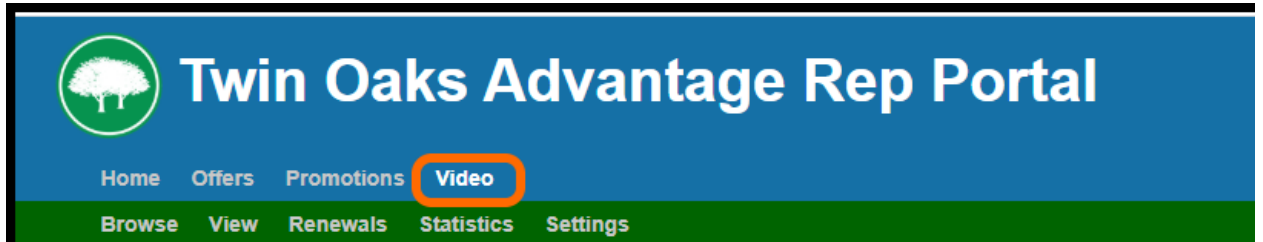


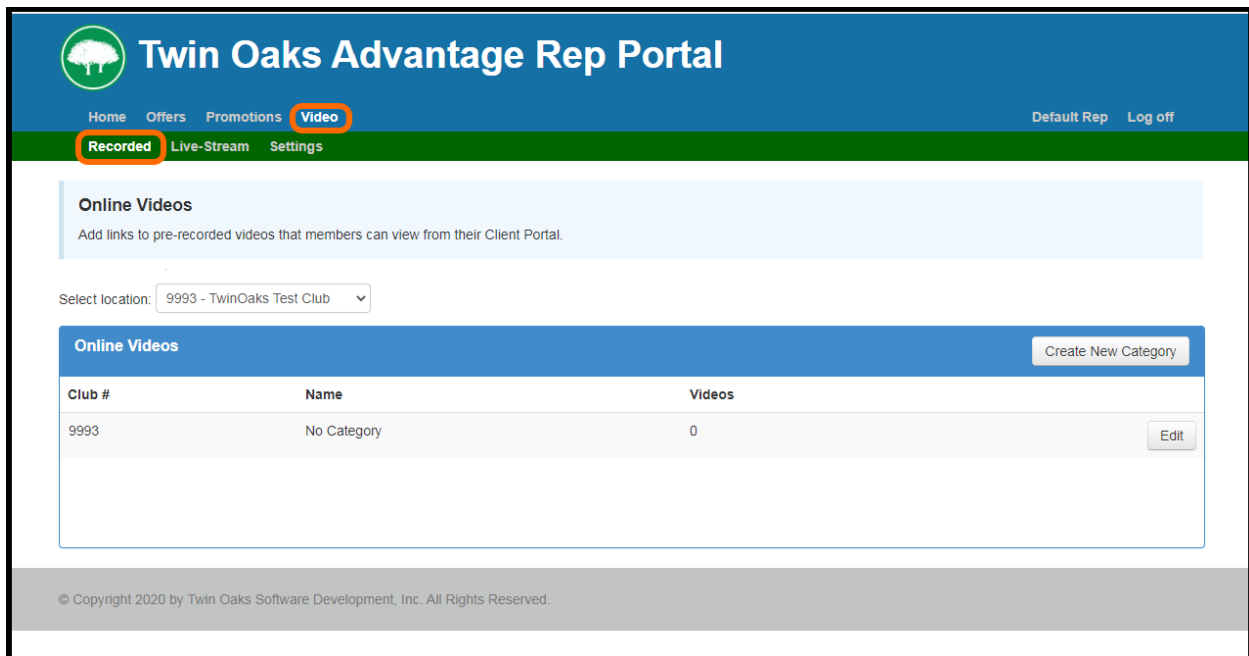
This document will explain how to set up pre-recorded videos so they can be accessed from the Member Portal and will explain where/how the videos will appear in the Member Portal.

How to set up pre-recorded videos to be accessible from the Member Portal:

1. First, you must log into the Twin Oaks Rep Portal (mytwin Oaks.com/reps) and select the 'Video' option from the navigation bar depicted below:



2. Once the 'Video' option has been selected, the 'Recorded' sub-option will load by default. This screen contains an "Online Videos" browse where you can add different video categories enabling you to categorize each of your different types of videos. This screen is depicted below:



- The "Online Videos" browse features a 'Create New Category' button located at the top right of the browse. Selecting this button will bring you to the Category Edit screen where you may enter the name and description of your new category. Videos pertinent to your category can also be added from this screen. The Category Edit screen is depicted below:

Twin Oaks Advantage Rep Portal

Home Offers Promotions Video Default Rep Log off

Name

Description

Videos		
Name	Added/Changed	Views
Please save this new category before adding videos.		

[Save](#)

- You must save the newly entered category using the 'Save' button located at the bottom of the screen before you are able to add videos to that category. When 'Save' is selected, the screen will refresh to make the "Videos" browse accessible:

Twin Oaks Advantage Rep Portal

Home Offers Promotions Video Default Rep Log off

Category Changes Saved.

Yoga

Name

Description

Videos		
Name	Added/Changed	Views
+		

[Save](#)

[Back to Categories](#)

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5. Once the category is saved, you may add videos to your category by using the '+' button located in the bottom left corner of the "Videos" browse. When the '+' button is selected, a Video Edit form will appear which will allow you to enter the Name, Description, Link URL, and Additional Info for your video. The Video Edit form is depicted below:

Video [x]

Name
Yoga for Beginners

Description
Yoga for Beginners Description

Link URL
https://healthclubsoftware.com/

Additional Info
Yoga for Beginners Additional Info

Close Save

6. When entering the information for your video, be sure that you enter the exact website (Link URL) for the video that you would like to add. The best way to do this is to copy the link of the video directly from the web browser and paste it into the Link URL field. Once you have entered all of the necessary information, select the 'Save' option on the Video edit form. This will add the video to the "Videos" browse on the Category Edit Screen. You'll notice that you have 'Edit', 'Move', and 'Delete' options for that video. The 'Edit' option will load the Video edit form for that video and you may make any changes to the video from there. The 'Move' option will allow you to move the video to a different category or to the 'No Category' section. The 'Delete' option will remove the video entirely. This is an example of what the Edit Category screen will look like after we've added a video:

Twin Oaks Advantage Rep Portal

Home Offers Promotions Video Default Rep Log off

Category Changes Saved

Yoga

Name
Yoga

Description
Yoga Description

Name	Added/Changed	Views	
Yoga for Beginners	06/02/2020	0	Edit Move Delete

+

7. Once you are finished adding your videos, be sure to save the category. You may then use the 'Back to Categories' link (located underneath the 'Save' button) to navigate back to the "Online Videos" browse. You should see your newly added category appear in the browse, along with a count of how many videos are in that category. You'll notice that you have 'Edit' and 'Delete' options for each category with the exception of 'No Category' which only features the 'Edit' option – the 'No Category' section cannot be deleted. When selected, the 'Edit' option will load the Category Edit form for the corresponding category. The 'Delete' option will delete the category. If you choose to delete the category without deleting any of the videos within that category, the videos from the deleted category will be moved under the 'No Category' listing. Here is what the "Online Videos" browse will look like after adding a couple of categories:

The screenshot shows the 'Twin Oaks Advantage Rep Portal' interface. The top navigation bar includes 'Home', 'Offers', 'Promotions', and 'Video' (highlighted). Below this is a secondary bar with 'Recorded', 'Live-Stream', and 'Settings' (with 'Recorded' highlighted). The main content area is titled 'Online Videos' and includes a description: 'Add links to pre-recorded videos that members can view from their Client Portal.' A dropdown menu shows 'Select location: 9993 - TwinOaks Test Club'. Below this is a table of video categories with a 'Create New Category' button. The table has columns for 'Club #', 'Name', and 'Videos'. The rows are:

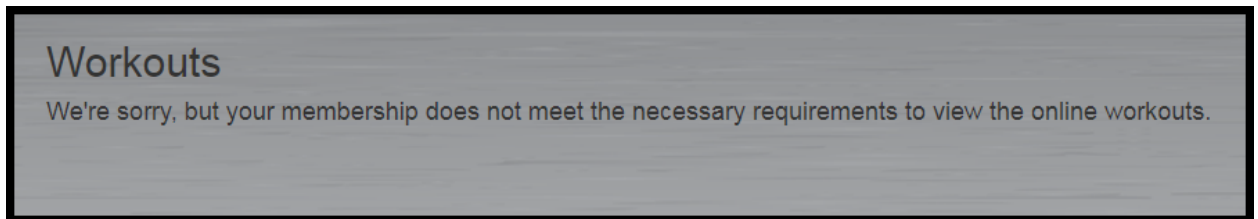
Club #	Name	Videos	Buttons
9993	No Category	2	Edit
9993	Cardio	2	Edit Delete
9993	Yoga	2	Edit Delete

At the bottom, there is a copyright notice: '© Copyright 2020 by Twin Oaks Software Development, Inc. All Rights Reserved.'

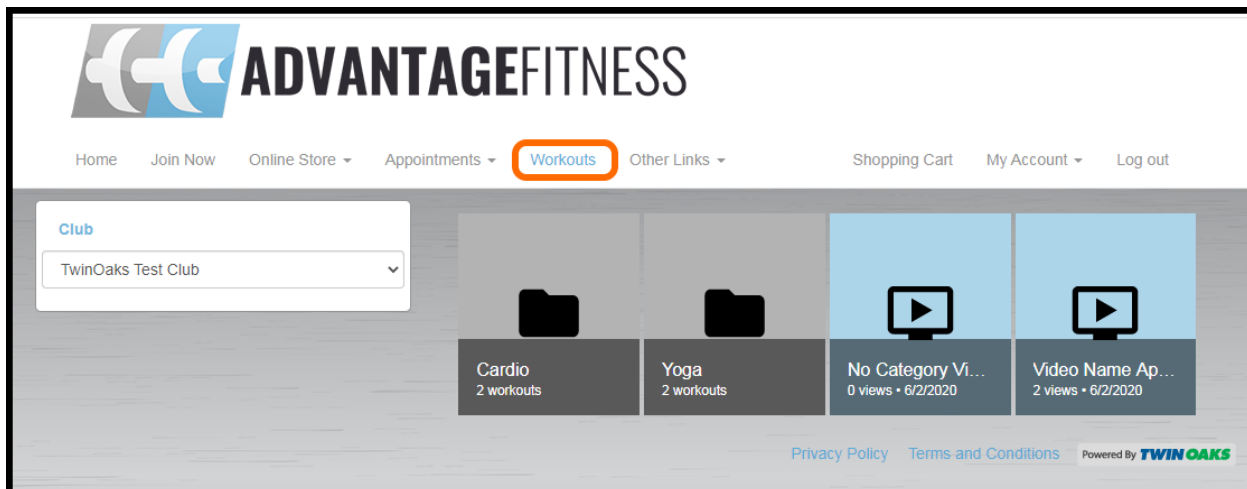
Once you have completed the setup, your videos will be available on the member portal.

How members Can Access Your Saved Videos In The Member Portal:

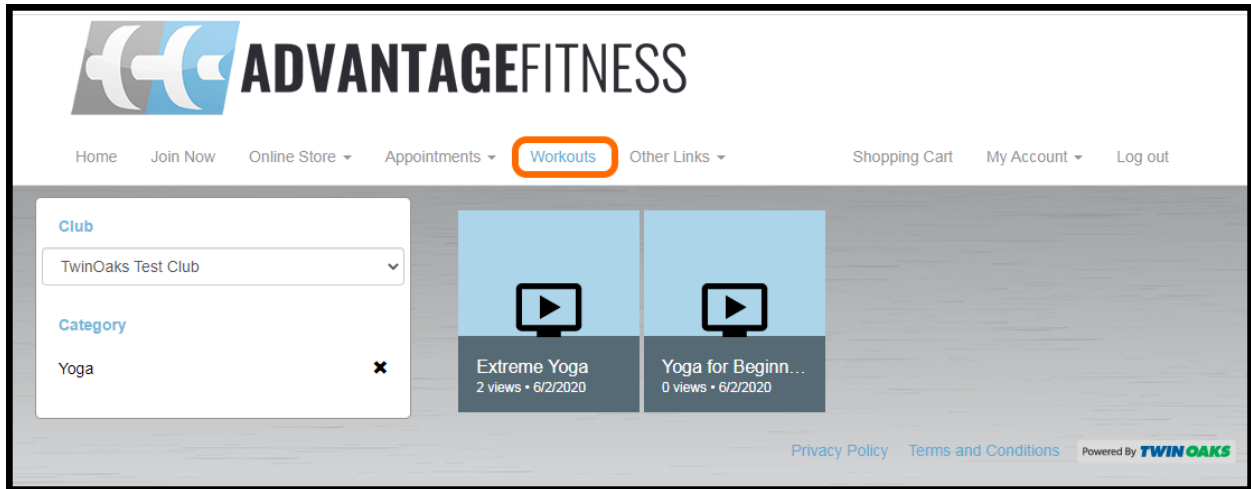
- The Member Portal will now feature a 'Workouts' option located in the navigation bar at the top of the screen. As long as the membership is active (i.e. the member is not a prospect and is not canceled or expired), they will be able to access the videos from the 'Workouts' tab.
- If a member's membership is not active and the member selects the 'Workouts' tab, the following message will load:



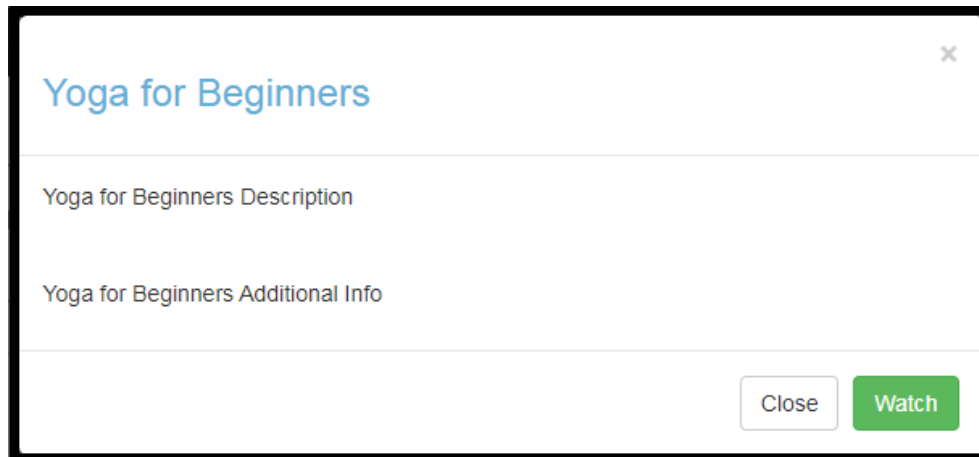
- Selecting the 'Workouts' tab will load a club filter and will display folders for each category for the selected club. 'No Category' videos will also be displayed here since they do not belong to any category. The category folders will display the category name along with a count of the videos in that category. The videos will display the video name, the date added/changed, and a count of how many times that video was viewed through the Member Portal. An example of this is depicted below:



- Selecting one of the category folders will update the filter section on the left to include a 'Category' filter indicating to the member which category is selected. The video listing will also update to display all of the videos within the selected category. This can be seen below:



- When the member selects a video, a window will appear displaying the corresponding video information. The video name, description, and the additional info will be displayed in this window, but the Link URL will not be displayed. The member can click the Watch button, which will load the video using the Link URL. The video will open in a new browser tab. This window is depicted below:



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