

# **INSTRUCTOR USER MANUAL**

Revision 1

# Our Mission

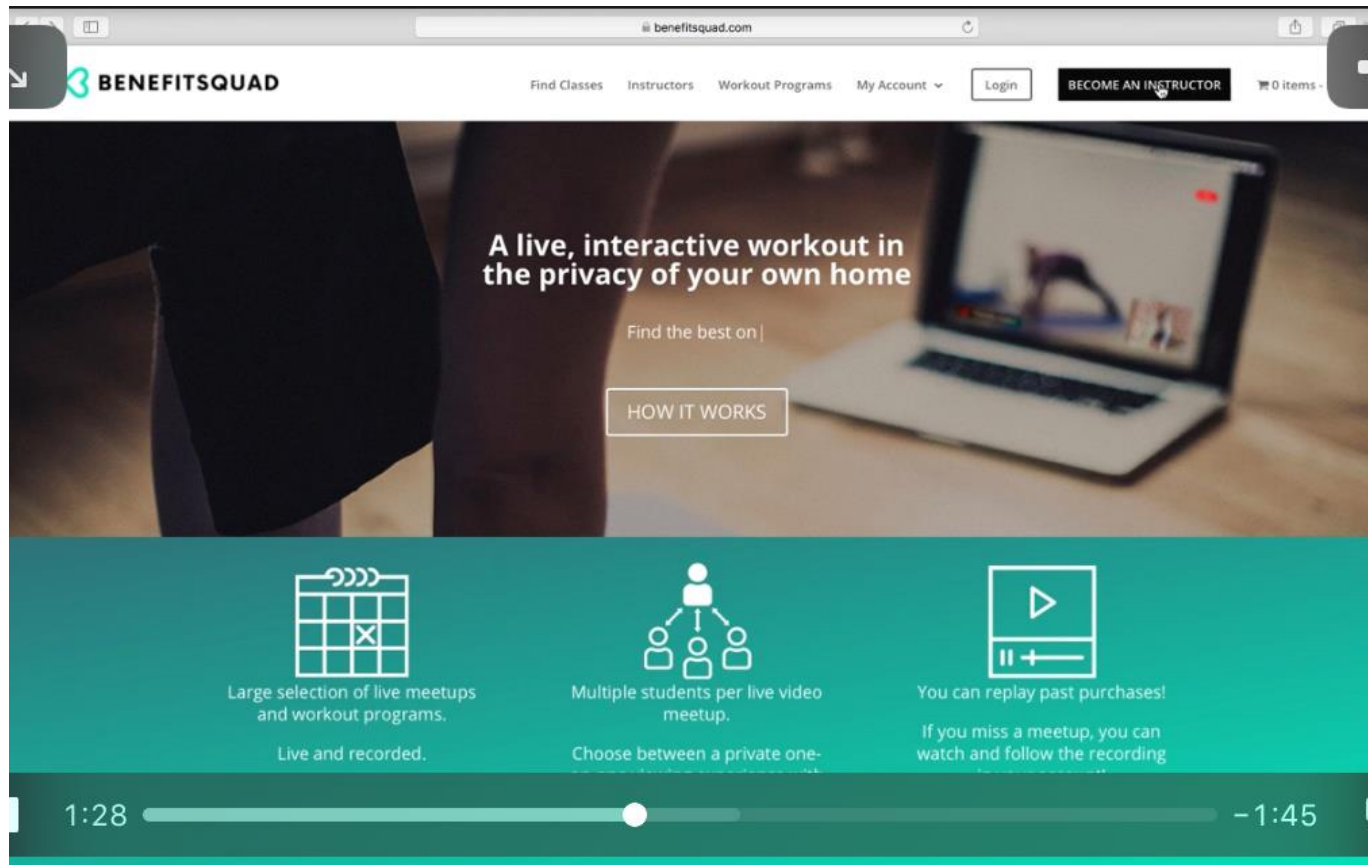
“ Our mission is to help you reach your students in new ways and earn more active and passive income, and to reach new students around the world.

# How it works (step by step)

1. **Create** a class at [www.benefitsquad.com](http://www.benefitsquad.com) using your laptop or desktop and click on the Become an Instructor to sign up and create your class
2. **Confirm** Zoom Webconferencing. As an instructor, you will be using the Zoom Webconferencing app on your laptop or desktop to host the class. You will receive an email from Zoom to confirm your Zoom account. Click on the link the in the Zoom email to confirm your Zoom account
3. **Invite** your students to buy tickets or subscriptions to your class
4. **Join** the video meetup 10 to 15 minutes before the set time
  1. Use your laptop or desktop and login at [www.benefitsquad.com](http://www.benefitsquad.com)
  2. Click on the **Join** link
  3. Zoom webconferencing app will automatically open on your laptop or desktop
  4. Your students will be there on video

# How it works - 1

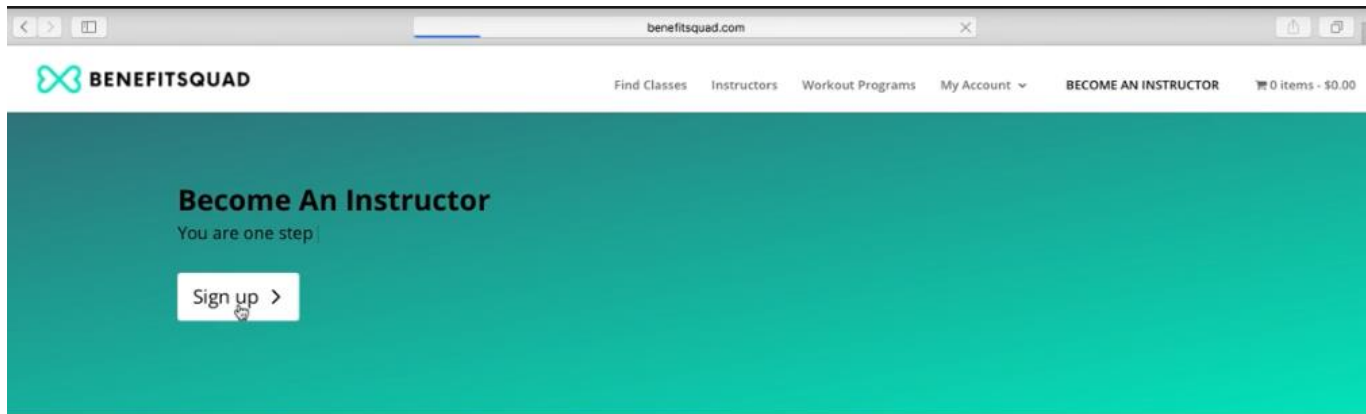
Click on the Become an Instructor button at the top bar



The screenshot shows the Benefits Squad website interface. At the top, the navigation bar includes the logo, menu items for 'Find Classes', 'Instructors', 'Workout Programs', and 'My Account', along with 'Login' and a prominent 'BECOME AN INSTRUCTOR' button. Below the navigation is a hero section with the text 'A live, interactive workout in the privacy of your own home' and a 'HOW IT WORKS' button. A teal banner below the hero section contains three icons and their descriptions: a calendar icon for 'Large selection of live meetups and workout programs. Live and recorded.', a group of people icon for 'Multiple students per live video meetup. Choose between a private one-', and a play button icon for 'You can replay past purchases! If you miss a meetup, you can watch and follow the recording'. At the bottom, a video player shows a progress bar from 1:28 to -1:45.

# How it works - 2

Click on the Sign Up button to the left



## Instructor Benefits



### Make Money

Set pricing for your own live classes and programs.

Earn 85% of ticket and



### Build Following

Reach your studio students in new ways and at different convenient times.



### Tech Support

Learn from our community on best practices for hosting an addictive live class.

# How it works - 3

Register with your email or using your Facebook account

The screenshot shows the Benefits Squad website interface. At the top, there is a navigation bar with the logo on the left and links for 'Find Classes', 'Instructors', 'Workout Programs', 'My Account', 'BECOME AN INSTRUCTOR', and a shopping cart icon showing '0 items - \$0.00'. The main content area is titled 'Become an Instructor'. Below this, 'Step 1' instructs users to register using a Facebook button or an email form. The form includes a 'Log in With Facebook' button, a text input field containing 'tester', a password input field with masked characters, a 'Forgot your password?' link, and 'Log in' and 'Need to register?' links. 'Step 2' instructs users to fill out a draft demo class description, with a note that they will be contacted within 48 hours. Below this is a large text box with the heading 'HOST AND PRICE YOUR OWN MEETUP!' and a sub-heading 'You must login to submit events.' with 'LOGIN' and 'REGISTER' buttons. The footer contains a yellow bar with links for 'About', 'Terms', 'Privacy Policy', 'How it works', 'Download', 'Contact', and 'BECOME AN INSTRUCTOR', and a teal bar with the text 'New York, NY and Worldwide - All Rights Reserved'.

**BENEFITSQUAD**

Find Classes Instructors Workout Programs My Account **BECOME AN INSTRUCTOR** 0 items - \$0.00

## Become an Instructor

**Step 1-** Register, using the below Facebook button or your email address

[Log in With Facebook](#)

Or fill the form below

tester

\*\*\*\*\*

[Forgot your password?](#)

[Log in](#) [Need to register?](#)

**Step 2-** Fill out a draft demo class description below, and then **we will contact you within 48 hours** about setting up the class, training and setting up subscriptions.

**HOST AND PRICE YOUR OWN MEETUP!**

You must login to submit events.

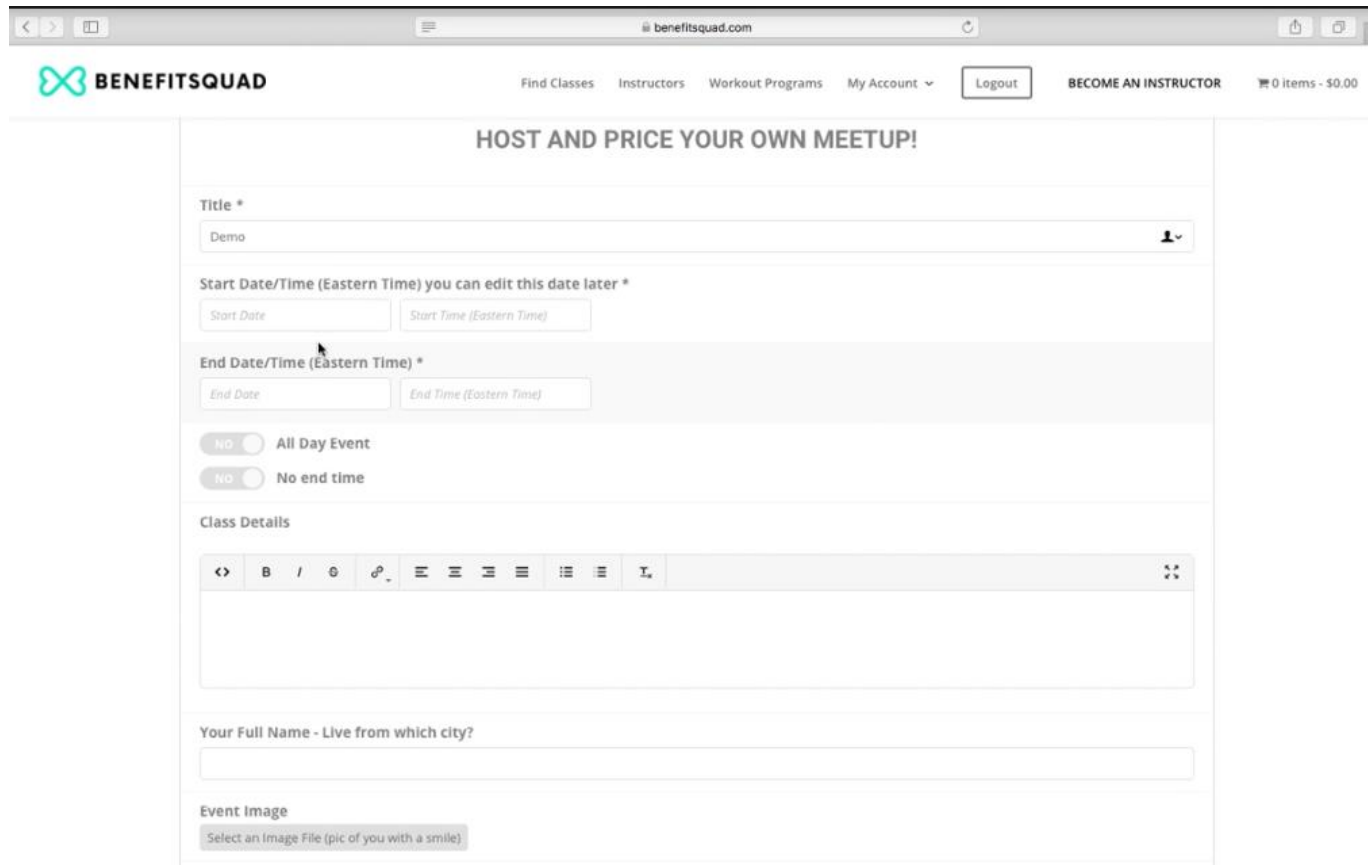
[LOGIN](#) [REGISTER](#)

[About](#) [Terms](#) [Privacy Policy](#) [How it works](#) [Download](#) [Contact](#) [BECOME AN INSTRUCTOR](#)

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# How it works - 4

Create a \$1 demo class that one or two of your friends could join to test



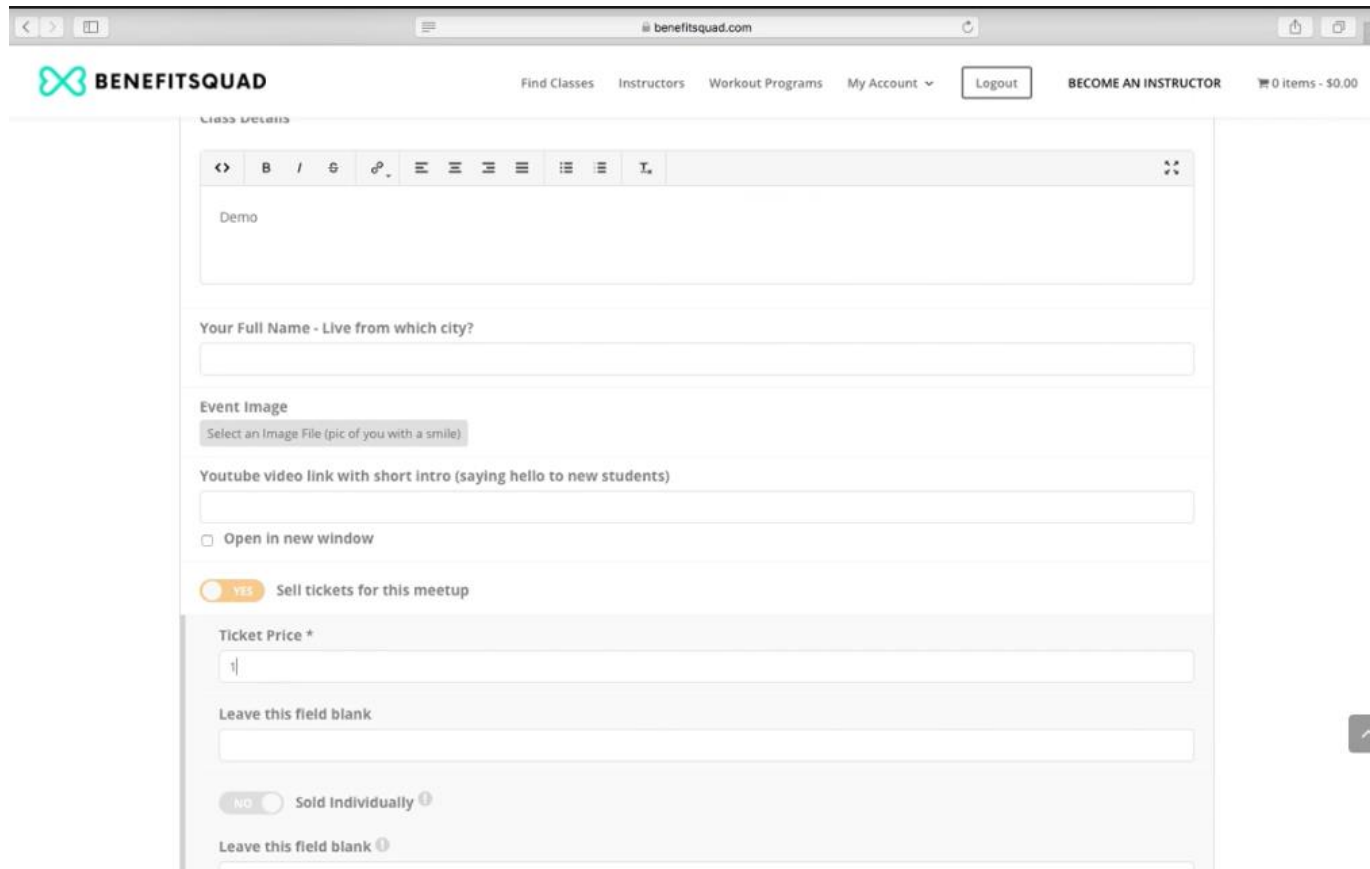
The screenshot shows a web browser window with the URL [benefitsquad.com](https://benefitsquad.com). The page title is "HOST AND PRICE YOUR OWN MEETUP!". The BenefitsSquad logo is in the top left. Navigation links include "Find Classes", "Instructors", "Workout Programs", "My Account", and "Logout". A "BECOME AN INSTRUCTOR" button and a shopping cart icon showing "0 Items - \$0.00" are in the top right.

The main form contains the following fields and options:

- Title \***: A text input field with "Demo" entered and a user icon on the right.
- Start Date/Time (Eastern Time) you can edit this date later \***: Two input fields for "Start Date" and "Start Time (Eastern Time)".
- End Date/Time (Eastern Time) \***: Two input fields for "End Date" and "End Time (Eastern Time)".
- All Day Event**: A toggle switch currently set to "NO".
- No end time**: A toggle switch currently set to "NO".
- Class Details**: A rich text editor with a toolbar containing icons for bold, italic, link, unlink, bulleted list, numbered list, and text color.
- Your Full Name - Live from which city?**: A text input field.
- Event Image**: A button labeled "Select an Image File (pic of you with a smile)".

# How it works - 5

Sell Tickets so that your friend testers can purchase a \$1 ticket to your demo



The screenshot shows a web browser window with the URL [benefitsquad.com](https://benefitsquad.com). The page features the Benefits Squad logo and navigation links: Find Classes, Instructors, Workout Programs, My Account, Logout, BECOME AN INSTRUCTOR, and a shopping cart icon showing 0 items for \$0.00. The main content area is titled "Class Details" and contains a rich text editor with the word "Demo" entered. Below the editor are several form fields: "Your Full Name - Live from which city?", "Event Image" (with a button to "Select an Image File (pic of you with a smile)"), "Youtube video link with short intro (saying hello to new students)", and a checkbox for "Open in new window". A toggle switch is set to "YES" for "Sell tickets for this meetup". The "Ticket Price \*" field contains the value "1". Below this is a "Leave this field blank" label and another empty form field. At the bottom, there is a "NO" toggle switch for "Sold Individually" and another "Leave this field blank" label.



# How it works - 6

Click on Host It!

The screenshot shows a web browser window with the URL `benefitsquad.com`. The page header includes the Benefits Squad logo, navigation links for 'Find Classes', 'Instructors', 'Workout Programs', and 'My Account', a 'Logout' button, and a 'BECOME AN INSTRUCTOR' link. A shopping cart icon shows '0 Items - \$0.00'. The main content area is a form titled 'Host It!' with the following fields and controls:

- Ticket Price \***: A text input field containing the number '1'.
- Leave this field blank**: A text input field.
- Sold Individually**: A toggle switch that is currently turned off.
- Leave this field blank**: A text input field.
- Leave this field blank**: A text input field.
- Leave this field blank**: A text input field.
- Leave this field blank**: A text input field.
- Show remaining count at**: A text input field.
- Leave this field blank**: A text input field.

At the bottom of the form is a button labeled 'HOST IT!'. The footer of the page contains a yellow bar with links for 'About', 'Terms', 'Privacy Policy', 'How it works', 'Download', 'Contact', and 'BECOME AN INSTRUCTOR'. Below this is a teal bar with the text 'New York, NY and Worldwide - All Rights Reserved'.

# How it works - 7

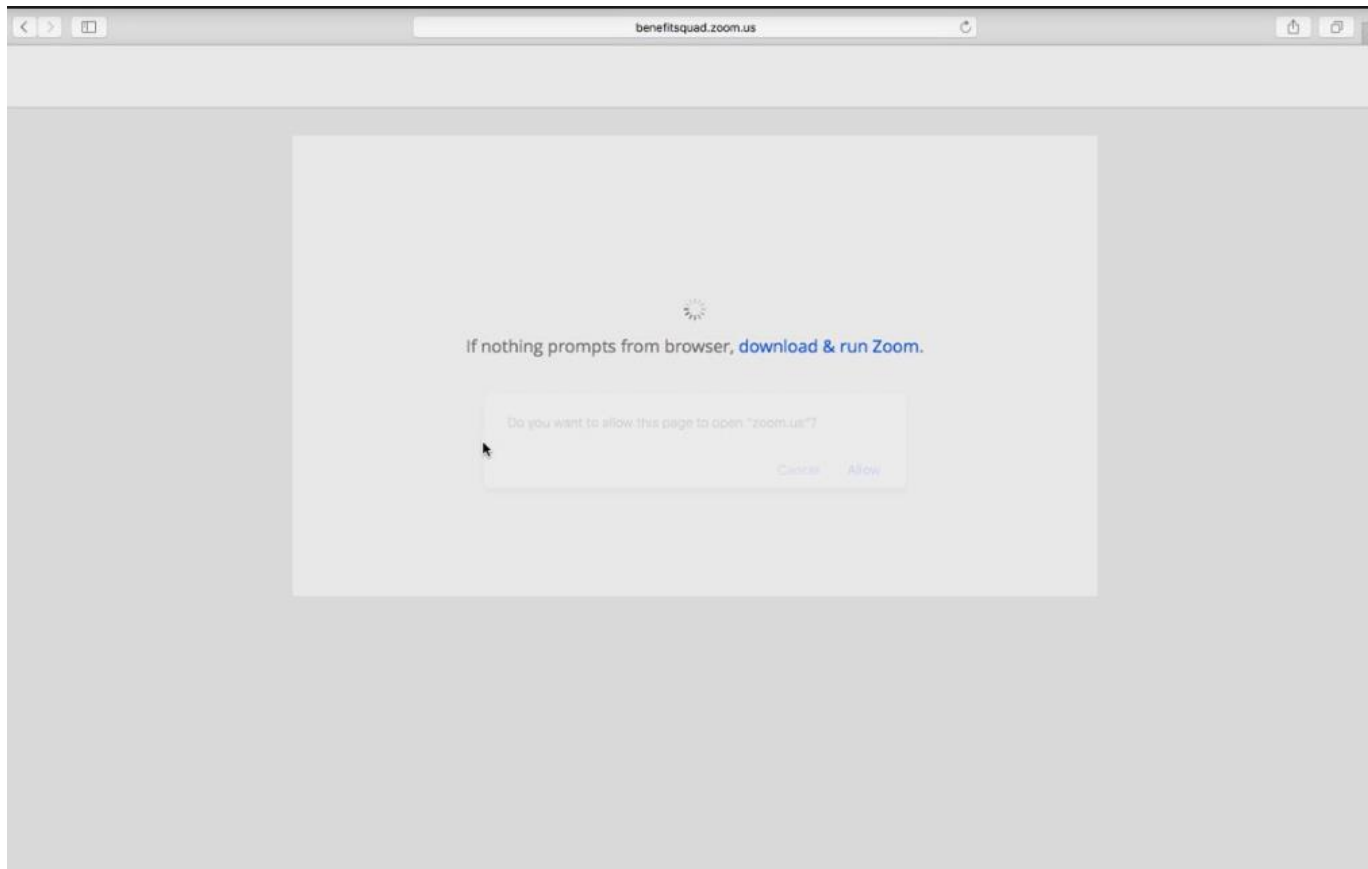
1. Check your email for a Zoom confirmation email.
2. Click the link in the email to confirm with Zoom.
3. When you are confirmed, refresh this page until it says Zoom confirmed (circled in red).
4. Click on the Join button to start your video Meetup.

The screenshot shows the 'Derek's Instructor Studio!' page on the BenefitsSquad website. The page features a navigation bar with the logo, 'Find Classes', 'Instructors', 'Workout Programs', 'My Account', and 'Logout'. Below the navigation bar, there are tabs for 'LIVE', 'RECORDED', and 'SALES'. A table lists two demo meetups with columns for 'Meetup Name', 'Meetup Date', 'Join Link', 'Tickets Sold', and 'Meetup ID'. To the right of the table, there is a section for 'Your Time' and 'Location/New\_York', a 'Badge: Pro' indicator, and a red circle around the text 'Need to confirm Zoom email'. Below this, there are buttons for 'Manage My Classes', 'Create a Class', and 'Edit Public Profile'.

Meetup Name	Meetup Date	Join Link	Tickets Sold	Meetup ID
Demo	January 31, 2019, 12:15 am (Eastern Time)	<a href="#">Join</a>	0	905369681
Demo	January 31, 2019, 12:45 am (Eastern Time)	<a href="#">Join</a>	0	633680564

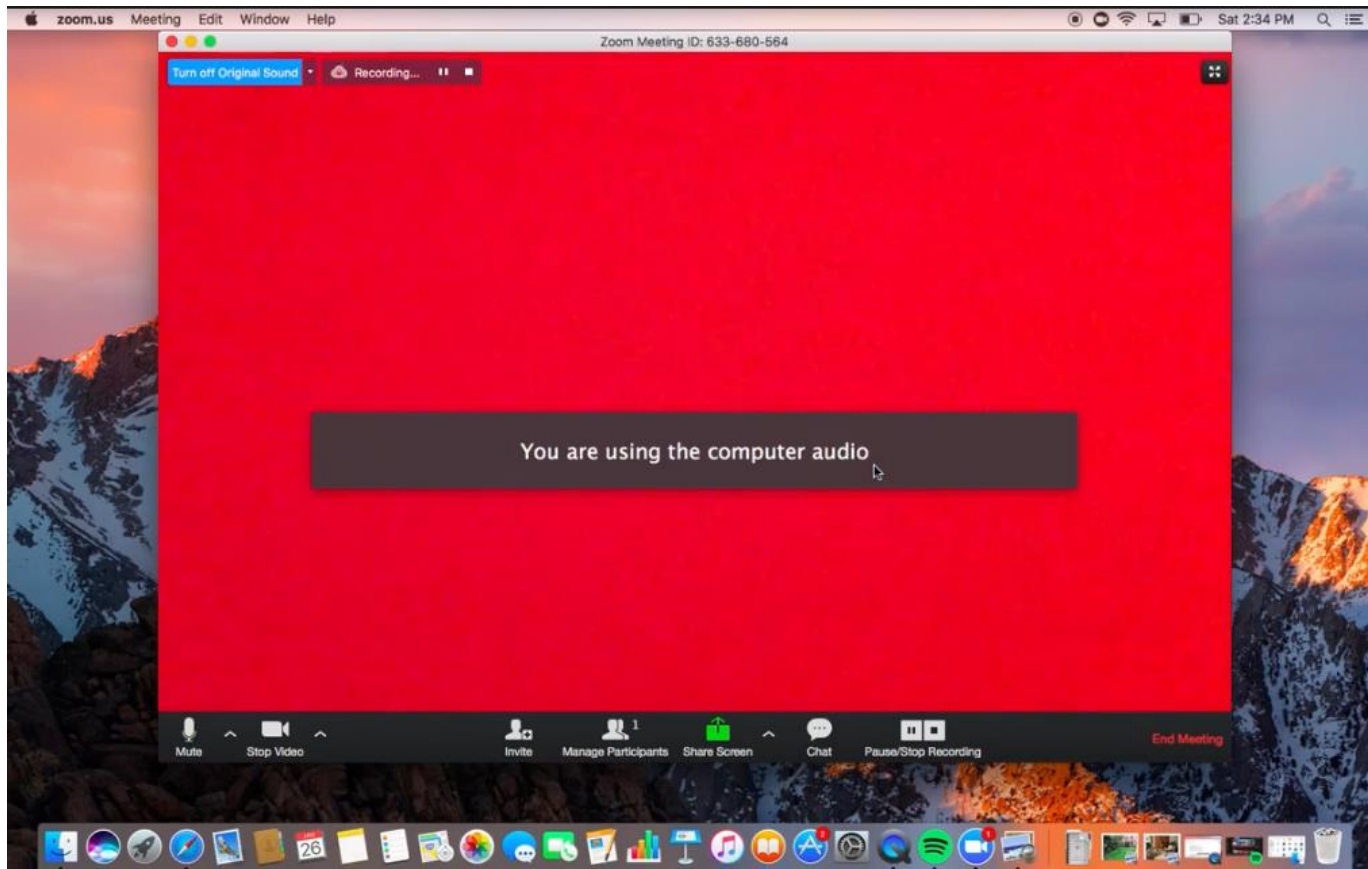
# How it works - 8

After you click Join, the Zoom Webconferencing app will automatically open



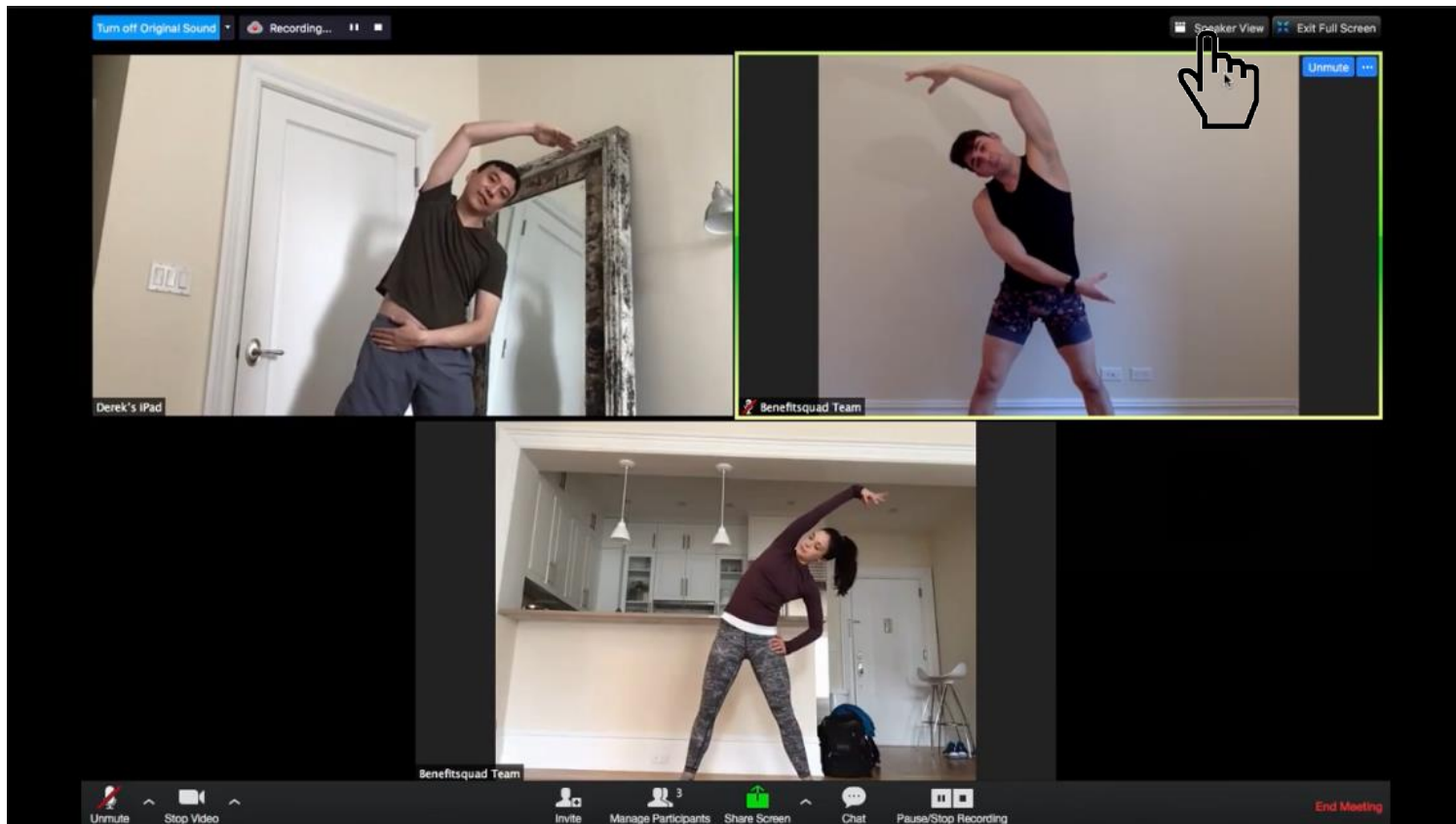
# How it works - 9

The Zoom webconferencing video app will start, and your students will appear



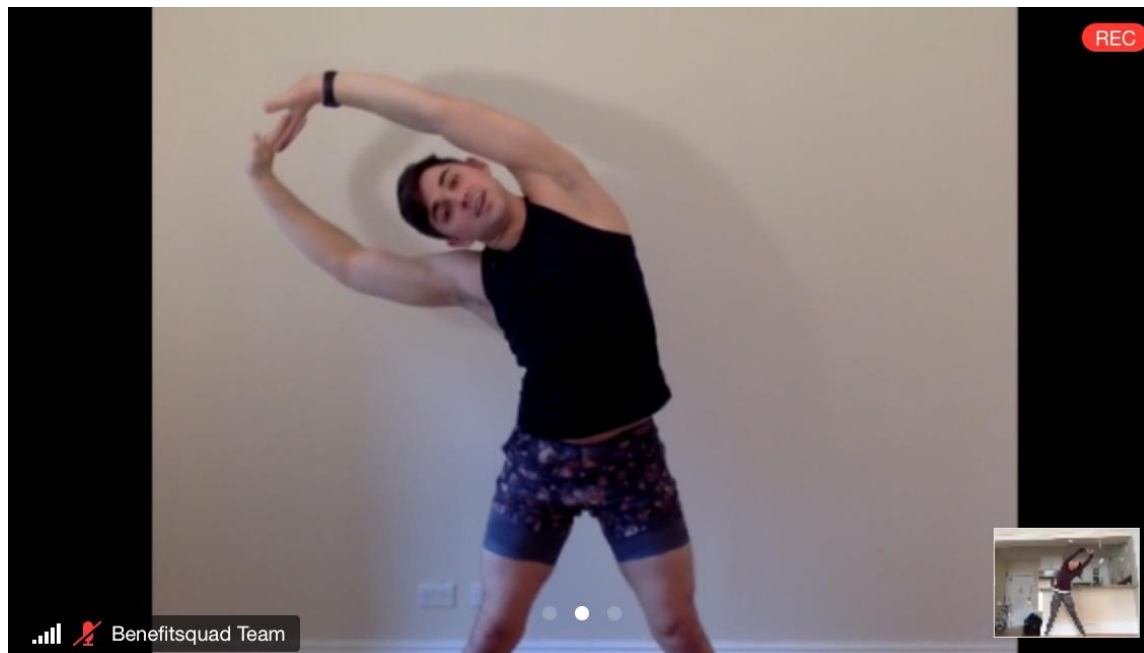
# Default Instructor View

Instructor **MUST** click the Gallery View Button in top right corner



# Default Student View

Students using the Benefitsquad mobile app will see the instructor only by default



# Hardware

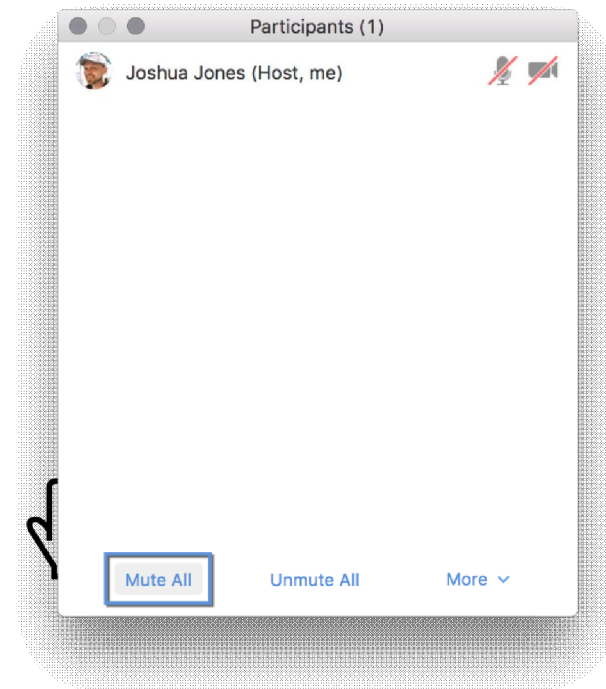
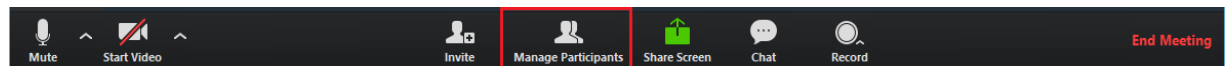
- 1. Laptop or Desktop** (Apple Macbooks or desktops with webcam are recommended) positioned about 10-12 feet away
- 2. Microphone** (a \$30 condenser microphone is recommended) positioned near you. If you have background music, position the music speaker near the microphone.
- 3. Lights** (video lights or bright lights are recommended) positioned in front of you to illuminate your face (do not put lights above or behind you)



Recommended products are here:  
<https://benefitsquad.com/amazon-store/>

# Mute or Unmute

1. Tap on the screen and a **Manage Participants** button will show
2. You can control who is muted, and you can mute all
3. You may want to ask your students to mute themselves if the student has a noisy background
4. (any user that talks or makes noise unmuted will appear in the recording)





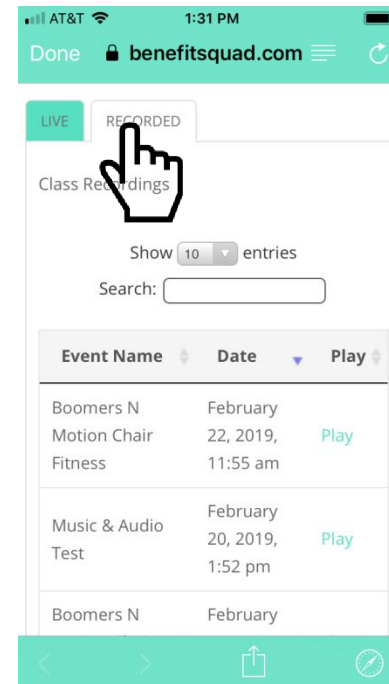
# Other Tips

1. Make sure you have reliable high speed Internet access
2. Disable automatic software updates on your device in Settings (sometimes an automatic software update will interrupt your class)



# Recordings

1. All of your classes will automatically be stored for you on our site
2. Just click the Recorded tab
3. You can re-watch old classes to see how they went and areas for improvement (especially to improve sound and audio quality)



# Earnings and Subscriptions

1. You earn 85% of all sales via Paypal
2. We will make payments via Paypal on a monthly basis at the latest, and it can be as often as weekly
3. Email us at [welcome@benefitsquad.com](mailto:welcome@benefitsquad.com) to set up a subscription program for your students



# Questions?

- “ Visit our site <https://benefitsquad.com/>
- “ Email us at [welcome@benefitsquad.com](mailto:welcome@benefitsquad.com)
- “ Thanks!