

Glastonbury Parks & Recreation and Personal Euphoria are excited to offer Virtual Classes. Classes are offered live on ZOOM. **The link to your class will be on your receipt.** Below are a few tips/tricks to help you with your virtual class.

#### **Accessing your Receipt to Get Your Link:**

- Receipt should be emailed to you; if you don't receive an email or cannot find it:
  - Log onto your Parks & Recreation account
  - Click "My Account" and then "Registration" in the Red Bar
  - Click the invoice number and it will pull up a PDF of your receipt

#### **Easy Ways to Save you Link:**

- The first time you sign in under the list of dates there is an option to "Add to Calendar" if you are using an Apple device it will add all the dates with the link to your calendar, similar options are available for google and android devices.
- Bookmark the page on your desktop or tablet.
- If using a PC save your receipt to your desktop.

#### **ZOOM Info**

Zoom will be used to stream your class live. You do not need to have or create a Zoom account in order to register, but you will need to give them your email, and you will need to download the app if you are using your phone or installing Zoom onto your computer. Please be sure to always use the most updated version, as outdated versions often do not work properly.

- If you have never used Zoom, this video will show you how to join your first meeting: <https://support.zoom.us/hc/en-us/articles/201362193-How-Do-I-Join-A-Meeting->
- This video will show you how to use the different icons on Zoom and how to set your instructor as the main speaker: <https://www.youtube.com/watch?v=78fn4r6fhns>

#### **Waiver**

If you have not taken a class with Personal Euphoria yet we will need you to complete an online waiver. Please do this prior to the start of your class by visiting their website:

<http://www.personaleuphoria.com/register>

#### **Makeups**

Classes are sold as a package and if a class is canceled, a makeup class will be provided. If you miss a class due to a conflict with your schedule or another issue we want to help you keep moving! On your receipt is a code for two free on-demand classes. The specific class you missed may not be available, but there are lots of options to choose from.

To access the on-demand classes:

- Go to the Personal Euphoria website - [www.PersonalEuphoria.com](http://www.PersonalEuphoria.com)
- On the top right, you can log in or create an account if it's your first time (remember username and password)
- Once logged in click on "On Demand Videos" on the left

- Then select the class you want to take
- Click “rent video” and you will be taken to the payment page
- This is where you will apply the discount code

### **Technology Help**

If you encounter a problem registering, logging into your class, or with the on-demand classes, please contact the Personal Euphoria IT department at (860)-266-6885 ext. 9950 (M-F from 7:30am-8pm).