

INSTRUCTOR SUBSTITUTES

THROUGH THE MESA FITNESS APP.

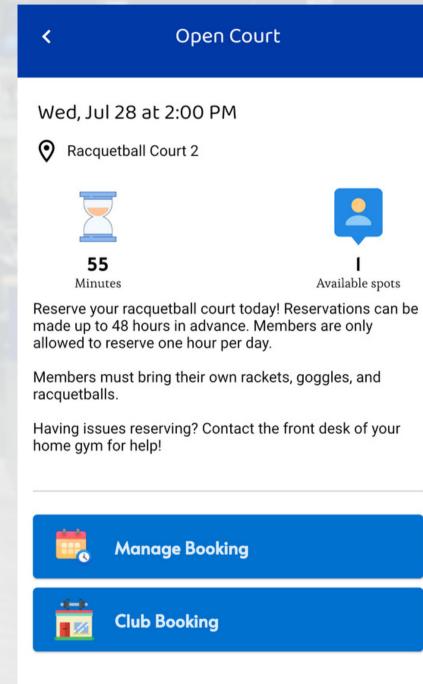


SUBSTITUTES

- 1. Select the calendar tab for the club you're teaching in.
- 2. Select your upcoming class on the calendar
- 3. Select the "NEED SUBSTITUTE" button

Once a sub is requested, the director of your club and all available instructors (instructors registered to teach your class) will be notified via notification on the app and email for sub.

It is also recommended to request a sub through our SLACK channels for Group Fitness.



NEED SUBSTITUTION





SUBSTITUTES

After another instructor(s) has chosen to take the class, the director of the club will approve a sub for that class.

Both instructors should receive a notification through the app following approval of the sub.

If the sub is not approved before class and the sub still takes over, please notify your director to change it on the calendar for payroll purposes. One this chance has been made by your director, class counts can be entered.

If it is not changed, the sub will not be paid for the class.



QUESTIONS OR CONCERNS?

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

FITNESS

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