

# WholyFitclass.com

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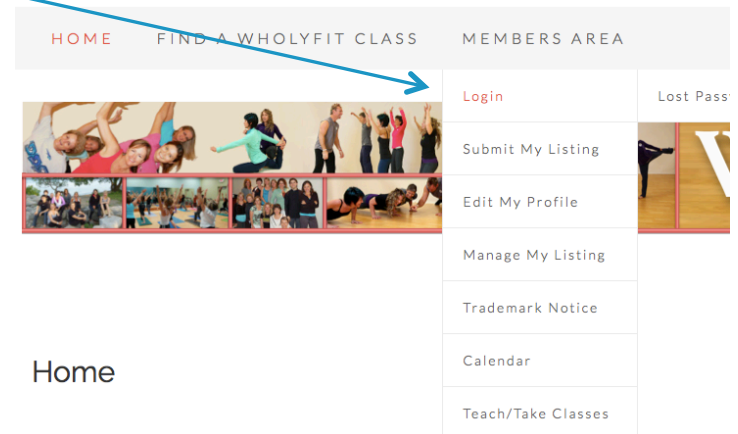


# Instructor Log-in

You have already been registered on WholyFitclass.com and should have received your username and temporary password. Contact [Pam@WholyFit.org](mailto:Pam@WholyFit.org) if you have any questions.

- \* Click on “Log in” in the “Members Area” menu on the [wholyfitclass.com](http://wholyfitclass.com) home page.

WholyFit Class



The screenshot shows the WholyFit Class website interface. At the top, there is a navigation bar with three links: HOME, FIND A WHOLYFIT CLASS, and MEMBERS AREA. Below the navigation bar is a large banner image showing a group of people in a fitness class. To the right of the banner is a vertical menu titled MEMBERS AREA. The menu items are: Login (highlighted with a red arrow), Lost Pass, Submit My Listing, Edit My Profile, Manage My Listing, Trademark Notice, Calendar, and Teach/Take Classes. The word 'Home' is visible at the bottom left of the page.

# Log-in (cont.)

- \* Insert your username and password that was sent to you. Please contact [Pam@wholyfit.org](mailto:Pam@wholyfit.org) if you have not received that information.
- \* Click “Log In”

Login

Username

Password

Remember Me

LOG IN

• [Lost Password](#)

# Change Temporary Password

- \* Click on “Edit My Profile” from “Members Area” to change the temporary password.

The screenshot displays the WholyFit Class website interface. At the top, the text "WholyFit Class" is visible. Below it is a navigation bar with three main sections: "HOME", "FIND A WHOLYFIT CLASS", and "MEMBERS AREA". The "MEMBERS AREA" section is expanded into a dropdown menu. This menu contains several options: "Login", "Submit My Listing", "Edit My Profile", "Manage My Listing", "Trademark Notice", "Calendar", and "Teach/Take Classes". A blue arrow points from the text in the list above to the "Edit My Profile" option in the dropdown menu. To the right of the dropdown menu, a "Lost Pass" link is partially visible. Below the navigation bar, there is a banner image showing a group of people in a fitness class. At the bottom left of the page, the word "Home" is displayed.

# Change Password (cont.)

- \* Type your new password in the “About Yourself” section of the Profile page.
- \* Retype to confirm the new password.
- \* Click “Update Profile”

## About Yourself

### BIOGRAPHICAL INFO

Share a little biographical information to fill out your profile. This may be shown publicly.

### NEW PASSWORD

If you would like to change the password type a new one. Otherwise leave this blank.

Type your new password again.

Strength indicator

Hint: The password should be at least seven characters long. To make it stronger, use upper and lower case letters, numbers and symbols like ! \* ? \$ % ^ & ).

UPDATE PROFILE

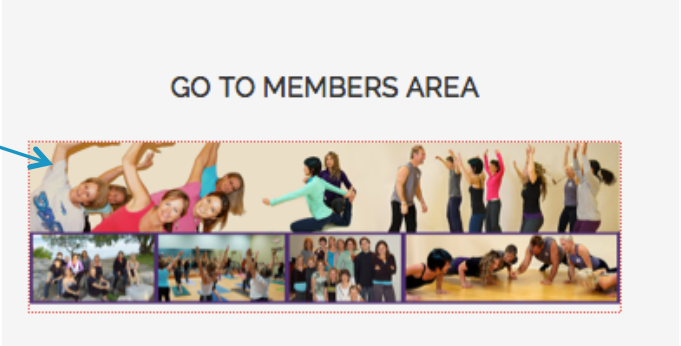
# Members Area

- \* Click on Members Area after you have logged in.
- \* (or) Click on the picture under “Go to Members Area” at bottom left of page.



MEMBERS AREA

Log Out



GO TO MEMBERS AREA

# Members Area (cont.)

- \* Click on “Continue Reading” to see the rest of each article.

Continue Reading

- \* Click on any of the items in the “Categories” list at the right side of the window.

CATEGORIES

Continuing Ed.  
CEC's  
Gold Retreat  
New Routines

- \* Can't find what you are looking for? Type a keyword in Search box at the bottom of the page

SEARCH OUR WEBSITE:

Search this website...

# Submit A Listing

## (Fitness Pros Membership Required)

- \* Click on “Click here to submit a listing” after you have logged in.
- \* (or) Click on “Submit my listing” from the “Members Area” menu at top of window.

### Manage Your Listing

You do not currently have any listings in the directory.

[Return to directory.](#)

[Click here to submit a listing](#)



# Submit A Listing (cont.)

- \* Complete the information that will appear on your webpage.
- \* Be sure to select your State or Province in the Step 1 drop-down list.
- \* Click “Continue” at bottom to complete the next steps.

## Submit A Listing

### 1 - Category Selection

State or Province \*

(Required)

Texas

CONTINUE

# Submit A Listing (cont.)

- \* Click on “Continue” in Step 2  
(Note: you will not be charged \$100 by clicking “continue.”)

## Submit A Listing

### 2 - Fee/Upgrade Selection

	FEE	PRICE	DURATION	IMAGES ALLOWED
<input checked="" type="radio"/>	Certification	\$ 100.00	720 days	10

CONTINUE

# Submit A Listing (cont.)

- \* Insert Information in Step 3 and click “Continue” when complete (\* indicates required fields).
- \* Optional - Add the full link of any other social media platform you use to promote your practice. Example: Twitter, LinkedIn, Pinterest, etc.)
- \* You can also insert address of other business/interest (ie: doTERRA, Mary Kay)

## Submit A Listing

### 3 - Listing Information

\* Indicates required fields.

WholyFit Instructor Name \*

(Required)

Short Profile Description \*

(Required -- Certification/titles, area where you want to offer WholyFit classes - including cities/regions and zip code areas)

(scroll down on page to complete information)

# Submit A Listing (cont.)

- \* Insert photos in Step 4 (optional).
- \* Click “Continue”

## 4 - Listing Images

### Current Images

There are no images currently attached to your listing.

### Upload Images

Drop files here

or

Select images from your hard drive

Image slots available:

10 / 10

Max. file size:

98 MB

CONTINUE

# Submit A Listing (cont.)

- \* Select either PayPal or 2Checkout Pay Option in the drop down list.
- \* Click Continue.

## Submit A Listing

ITEM	AMOUNT
Fee "Certification" for category "Texas" (recurring)	\$ 100.00
<b>TOTAL</b>	<b>\$ 100.00</b>

## Payment Method

-- Select a payment method --

CONTINUE

# Submit A Listing (cont.)

- \* Click on “Subscribe” and complete your payment if you are not already a current Fitness Pro for Christ.
- \* **Note:** If you are a **current** Fitness Pro for Christ and **not due for re-certification renewal**, you will still need to click “Subscribe” and then just close the payment screen. We will make the necessary adjustment to your payment.
- \* You will receive a notice by email when your re-certification subscription renewal is due.

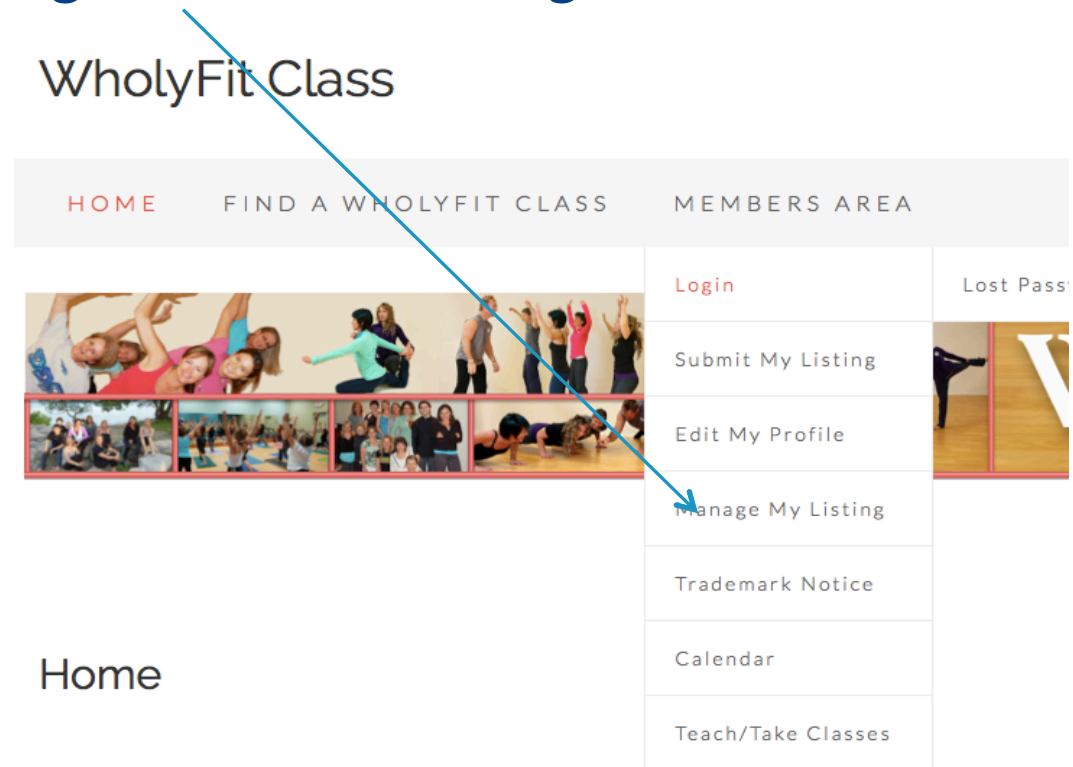
## WholyFit Directory

ITEM	AMOUNT
Fee "Certification" for category "Texas" (recurring)	\$ 100.00
<b>TOTAL</b>	<b>\$ 100.00</b>



# Edit Your Listing

- \* Once your listing has been approved and published, you can edit it by clicking on “Manage Members Listing” under “Members Area”



WholyFit Class

HOME FIND A WHOLYFIT CLASS MEMBERS AREA

Login Lost Pass

Submit My Listing

Edit My Profile

Manage My Listing

Trademark Notice

Calendar

Teach/Take Classes

Home

The screenshot shows the WholyFit Class website interface. At the top, the text 'WholyFit Class' is displayed. Below it is a navigation bar with three main sections: 'HOME', 'FIND A WHOLYFIT CLASS', and 'MEMBERS AREA'. The 'MEMBERS AREA' section is expanded into a vertical dropdown menu. This menu contains several options: 'Login', 'Lost Pass', 'Submit My Listing', 'Edit My Profile', 'Manage My Listing', 'Trademark Notice', 'Calendar', and 'Teach/Take Classes'. A blue arrow points from the text in the list above to the 'Manage My Listing' option in the dropdown menu. Below the navigation bar, there is a row of images showing various fitness classes. At the bottom left of the page, the word 'Home' is visible.

# Edit Your Listing (cont.)

- \* Click on “Edit” to make changes in your Listing.

## Manage Your Listing

Your current listings are shown below. To edit a listing click the edit button. To delete a listing click the delete button.

**WholyFit Instructor Name:** Pam Collins

**State or Province:** Texas, USA

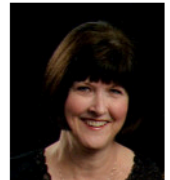
**Short Profile Description:** WholyFit Corporate Manager, Mentor Instructor, Instructor, The Woodlands, Texas, 77380

**Street Address:** WholyFit Ministries, 395 Sawdust Rd. Suite 2155

**City:** The Woodlands

**Postal Code:** 77386

**Country:** USA



VIEW

EDIT

DELETE



# Edit Your Listing (cont.)

- \* Your update is complete and your changes should appear immediately in your listing.

## 3 - Submission Received

Your listing changes were saved.

[Go to your listing](#) | [Return to directory](#).

[\(Edit\)](#)