



SILVER FIT INSTRUCTOR ADMINISTRATION

Silver Fit Work Number: 065 935 1106

Silver Fit Email: info@silverfit.co.za

Emergency changes:

If you are sick or have an issue getting to class (in person or online) on the day of the class, please call (not WhatsApp) the work number – 065 935 1106.

If it is an after hours emergency you may call Kim on 074 124 7654.

Silver Fit Overview:

- All members are on a monthly subscription, payment can be done by EFT or Payfast.
- It is critical they are signed into every class.
- If they want to stop or pause membership – it must be done via the website and they need to give 1 months notice.
- Anyone doing a class (trial or member) must sign the online registration form. If they do not want to do that they are not allowed to participate.

Classes:

- The website is your schedule, any changes to the classes will be reflected on the website.
- You may not change classes days/times, if you would like to do so, please contact info@silverfit.co.za about doing so.
- Every class you need to log in all the members who attend. You can view all your classes and the current members in your class. When they arrive for class, you tick the name to sign them in, or search via their first name (case sensitive) and click the plus button.
- If you do not find them on the database it means they are not members and have just walked in. Please ensure they register before partaking.

In Person Classes:

Instructor must have:

- 70% alcohol spray sanitiser for members
- Surface sanitiser and cloth for chairs
- Instructor facemask (with no branding on)
- 3 disposable masks in case a members breaks etc.

Reimbursement for PPE can be sent to: accounts@silverfit.co.za

During Class:

- Set up chairs with distancing (2m) depending on the number of members booked. Sanitise chairs and any other surfaces
- When the members arrive, greet at the door and refuse entry if no mask or no booking.
- Spray their hands with sanitiser and show them to their space.

At the end of class, members to leave swiftly. Instructor to sanitise and pack away chairs, leaving the venue as found.

Online Classes:

- The instructor is responsible for starting and ending the meeting.
- Classes need to be opened 15 minutes before the class starts.
- At the time of the class:
 1. Spotlight yourself
 2. Mute all participants
 3. Explain to the class that once it has begun, they will need to unmute and talk if they need any assistance
- Silver Fit Website:
 1. Sign in
 2. Double check names and add any couples sharing a screen
 3. Click save

Login Details

8am:

Login: info@silverfit.co.za / Silverfit1!

<https://us02web.zoom.us/j/86584987185?pwd=YnE2SjllMnhNeWNCWlJKdEITN0NSdz09>

ID: 865 8498 7185

Passcode: united60

9am:

Login: bookings@silverfit.co.za / Silverfit1!

<https://us02web.zoom.us/j/84778778124?pwd=TytaZVVuVUdYcDdGNjRQWGIDQVNrdz09>

ID: 847 7877 8124

Passcode: united60

10am:

Login: info@silverfit.co.za / Silverfit1!

<https://us02web.zoom.us/j/82956607042?pwd=TDNIN0lhMTRoazBOODIQOUhJQTJoZz09>

ID: 829 5660 7042

Passcode: united60

17.30pm:

Login: bookings@silverfit.co.za / Silverfit1!

<https://us02web.zoom.us/j/88970167591?pwd=NUppqVFOY3pFOFkvY3VyUFprbk9Pdz09>

ID: 889 7016 7591

Passcode: united60

New Members:

- All potential members get a 7 day free trial. You need to check your register and screen any trials before class that day.
- With a new person at the class, remember to welcome them and introduce yourself. Check if they are on your schedule. If not, add manually, if not there, ask them to sit and watch and complete the website registration - www.silverfit.co.za/register

Member Information:

To access a members details, simply click on their name in your class.

Instructor Remuneration:

- Payment for instructors is done in arrears at by the 25th of the month.
- Payment cycle is 21st to 20th of the month and is done according to your profile.
- For any account queries please email accounts@silverfit.co.za

For anything not covered above, please feel free to email info@silverfit.co.za