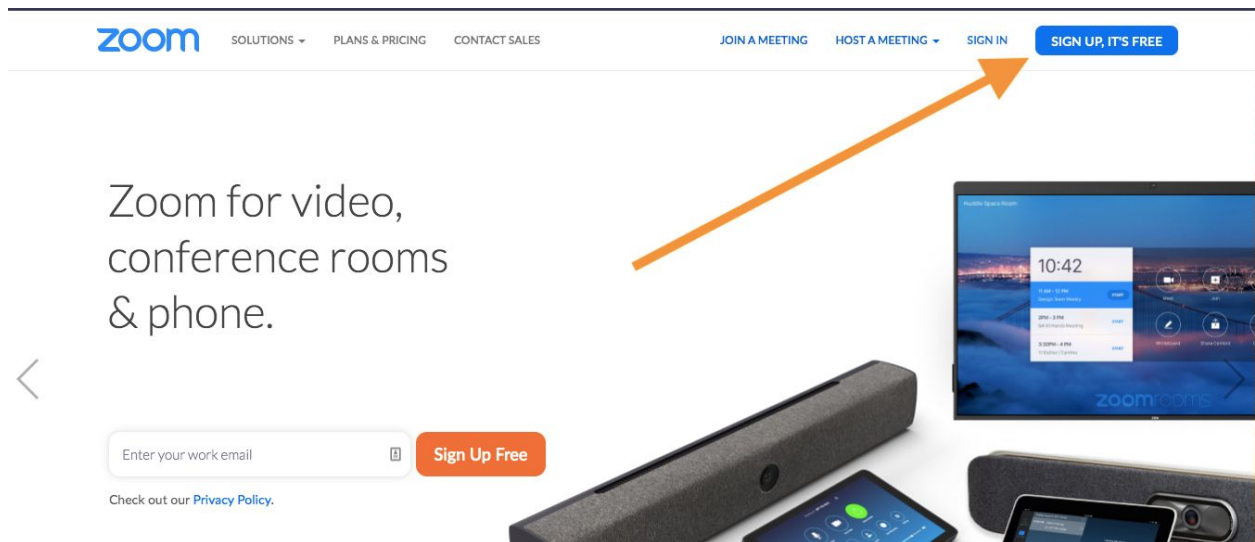


FITOGRAM PRO

Create a course in Zoom

1. First you have to create an Account. A Zoom basic account is completely for free. Please click on **“Sign up, it’s free”** to create your account on the [Zoom main page](#). With a basic Zoom account you can host meetings only up to 40 minutes. Since most classes are lasting 1 hour we recommend you to upgrade your account to Pro in the second step. There you have the opportunity to stream up to 24 hours with 100 participants.



2. After signing up for free we recommend you to upgrade to Pro. Therefore you have to click “Plans & Pricing” in the header. You can choose your subscription type here. Click on “Buy now” to upgrade to Pro and to have the opportunity to stream classes longer than 40 minutes.

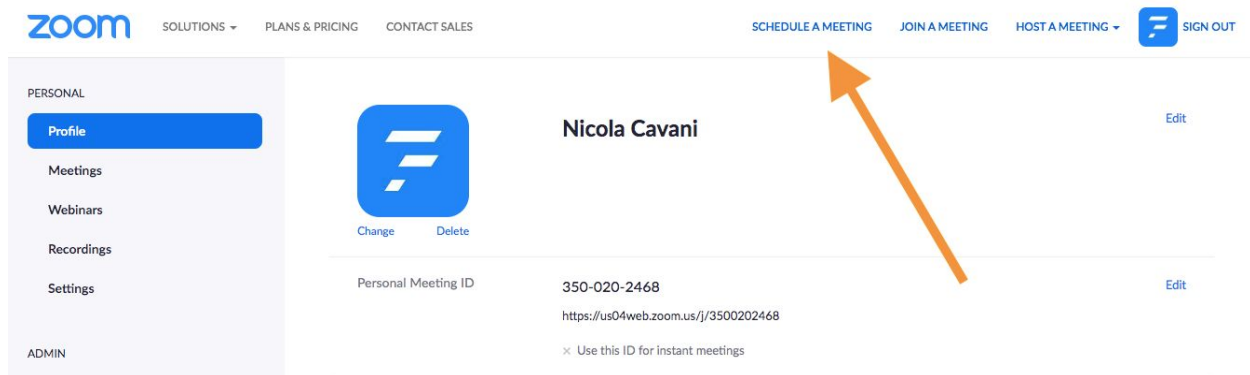
The screenshot shows the Zoom Meeting Plans for Your Business page. The navigation bar includes the Zoom logo, SOLUTIONS, PLANS & PRICING, CONTACT SALES, JOIN A MEETING, HOST A MEETING, SIGN IN, and a blue SIGN UP, IT'S FREE button. The main heading is "Zoom Meeting Plans for Your Business" with links for Zoom for Education, Zoom for Telehealth, and Zoom for Developers. There are four plan cards: Basic (Free), Pro (€13.99/mo/host), Business (€18.99/mo/host), and Enterprise (€18.99/mo/host). The Pro plan's "Buy Now" button is circled in orange. The Pro plan includes 100 participants, 24-hour meeting duration, and various management features.

Plan	Price	Minimum Hosts	Key Features
Basic (Free)	Free	-	Host up to 100 participants, Unlimited 1 to 1 meetings, 40 mins limit on group meetings, Unlimited number of meetings, Online support, Video Conferencing Features, Web Conferencing Features
Pro (€13.99/mo/host)	€13.99	-	All Basic features +, Includes 100 participants, Meeting duration limit is 24 hrs, User management, Admin feature controls, Reporting
Business (€18.99/mo/host)	€18.99	10	All Pro features +, Includes 300 participants, Dedicated phone support, Admin dashboard, Vanity URL, Option for on-premise deployment
Enterprise (€18.99/mo/host)	€18.99	50	All Business features +, Enterprise includes 500 participants, Enterprise Plus includes 1,000 participants, Unlimited Cloud Storage, Dedicated Customer Success Manager, Executive Business Reviews

3. Your account has been upgraded. To schedule a meeting you have to go first to “My Account”

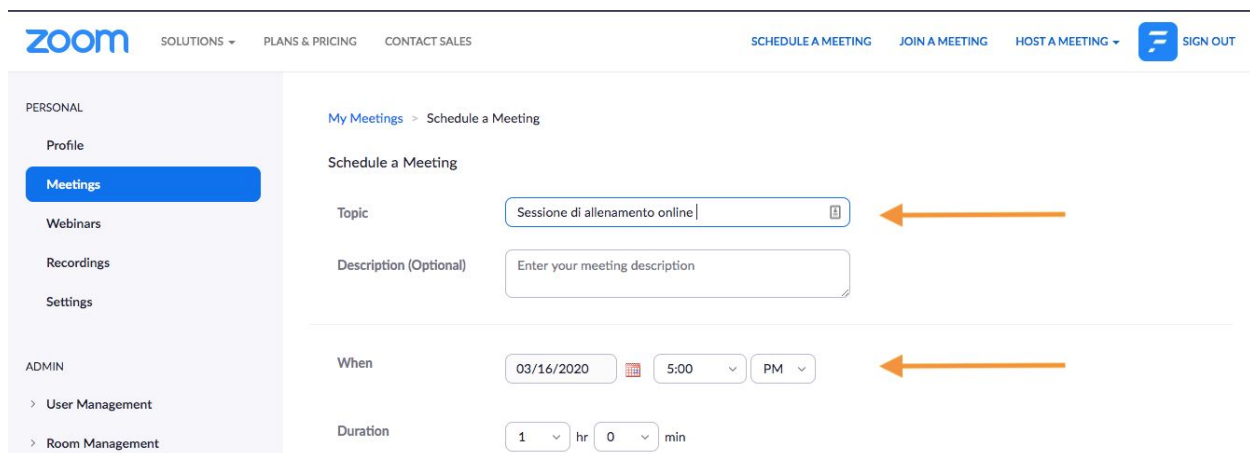
The screenshot shows the Zoom website with a webinar registration banner. The navigation bar includes the Zoom logo, SOLUTIONS, PLANS & PRICING, CONTACT SALES, JOIN A MEETING, HOST A MEETING, and MY ACCOUNT. The banner features the text "Webinar: Zoom Phone Expansion and Introduction!" and "Tuesday, March 17th at 3PM GMT" with a Register Now button. An orange arrow points from the Register Now button to the MY ACCOUNT link in the navigation bar.

4. On the profile overview you will find the Schedule a Meeting button in the header. Click on “**Schedule a Meeting**” to create your course.



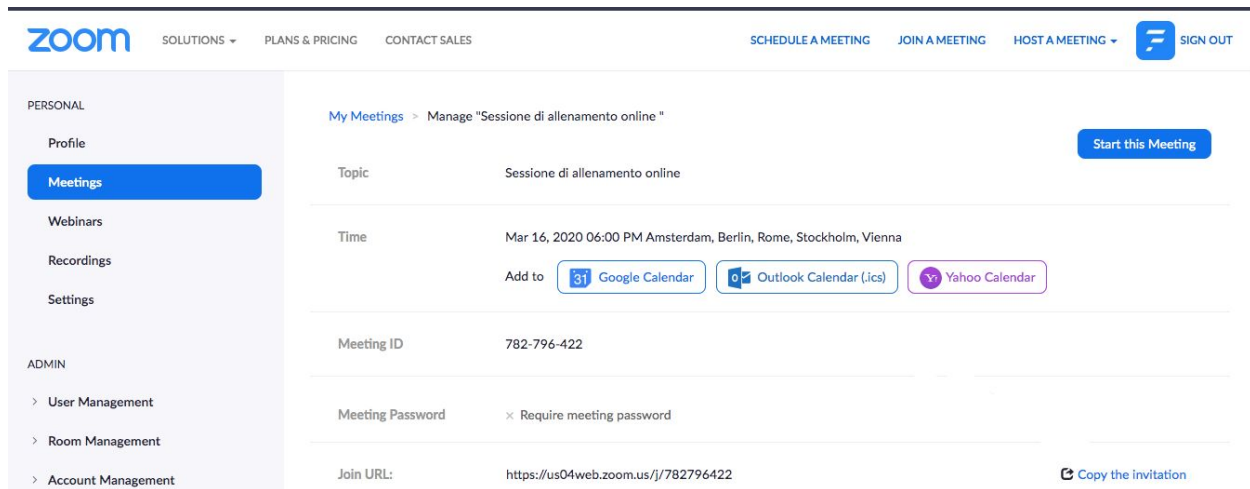
5. On the surface of “Schedule a Meeting” you have the possibility so create your course like you want. Give your meeting an appropriate topic and a small description, best would be the name of your course. Afterwards you have to choose a date and the time and how long the meeting should be. After that all other options are optional. You also have the option to set a password to your course and to add a waiting room. That means that participants who click on your link don’t have to refresh any time to see if your course is live or not. After finishing you may proceed by saving your course.

Important: Since the 5th of April 2020 a password for your meeting room and the waiting room are turned on by default.



6. After saving your course you will end up in an overview of it. In the overview you will find an URL which will lead to your virtual course later on. Furthermore you have the possibility to add the course to your personal calendar. You may copy the URL and put it in FitogramPro (see point four in the blog post). You can also click on “Copy the invitation” if you want to send out your meeting link manually.

Important: The password is automatically included in your URL



The screenshot displays the Zoom web interface for managing a meeting. The top navigation bar includes the Zoom logo, links for SOLUTIONS, PLANS & PRICING, and CONTACT SALES, along with buttons for SCHEDULE A MEETING, JOIN A MEETING, HOST A MEETING, and SIGN OUT. A left sidebar menu is divided into PERSONAL (Profile, Meetings, Webinars, Recordings, Settings) and ADMIN (User Management, Room Management, Account Management) sections. The main content area shows the meeting details for "Sessione di allenamento online".

Field	Value	Action
Topic	Sessione di allenamento online	Start this Meeting
Time	Mar 16, 2020 06:00 PM Amsterdam, Berlin, Rome, Stockholm, Vienna	
Add to	Google Calendar Outlook Calendar (.ics) Yahoo Calendar	
Meeting ID	782-796-422	
Meeting Password	× Require meeting password	
Join URL:	https://us04web.zoom.us/j/782796422	Copy the invitation

7. You can skip this point if you are sending out the link with FitogramPro. After clicking on the “copy the invitation” a new window will pop up with all the information regarding your course and how your customers can participate. You may send this invitation to your participants of the course by copying it.

Copy Meeting Invitation ✕

Meeting Invitation

Nicola Cavani is inviting you to a scheduled Zoom meeting.

Topic: Sessione di allenamento online

Time: Mar 16, 2020 06:00 PM Amsterdam, Berlin, Rome, Stockholm, Vienna

Join Zoom Meeting

<https://us04web.zoom.us/j/782796422>

Meeting ID: 782 796 422

One tap mobile

„782796422# US Toll

Dial by your location

US Toll

Meeting ID: 782 796 422

Find your local number: <https://us04web.zoom.us/j/782796422>



Copy Meeting Invitation

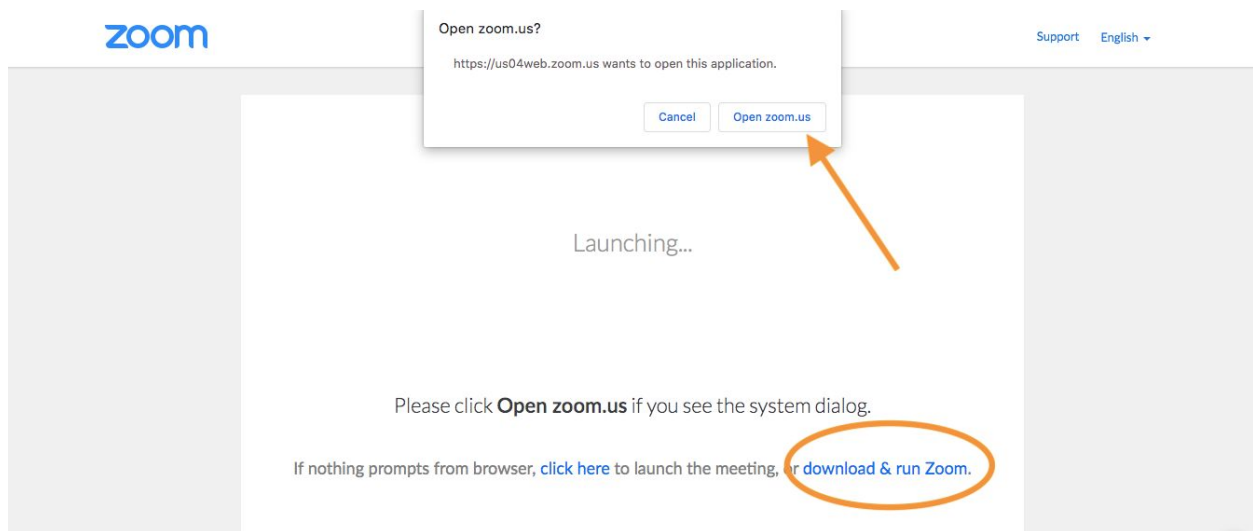
Cancel

8. After you have invited your participants you may relax a little until your course starts. You have the possibility to join your created online course via the link you sent to your participants or you can click on “**Meetings**” in your profile overview. There you have an overview of all scheduled courses. You can click on “**Start**” to get to the virtual classroom.

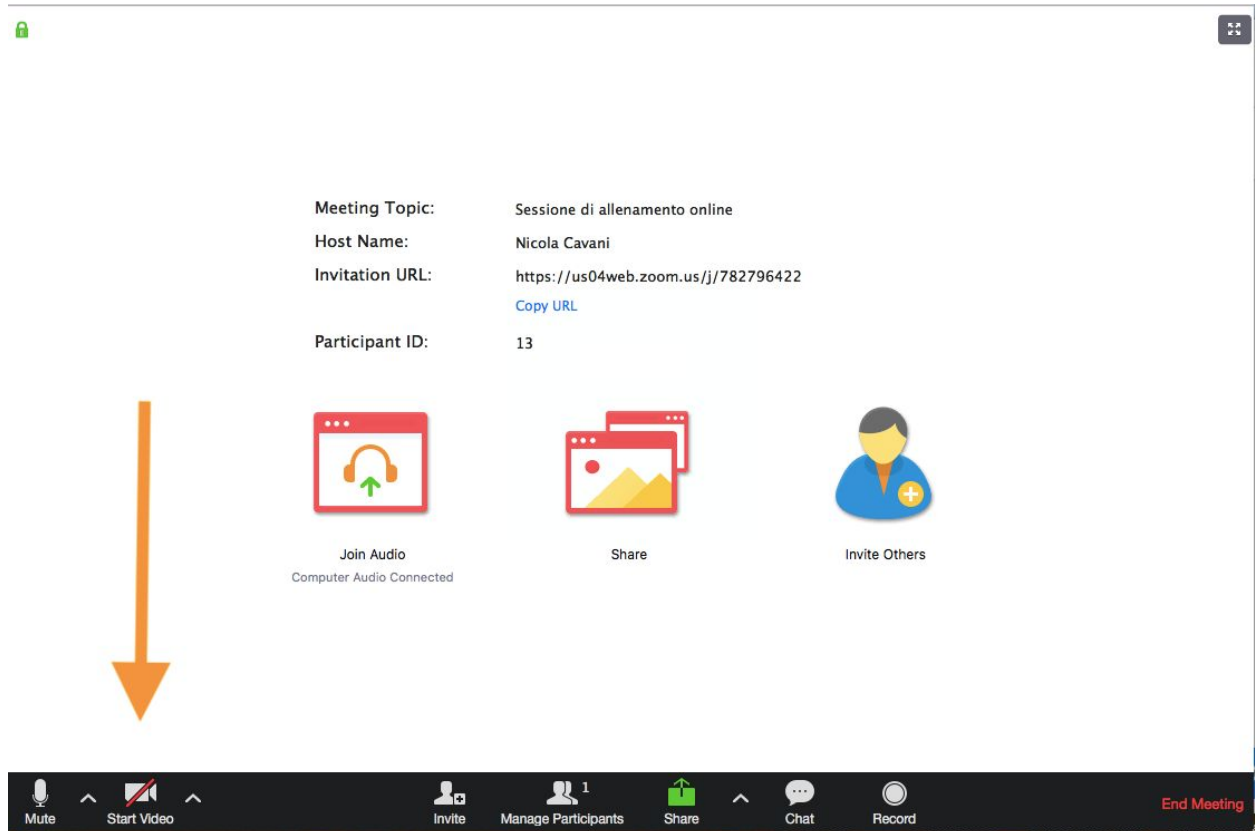
The screenshot displays the Zoom web interface. At the top, the Zoom logo is on the left, and navigation links for 'SOLUTIONS', 'PLANS & PRICING', 'CONTACT SALES', 'SCHEDULE A MEETING', 'JOIN A MEETING', 'HOST A MEETING', and 'SIGN OUT' are on the right. A left-hand sidebar under 'PERSONAL' includes 'Profile', 'Meetings' (highlighted in blue), 'Webinars', 'Recordings', and 'Settings'. The main content area is titled 'Upcoming Meetings' and features a 'Schedule a New Meeting' button. Below this is a table with columns for 'Start Time', 'Topic', and 'Meeting ID'. A single meeting is listed: 'Today 06:00 PM', 'Sessione di allenamento online', and '782-796-422'. To the right of the Meeting ID are 'Start' and 'Delete' buttons. An orange arrow points to the 'Start' button.

Start Time	Topic	Meeting ID	
Today 06:00 PM	Sessione di allenamento online	782-796-422	Start Delete

9. After you have been directed to your online classroom your browser asks for permission to open zoom.us as an application. We recommend you to use zoom as an application due to better performance. If you don't have zoom already downloaded you can click on "**download & run Zoom**". Otherwise you can click on "**Open zoom.us**" or "**Click here**" if the pop up field is not displayed to you to open the application.



10. Before getting to your online classroom Zoom asks you which Microphone you would like to participate with. If you have an additional camera with microphone you can choose this already here. Otherwise you may choose the microphone of your computer. Afterwards you are now finally in your classroom. The last thing you need to do now is to start your video. Please click on **“Start video”** to enable your camera. Furthermore you have the opportunity to invite other last minute participants to your course.



11. Depending on your setting your participants need your password to enter the room. Without a password your participants will enter the room directly or will land in a waiting room and have to be approved by you. During your course you will have various options by clicking on “**Manage Participants**” (see picture above). There you have an overview of all your participants in the course. This is very important if you need to check in your participants manually after or during your course. Also you can mute all participants in your course simultaneously with the button in the lower banner and you can also put your video into spotlight mode by clicking on your name.

Important: Since the waiting room is automatically enabled since the 5th of April you have to allow your participants to join your meeting room. You can do this as well via “Manage Participants”. If someone wants to join you automatically see a pop-up window where you can allow access directly.