

Step-by-Step Guide to Register & Join Virtual WebEx Group Fitness Classes Powered by OhioHealth

Registering for the Virtual WebEx Class(es)

1. Click on the link in the group fitness schedule for the class you would like to register for. *Note:* Registering once for a class registers you for the entire quarter. You must register for every class series you want to take throughout the week.
2. You will be re-directed to the registration page. Here you will enter your First Name, Last Name, Work Email, Employer, Participant ID #, and Work Location. Submit your registration by clicking on the *Register* button on the bottom right hand side of the screen.
3. Once completed, you will receive a registration confirmation email from messenger@webex.com with instructions, the link to join the class and the link to add the class series to your Outlook calendar.

Joining the Virtual WebEx Class & Adding the Class to Your Calendar

1. Check your email for your registration confirmation from messenger@webex.com for the class series you registered for. The email will be similar to the example below:

Your registration for the following training session is accepted:

This is a multiple session course. You must attend all sessions to complete this course.

Topic: Yoga for Grounding

Host: Sarah Bedell

Date: Every Monday, from Monday, January 4, 2021 to Monday, March 29, 2021

Time: 12:15 pm, Eastern Standard Time (New York, GMT-05:00)

Registration ID: 782098

Session number: 173 077 2242

Session password: Wellness

To join the training session

1. Go to <https://ohmeetings.webex.com/ohmeetings/k2/j.php?MTID=tb064977c1371ed7de0a27814ebb45>
2. Enter your name and email address (or registration ID).
3. Enter the session password: Wellness
4. Click "Join Now".
5. Follow the instructions that appear on your screen.

To view in other time zones or languages, please click the link

<https://ohmeetings.webex.com/ohmeetings/k2/j.php?MTID=t90cb9948f10509d08071554eb98ff7cd>

For assistance

You can contact Sarah Bedell at:
sarah.bedell@ohiohealth.com

Can't join the training session?

<https://collaborationhelp.cisco.com/article/qg8vzfb>

To add this session to your calendar program (for example Microsoft Outlook), click this link:
<https://ohmeetings.webex.com/ohmeetings/k2/j.php?MTID=t2b076fb439982bb588af0117d591>

2. Within this email you can join the class by clicking on 'join link' highlighted in green above. **Save this link, you will use it to join the class throughout the entire quarter.** You can add the class series to your calendar by clicking the link highlighted in yellow above.



- When you are ready to join the class, click on the join link in the registration email (be sure to save this email!) or join through the link in your calendar invite, if you added the class to your calendar. Both links will lead you to the Join Now landing page, as you can see in the example below. Classes are opened 5 minutes prior to start time. Next click "Join Now."

Session Information: Kickboxing

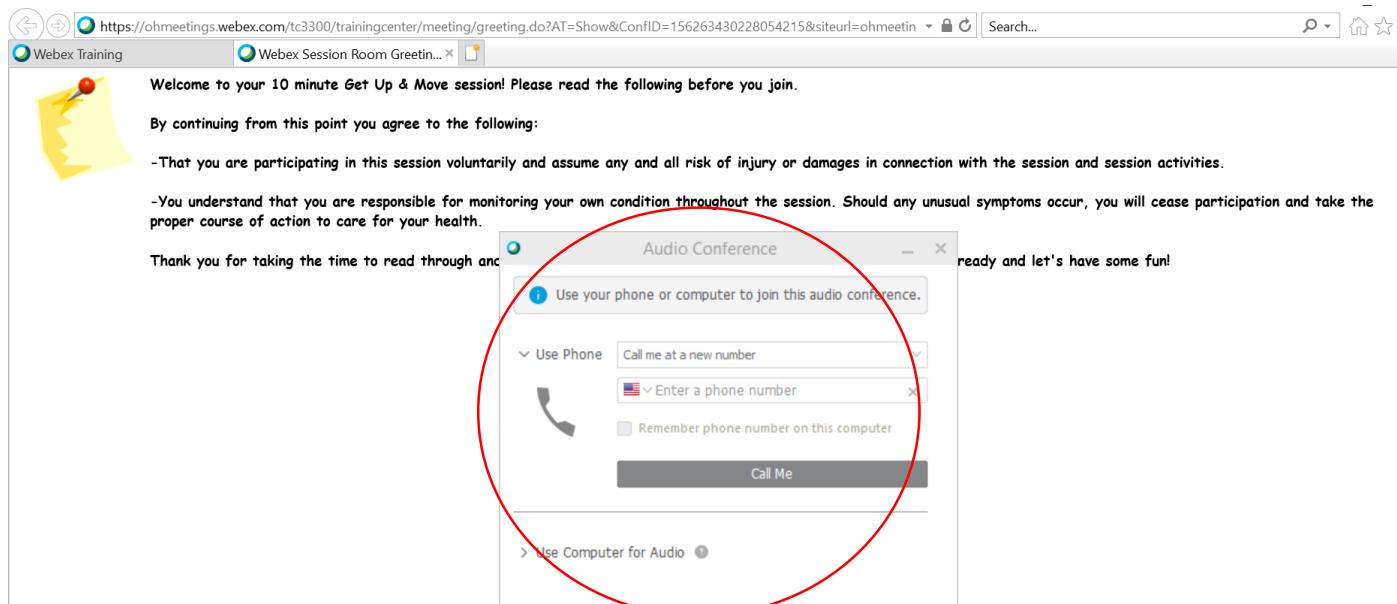
You are currently registered for the session.

Session status: Not Started (Registration)
Session dates:
 Session 1: Monday, January 4, 2021
 Session 2: Monday, January 11, 2021
 Session 3: Monday, January 18, 2021
 Session 4: Monday, January 25, 2021
 Session 5: Monday, February 1, 2021
 Session 6: Monday, February 8, 2021
 Session 7: Monday, February 15, 2021
 Session 8: Monday, February 22, 2021
 Session 9: Monday, March 1, 2021
 Session 10: Monday, March 8, 2021
 Session 11: Monday, March 15, 2021
 Session 12: Monday, March 22, 2021
 Session 13: Monday, March 29, 2021
Total sessions: 13
Starting time: 4:00 pm, Eastern Standard Time (New York, GMT-05:00)
Duration: 30 minutes
Presenters: Amanda Reynolds
Description:

Join Session Now
 You cannot join the training session now because it has not started.
 Registration ID: 755760
 Session password: *****

[Join by browser NEW!](#)
 If you are the host, [start your session](#).
 *Please see your registration confirmation for the registration ID and session password. If you lost your registration ID, [click here](#) to have it sent to you again.

- Once you join the class you will see an initial greeting message with information to read prior to joining the class. Additionally, a pop-up will appear that will give you two options for connecting audio: you can select WebEx to call you by entering in your phone number OR you can select to use your computer for audio.



Welcome to your 10 minute Get Up & Move session! Please read the following before you join.

By continuing from this point you agree to the following:

- That you are participating in this session voluntarily and assume any and all risk of injury or damages in connection with the session and session activities.
- You understand that you are responsible for monitoring your own condition throughout the session. Should any unusual symptoms occur, you will cease participation and take the proper course of action to care for your health.

Thank you for taking the time to read through and

Audio Conference

Use your phone or computer to join this audio conference.

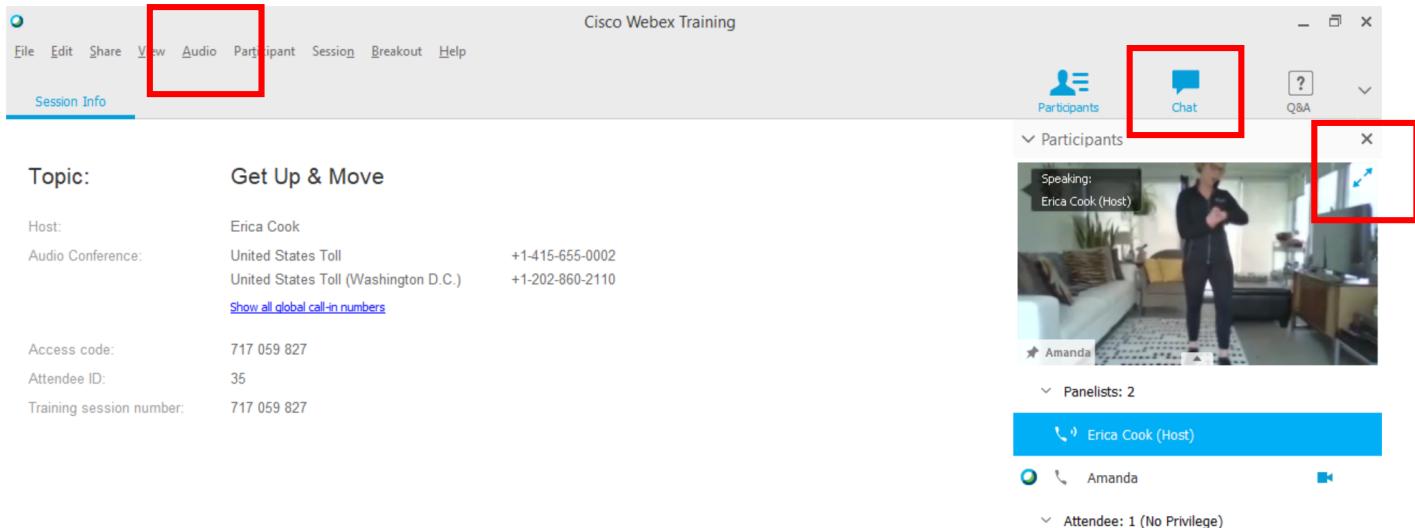
Use Phone

Enter a phone number Remember phone number on this computer

Use Computer for Audio

ready and let's have some fun!

5. Once you are in the class and audio is connected, you will see a screen similar to the one below. You can expand the view of the instructor by clicking on the arrows in the top right hand corner of his/her image. You can also chat the instructor if you have any questions or comments. If you need to switch your audio connection or re-connect, you can find the audio option at the top left hand side of your screen.



Commonly Asked Questions

Is there a deadline to register for classes on the schedule?

No, you can register for any class at any time throughout the quarter!

Can someone else join with my link?

No. Each registration link is associated with a participant's email address.

I didn't receive a registration confirmation email, what do I do?

Check your spam or junk mailbox. If you do not see it, reach out the contacts listed below. It is common for email addresses to be entered incorrectly and you may need to register for the class again.

Can I join a class late?

Yes. Each participant is muted and unable to share camera upon entry, so you will not disrupt the class. If you join late, be sure to complete a proper warm up to avoid injury.

If you are having trouble or need any further assistance please email Erica Cook at Erica.Cook@OhioHealth.com or Sarah Bedell at Sarah.Bedell@OhioHealth.com.