SOP For Trainers

1. Search for https://momence.com/sign-in on your web browser, either on your phone or on your tablet/laptop
2. Use your Physique 57 Email address and your password to sign in. You will have received an email from 'Momence' with a link to set your password.
3. Once you've signed in, you will see a tab on the left labelled *'Classes'*
4. Under *'Classes'*, click into *'Schedule'*
5. You can now see all the classes you are scheduled to teach.
6. Flip the toggles at the top of the Schedule to view your daily, weekly & monthly schedules.
7. You can also use the 'Filter' tab to only look at classes for a specific location (Kemps or Colaba)
8. Before your class starts, click on the class to open up your sign up sheet
9. You will now be able to view all clients who are booked into your class as well as their medical history/pre or post natal status and fitness goals. Hover over any of the tags to get further info.
10. For new clients, you will see a 'New' tag next to their name.
11. At the end of your class, you will need to toggle the tab on the left of the client's name to check them into class.
12. **Please make sure you don't forget to check clients in as this will affect your class attendance metrics.**