YogiSeeds Wellness Hub

A practical guide for every instructor

Use this guide to sign in, find daily tools, teach, check students in and locate reports. The links open the YogiSeeds website; your account determines what you can access.

Prepared: October 26, 2026. Some features are awaiting final checks; see the account handoff section before onboarding another instructor.

Your most useful links

YogiSeeds website

Studio dashboard

Teaching studio and schedule

Member QR scanner

Class recordings

Instructor welcome guide (English / Spanish)

Bookmark the dashboard and scanner. The dashboard links to the other tools.

1. Sign in to the Hub

1. Open the Studio dashboard. If asked, choose **Sign in**.

2. Enter the email address already approved for your instructor account. Follow the sign-in prompts and use the code sent to that email if requested.

3. After signing in, return to the dashboard. Check that it shows your instructor tools. If it says access is required, contact the site administrator rather than using someone else's account.

Your account: Use the individual instructor email approved for you. A different email address does not automatically have instructor access.

2. Save shortcuts on your phone

1. On iPhone or iPad, open the dashboard in Safari, tap **Share**, then **Add to Home Screen**.

2. Repeat for the QR scanner if you use it for class check-in. On Android, open the page in Chrome and use the menu option to add it to the home screen or install it.

3. Get oriented each day

1. Open the dashboard and review today's classes and upcoming online sessions. Dates and times shown for online sessions use Costa Rica time.

2. Use the daily tools to open the teaching studio, private-session requests, recordings, or the public class calendar.

3. To read the existing welcome guide in Spanish, open it and choose **Español**.

4. Prepare and teach a class

Review class > **Open studio** > **Check devices** > **Teach**

1. Open **Teaching studio** from the dashboard. Review the scheduled class, date and time, and available controls.

2. Open the appropriate classroom from the teaching controls. Allow camera and microphone access when prompted, and check the correct camera, microphone and sound before class.

3. Use the on-screen class controls to begin and end the session. If you want a recording, use the available recording controls and check its status before relying on the replay.

Check a new device before teaching, or when camera or sound is not working as expected.

5. Check a student in with a QR code

Choose class > **Scan QR** > **Review** > **Confirm**

1. Open the **Member QR scanner** and sign in with your authorized instructor account in the same browser session.

2. Choose the correct class and date, start the camera and scan the member's QR code. Review the confirmation details before confirming.

3. Confirm the check-in and look for the success message and remaining credits. If the message says **QR already used**, do not attempt to deduct another credit.

4. For a cash walk-in, confirm cash received only after you have actually received the amount shown. If the result is unclear, check attendance before trying again.

6. Find recordings and replays

1. Open **Class recordings** from the dashboard. Use the title/date search and status filter to find a recording.

2. Check whether the recording is saved or needs attention. Use the available preview and publishing controls when appropriate. Replay access follows the eligible attendee and class rules.

Recording management is currently restricted to the founding Head Instructor.

7. Members, admissions and reports

1. For a scheduled online class, open **Student access** on the dashboard, select the class, and enter the student's verified account email if that control is available to your role. Admission does not create a membership or class credits.

2. For reports, The founding Head Instructor can open the founder tools from the dashboard and select the relevant period and report. Available exports include CSV, Excel and PDF.

3. Review calculated instructor shares as reports only. A review or displayed amount does not mean a payout has been sent.

8. Accounts and email

YogiSeeds contact: Contact your designated YogiSeeds administrator for account assistance.

Email and sign-in: Use your own approved email account. Sign in to each service using its own account; never share your sign-in codes.

9. Before welcoming another instructor

The bilingual instructor welcome guide can be shared as an introduction. Each instructor needs their own approved account and only the tools enabled for their role.

Not yet enabled: independent-instructor activation and instructor payouts remain locked while account isolation and provider checks are completed. ONVO production payment and refund verification is pending approval. Apple and Google membership wallet passes are deferred until after launch.

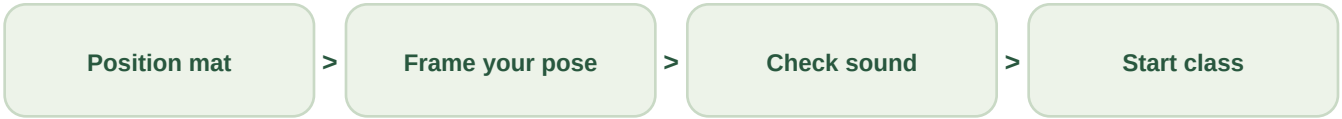
If a tool is missing or an access message appears, note the page and message and contact the site administrator. Do not use another person's account to work around the restriction.

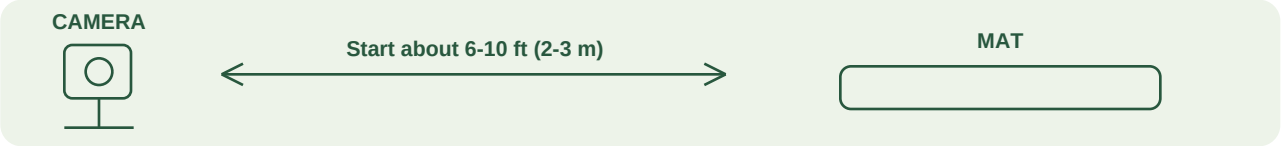
Quick daily checklist

Open dashboard | Confirm class and time | Check camera and sound | Teach | Check in students | Review recording if used

YOUR TEACHING SETUP

A practical starting point for a clear online class





10. Place the camera and mat

1. Place your mat on a stable, uncluttered surface. Set a phone, tablet or laptop on a sturdy stand, with the camera facing the long side of the mat.

2. Start with the camera about 6 to 10 feet (2 to 3 meters) from the mat. This is a starting estimate, not a site requirement; move it until the full mat and your body fit in the preview.

3. Place the camera roughly at waist to chest height and angle it slightly downward. Check yourself standing with arms raised, lying on the mat, and in a wide pose. Leave some space above your hands and around your feet.

4. Put light in front of you or to one side. Avoid a bright window directly behind you. Clear the background and make sure students or private information are not visible without permission.

Sound, power and connection

Use a quiet room and keep the microphone close enough for clear speech. A headset or suitable wireless microphone may help; avoid music that overwhelms your voice. Plug in or fully charge your device, use a stable internet connection, and turn on Do Not Disturb if helpful.

Before the class: open the classroom preview, check the full range of movement, speak and check microphone input, and confirm students can hear when they join. Use a stable stand and keep cables clear of your mat.

11. Schedule a class and enter the online studio

1. Open your **Studio dashboard**, then choose **Teaching studio** or **Class schedule & live studio**. Sign in using your approved account if asked.

2. Choose an existing scheduled class. To schedule a new one where the option is available, enter its title, future start time, duration, attendance group and location; review the details before saving.

3. If you want a replay, select **Prepare a replay for this class** when scheduling. A recording timer is optional; check the displayed start and stop times before saving.

4. At class time, choose **Start class & open studio**, or the available start/open control. Allow browser camera and microphone access if prompted.

5. In the classroom, turn on your class camera and microphone using the on-screen buttons. Confirm you are in the right class and that students can see and hear you. Camera and microphone start off until activated.

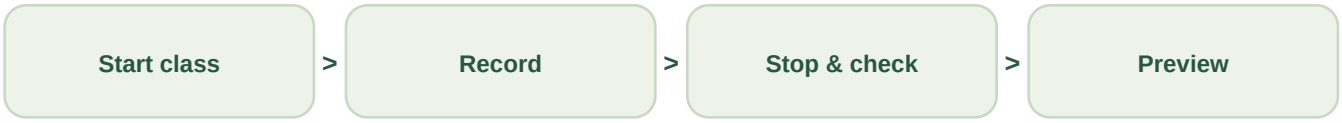
6. When class is over, use the appropriate controls to stop any recording and leave or end the class. Check the resulting status before closing the device.

If a student needs help: ask them to open the Online Studio, sign in with their own account, choose the upcoming class and follow the access prompt. A session ID may be used only when provided for that specific

class; do not place it in this guide.

Online Studio

12. Record, check status and review a replay



1. Open **Class recordings** from your dashboard or Teaching studio. Choose the correct class and check its date and title.

2. When recording is available for your role, start the class and turn on the instructor camera and microphone. Use the recording controls shown for that class. If using a timer, keep the teaching device awake and connected.

3. At the end, select **Stop recording** when using manual controls. Select **Check recording status** and wait for it to finish processing.

4. Find the recording in the list by title or date. Preview it when available and use the displayed publishing controls as appropriate. If it says it needs attention, do not assume the replay is ready; report the message.

The replay is associated with a particular class. Access follows that class and eligible attendee rules. Recording workspace access is currently limited to the founding Head Instructor.

13. Class check-in and walk-ins

1. Open the scanner and check the instructor email displayed at the top. Let the page find the current class; if the schedule changed, use **Scanner tools** to select the correct class.

2. Tap **Start Camera**, scan the member QR and check the member and class. Tap **Confirm Attendance - Use 1 Credit** only when the person is present.

3. Look for **Checked In!** and the remaining credits. If the code was already used, a second scan must not deduct another credit. For an unclear result, check attendance before repeating.

4. For a walk-in, the welcome QR is linked under Scanner tools. Follow the displayed payment/check-in flow; only confirm cash after receiving it.

14. Everyday member questions

Membership and classes: A paid annual Hub membership provides member benefits for its active term. Expired members retain public site and account access but lose Hub benefits until renewal. Class credits and separately paid class/replay access follow their own rules.

My membership card: The member signs in and opens My Account, then My membership card. The card displays membership status and class credits separately. Members should protect their own QR.

My bookings and replay: A student signs in with their own account and opens My Bookings or My Class Replays. A replay appears only when available and the student meets the class-specific access rules.

Member account

My bookings

My class replays

15. Reports and founder tools

1. The founding Head Instructor can open the dashboard and look for **Studio overview**. Choose the reports or membership tool needed, then select a date range.

2. Open the relevant report and use its available CSV, Excel or PDF export. Download and share reports only with someone authorized to see the information.

3. Instructor earnings and settlement reviews are calculations for review, not proof of payment. Automatic instructor transfers are not yet enabled.

16. Troubleshooting

Cannot see the instructor tools? Check the signed-in email, sign out if needed, and sign in with your own approved account. A new email address or forwarded messages do not automatically grant instructor access.

Camera or microphone unavailable? Allow access in Safari or Chrome, close another app using the device, then reopen the classroom. Check that the on-screen camera and microphone are turned on.

Cannot hear the class? Check device volume, audio output and the classroom audio control. If prompted, tap Enable class audio. Ask participants whether their own microphones are on.

Connection interrupted? Check Wi-Fi, reopen the dashboard and rejoin the correct class. Check recording status separately; reconnecting does not by itself confirm a recording completed.

Scanner cannot find a class? Check the date and class. Under Scanner tools, choose today's class only after confirming the member is physically attending. A scan alone does not redeem a credit until confirmed.

Recording not ready? Allow time for processing, use Check recording status, and review any message. Contact the site administrator with the class title, date and error; do not share student details unnecessarily.

Need help? Contact your designated YogiSeeds administrator. Send the page name and a description of the problem. Never send passwords, sign-in codes or a member QR in a support message.

17. Instructor account handoff

For a new instructor: receive your own approved account email privately. The instructor signs in with their own account and receives their own temporary code. Do not copy the founding Head Instructor account, class session IDs, member QR codes or personal codes into another instructor's guide.

Independent-instructor activation remains locked while the required isolation and provider checks are completed. Update this guide when those checks and the actual onboarding process are approved.

REPORTS MADE SIMPLE

What each report tells you and where to find it

Sign in > Choose dates > Load report > Download

18. Sales, attendance and credits

What it shows: paid-order count and gross sales by payment method, recorded refunds, purchased and reversed class credits, attended classes, and operational counts. Test payments are excluded.

Who can use it: The founding Head Instructor, using their verified account.

Open Reports and studio operations

1. Open the link above and sign in. Under **Sales, attendance & credits**, select the first day in **From** and the last day in **Through**.

2. Click **Load report**. Review the paid sales table and the totals beneath it. Gross sales and refunds are shown separately.

3. After the report loads, choose **Download sales CSV**, **Download Excel** or **Download PDF**. If the buttons remain unavailable, wait for the report to finish or reload it.

Choose a format: PDF is easiest to read or share; Excel is useful for working with numbers; CSV is a simple spreadsheet-compatible file. On a phone, open the downloaded file and use the device Share button if you need to send it.

The report may contain sensitive business information. Share it only with an authorized recipient.

19. Membership expirations and client retention

What it shows: memberships expiring within 7 or 60 days, memberships expired in the last 60 days, and existing class-credit information. Renewed memberships and test payments are excluded from the expiration view.

Open Membership retention

1. Sign in as the founding Head Instructor and open the page. Review the three summary boxes, then scroll to **Annual membership expirations** for details.

2. Review **Purchased class packages** for existing credit information. The page states that package expiration dates are not configured; do not assume annual membership expiration removes class credits.

This is an on-screen view. A download option for this particular page was not confirmed, so use the available on-screen information rather than assuming an export button exists.

20. Completed-class earnings and payout reviews

What it shows: completed-class earnings, teaching assignments and payout-review history. Annual Hub fees are excluded from completed-class earnings. Recorded refunds can change the calculation.

Open Instructor operations

1. Sign in with the founding Head Instructor account. Under **Completed-class earnings**, choose **From** and **Through**, then click **Refresh report**.

2. Review the earnings table and the payout-review history below. Recorded reviews can need recalculation and do not mean money has been sent.

The current page provides an on-screen review; a download option for this particular view was not confirmed. Instructor transfers remain locked pending provider and isolation checks.

Which report should I use?

How much did the studio sell? Use Sales, attendance & credits. **Who is due to renew?** Use Membership retention. **What did completed classes earn?** Use Instructor operations.