

How to Host Virtual Classes on ClassPass

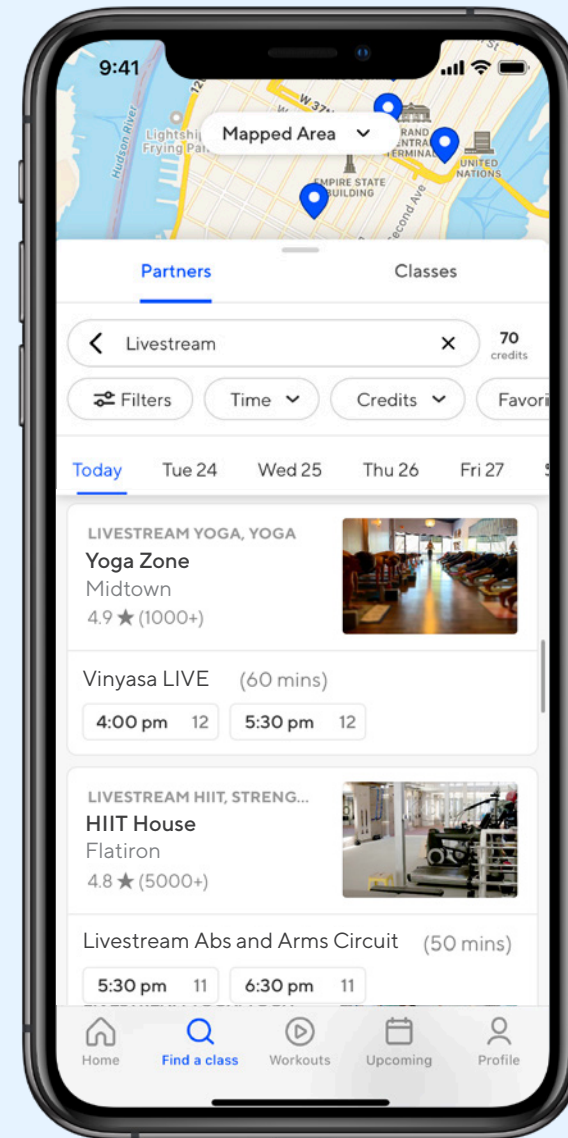


classpass

Overview

ClassPass offers you the ability to livestream classes, training sessions and appointments, for members to book using their credits. We've outlined how to set this up on our recommended streaming platforms on the following pages.

Whichever platform you are using, ensure that the streaming URL is added to your ClassPass class description at least 20 minutes prior to the start of class. **This is to ensure ClassPass members are able to join the class, and that your studio is paid for every attendee.** More on how to add that to your page [here](#).





BEFORE CLASS

1. Download and set up Zoom. If you do not have an account, you can [sign up](#) for free.
2. Create your live event by clicking **Schedule a new meeting**, then adding the date, time and a brief description.

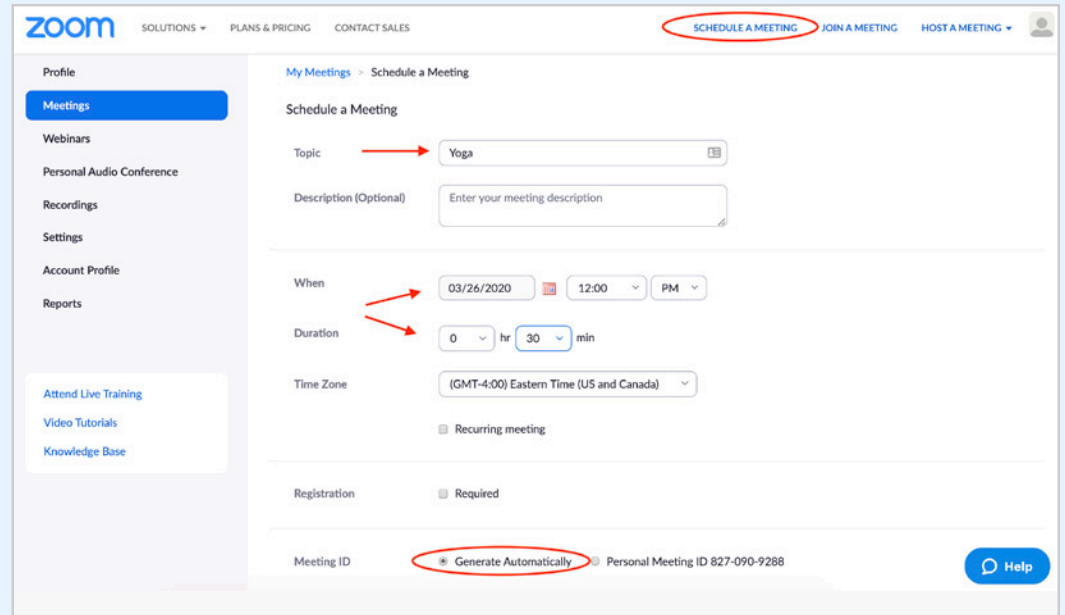
You must create a unique **New meeting link** for each class you are hosting on ClassPass, this is to ensure that you can see how many users joined your livestream, and can be appropriately compensated.

Note: the free version of Zoom only allows for a maximum of 40 minutes for each livestream. See [here](#) for more information on pricing.

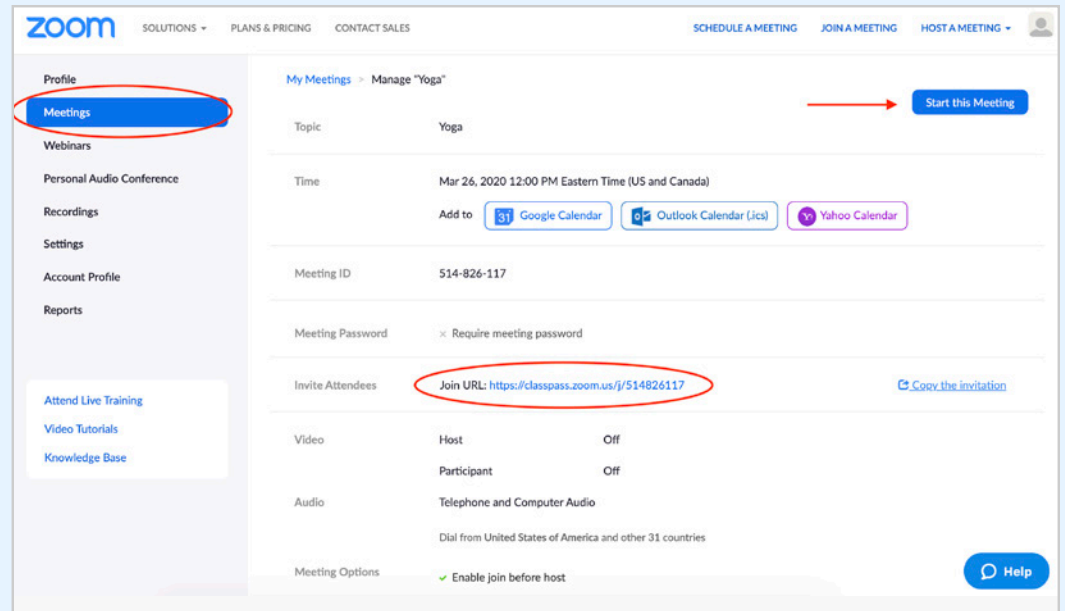
AT THE TIME OF CLASS

1. Log into Zoom, and select the desired class from your account to begin streaming.

Note: If you are using Facebook Live for direct members, you can open Zoom on the same device to stream on both platforms simultaneously.



Create a new event by clicking **Schedule a Meeting**



Find the unique link to share with class-takers and start the class when it's time from **Meetings > [name of your class]**

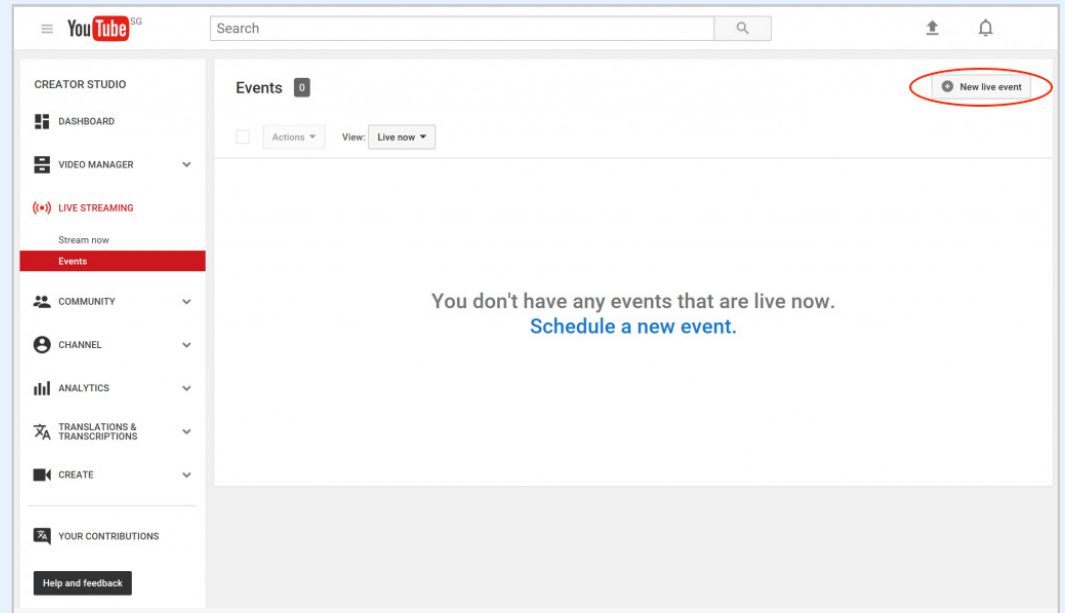
YouTube Live

BEFORE CLASS

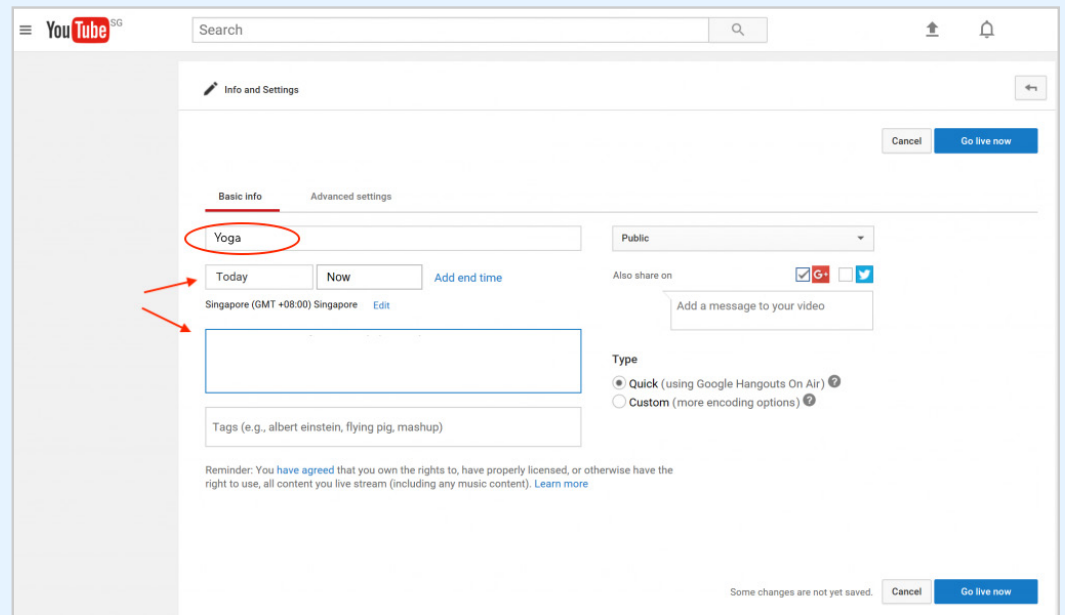
1. Log into your YouTube account, or create one [here](#). You must confirm that your channel is [verified](#) before hosting a livestream.
2. Go to your channel's studio [settings](#) here and select **Live Stream** to create the event.
3. Select **New Live Event**, enter a basic description, start and end times.

AT THE TIME OF CLASS

1. Click on the title of your event.
2. Click **Go Live** to launch your class.
3. When the class is over, click **End Stream**.



Create a new event by selecting **Live Stream** in your channel's settings and then **New Live Event**



Add details from the **New Live Event** page that follows

BEFORE CLASS

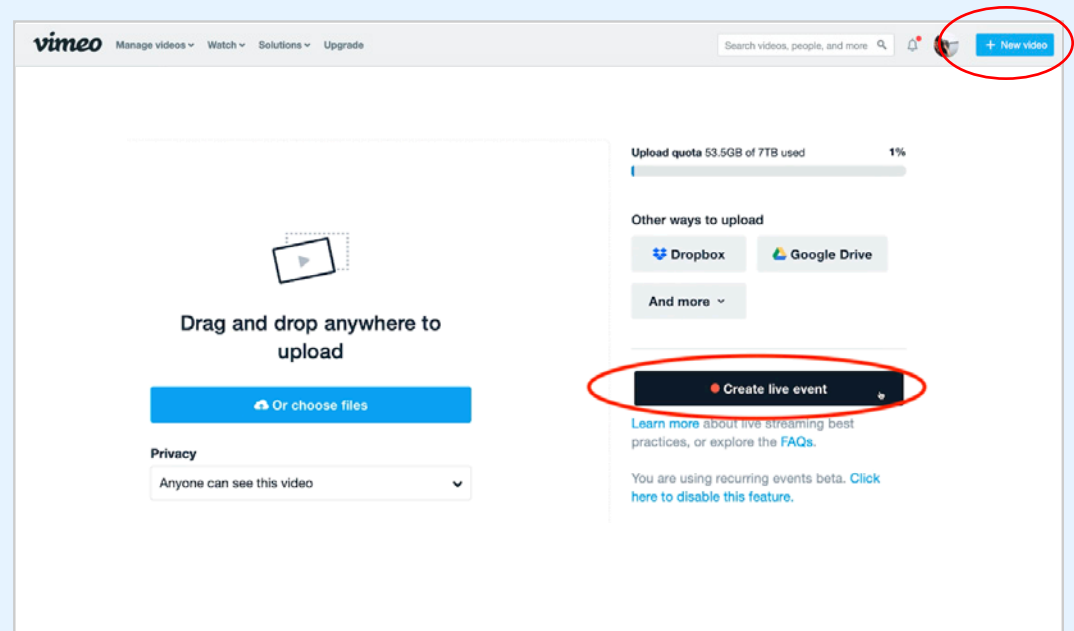
1. Log into your account, or create one [here](#).

Note: you must have a Premium account in order to livestream using Vimeo.

2. To set up a live event, click **New video**, then select the **Create live event** option.
3. Enter the date, time, and a short description and save the event.

AT THE TIME OF CLASS

1. Log into your account, and select the event name from your **Events dashboard**.
2. More information and FAQs can be found [here](#).



To set up a new event, click **New video** in the top right, and then **Create live event** on the right hand side

Best practices

Music

You may not use music unless you have licenses from all rights holders for you and ClassPass to use it globally. You're responsible for ensuring you have all the necessary rights to provide, and allow ClassPass to provide, your live workouts via the ClassPass platform (including music rights if you use music), and you agree to indemnify and defend ClassPass against any issues arising from your content.

Privacy Settings

Be sure to include information on user privacy settings in your class description (cameras and volume being on, name being displayed, and any other information being revealed to attendees). You must also notify your attendees that they cannot record the class. (Note: If you are using Zoom for your class, the host can configure settings to disable the attendee's video for all classes by going to Schedule Options > Video, and turning off the video for participants).

Add a unique URL

Be sure to add a unique URL for each class on ClassPass to ensure attendees are being accurately counted for your payment.

Film Horizontally

This allows a wider frame for your audience to follow along during class

Set up

Try to set up your class in an area of your home, living space or studio that has the least amount of things. We want you and your workout to be the focus, but don't stress – sometimes that's easier said than done.

Sound check

Test your camera and microphone prior to your first class, to ensure your instructors can be seen and heard clearly.

Have fun!

Don't take yourself too seriously. These moments should feel authentic to you and your experience. These are tense times, a touch of humor never hurts!



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