

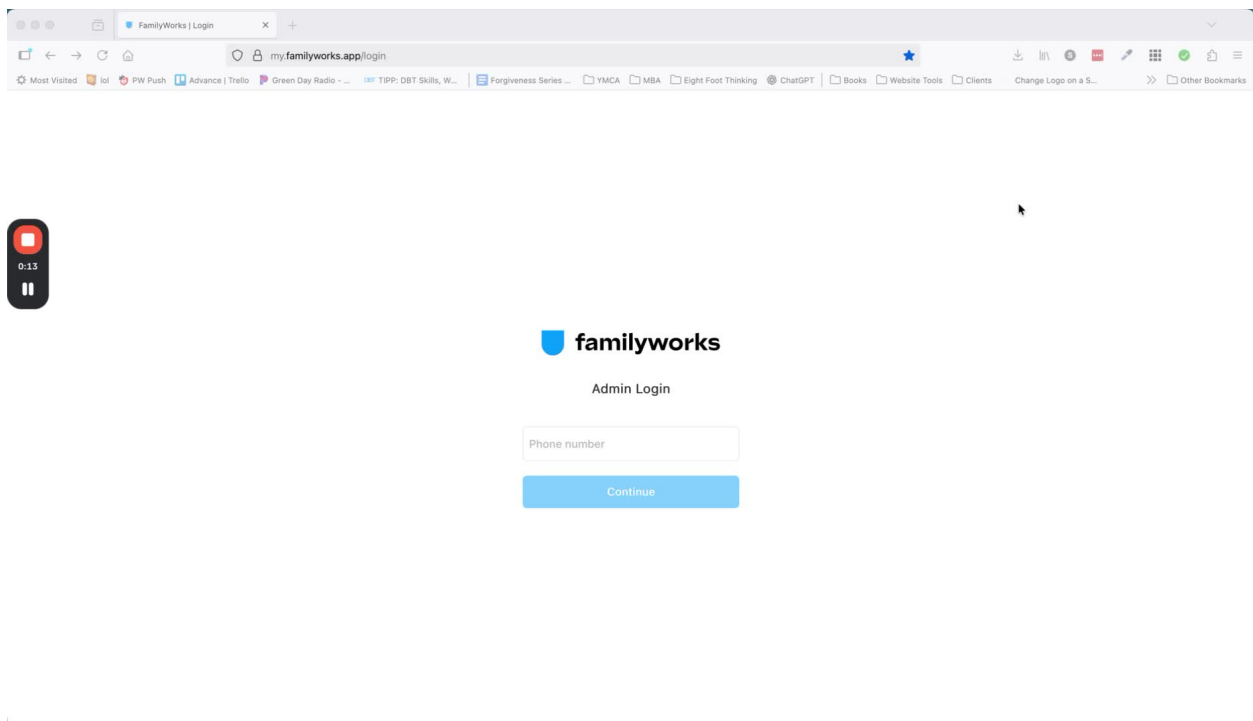
SOP: Logging into the App and Navigating Schedules

Objective

This SOP outlines the steps to log into the DAXGOT app for the first time and navigate the schedule feature effectively.

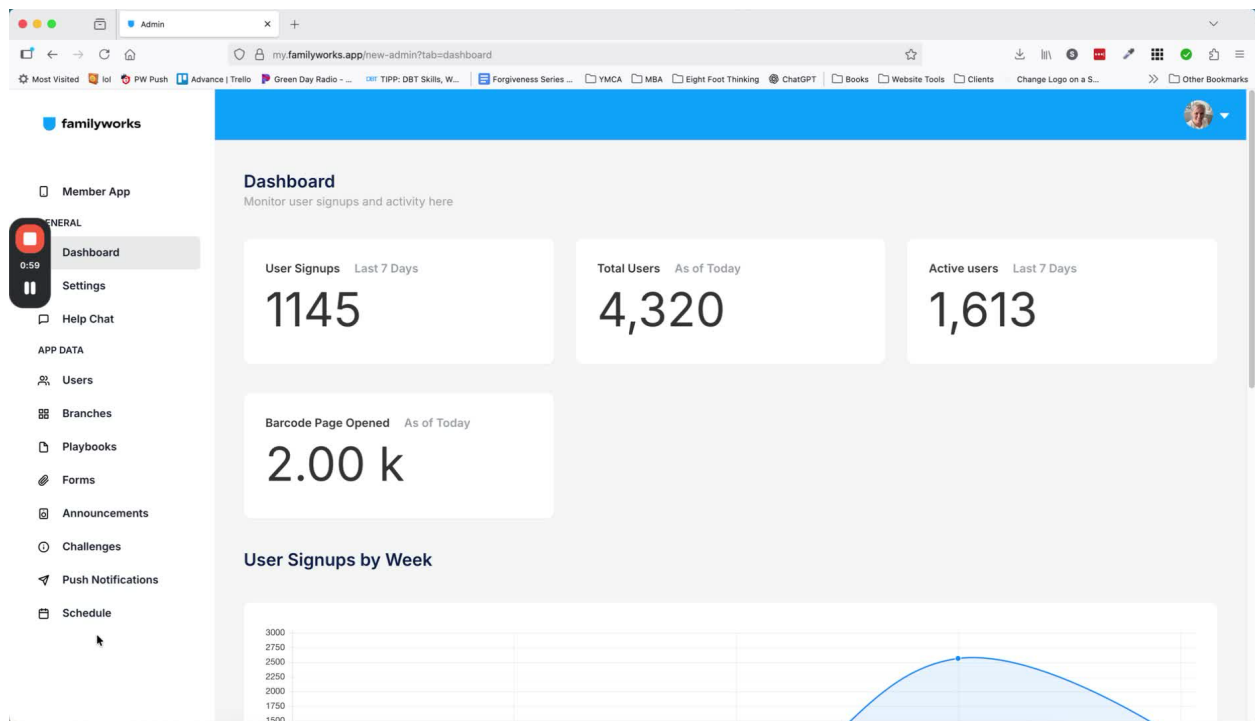
Key Steps

Step 1: Log into the DAXGOT App [0:14](#)



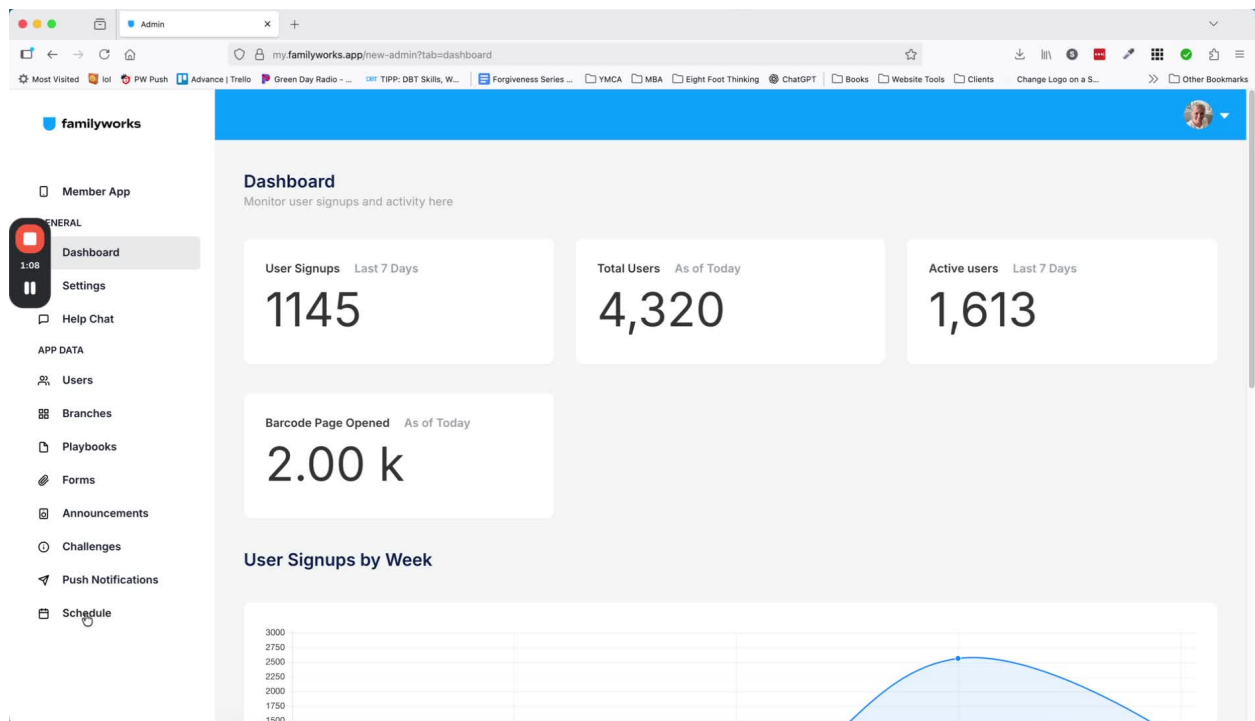
- Use the link provided to access the login page.
- Enter the phone number associated with your DAXGOT account.
- Click 'Continue'.
- Wait for a six-digit code to be sent to your phone.
- Enter the six-digit code to log in.

Step 2: Access the Schedule Feature [1:00](#)



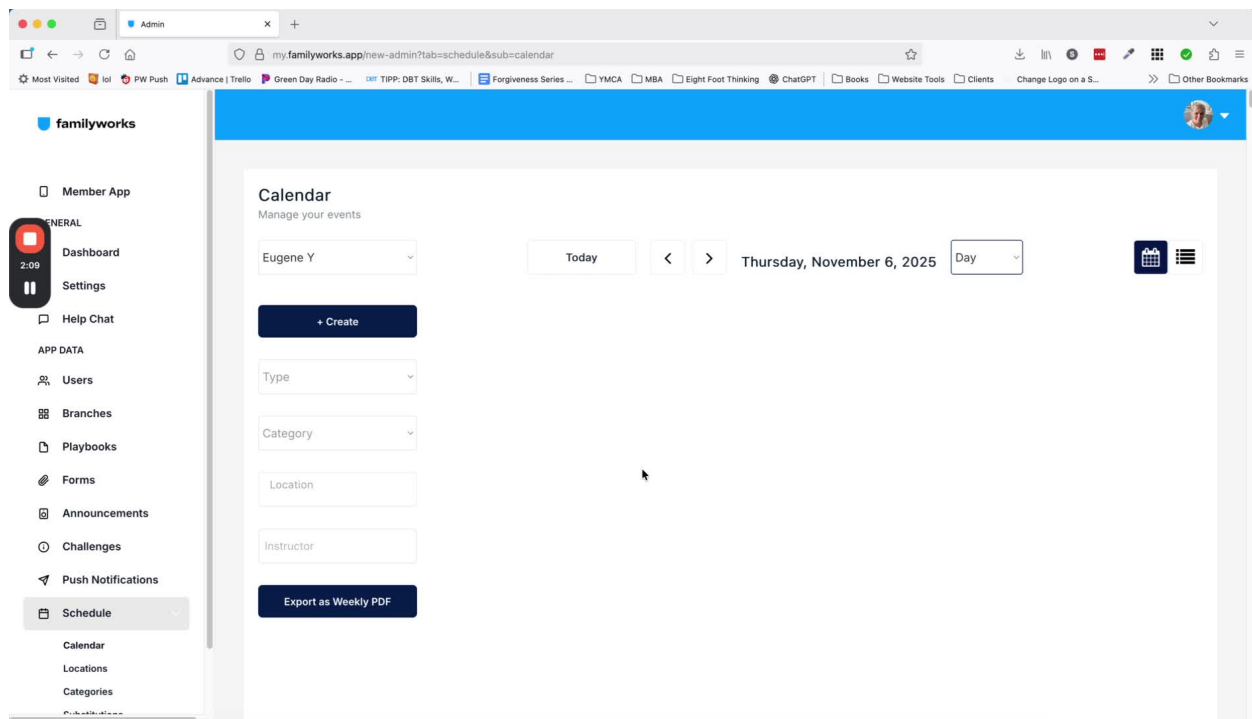
- Once logged in, locate the menu on the left-hand side.
- Click on 'Schedule' to view the calendar of classes.

Step 3: View Classes [1:09](#)



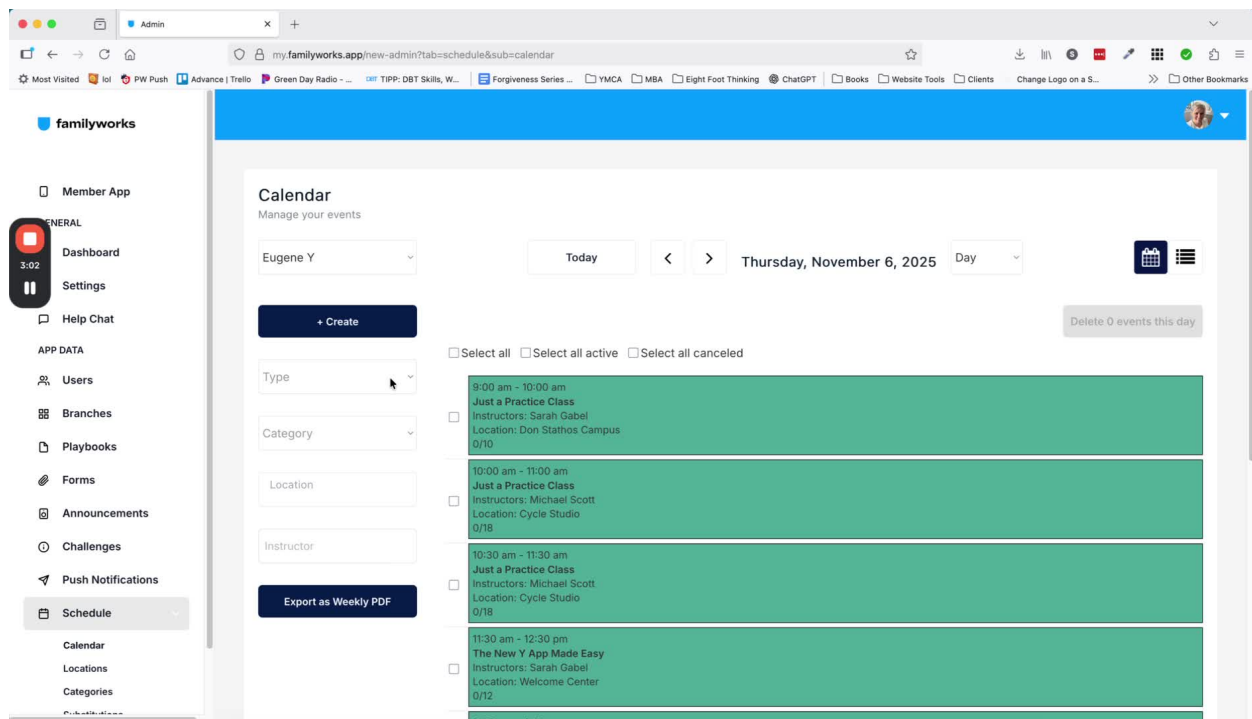
- The calendar will display today's classes.
- Scroll forward to see upcoming classes loaded from Group X Pro.
- Use the 'Week' or 'Month' options to change the view of the schedule.

Step 4: Use Filters to Customize Your View [2:10](#)



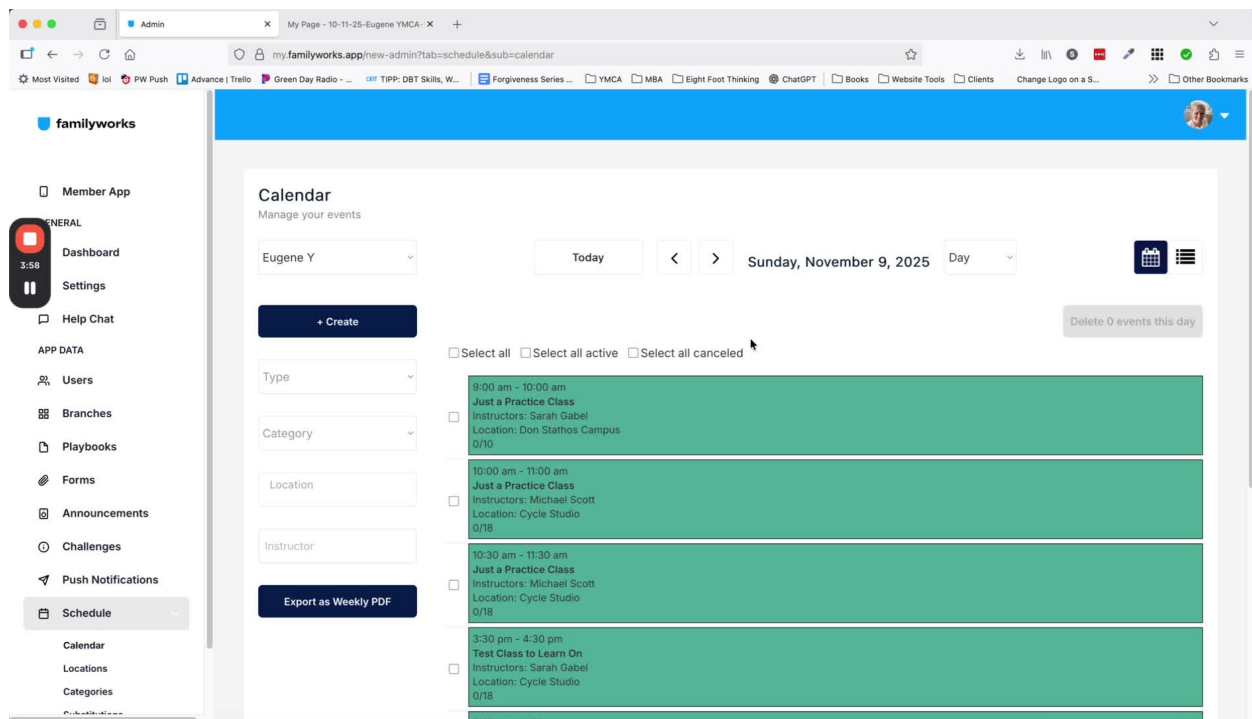
- On the left side, use filters to refine your view:
 - **Type:** Select categories like Aquatics, Youth and Family, Group Fitness, etc.
 - **Location/Room:** Filter classes by specific locations.
 - **Instructor:** Type in the first few letters of an instructor's name to search.

Step 5: Export Weekly Schedule [3:03](#)



- To export the schedule as a PDF:
 - Navigate to the desired starting day (e.g., Sunday).
 - Click on 'Export as Weekly PDF'.
 - The PDF will download showing a grid of classes for the week.

Step 6: View List of All Classes [4:00](#)



- Switch to 'List View' to see all classes available.
- This view is not filtered by day and shows all classes across types.

Cautionary Notes

- Ensure that you enter the correct phone number to receive the login code.
- Be aware that your user level may limit the options visible in the menu.

Tips for Efficiency

- Familiarize yourself with the filter options to quickly find specific classes.
- Regularly check the schedule to stay updated on class offerings.

Link to Loom

<https://loom.com/share/b4fe23633a9f4d71a632bfa8630ec5e2>