



Changing Group Fitness Classes for Spin4Kids

General Managers are to complete the following steps if changing any Group Fitness classes on Spin4Kids day. **All steps are to be completed at least 2 weeks in advance of the event.**

Step 1 Notify Group Fitness Instructors of any schedule changes, providing them with at least 2 weeks of notice. We recommend that this notification be completed by way of verbal conversation, whether over the phone or face-to-face, and must be followed up with an email confirming the same information in writing within 24 hours of the verbal conversation, and at least 2 weeks prior to the event.

Step 2 Notify groupfitness@goodlifefitness.com of any scheduled classes to be changed using the Scheduled Change Template on Pulse by Friday November 8th. Click [here](#) to access the template.

Step 3 Post a notice on the Group Fitness board regarding any schedule changes.

Questions? Contact groupfitness@goodlifefitness.com