



Zoom Virtual Fitness Classes – How to Register

1. Please go to the Town of Penhold Fitness Centre page on our town website.
2. Scroll down to the calendar, ensure the calendar is in the correct month, and select the class you wish to register for. You will have to click on it twice, the second click will open a second window with a link.
3. In the pop up window click the link and you will be redirected to a Zoom registration page where you fill out your information. Please take note of the **'Meeting ID'** as this will potentially be needed when you request to join the meeting (class).
4. If you register the day of the class please do so by 3:30pm, so that we can ensure you will receive the appropriate links and passcodes on time for the class.
5. The day of the class you will be emailed a passcode that allows you to join the meeting (class). From this email you will see a link that says 'Click Here to Join', this will be how you join the meeting/class. If you are using a tablet or smart phone you may be requested to download the Zoom app, there is no charge for downloading this app and you do not need to create a Zoom account. Be sure that you allow Zoom access to your camera and microphone.
6. When you join the meeting you may be asked for the Meeting ID (please take note of this when you register for the class) or the passcode you received in your email.
7. Once this is completed you will be placed into the 'waiting room', when the instructor is ready to begin the class they will give you permission to enter the room.
8. If you wish to register for multiple classes in a week, please repeat the steps.
9. We will release the classes one week at a time to try and keep things as organized as possible until we get a bit better at this process!

We are still learning too, so we will do our very best to make this process smooth and efficient! There may be some bumps along the road so please be patient with us, we appreciate it!