



Imperial Society of Teachers of Dancing

Guidance for parents / carers and students wanting to join your online classes using Zoom

Please use the following wording when promoting your classes to students, parents/carers.

To join our classes please follow the next steps:

ONE: Download **ZOOM** app for FREE onto your laptop, tablet or other device. (NB. Smart phones do have small screens and so can prove challenging to follow online classes and pick up the detail).

- You can visit your own App Store, or download through this link [here](#) (choose laptop, or smart phones)
- Once your Zoom account is created, you will receive an email invitation from Zoom. You need to open this email and click '**Activate your Zoom Account**'.
- You then click '**Sign up with a password**', and then enter your **first and last names**.
- Once you have created and confirmed your password, you then need to click '**Continue**'.

TWO: We will send you a link to the classes that we have available – you then book online.

THREE: Once you have booked your class(es) online, you will receive a separate '**Meeting ID and Password**' for each class that you have booked. Only once you have pre-booked the class will you receive the *Meeting ID and Password required for you to log-in and access the class*.

Note: Please log in to the class at least 5 minutes before the class is due to start so that we know you are there and so that you don't miss the beginning, as we will be starting on time.

Note: Make sure you have also cleared the space around you if you have signed up for a practical session, and that you are appropriately dressed and safe to dance.

So, when you receive your '**Meeting ID and Password**' email, and the time to join your class has arrived, you need to click on '**Join**' in the same email.




FOUR: You have now joined the class. However, the following will help you get the best experience:

- select 'Enter Full Screen' (the square icon in the top right-hand-corner of your screen)
- select 'Speaker View'

Please read the following information and conditions before you join / take part in classes:

- You are responsible for ensuring the space you undertaken this online class in is suitable and safe. This includes ensuring the space is a sufficient size to accommodate you moving freely and the space should also be free from obstacles / dangerous items.
- You should not allow your siblings / others to participate alongside you, unless you have at least 2 metres between you, an appropriate space such as a large room / studio, and they are of the appropriate dance level to take part.
- We require you to be warmed up before the dance class, as we always ask of you, and to inform the teacher of any injuries or conditions that they need to be aware of. If this is of a personal nature, you should send an email to the relevant school email address the day before the class.
- We accept no liability for any injuries sustained by those participating in the classes, nor do we accept any liability for damage to personal property caused during the dance classes.
- All under 16s must be supervised during the class by an appropriate adult.

By signing up to take part in these online classes, and in being a part of our dance community, you agree to adhere to the above terms.

Imperial Society of Teachers of Dancing
22/26 Paul Street, London EC2A 4QE
istd.org    @ISTDdance

Registered charity number 250397
© Imperial Society of Teachers of Dancing 2020

