

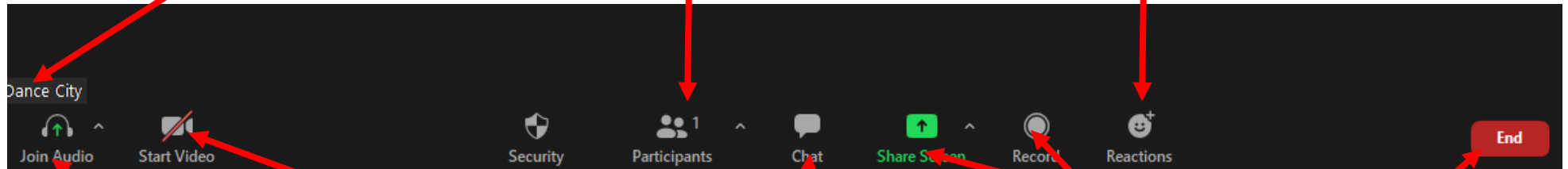
How to take part in a Dance City Zoom Class

Make sure your **Zoom screen name** is the full name of the person taking part in the class. We use it for the register and so that the teacher can talk to you during the class. You can change it by right-clicking the name on the screen and selecting Rename.

At the start of the class the assistant will let you in via a **Waiting Room**. They will do this by checking your name on the register. For this reason tickets should be booked under the full name of the person taking part in the class.

You can use **Reactions** (such as thumbs up) if you like but it's better to give us a real thumbs up on screen if you can!

To view the teacher as your main screen: hover over the teacher video, click their screen and select **Pin Video** from the menu.



You can have your **microphone** on at the beginning and end of the class. We will mute you during the dancing in the middle. Right click this headphones symbol to mute or unmute your microphone

You must **keep your camera on** throughout the class for safety and safeguarding. Turn off any picture backgrounds.

Our assistant checks everyone's screen throughout the class, to make sure that everyone is safe.

Only people who have **booked** will be allowed into the class. If we see any inappropriate behaviour we can remove users from the class at any time. If we see anything that concerns us we will send you a private message and may call you.

Please send us a message on the **chat** if you have any questions. These will be picked up by the assistant to pass on to the teacher. You can leave feedback here too.

You can also use the chat to talk to the teacher if you think they cannot hear you properly.

Class attendees should **not** use the chat feature to speak to each other privately.

The assistant might ask you a question on the chat or make suggestions e.g. if they cannot see or hear you.

Please **do not share your screen or record the class**. These functions on Zoom are not to be used during Dance City classes.

If you do accidentally press one of these please exit it as soon as you can by clicking the 'x' in the corner or clicking **Stop Share**.

If you have to leave the class early, click the red button in the bottom right corner of the screen which says **Leave** or end.

Please let us know if you are leaving because of a problem with the class. You can send us a private message via the **chat** box, or **email** info@dancecity.co.uk

Room to Zoom

Make sure your space is clear so you don't trip over or bump into anything. Keep pets and young children at a safe distance

Position

Make sure we can see your full body, if possible. The teacher needs to see whether you are doing the right moves, and to check you are moving safely

Hydration

Dancing is a great workout! Make sure you have a drink of water ready to keep hydrated during the class

Turn up the volume

Make sure you can see and/or hear the teacher and the music playing.

Let us know if there are any technical problems by typing in the chat.

Dance for Every Body

Please tell us about any ways we can make the class more accessible to you



Look after your body

Please let us know if you have any injuries before the class

All of our classes have a warm up and cool down section to help prevent injuries

Do as much as you feel is right for you. Please stop if you feel any pain or discomfort

What to Wear

Comfortable clothing so you can move around easily. Bare feet, trainers or dance shoes depending on the style of class. Socks are not recommended as they can be too slippery. Home flooring may need extra protection from tap shoes

Tell us what you think

There is time for feedback at the end of the class, and you will receive a feedback survey via email. These are our first online classes ever, and your ideas help us to make them better

Tell Your Friends

If you know someone who would love our classes, tell them how they can take part