

VIEWING UPCCOMING SUBSTITUTIONS FOR CLASSES YOU ARE COVERING

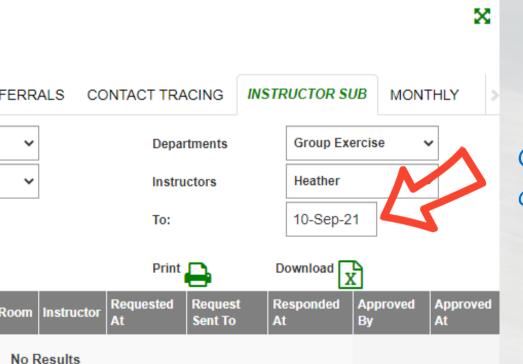
VIEWING YOUR UPCOMING SUBS

Figure 1.2

To view your upcoming classes (ones that YOU cover):

- 1. Go to the web portal for the Mesa Fitness App.
- 2. Click "MANAGE" on the menu
- 3. Use the scroll bar on the top menu to navigate to the right. Figure 1.1
- 4. Select "INSTRUCTOR SUB" Figure 1.2
- 5. Change the date range to your desired search window.

			REPORT	
Figure 1.1			< MBER BOOKING	ORDERS REF
REPORT		×	Locations	All Locations
			Classes	All Classes
< ATTENDANCE	MEMBER BOOKING ORDERS REFERRALS	CONTACT TRACING INSTRUCTOR >	From:	01-Sep-21
Locations	All Locations V Department	ts Group Exercise 🗸		
Classes	All Classes 🗸		Day Time Location	Department Class R
From:	01-Sep-21 To:	10-Sep-21		



Change the date range.



QUESTIONS OR CONCERNS?

Contact your management team for additional information or message Dylan on SLACK.

If you have members having issues booking online or through the app, send them to Dylan at Mesa Fitness Grand Junction or have them email us at dylan@mesafitnessco.com