

Tranquil Earth Yoga Online Class Guide

TEY Zoom How To and Troubleshooting

Welcome

Thank you for your interest in Tranquil Earth Yoga's live Online virtual practice! We are happy you have decided to join us on our journey of exploration and balance. We understand that virtual classes are not as simple or stressfree as we have come to expect and this guide is intended to help bridge the gap between your home and our instructors to make practicing yoga the focus of your time, not figuring out how Zoom, Mindbody, and Tranquil Earth class links and billing systems work. Do not worry, there is no need for a computer engineering degree to get into classes and start practicing from the comforts of wherever you find yourself (home, office, closet, nature). All you need is to sign up for the class (must sign up 30 minutes or more in advance), have Wifi, Cellular service, a power cord, the class ID and a password and you can practice with US!

Overview

- Booking and Joining Classes
- Loading Zoom and signing into class
 - Android Devices
 - Computer Devices
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- Finding classes
- Chromecast and SmartTVs
- Overview of Zoom interfaces
- Trouble Installing Zoom for the first time (Call us)

Booking and Joining Classes

Finding classes is easy, just go to Tranquil Earth Yoga studio on the <u>Mindbody</u> app or visit the Calendar tab at <u>teyoga.org</u>. You can also call the studio to get some help finding the right class or booking a class that is right for you.

÷	SCHEDULE	≒ 🖬		CLASS DETAIL
	CLASSES APPO	UNTMENTS	nintion	(••) MEDITATION \$20.00
s 28 10:30am (60min)	Jun 30, 2020 M T W T 29 30 1 2 YOGA [((s)) Virtual Live Prana Vinyasa	F S 3 4	See class description for meeting ID ZOOM ID # FOR CLASS	((1)) ZOOM ID-869-186-9113 Virtual Community Sound & Kirthan 5:30pm (60min) Friday, June 26
10:30am (60min)	w/ TEY	воок	or BOOK to pay for the class and enroll	Tranquil Earth Yoga - 1.4mi Pamily Tey View Info and Schedule
12pm (60min)	YOGA Smooth & Gentle Flow w/ surya	BOOK		DESCRIPTION Virtual Live Class-Our goal is to bring all together in a judgement free space, where sound and reflection offer support and peace
4pm (60min)	Yoga Vinyasa Fit Buti Yoga w/ TEY	BOOK		CANCELLATION 24 Hour Appointment Cancellation PolicyTranquil Earth Yoga, LLC.has a 24
5:15pm (60min)	YOGA (((s)) Virtual Live Chair Yoga w/TEY	воок		Book and pay now

Figure 1 – Mindbody App view: look for the word 'Virtual' with one of these symbols: ' $((\bullet))$ ', ' $((\bullet))$ '. Press 'BOOK'

Figure 2 – After payment you will get the password e-mailed about 15 minutes before class, then load Zoom, enter Meeting ID and then Password, Enjoy!!!



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If joining from the Tranquil Earth Yoga Website, visit Calendar Tab, find a class that fits you and click Book and use you regular Mindbody account (or create a free account if you don't have one yet).

→ C		ne.com/classic/mainclass	?fl=true&tabID=7				0 7 🟠	٥	6	• 🛞	
	AT A CAL				Staff sign-in Cr	eate accou	int Sign	In			
	100m	ONLINE	STORE CLASSES	PRIVATE SESSIONS	PROGRAMS/EVE	ENTS	MY INF	0			
				All service categories	All class types	* A	ll teachers	-			
	Class Sched	ule		Today C	ay) Week) 8/	7/2020					
	Start time		Classes		1	feacher	Duration				
	Mon August 03, 2020										
	10:30 am	Sign Up Now	Hot & Tranquil Flow		T	ΓEY	1 hour				
	12:00 pm (iii) LIVE STREAM	Sign Up Now	((x)) ZOOM ID- 869-186-9	13 Virtual Live Aerial Flow	١	ΓEY	1 hour				
	12:00 pm	Sign Up Now	Aerial Flow		٢	ΓEY	1 hour				
	4:00 pm	Sign Up Now	Invigorating Vinyasa		4	Aria	1 hour				
	4:00 pm	Sign Up Now	Kidz Aerial		1	ΓEY	1 hour				
	5:15 pm (iii) LIVE STREAM	Sign Up Now	((x)) ZOOM ID 869-186-91	13 Virtual Live Rest & Restore	1	ΓEY	1 hour				
	5:15 pm	Sign Up Now	Rest & Restore		٢	ΓEY	1 hour				
	6:30 pm	Sign Up Now	Hot Yoga		ł	Kimberly	1 hour				
	7:00 pm	Sign Up Now	Aerial Flow		,	Aalia	1 hour				

Figure 3. Calendar view from the TEY website, look for the word 'Virtual' or one of these symbols: $((\bullet))'$, $((\overset{\bullet}))'$. Press Book. After payment you will get the password e-mailed about 15 minutes before class, then load Zoom, enter Meeting ID and then Password, Enjoy!!!

LOADING ZOOM AND SIGNING IN

There are two items needed to use and log into a Zoom class hosted by Tranquil Earth Yoga. An internet connection and an electronic device with video capability. Logging into zoom requires going to the Zoom website (<u>https://zoom.us/download</u>) and then downloading and installing the app or use your application manager (App Store, Play Store, internet etc.) on your smart phone. A free Zoom account is nice to have but not required. After installing to access from a windows computer, double click the desktop icon or use the start menu. Zoom also has excellent tutorials available from there website here:

How to I use Zoom on my PC or Mac?

After downloading Zoom, learn how to use the Zoom Desktop Client.



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Figure 4 – locate Zoom in the start menu (or search by clicking the windows key (or start button) and typing 'zoom' in the search bar)

Then click zoom and the program will load. The Zoom app will look like this (if you launch the program on your computer without the link):



Figure 5 - Zoom Windows computer home screen

Once you click Join, a new box will pop up asking for meeting ID #:



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Zoom ×	Enter meeting password
Join Meeting	Enter meeting password
8691 8691 13 (← use this class ID#)	Meeting password Hint: This is can be
student name (if logged in)	found in your e-mail
Do not connect to audio Turn off my video	
Join Cancel	Join Meeting Cancel

Figure 6 - Zoom class sign in with Meeting ID and password (leave check boxes unchecked as shown). "Join Meeting" and Greetings

Apple devices are very similar regarding sign-in shown above but you see this after joining the class:

Pad W	9 CÓ AM	
	Meeting ID 8691869113 ①	Cancel Join a Meeting
		Meeting ID
		Join with a personal link name
		Crystal's iPad
	Mute Monghone Stop Video Share Content	niot
\frown		If you received an invitation link, tap on the link again to join the meeting
		JOIN OPTIONS
Change View	Switch Camera Camera Control Manage Participanta Invite Start Recording Settings	Don't Connect To Audio
		Turn Off My Video
	Land Land	
Tranquil Earci	h Yoga. Online Room	

Figure 7 - Apple Interface Meeting home screen, click change View to see video or unMute Microphone). Uncheck these to connect audio and enable video

To Connect via Chromecast follow the above instructions and connect your device to your chromecast like normal. And then mirror that screen to show class on TV screen.



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Loading Zoom from a link: If you clicked a link from your email, your web browser will load and you will have the option to run from the web or use the installed Zoom app. Best result will occur from installing and using Zoom program, but both options will work.

?pwd=Wm8vNjFjRDIITjAwbHQ0cityaDIKdz	09&status=success			
ig 🦲 Cap_specs 🧧 thermals 📴 FETs	📑 school 🦷 nick 📑 WPC	Open Zoom Meetings?		
zoom		https://zoom.us wants to open this application.		
		Open Zoom Meetings Cancel		
		Launching		Join with installed Zoom
				Join through internet
	Please c	lick Open Zoom Meetings if you see the system	n dialog.	
	If nothing prompt	s from browser, click here to launch the meeting, or down	lload & run Zoom.	
		If you cannot download or run the application, join from your browser.		

Figure 8 – Example of next window after selecting a link and accessing class through internet browser



Enter the meeting link and click 'Join'. You will be taken to the password screen and the password will be sent to your e-mail about 20 minutes before your class is scheduled to start Enter the password and click 'Join Meeting'. The class names (or meeting ID or meeting #'s) will be shown the password will be emailed prior to each class that you enroll in.



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Zoom Updates

The Zoom software periodically updates, it happens. We are sure they have a good reason and recommend to update to stay up to date. This is not required but if there are issues with video, audio, or running the program, an update is recommended:

Zoom Update	
Update Available!	
New version 5.0.5 (26213.0602) is available. You have	5.0.1 (23502.0430).
Release notes of 5.0.5 (26213.0602)	
Changes to existing features	
-Re-enable GIPHY	
Chat features	
-Improved transparency of channel privacy co	
-Enabling public channel admins and member	to add external users
Resolved Issues	
-Minor bug fixes	
Release notes of 5.0.4 (25694.0524)	
Resolved Issues	
-Minor bug fixes	
	Update Later

Figure 9. Example of a Zoom Update request, click Update and follow install instructions or click Later.

Chromecast and SmartTV connection

Zoom can connect to your chromecast, but the connection is made by outputting the screen to the chromecast or smart TV, not with a simple in APP button.

On your mobile device go to Smart View or Phone Other Device settings. Below is a screen shot showing a smart phone and a chromecast. Select one of them then return to Zoom and your zoom screen should appear on the TV:



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10:07	oo (9 🛤 🖬 🛓	NI 🖘 "II 34	% 🔒
Smar	t View		:
Phone	$e \rightarrow Other device$	23	()
	a device below to mir or play content.	ror your phone's	£<
	Crys n nick bed Google Cast	room TV	•
	Hopper with Sli Play content	ng(Family Ro	0
	Hopper with Sli	ng(Master Be	
	Hopper with Sli	ng(Living Roc)
Ď	[TV] Samsung 6 Mirror screen	ö Series (-
Other	device \rightarrow Phone		

For connections using a computer go to Control Panel \rightarrow Device Manager \rightarrow Add a Device \rightarrow Bluetooth \rightarrow Other video device and select the SmartTV or Chromecast. Then allow the device permission to connect to your TV:

	Connecting to your device X	
-e Second	Add a device	
© Home Find a setting P	Add a device Make sure your device is turned on and discoverable. Select a device below to connect.	Turn on Bluetooth even faster To turn Bluetooth on or off without opening Settings, open action center and select the Bluetooth
Devices	(TV) Samsung 6 Series (75) Connecting	kon
Buetooth & other devices	Follow any instructions on your device.	Related settings
B Printers & scanners		Devices and printers
Mouse		Sound.settings
E Touchpad		Display settings
III Typing		More Bluetooth options
J. Pen & Windows Ink		Send or receive files via Bluetooth
		Have a question?
() AutoPlay		Fixing Bluetooth connections
ĝ usa		Sharing files over Biomosth
	Cancel	Renatating Bluetooth drivers.
	CHSONE42CAD (WorkForce 545) Driver is unavailable	Get help

Overview of Zoom Interface

Zoom like other graphical user interfaces (GUI) expects users to learn by trial and error. They expect your device to work and if it doesn't they expect you to click around changing this and that until you reach an outcome that satisfies your objective (to take one of our fantastic classes in this case). So, here are a few tips to help if you encounter trouble:



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- In mobile phone apps, the gear (such as ⁽²⁾) or a `...' or a ` [!]' means settings, use these if something is not cooperating.



Many options are for computer nerds or advanced users (not that either of those type of people are bad (if you are one of those people, call me, let's do lunch and a stretch – Nick (()), for a TEY class you may need Video or Audio Settings updated.

🗘 General	
	Start Zoom when I start Windows
🛄 Video	When closed, minimize window to the notification area instead of the task based of task based of the task based of the task based of task based of the task based of task based of tasks basks based of task
Audio	Use dual monitors
	Enter full screen automatically when starting or joining a meeting
Share Screen	 Automatically copy invite link once the meeting starts
Chat	Ask me to confirm when I leave a meeting
	Show my connected time
Virtual Background	Remind me 5
Recording	Stop my video and audio when my display is off or screen saver begins
Profile	Reaction Skin Tone
Statistics	👍 👍 🎪 🎪 🌰
Keyboard Shortcuts	

Here are the video recommended settings (default). The only one you may need to change is the Camera if you are plugging in a separate a USB plug-in camera and a built-in webcam:



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Camera:	HP HD Camera V
	🔿 16:9 (Widescreen) 🧿 Original Ratio
My Video:	Enable HD
	O Mirror my video
	C Touch up my appearance
Meetings:	Always display participant names on their video
	Turn off my video when joining meeting
	Always show video preview dialog when joining a video meeting
	🕑 Hide non-video participants
	Advanced
	Figure 11 - Recommended Video settings

Here are the audio recommended settings (default). The only one you may need to change is the Audio Output if you are plugging in a separate USB plug-in speaker instead of internal computer audio:

Speaker	Test Speaker	Speakers (Conexant ISST Audio)	
	Output Level:		
	Volume:	d0	4)
Microphone	Test Mic	Internal Microphone (Conexant IS	2
	Input Level:		
	Volume:	4 	a ()
		Automatically adjust volume	
Use separate	audio device to pla	y ringtone simultaneously	
🕗 Automatically	/ join audio by comp	uter when joining a meeting	
Mute my mic	rophone when joinin	g a meeting	
Press and ho	ld SPACE key to tem	porarily unmute yourself	
Sync buttons			



Phones are pretty smart, so they are fairly well suited for handling and working with Zoom. Here are the audio and video recommended settings (default) from a phone:



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< Mee	eting Sett	ৰণ কালা ৪১% ∎ ings
Auto-Connect to	o Audio	Use Internet >
Always Mute M	y Micropho	one
Always mute my mi	crophone whe	en joining a meeting
Always Turn Of	f My Video	\bigcirc
Always turn off my	video when jo	ining a meeting
Mirror My Video	þ	
Always Show V	ideo Previe	ew 🜔
Always show video video meeting	preview dialo	g when joining a
Show Non-Vide	o Participa	ants 🚺
See the avatar of no view	on-video partic	cipants in gallery
Show Name whe	en Participa	ants Join
Show participant na	imes as thev i	oin the meeting
111	0	<

Figure 13 - Recommended Phone settings



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Figure 14 – Downloading to Apple devices



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REVISION HISTORY

Revision Date	Description of Change	Author
June 10, 2020 (Rev. 1.0)	■ Initial release	NWS
June 28, 2020 (V1.01)	Added Chromecast instructions.	NWS



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