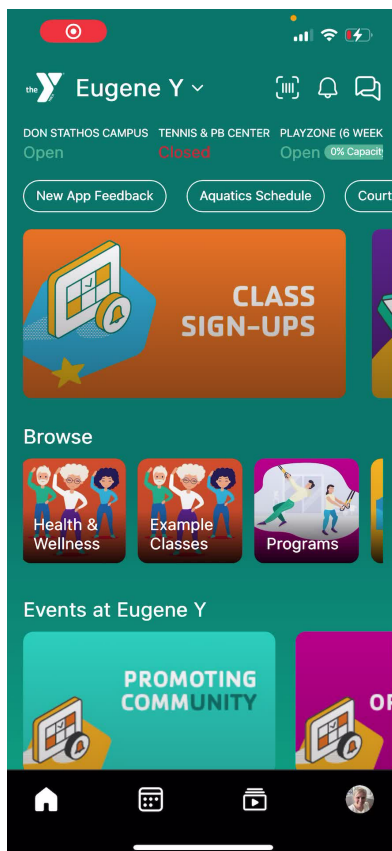# View and Manage Classes on Your Phone

## Objective

This SOP outlines the steps for instructors to access their profile and manage class details through the mobile app.
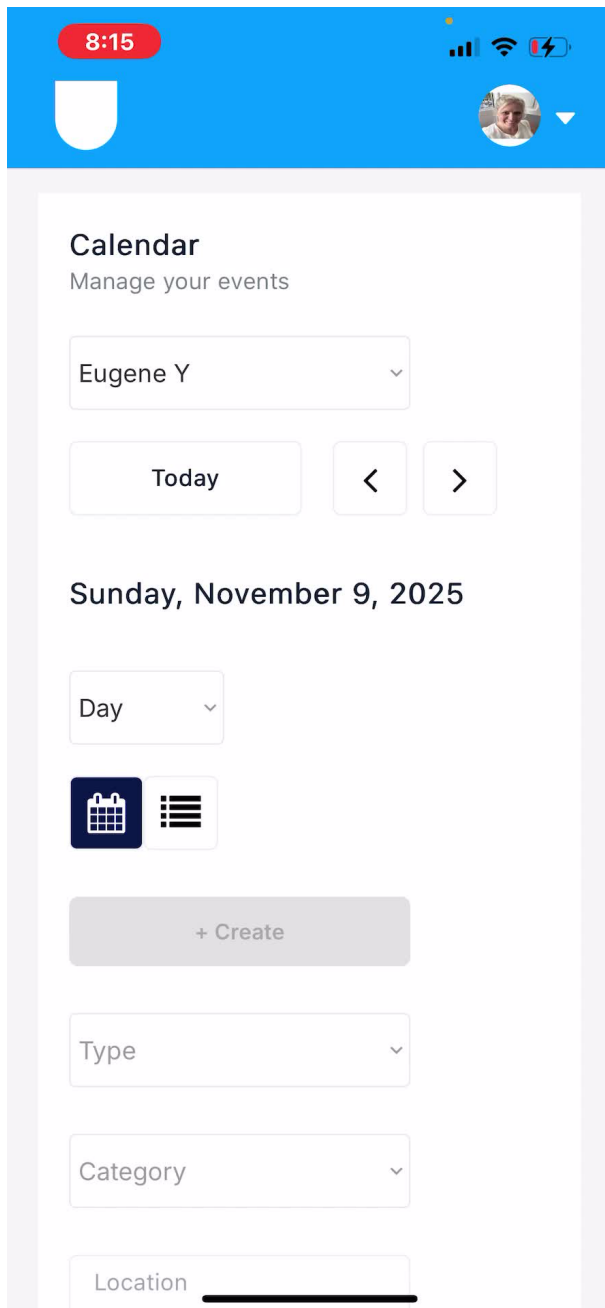
## Key Steps

### Accessing the Admin Portal 0:02



- Log into the app.
- Navigate to the home tab.
- Tap on your profile picture located in the bottom right-hand corner.
- Tap on the settings button (gear icon) in the top right corner.
- Select 'Admin Portal' from the list.

### Viewing Your Schedule 1:04

- Your schedule will default to the calendar view.
- Use the arrows next to 'Today' to scroll through days.
- Change the view to 'Day', 'Week', or 'Month' as needed (recommended to keep on 'Day' for ease).

**Filtering Classes** 2:04
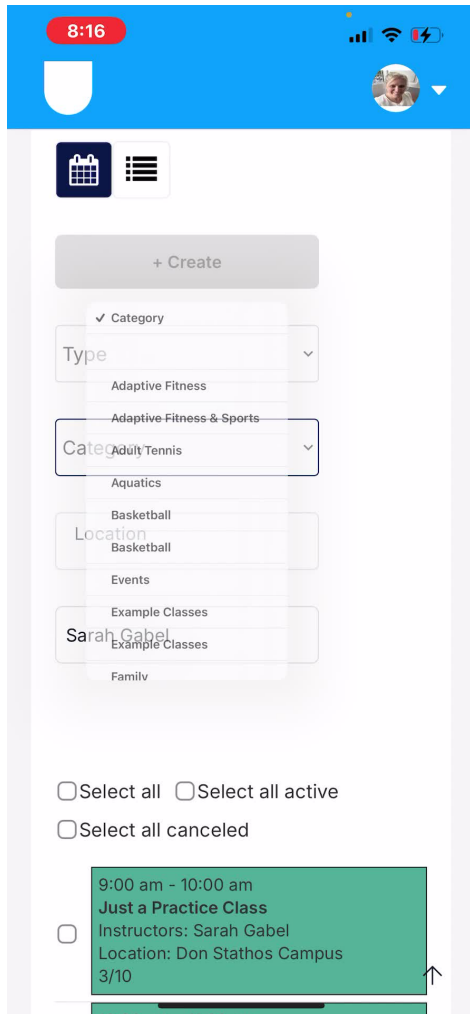
- Filter classes by:
  - Type (e.g., Health and Wellness)
  - Class type/category
  - Room (e.g., Movement Studio, North Studio)

## Cautionary Notes

- Ensure you are logged into the correct account (instructor vs. member).
- Be aware of the class capacity and attendee count before class starts.

## Tips for Efficiency

- Use the search function effectively by typing last names to minimize duplicates.
- Familiarize yourself with the app's layout to navigate quickly during busy class times.

**Link to Loom:** https://loom.com/share/905dc5bae99b4e1b9b24c62d28147710