

How to Add, Change or Remove Your Yoga Class

Add a class

Log in to your Yoga Scotland account.

Make sure your profile is set to **Public**. (This is in the Contact and Biographical Information section)

Telephone number is optional.



Nadi Shodana

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Account details (including your password)

Membership information

Contact and Biographical Information

Public profile

MAKE SURE YOUR PROFILE IS SET TO PUBLIC, OR YOUR CLASSES WON'T SHOW.

Telephone number

Website

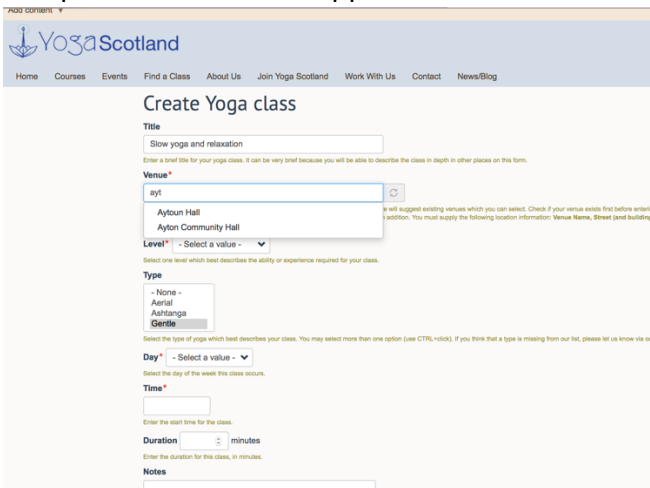
Picture

Qualifications

Go to **Add Content...Yoga Class** (top left of screen)



Complete the form that appears:



Create Yoga class

Title

Venue*

Level*

Type

Day*

Time*

Duration

Notes

Each box has a help statement (green text) to explain how to fill it in. A red asterisk means the box must be completed, but it's worth giving students and potential students as much information as they might need. You can add free text in the Notes box, such as reminders to bring a mat, or saying mats are provided etc.

If you don't take out Yoga Scotland insurance, this is a good place to tell your students about your insurance with a different organisation.

If your venue doesn't appear when you type its name...please contact our website coordinator via the link given, and your venue will be added for you to use.

Make sure that the **Publish** box is ticked at the end. Then click **Save**. Your class will be listed when people search in your area, and also under your name.

Members only
 Occasional
 Term-time only

Tick any of these a

Published

before? Here is some [help](#)

Changing/editing a Class

To edit your existing classes, use the edit links next to the class you want to edit.
To add a new class, either use the 'Add Content' menu in the upper left hand corner of your screen, or you can [Add a new class here](#).
To remove a class, simply unpublish the class. This is safer than deleting in case you want it back.

Nadi Shodana

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Your membership is due for renewal, but first you must complete your CPD records (this is a condition of the Insurance).

Notes: Yoga Scotland's very own test user...let me help you with your profile!

Membership details
Membership number: 608
Membership type: Teacher
Expiry year: 2019
CPD checked: 2018
Magazine by post?:
PDF
Gift Aid: No

Classes offered by this teacher

Day and Time	Class name	Venue
(edit) Sunday 06:00	slow Yoga and relaxation	Ayton Community Hall

edit

Maybe you want to change some of the details in your class? **Log in** and go to **My Account**. (Our test teacher, Nadi Shodana, has made mistakes in the title of her class...capital letters missing)

Click on **(edit)** to the left of the class listing. and make the changes you need on the form.

View Edit

Title

Slow Yoga and Relaxation

Enter a brief title for your yoga class. It can be ve

Click on **Save**.

Classes offered by this teacher

Day and Time	Class name	Venue
(edit) Sunday 06:00	Slow Yoga and Relaxation	Ayton Community Hall

(Looks much better now!)

Removing A Class

Here's how to remove a class from your listing.

Log in and go to **My Account**.

Click on **(edit)** on the left of the listing.

Scroll to the bottom of the screen and **untick the Publish** box.



Click on **Save**.

Om shanti ॐ