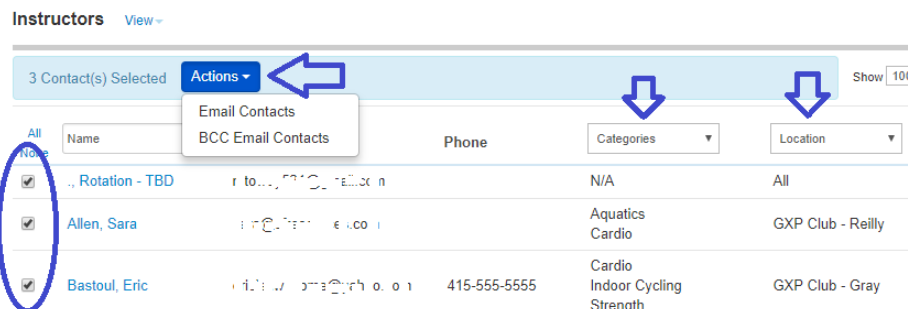
IMPORTANT NOTE: If you use a web-based email, such as Gmail, you might need to enable your computer to open your email in order to send emails from GroupEx PRO. While we could list some instructions here, in order to get the most up-to-date, accurate, instructions based on your email system, conduct an internet search such as "How to set Gmail as my browser's default email client", replacing the word "Gmail" with your email type (e.g. Hotmail, Yahoo, AOL, etc).

10.4   Printing a Contact List

A printable version of the Contact List is available by clicking the "Printable version" icon above the first instructor's contact information on the main page of the Contact List.

NOTE: The Printable Version is only available on the Standard View of the Contact List, i.e., the list that looks like contact cards.
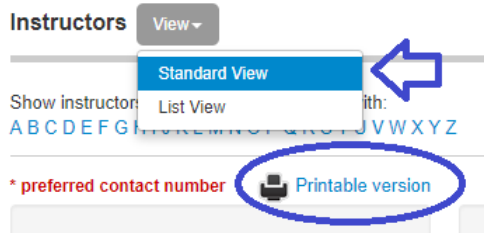
11.0   My Profile / Instructor Notification Preferences

Click "My Profile" on the top right of the website. Your profile page will be displayed.

11.1   Editing Your Profile

Click the "edit" link to the right of your name. The profile editing screen will be displayed.

The editing screen allows you to enter information about yourself. When you have completed editing your information, click the "Submit Edits" button at the bottom of the page.

NOTE: Email notifications are also configured on this page. See "Email Notifications" for more information.

11.1.1 Uploading a Profile Picture

Click the Browse button below "Upload Picture" on the top right of the editing screen.
Choose an image from your computer.
Click the "Submit Edits" button at the bottom of the page.

11.1.2 Viewing Your Instructor Dashboard

If you scroll below your picture, you will find your instructor dashboard. This is where you can find any classes you've requested to sub, classes you need subbed, pending requests, and approved requests. This is also the place to find the embeddable schedule html code for your personal website. (Instructor schedules are an optional setting that may not be available to your club.)

11.2   Email Notifications

Email notifications can be configured at the very bottom of your "My Profile → Edit" page. See "My Profile" for more information on your profile in general.
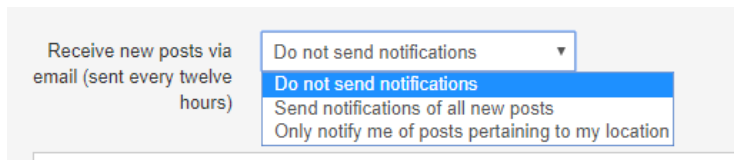
Notifications are sent twice daily in a single email and contain the post title and a short summary of all posts, sub requests and comments made within the past 12 hours. These **Daily Digest** emails are sent from GroupEx PRO, so make sure to add no_response@groupexpro.com to your email address book (or safe list). This way you'll bypass any potential spam issues.

At the bottom of your Profile editing page you will see these Email Notification settings:

11.2.1 Location Notification Options
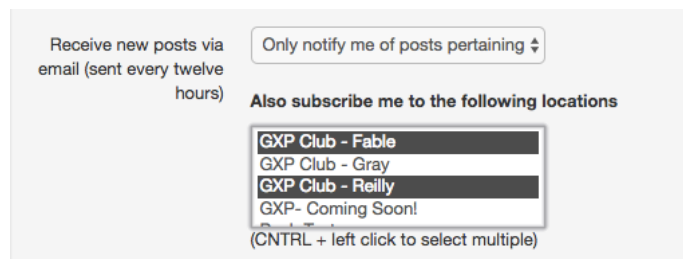*Options for notifications include:*

1. **Do Not Send Notifications** – No notifications will be emailed to you. You will be responsible for logging in to GroupEx PRO on a regular basis to view notices posted by your manager, as well as sub requests. This option is *not recommended.*
2. **Send Notifications of All New Posts** – All posts made, regardless of location, will be emailed to you twice per day. This is optimal if you like to be fully informed and don't mind scrolling through what could be lots of information (depending on your employer's GXP account size).
3. **Only Notify Me of Posts Pertaining To My Location** – Only posts tagged to your assigned location (as designated in your profile), as well as those posts tagged to "All" locations will be emailed to you.
    a. *If you select this option, another box will appear that allows you to "**Also Subscribe Me To the Following Locations".** This allows you to opt-in to more than one specific location, without having to opt in to ALL locations (as in #2).*
    b. *If you are opting in to additional locations, select your location, plus any others, from the box that appears. PC users will hold down CTRL and left click on desired locations. Mac users will hold down COMMAND and click on desired location.*
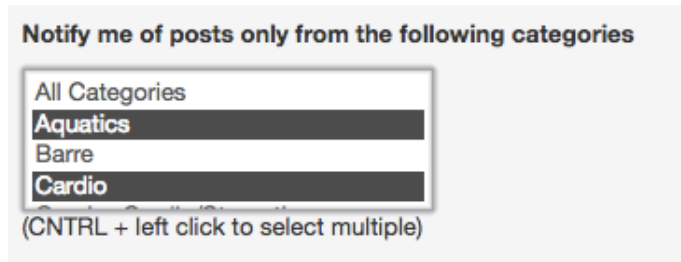

NOTE: If your facility only has one location, the "Only notify me of posts pertaining to my location" selection will not be visible.

11.2.2 Category Notification Options
You may select specific categories to include in Email Notifications.

1. Select the categories within the category selector that appears as "Notify me of posts only from the following categories":


PC users will hold down CTRL and left click on desired locations. Mac users will hold down COMMAND and click on desired location.

2. When you have finished selecting categories click the "Submit Edits" button at the bottom of the page.

12.0   Reporting Class Attendance

To record class attendance, click the "Report Class Attendance" link at the top of your GXP page. This will take you to the reports page where you can enter your class attendance. (This is an optional feature enabled by Account Administrators. It may not be available to you at your location.)
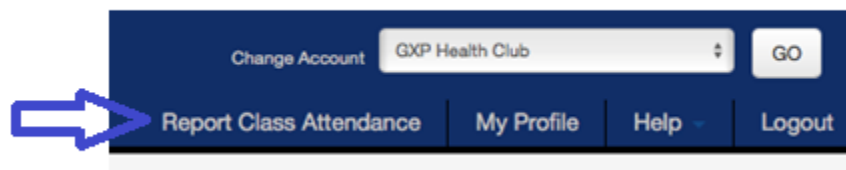
Additionally, instructors may record class attendance via the Instructor Tools App, which is covered in Section 14.0.

13.0   Categories and Locations

All posts within GroupEx PRO can be tagged to a specific Category or Location. Categories and Locations are set up by your Account Administrator. Using Categories and Locations helps instructors to better locate posts that are relevant to them, and allows for more targeted email notifications.

Instructors are assigned a primary "Location" within their User Profile. This location drives what's in your immediate view when you click on each tab (e.g. Sub Board, Notices, etc). You can change the filters on each page to view information tagged to other Locations within your account. Revisit Section 2.0 on Filters for more information on how to navigate the filter options.

NOTE: If your facility only has one physical location, you will not see a Location filter, only a Category filter.

14.0   Instructor App

The Instructor Tools App is a FREE resource available in the Apple and Google Play stores.   You use the same log-in as you use on our www.groupexpro.com website:
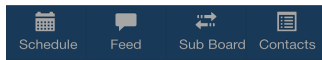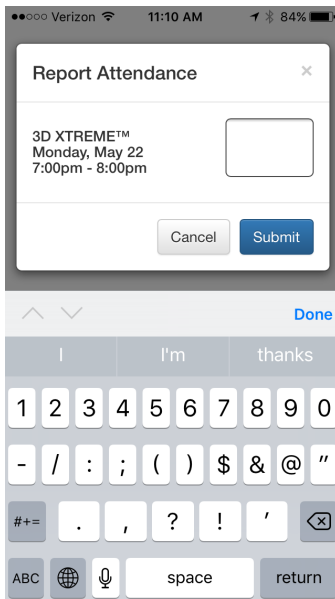
14.1   Schedule Tab

Once logged in, click on the SCHEDULE button to view your personal teaching schedule. Note: The app only displays classes YOU are assigned to teach, not the full club schedule:

Classes in the past have a paper/pencil icon next to them (See above, Monday, May 22 Class). Click this icon to enter class attendance:

Once attendance is entered, if you need to adjust the number, click on the number to re-open the above data entry box:

Classes on your schedule that are in the future have a double arrow icon instead of the attendance entry icon. To initiate a sub request for a future class, click on this double arrow (refer to Wednesday, May 24, Balletone® Sole Snippets Class below):
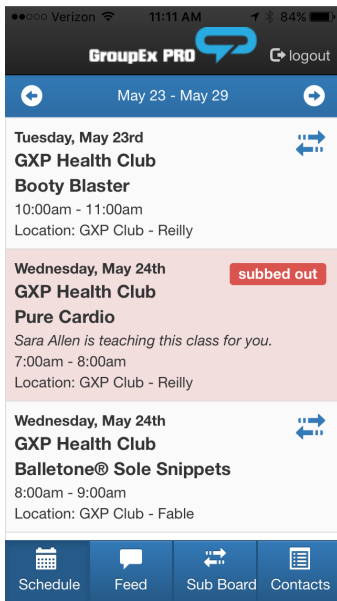
As with the website, your sub request will pre-populate with the basics of your class. There is an additional comment field for you to add any notes that a prospective sub might need to know about the class:
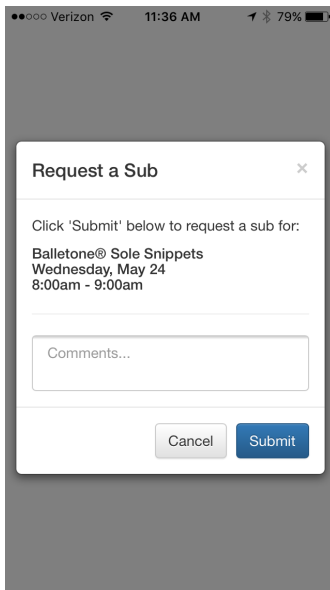
14.2   The Sub Board Tab

Check the Sub Board tab to see what classes are available for coverage. You will also be notified about these opportunities through the Daily Digest emails and/or the Push Notifications (see Section 14.5).

Click on the Square/Check Box icon next to the available class to indicate your availability to cover the class:
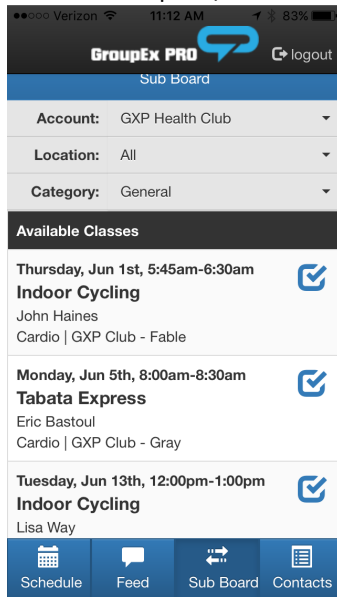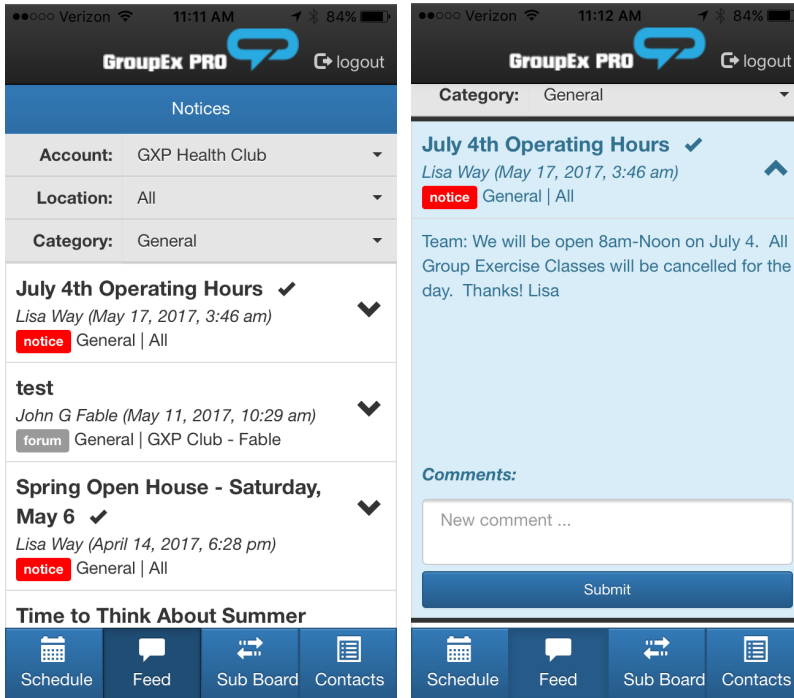

As you scroll down the Sub Board page, you'll also see any classes you're requested to teach, as well as any of your classes that are open for coverage:
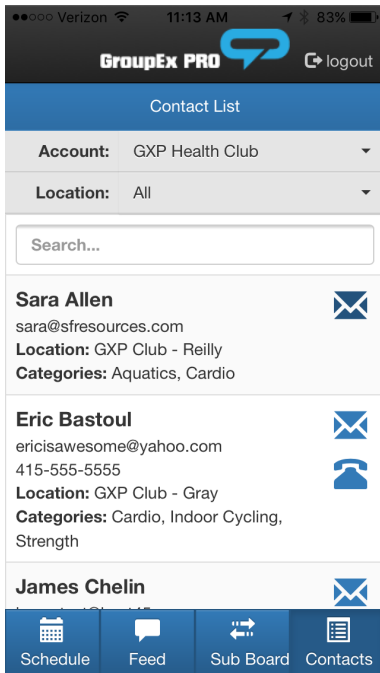

26
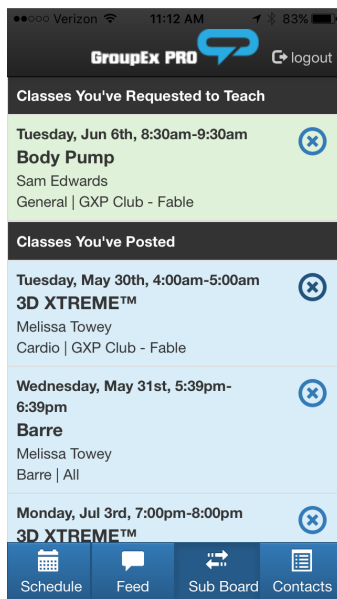
14.3 Feed Tab

The Feed tab shows all Notices and Forum posts, condensed into one page. Click on the carat to expand the post. You will also be able to add a comment to these posts:


14.4 Contacts Tab

View contact information for other instructors on your account. The envelope and telephone icons will trigger an email/phone call (respectively):

14.5   Push Notifications

Push notifications are "pop up" messages that appear on your phone via the app. Any sub request created for a class that is less than 48 hours away will trigger a Push Notification to your phone. Your email notification settings drive what types of pushes you receive. See Section 11.0 for more information on setting up notification preferences.

NOTE: You do need to have notifications enabled for the app on your device. Check your device's settings for more information on how to ensure push notifications are enabled.
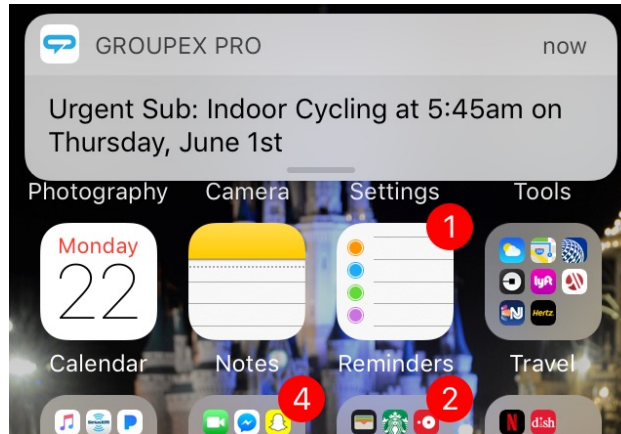
If you receive a push notification for a class you can help with, click on the notification, or launch the GXP App, and offer to teach the class on the Sub Board.