

This document will explain how to set up your pre-recorded videos so they can be accessed from the Client Portal.

## How to set up pre-recorded videos to be accessible from the Client Portal

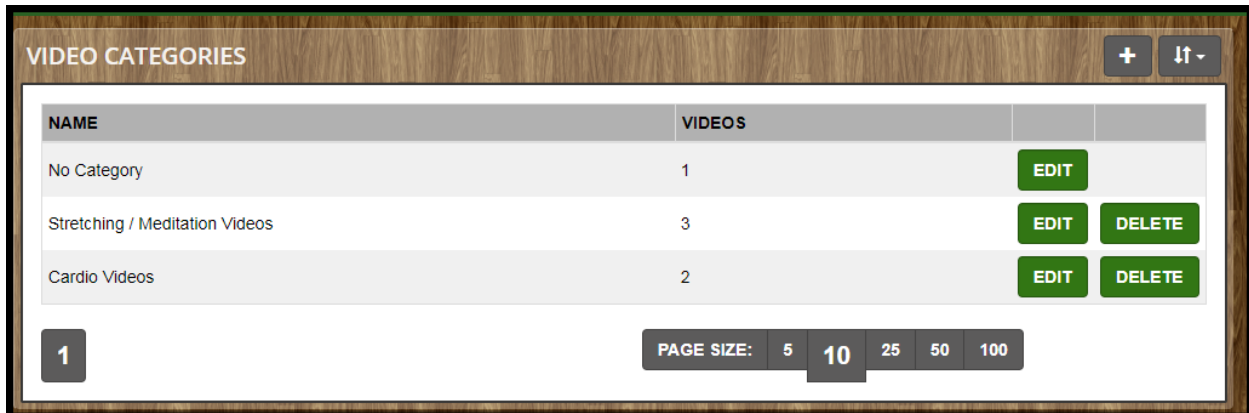
1. First, you must have the 'Edit Video Settings' Rep right enabled for the desired location. This is located in the Configuration section of the 'Rights' tab in Rep edit. (Click on Configuration, then reps , select the configuration option under the list of rights.)
2. Once the 'Edit Video Settings' Rep right is enabled, navigate to the Configuration Tab, Settings option. Click on the Client Portal Settings on the left hand side and select the 'Video Settings' option.

The screenshot displays the software interface. At the top, a navigation bar includes 'Dev Club 5', 'Home', 'Desk', 'CRM', 'Office', 'Accounting', 'Billing', 'Reports', 'Configuration', 'Utilities', and 'Environment'. Below this is a menu with icons for 'SETTINGS', 'CONTRACTS', 'REPS', 'CHARGE CODES', 'POS SETUP', 'DAILY', and 'MONTHLY'. The 'Configuration' tab is selected, and the 'SETTINGS' icon is highlighted. The main content area is titled 'Program Settings' and features a search bar and a list of settings categories. The 'Client Portal Settings' category is expanded, and 'Video Settings' is highlighted. To the right, the 'VIDEO CATEGORIES' section shows a table with the following entries:

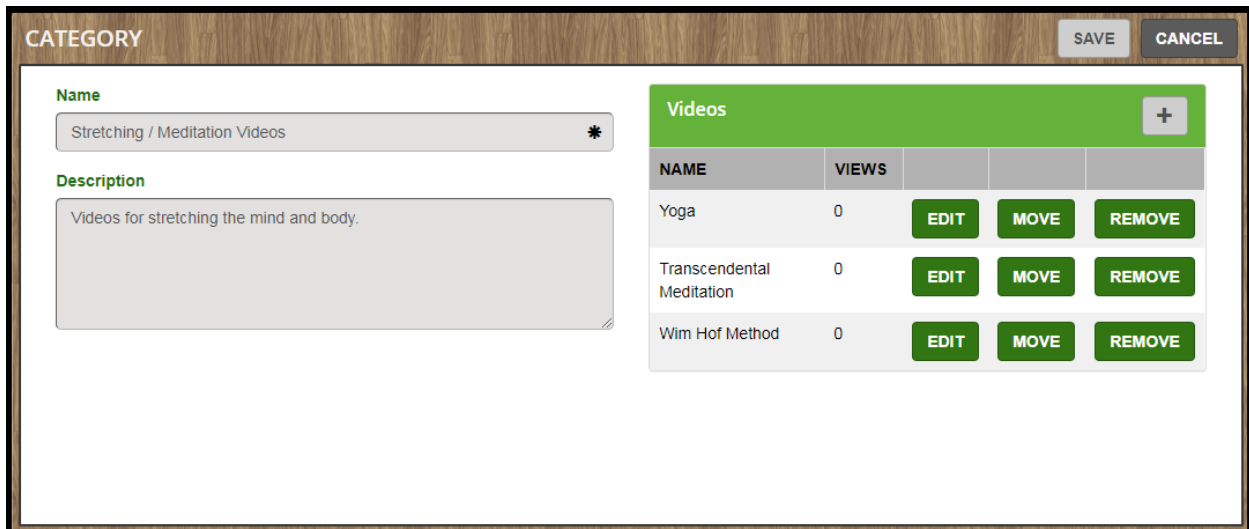
NAME
No Category
Stretching / Meditation Videos
Cardio Videos

A small box with the number '1' is visible at the bottom left of the video categories section.

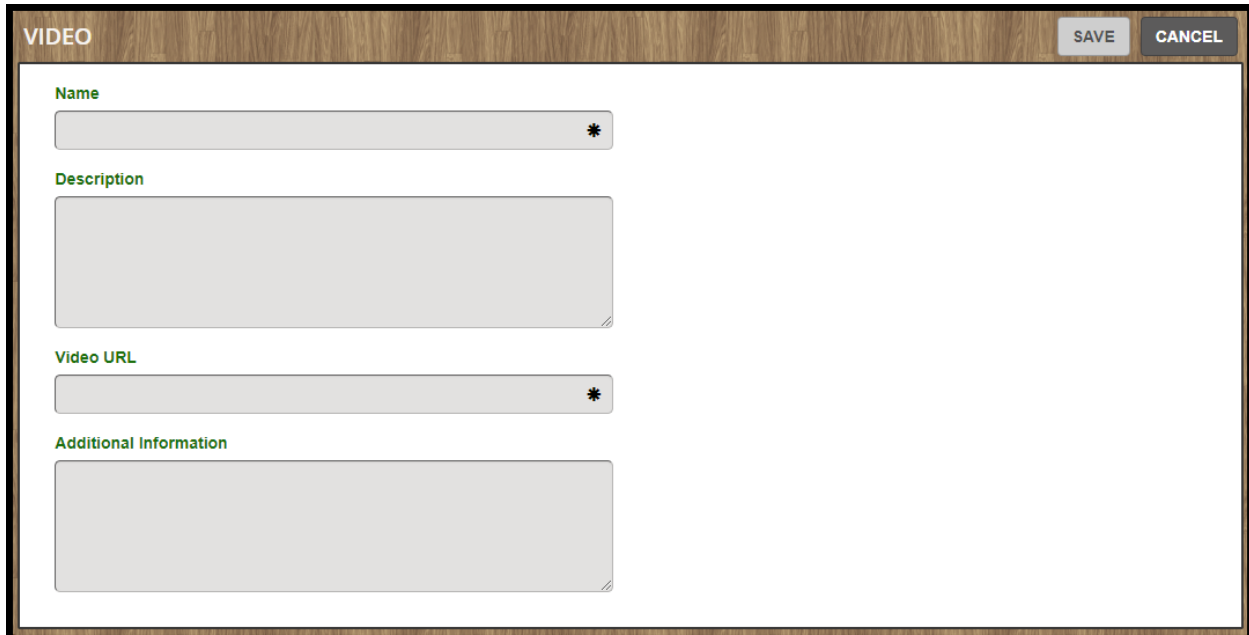
3. This will load the “Video Categories” browse where you can add new video categories or edit/delete existing categories. To add a category, select the ‘+’ button located at the top right of the “Video Categories” browse. Click the ‘Edit’ button to edit the category . The ‘Delete’ button will delete the category, any videos within the category you are deleting will be moved to the ‘No Category’ section. Below is the browse screen.



4. When adding/editing a category, the system will load the Category Edit screen where you may enter/change the name and description of your category. The “Videos” browse option on this screen has the options to added/edited/moved/removed videos from the category. The ‘+’ button allows you to add a video. The ‘Edit’ button allows you to edit the video information. The ‘Move’ button allows you to move the video to another category. The ‘Remove’ button will remove the video entirely. The Category Edit screen is depicted below:



5. When adding a video, an edit window will appear which will allow you to enter the Name, Description, Video URL, and additional Information for your video.



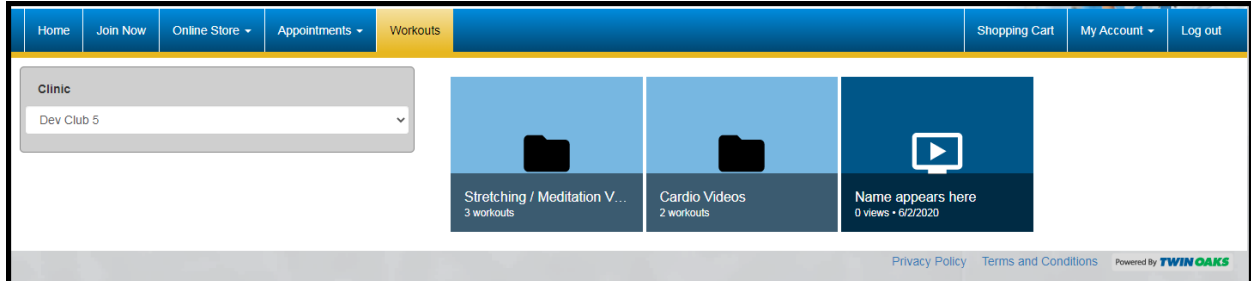
The image shows a screenshot of a web form titled "VIDEO" with a wood-grain header. In the top right corner of the header are two buttons: "SAVE" and "CANCEL". The form contains four input fields, each with a green label and a small asterisk icon indicating a required field:

- Name:** A single-line text input field.
- Description:** A multi-line text area.
- Video URL:** A single-line text input field.
- Additional Information:** A multi-line text area.

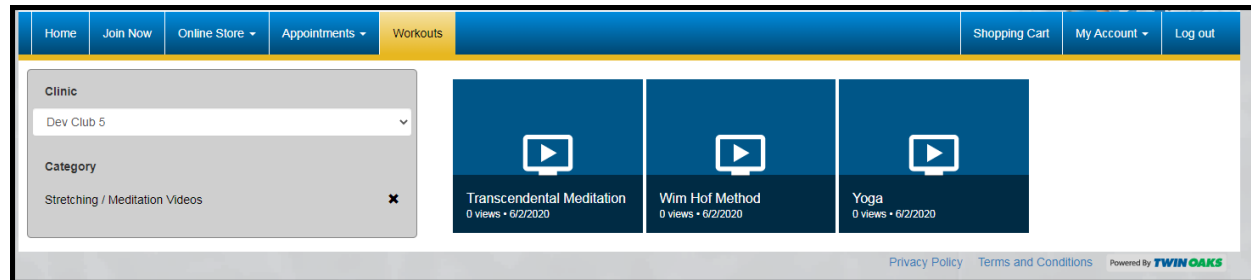
6. When entering the information for your video, be sure that you enter the exact website (Video URL) for the video that you would like to add. The best way to do this is to copy the link of the video directly from the web browser and paste it into the Video URL field. Once you have entered all of the 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.
7. Once you are finished adding/editing your videos, be sure to save the category.

## How Clients Can Access Your Videos In The Client Portal:

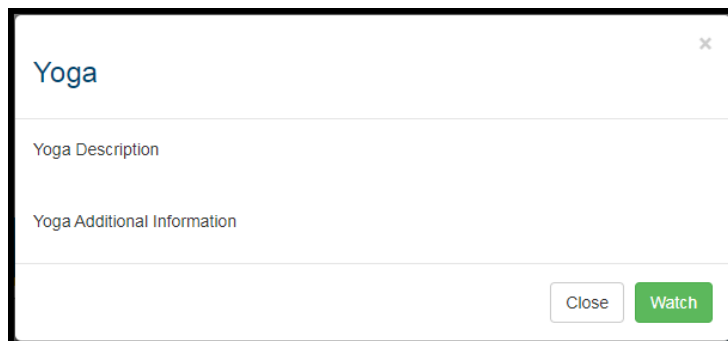
Once the setup of your videos is complete the client will see a 'Workouts' option located in the navigation bar at the top of the screen client portal screen. As long as the membership is active, the client will be able to access the videos from the 'Workouts' tab. Selecting the 'Workouts' tab will load 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 Client Portal.



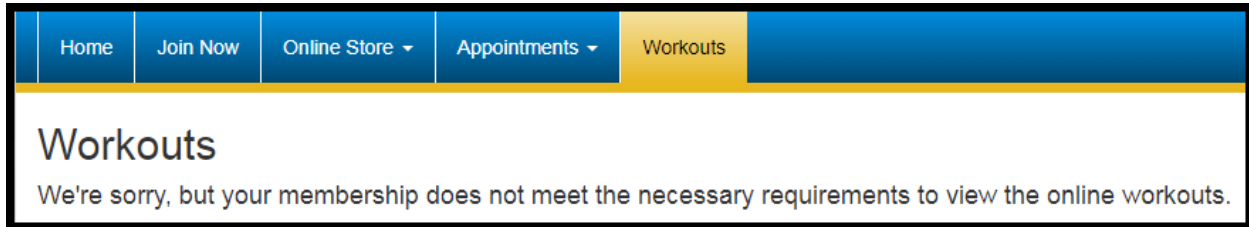
When the client clicks on one of the category folders a filter section will show on the left to include a 'Category' filter indicating to the client which category is selected. The video listing will also update to display all of the videos within the selected category.



When the client selects a video, a window will appear displaying the corresponding video information which was entered in the Video Edit form when setting up the video in the Rep Portal. The video name, description, and the additional info will be displayed in this window, but the Video URL will not be displayed. This window features a 'Watch' button, which will load the video using the Video URL. The video will open in a new browser tab.



If a client's membership is not active and the client selects the 'Workouts' tab, the following message will load:



The image shows a screenshot of a website's navigation bar and a message box. The navigation bar is a horizontal strip with a blue background and white text. It contains five items: 'Home', 'Join Now', 'Online Store' with a downward arrow, 'Appointments' with a downward arrow, and 'Workouts'. The 'Workouts' item is highlighted with a yellow background. Below the navigation bar is a white message box with a black border. The message box contains the heading 'Workouts' in a large, bold, black font, followed by the text 'We're sorry, but your membership does not meet the necessary requirements to view the online workouts.' in a smaller, black font.

Home	Join Now	Online Store ▾	Appointments ▾	Workouts
------	----------	----------------	----------------	----------

**Workouts**  
We're sorry, but your membership does not meet the necessary requirements to view the online workouts.