Logistics & Technology Follow Up

The following questions were addressed by Francesca & Jess on April 8, 2020:

What tips do you have to keep my Zoom secure?
- Have a plan in place in case your meeting does get hacked
    - Create a spreadsheet holding your students' information (date of purchase, date of class, name & email address)
    - Be prepared to schedule a new meeting in Zoom, quickly
    - Keep the spreadsheet open during class so you can easily copy & paste the list into a new email to send your new class link.
- Never post the URL on social media or in a public forum.
- Create a new meeting for each session (day & time) and make it password protected
- Enable a waiting room
- Lock the meeting when you begin your session/meeting

Is there a resource that shows how to set up Zoom across all devices?
https://zoom.us/download
https://support.zoom.us/hc/en-us/categories/200101697

How do you integrate Zoom with registration/payments?
Three options:
1. Zoom Webinar (add-on @ $40 per month) collects payment
    a. https://support.zoom.us/hc/en-us/articles/204619915-Scheduling-a-Webinar-with-Registration
2. Call for payments sent to your Venmo, collect emails, send Zoom URL link 30 minutes to all prior to class.
3. Calendly Pro ($12 per month) has Zoom, PayPal integration and allows you to create a group event
    i. Set up group event in Calendly (ie: Thursday Yoga Practice)
    ii. Set details + maximum number of guests your allowing, date & time of session
    iii. Create confirmation & reminder notifications (email, text or both)
        1. These will have your Zoom link for your session
    iv. Collect payment

Can guests record a session on Zoom?
No. By default, only hosts can initiate a Zoom recording. If a guest wants to record, the host needs to give them permission.

What is the Venmo & Zoom Process
1. Create spreadsheet for your classes with the following columns:
    a. Date of Purchase
    b. Date of Class
    c. Name
    d. Email Address
2. Accept payment via Venmo
3. Request students add their email & date of the class to the Venmo "What's it for?" section
4. Add your student's information to your spreadsheet
5. 30 minutes before the class, copy and paste the emails into the "bcc" field
6. Send the URL of your class and any special instructions!

How do I get my recordings uploaded to Dropbox, or anywhere, so I can edit and/or save them?
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.

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

[Click here](#) for a more detailed manual on how to get your classes online.

Should we have new and returning Clients sign waivers?
Yes!

We are managing this process manually. During registration, the client will note if they have signed a liability waiver with Francesca in the past. If not, Jess will collect the information and send the waiver via HelloSign.

What is the average size of a 20-min video or 60-min?

A video is a much larger file size than an audio file. And all files are measured via Gigabytes (GB) and Megabytes (MB).

- 1 **gigabyte** consists of 1,000,000,000 bytes of digital info
- 1 **gigabyte** is 1000 times bigger than a **megabyte**.
- one million **megabytes** of information. As you can see, a **Terabyte** is 1,000,000 times **bigger than** a **Megabyte** or 1000 times **bigger than** a Gigabyte.

Is it possible to integrate teachable into a Squarespace website?

Yes. Through Zapier or create a button in SS and get the checkout page URL from Teachable and post that URL in the button.