Group Online Yoga Classes: The Process

Step 1:   Needs & Decisions

You'll need:

- A computer with a camera
- Your computer's microphone is fine and using earbuds are great too
    - You do NOT need to purchase a special microphone!
- Good internet
- Video conferencing software (we use Zoom)

You'll need to decide:

- How you're going to announce the opportunity (landing page, email and/or social media)
- The dates & times you'll have your session
- Will you teach daily? Weekly? Bi-Weekly?
- The cost
- Which video conferencing platform you'll use (we use Zoom)

Step 2: How you'll announce the opportunity

If you announce on a landing page, email or social media, you need to include this information:

- What you'll be teaching
- When you'll be teaching
- Where you'll be teaching (Zoom, Google Hangouts, Skype)
    - FYI: The following instructions are for Zoom video conferencing
- How can they access your teaching (website link)
- If the session will be recorded
- The cost of each session

Step 3: Registration & Payment

Francesca is making her online yoga classes simple:

1. Pay $10
2. Join the class

Payment:

- If you have a landing page, you can add a PayPal Button or request funds via Venmo (mobile only). Francesca is working with her web developer to create a "Buy Now" button on the group yoga's landing page that will connect directly with her Stripe account.

Join:

- When the payment has been received, your student needs the link to join your class. Here are a few options for distributing your link:

○ Collect emails of those who have registered and email the link to your class
○ Create a "thank you" page on your website that will auto-populate when the payment has been made.

Maximum Attendees:
- The free version of Zoom only allows for a 40-minute session with up to **100 participants**. Zoom **will** end the call at 40 minutes. The Zoom Pro plan ($14.99 per month) allows a call to last as long as 24 hours with up to **100 participants**.

Step 4: Set up your computer & video
Connect with a friend or colleague for a trial run. Be sure you have...
- A calming space
- Plenty of lighting
- Great video quality & sound
- Strong internet connection

Step 4A: If you're going to record your session...Enable Zoom cloud recording & linking Dropbox to your Zoom

This step is only necessary if you're going to record your session.

Be sure your *cloud* recording is enabled in Zoom. (It's automatically enabled for those with paid accounts.) To enable cloud recording, visit this page (transcript & video)

Link your Dropbox to Zoom:
- Sign in to dropbox.com.
- Click your profile picture (or face icon) in the upper-right corner.
- Click Settings.
- Click the Connected apps tab.
- Next to Zoom, click Connect to Zoom and follow the prompts.
- (Source: Dropbox)

FYI: Your cloud recording will be processed and connected to Dropbox. Your local recordings will live on your computer.

Step 5: Students setting up their space
Students set up their laptop far enough away so you can see them & the side view of their full mat. The whole horizontal mat should be in the camera frame.

Share these instructions in the email or on your "thank you" page, encouraging them to be as prepared as possible before the classes begins.
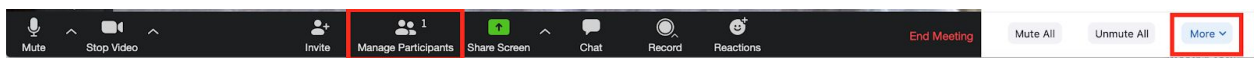
Begin each lesson with these instructions too.
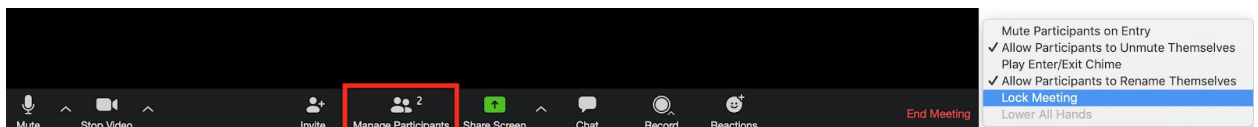
Step 6: The first 3 minutes of the class (via Zoom)
1. Welcome everyone

2. Mute everyone
    a. Tap on Manage Participants > Mute All
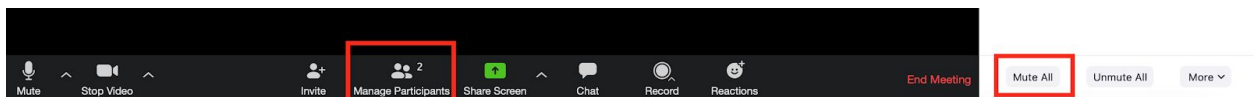

3. Lock the meeting
    a. Manage Participants > More

    b. Check "Lock Meeting" (and check or uncheck other options if you'd like)

4. Ground Rules:
    a. Everyone will remain muted throughout the class
    b. Remind the class when the session will end
    c. Advise your availability for post-class (ie: troubleshooting technology questions, if the session will be recorded and how they'll access it, the next session, etc.

5. *If you're not recording the session, skip this step.*
    If you're recording the session...tap on Record

    Select "Record to the Cloud"
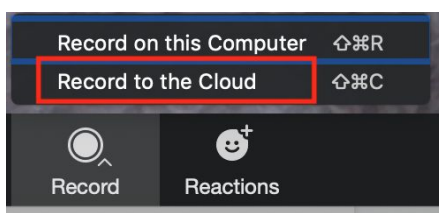
Step 7: Teach your students!

Step 8: Getting your recording from Zoom to Dropbox to Vimeo

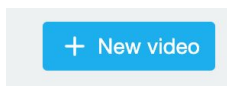*If you're not recording the session, skip this step.*

- When the meeting is complete, end the meeting by tapping on "End Meeting"
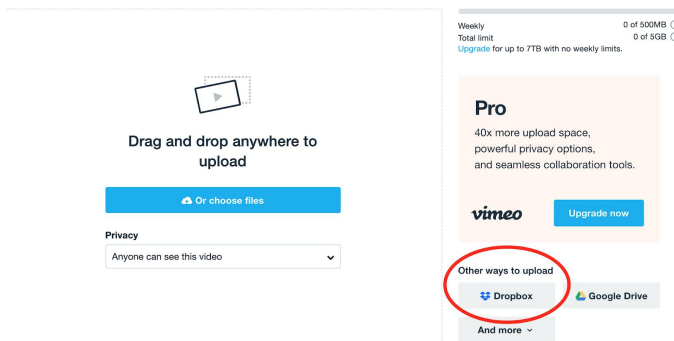

- Be Patient. The recording could take up to 72 hours to process. Thankfully, Zoom will send you an email when the recording has been processed. And Dropbox will too!

Vimeo & Dropbox!
- Log into Vimeo
- In the upper right-hand corner, tap on + New Video

- Top on Dropbox in the "Other Ways to Download" section

- A pop-up box will appear. You'll be prompted to log-in to your Dropbox, or you'll see your list of files.
- Find the ZOOM folder, choose the video & voila! The video will begin uploading!
- You <u>will</u> receive an email from Vimeo when your video has been processed.

Cool Vimeo Tip:

If you spend a few minutes or seconds setting things in Zoom, you can tell Vimeo when to start playing the video with a simple addition to your Vimeo URL.

For example, the URL for your client session is **www.vimeo.com/123987456**

You *officially* begin your session at the 1:03 timestamp. To begin your Vimeo recording at the 1:03 timestamp at the following to the end of your URL: #t=1m3s

The new Vimeo URL for your client session will be **www.vimeo.com/123987456#t=1m3s**

ETC: Facebook Live to Vimeo
If you're streaming a yoga class via Facebook Live, here are the steps to get your session from Facebook to Vimeo:

1. Find the video you want to download on Facebook, right-click on it and select "Show Video URL" and copy it.
2. Open a new tab in your browser and paste the video URL.
3. In the URL, change "www" or "web" to "mbasic" and press Enter on your keyboard.
4. Click on the video to open in a new tab.
5. While it's playing, right click on it and select "Save Video As..."
6. Name it, choose the folder to which it should be saved and click SAVE.
7. Open Vimeo and upload the recording!