



## SilverSneakers Pop-ups

### Accepting Work Orders and Tracking Class Attendance

#### STEP 1: Accepting Pending Work Orders

*When you confirm or are assigned a SilverSneakers Pop-up class, you will need to accept a work order in the Instructor Resource Center. Please follow the steps below:*

- **Work Orders MUST be accepted prior to the class/event to ensure that you receive payment!**
- Log onto the Instructor Resource Center (<https://instructor.tivityhealth.com/>).
- Click on "View FLEX Work Order" on the Dashboard of the IRC.
- This will take you to the Schedule section of the IRC, where you will see your class name, description, days and times, as well as your payment and venue information and a calendar view of your class schedule.
- Verify all of the above is correct
- Click on the "**I agree**" button to accept your work order

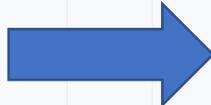
#### STEP 2: Tracking Class Attendance

- Log onto the IRC
- Click on **Contracts** and then click on **Schedule**
- Your class will populate by month on the calendar. Click on the appropriate class name/time.

August (2018)

<Previous Next>

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			<b>1</b> SilverSneakers Classic 1:00 PM City Parc	<b>2</b> SilverSneakers Classic 10:00 AM Crestview Senior Living  SilverSneakers Classic 1:00 PM Gambrell Gardens	<b>3</b>	<b>4</b>
	<b>6</b> SilverSneakers Classic 11:00 AM Halls Ferry Manor	<b>7</b>	<b>8</b> SilverSneakers Classic 1:30 PM Friendship Village Sunset Hills	<b>9</b>	<b>10</b>	<b>11</b>
<b>5</b>						
<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>
<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>



- You will be taken to the Class Details window. Click on the **Class Attendance** box.

**Contracts**

Contracts

**Schedule**

Propose New Class

Reports

< Return to Schedule

Class Details

**SilverSneakers Classic**

Thursday, August 2, 2018 1:00 PM

Being taught by

SUMMERS DIANE

Applicable Members

SilverSneakers and Prime

Registered

7



Track Attendance

Upload Sign-in Sheets

Venue

- You will now be in the **Attendance** window.
  - *Uploading a Sign In Sheet DOES NOT track attendance. You must enter each member individually.*
- Capture attendance as follows:
  - Scroll the the middle of the page
  - Look for **“Add Walk-in Entries”**
  - You can track attendance by entering the **Tivity Health Card** (16 digit member ID) OR by **Member Information** (Name, DOB, Phone Number and Zip Code located on the Sign in Sheet).
  - Make sure to click Submit after each member entry
  - Once you have completed tracking (or entering all the attendee names), you will have to enter a **“Total Attendance Count”**
    - This is a count for ALL Members and Non-Members that attended the Pop-Up event.
    - Enter 0 (ZERO) if no one attended.

tivity HEALTH Instructor Resource Center

Contact Us My Resources

Diane S Log Out

Dashboard Training Contracts Job Board Merchandise

Total Attendance Count: \*

200

Save Count

Add Walk-In Entries

By Tivity Health Card:

Card Number: \*

Add To Roster: \*

Yes

Submit

OR

By Member Information:





- **Sign in Sheets**
  - Upload the Sign in Sheet by clicking on “Upload Sign-In Sheets and following instructions.
- Log out of the IRC upon completion.