

VENUESERVE FITNESS USER GUIDE

HOW TO ADD A LIVE STREAM SCHEDULE

1. On your dashboard navigate to TV Schedules.
2. You will be presented with details of your schedules. A schedule is a set of regular workouts that you will be live streaming. You can also schedule one off events or workouts as well.
3. Click Add New Schedule to create a new workout schedule for your members. Here you can select the Live Stream channel you will be using to stream the workout. The date that this schedule will start, and then options to repeat this schedule on those days you require. If it is a one off workout or event then do not select any of the Repeat On options.
4. In the Programme 1 area you can details of the workout you are scheduling. Enter start and end time, this will denote where it appears on the scheduling diary. Give it a title, subtitle (which could be the name of the instructor) and in the content provide a brief description of the workout. The content box is a text only box but you can add HTML if required, so for example you might want to add a link to your live stream page and you would use the following code:

```
<a href="/live/live-stream-one/">Live stream one</a>
```

This will link to live stream one, for live stream two or three, simply change the wording to reflect the different option.

5. The information in the content field will be visible in the pop up modal that appears on the website when you click a particular workout on the calendar. When you have completed entering all the information, click Publish to save the schedule which will now appear on the Live Stream schedule on the website.
6. To delete a schedule, go to the list of schedules and hover on the name you want to remove and click Bin to delete.