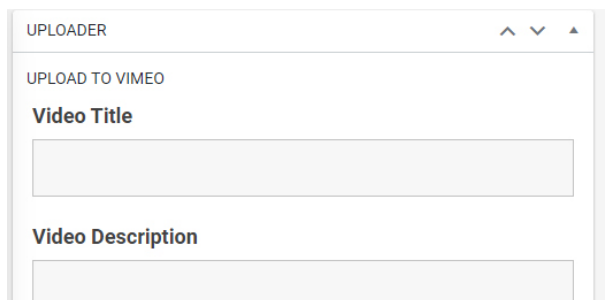


VENUESERVE FITNESS USER GUIDE

HOW TO UPLOAD VIDEOS TO THE PLATFORM

Log into the platform using your details, then, once on the dashboard, scroll down the page until you see 'Uploader'. Here you will be prompted to enter a video title and description.

We would advise having a naming convention for your content so it's easier to locate specific videos within your library. For example, you could include the type of workout within the video, the instructor and then the date.



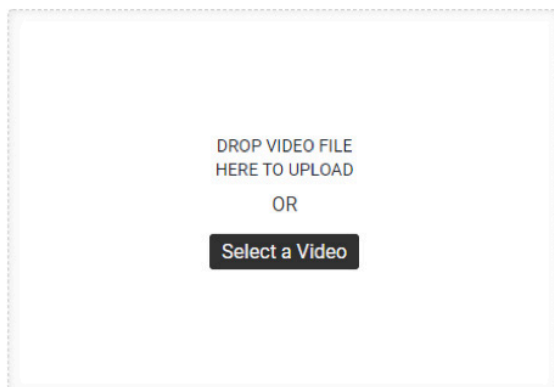
The screenshot shows a form titled 'UPLOADER' with a close button. Below the title is the section 'UPLOAD TO VIMEO'. It contains two input fields: 'Video Title' and 'Video Description'.

You will then need to upload the video file using the dropzone. Please do not try to upload videos larger than 500mb.

Video Dropzone

Please compress your videos before uploading, we would recommend file sizes of no more than 500MB.

The uploader will accept much larger files but the upload time increases dramatically above 500MB, most browsers limit uploads to a maximum of between 2-4GB

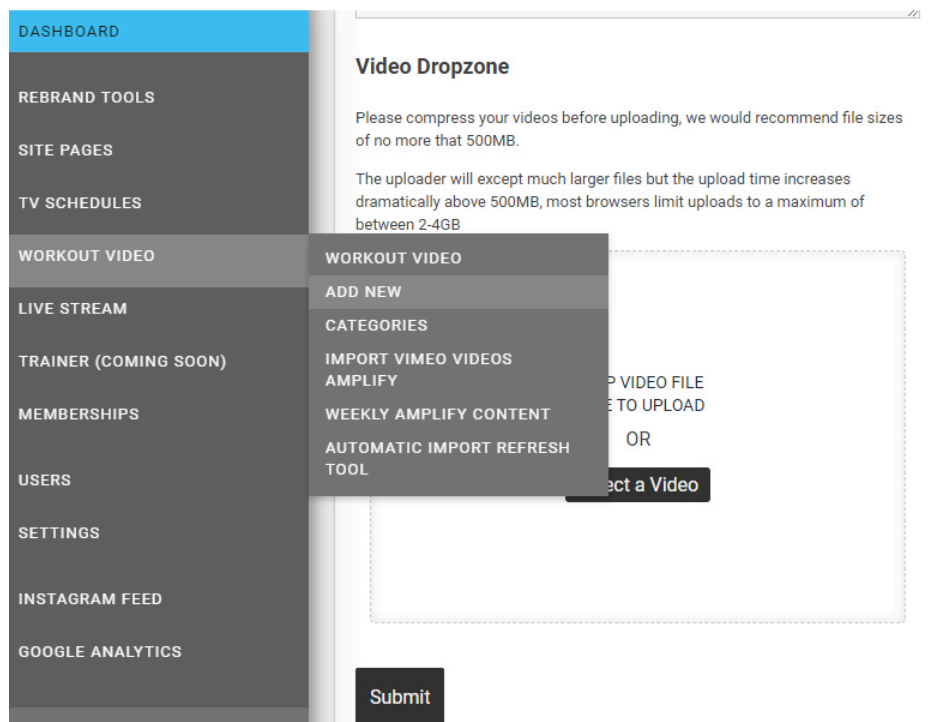


The screenshot shows a large dashed border area representing a dropzone. Inside the dropzone, the text reads 'DROP VIDEO FILE HERE TO UPLOAD' followed by 'OR' and a button labeled 'Select a Video'.

Submit

Uploading the video to the platform will not mean that your video is visible to the public – it is now being hosted by Vimeo ready for you to create a page for the video to sit on, on the customer facing website.

You will then need to scroll down the left-hand menu to 'Workout Video', hover on the menu until a sub menu appears and click on 'Add New'.



You will then be taken to a new form that creates a page for your video.

- **Title** – this is the name of the video and will appear in the browser tab of the specific workout page. Once you have filled in this field it will automatically create a permalink which is the URL to your workout page. You can edit this to ensure it is unique.
- **Page title** – this title appears in the banner area of the workout video, and also the block immediately beneath the video thumbnail in the category listing
- **Page link name** – this needs to be copied from the last part of the permalink and needs to be the same
- **Is this live stream?** – Yes or no
- **Video thumbnail** – a thumbnail is created dynamically when you upload a video or live stream a video which can be selected from your Media Library by clicking Add Image. You can add your own thumbnail which should be 320px x 180px by uploading to your Media Library and then selecting.
- **Page Subtitle** – appears beneath the title in the banner area of the workout video and also below the thumbnail in the category section

- Video reference** – this is the unique ID for the video that you want to associate with your workout. You can find this by clicking on the Add Video Shortcode which brings up the list of videos in your library. You can search for the video that you require and then copy the Video ID (a unique digit code for the video) and paste it into Video reference field.

Playlist settings

Theme: Default theme

Playlist location: bottom right left

Aspect: 4.3

Width: 640 px | Height: 360px

Volume: 25 number between 0 (mute) and 100 (max)

Title: will display title on video

Author: will display author name on video

Image: will display author image on video

Loop: will automatically play next video when current playing video ends

[INSERT PLAYLIST](#)

Create from categories

Select some categories to display videos from. Categories can be added by clicking 'Add category to shortcode' button above the posts table.

Videos selected in playlist

No videos selected

To create a playlist check some videos from the list on the right.

Videos | Posts

Vimeo Video categories: Most recent videos Filter Add category to shortcode

343 items 1 of 18

<input type="checkbox"/>	Title	Video ID	Duration	Category	Date
<input type="checkbox"/>	test	466539761	00:06	—	2020/10/09 Published
<input type="checkbox"/>	The Thames Club Live Stream One	466134037	00:00	—	2020/10/08 Published
<input type="checkbox"/>	The Thames Club Live Stream One	466128604	00:00	—	2020/10/08 Published
<input type="checkbox"/>	The Thames Club Live Stream One	463103827	00:00	—	2020/09/29 Published
<input type="checkbox"/>	Body Pump with Michelle 2	431459679	36:53	—	2020/09/25 Published
<input type="checkbox"/>	Mobility with Lewis	435650256	08:20	—	2020/09/25 Published
<input type="checkbox"/>	Amy HIIT	440943331	43:00	—	2020/09/25 Published
<input type="checkbox"/>	Sophie HIIT	440954180	20:32	—	2020/09/25 Published
<input type="checkbox"/>	Cerl Low impact HIIT	442644653	21:34	—	2020/09/25 Published
<input type="checkbox"/>	Body Conditioning	442346204	00:00	—	2020/09/25 Published

- **Video duration** - manually enter the length of the video
- **Video difficulty** - select from the dropdown options
- **Description** - add some information about the video. You can include images and links to downloadable content.
- **Calorie value** - enter a range
- **Body focus** - select from the dropdown options
- **Items needed** - enter a list of the items needs for the workout. This appears to the right of the video information on the website.
- **Hide Trainers Bio** - select whether you wish to include a bio about the instructor / trainer. If you are going to show details about the trainer / instructor, please complete the fields about the trainer.
- **Trainer name** - enter the name of the instructor
- **Trainer profile image** - select an image of the instructor which should be 70px x 70px
- **Trainer bio** - add information about your instructor
- **Categories** - check the boxes where you want this video to appear otherwise it will not be visible on the website.

The image shows a portion of a web form. At the top right is a blue button labeled 'PUBLISH'. Below it is a section titled 'CATEGORIES' with a dropdown arrow. Underneath, there are two tabs: 'All Categories' and 'Most Used'. A list of categories is shown with checkboxes next to them:

- Dance
- Featured
- HIIT
- Holistic
- Induction & training tips
- Live stream
- Low Impact
- Nutrition & Education
- Pilates

Once you have completed the form, scroll back to the top of the page, assign the relevant categories to your video, and publish.