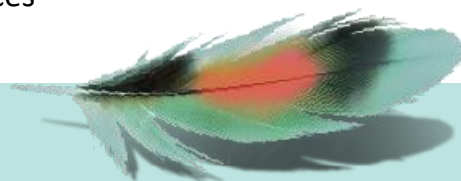


RISE TEACHER QUICKSTART GUIDE

1. In a web browser on your laptop or computer go to **app.myriselife.com**
 - After this initial setup you will be able to do everything from the mobile app
 - PRO TIP: Check out some existing Teacher Profiles before starting to get some ideas for yours
2. Click on **Profile** on the top menu, select **Want to become a teacher**
3. Complete the Teacher Form (2 min)
 - Enter your contact details, information about your qualifications and/or certifications and insurance (recommended for all activities but not required) (Click next after each screen)
 - Check the box confirming we can contact you, click to **Submit** your application
 - You will see a confirmation message in a blue bar at the top of the screen
 - A red alert will be visible on the **Notification Bell** at the top right of the screen confirming your submission
4. Once your Application has been approved
 - An email notification confirming your approval will be sent and a red alert will be visible on the **Notification Bell**
 - **You must LOGOUT** of your active session and log back in again to activate your teacher account (To Logout go to **Profile** - bottom of the left menu)
 - You will have teacher permissions within the app which opens up an additional set of features to you
 - You can now complete setting up your teacher profile and create your first class
5. Select **View & Edit your Profile**
 - Upload your main profile headshot image (if you hadn't already)
 - Add 5 images (note: high resolution landscape photos are optimal)
 - the circles indicate when saving is in progress
 - to remove any images you don't want, click on the trash can icon
 - Add a **Social Media Link** (visit your social media profile on the web, copy the URL from the browser bar and paste eg. <https://www.instagram.com/yourinstahere/>)
 - Be sure to click **Save** when you update your profile – a message confirming your profile has been updated will appear in a blue bar across the top of the screen
6. In **Profile**, select **How others see my profile**
 - This is a preview of how people will see your profile and any classes you create
 - Check the photos you've added to ensure they completely fill the available space (if not, choose images alternatives that are landscape orientation)
7. Complete the **Payout Preferences** set up
 - In **Profile**, select **Payments**, then select **Payout Preferences**
 - Stripe is the payment gateway that stores your information to make payments (the payor account name is Root to Rise, PBC – the parent company of RISE)
 - Enter your account number and routing number or debit card
 - Once complete you will be redirected to the Payout Preferences screen with your details reflected there



8. Before you create your first class, select a space or add a new space of your own
 - In **Explore**, select the **Spaces** tab
 - Public spaces must be approved by an admin and once approved will be accessible to any teacher and will be discoverable by all. You will not be able to edit the details of a public space. NOTE: you will be responsible for any relevant permits that may be required.
 - Some non-public spaces are made available in the app – if you choose to use one of these you will have to confirm use of the space for your intended date/time by contacting the owner of the space listed on the space profile. Do this before you can create your class.
 - To set up your own private space select **Add Space** in the top right
 - Private spaces you add are only visible to you and attendees of your classes
 - All your private spaces can be viewed in **My Spaces** on your **Profile**
9. Create **New Class** and save first **Class Template**
 - Note: Saving Templates is only available on the web app via computer or laptop (not yet available on mobile or tablets)
 - Go to **Classes, List** (select **Add New Class** button on bottom right)
 - Note: To make it easier to create a class in the future be sure to click **Save as template** on the bottom left when creating the class
 - Templates are designed to make creating future classes as easy as possible – you can do this in two places; **Create New Class** or **My Templates** on **Profile** just edit any details, update the date/time and publish
 - Note: Once a first template has been created, you will be able to create classes using this template from the mobile app
 - Select a minimum and maximum number of attendees based on how much you would like to earn and the size of the space
 - Example: You would like to earn \$60, you charge \$20 per person so your minimum would be 3 people but the space can accommodate 10 so that would be your maximum.
 - Remember to factor in space rental costs, travels expenses, and your time when determining your minimum amount you would like to earn
 - Add photo and video
 - Add 5 images (high resolution landscape photos optimal), remember this is where you make your class appealing so make sure to add ALL 5 IMAGES
 - For video content you might have (60-90 second clips), upload it to YouTube and insert the link
 - Select space
 - You may select a private space you've created or any public space
 - Set your preferred cancellation policy (for when your minimum number of students isn't met 12 hours before class start time: Auto-Cancel, Let Me Choose or Still Gonna Happen)
 - Set a price or make your class free - free classes are available to non-profits, for introductory classes or for specific promotional purposes
 - Click Save to Publish your first class
 - To edit a published class, go to **Profile, My Classes** and select the one to edit
 - In the **Class Details** page, select the pencil icon on the right
10. Congratulations! Now easily create your next class from a template or create a new template for a different class.

