



Northwest Florida
Area Agency on Aging, Inc.

*"Improving the quality of life for elders"
since 1979*

Department of
ELDER AFFAIRS
STATE OF FLORIDA



How to Book a GetSetUp Class

How to Book a GetSetUp Class

Step 1



Go to www.getsetup.io/partner/nwflorida

Step 2

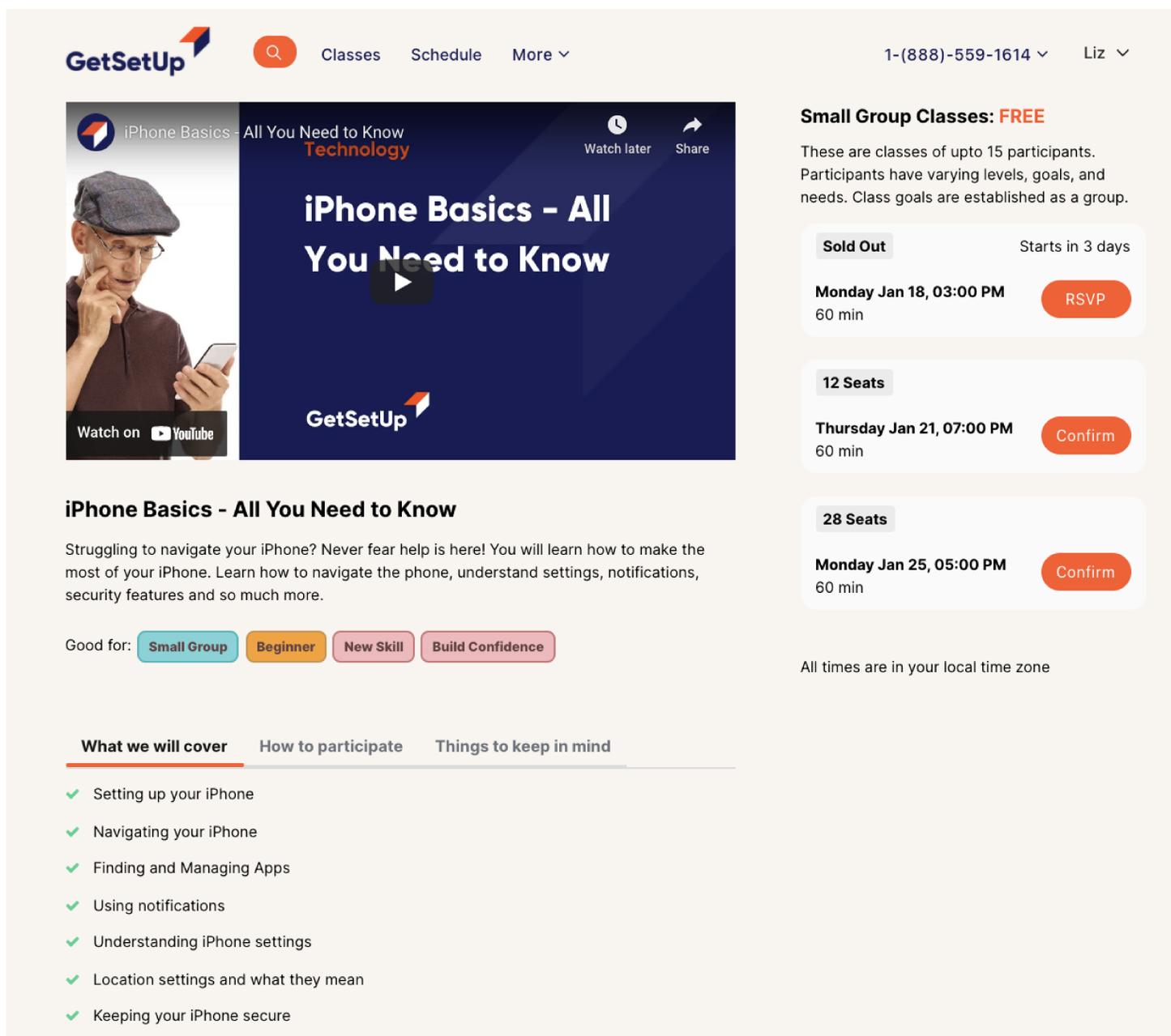
Sort and filter through classes by category, availability, status, or specific date.

The screenshot shows the GetSetUp website interface. At the top, there is a navigation bar with the GetSetUp logo, a search icon, and links for 'Classes', 'Schedule', and 'More'. On the right, there is a phone number '1-(888)-559-1614' and a user name 'Liz'. Below the navigation bar, there is a header section for 'Virtual Classes for Northwest Florida's Older Adults Brought To You By The Northwest Florida Area Agency on Aging'. This section includes a map of Florida, the agency's logo, and a quote: 'Improving the quality of life for older adults since 1979'. Below the header, there is a coupon code 'NWFLORIDA' and a description of the classes. The main content area features a category filter bar with options: 'All Categories', 'Aging in Place', 'Communication', 'Creativity', 'Financial Planning', 'Health and Wellness', and 'Hiring and Jc'. Below the filter bar, there are tabs for 'IN SESSION', 'Full Class Roster', 'New Classes', 'Classes This Week', and 'Series'. The 'Classes This Week' tab is selected, showing three class cards: 'New Member Orientation' (04:00 PM, 15 Jan), 'Get Started with Zoom for Beginners' (06:00 PM, 16 Jan), and 'Using Your Android Smartphone' (02:00 PM, 18 Jan). Each card includes a 'Register Now' button and a price of 'FREE \$4.99'.

The screenshot shows the GetSetUp website interface with the 'Schedule' tab selected in the navigation bar. Below the navigation bar, there is a date filter bar with options: 'WED 30', 'THU 31', 'FRI 01', 'SAT 02', 'SUN 03', 'MON 04', and 'TUE 05'. The 'WED 30' tab is selected, and the date 'Wednesday, December 30, 2020' is displayed. Below the date filter, there is a section titled 'Sort By Date' with two class listings: 'Introduction to Art Journaling' (03:30 PM, 60 minutes) by Christine H, and 'New Member Orientation' (04:00 PM, 60 minutes) by Marv T. Each listing includes a 'Get in' button and a status of 'In Session'.

Step 3

Watch the video which has a Guide talking about the class, read the class description, and share with friends from the class page.



The screenshot shows the GetSetUp website interface. At the top, there is a navigation bar with the GetSetUp logo, a search icon, and links for 'Classes', 'Schedule', and 'More'. On the right, there is a phone number '1-(888)-559-1614' and a user name 'Liz'. The main content area features a video player for 'iPhone Basics - All You Need to Know' with a play button and 'Watch later' and 'Share' options. Below the video, the class title is repeated, followed by a description: 'Struggling to navigate your iPhone? Never fear help is here! You will learn how to make the most of your iPhone. Learn how to navigate the phone, understand settings, notifications, security features and so much more.' There are four tags: 'Small Group', 'Beginner', 'New Skill', and 'Build Confidence'. Below this, there are three tabs: 'What we will cover', 'How to participate', and 'Things to keep in mind'. The 'What we will cover' tab is active, showing a list of topics with green checkmarks: 'Setting up your iPhone', 'Navigating your iPhone', 'Finding and Managing Apps', 'Using notifications', 'Understanding iPhone settings', 'Location settings and what they mean', and 'Keeping your iPhone secure'. On the right side of the page, there is a section for 'Small Group Classes: FREE' with a description: 'These are classes of upto 15 participants. Participants have varying levels, goals, and needs. Class goals are established as a group.' Below this, there are three class listings: 1. 'Sold Out' (Starts in 3 days), 'Monday Jan 18, 03:00 PM', 60 min, with an 'RSVP' button. 2. '12 Seats', 'Thursday Jan 21, 07:00 PM', 60 min, with a 'Confirm' button. 3. '28 Seats', 'Monday Jan 25, 05:00 PM', 60 min, with a 'Confirm' button. At the bottom of this section, it says 'All times are in your local time zone'.

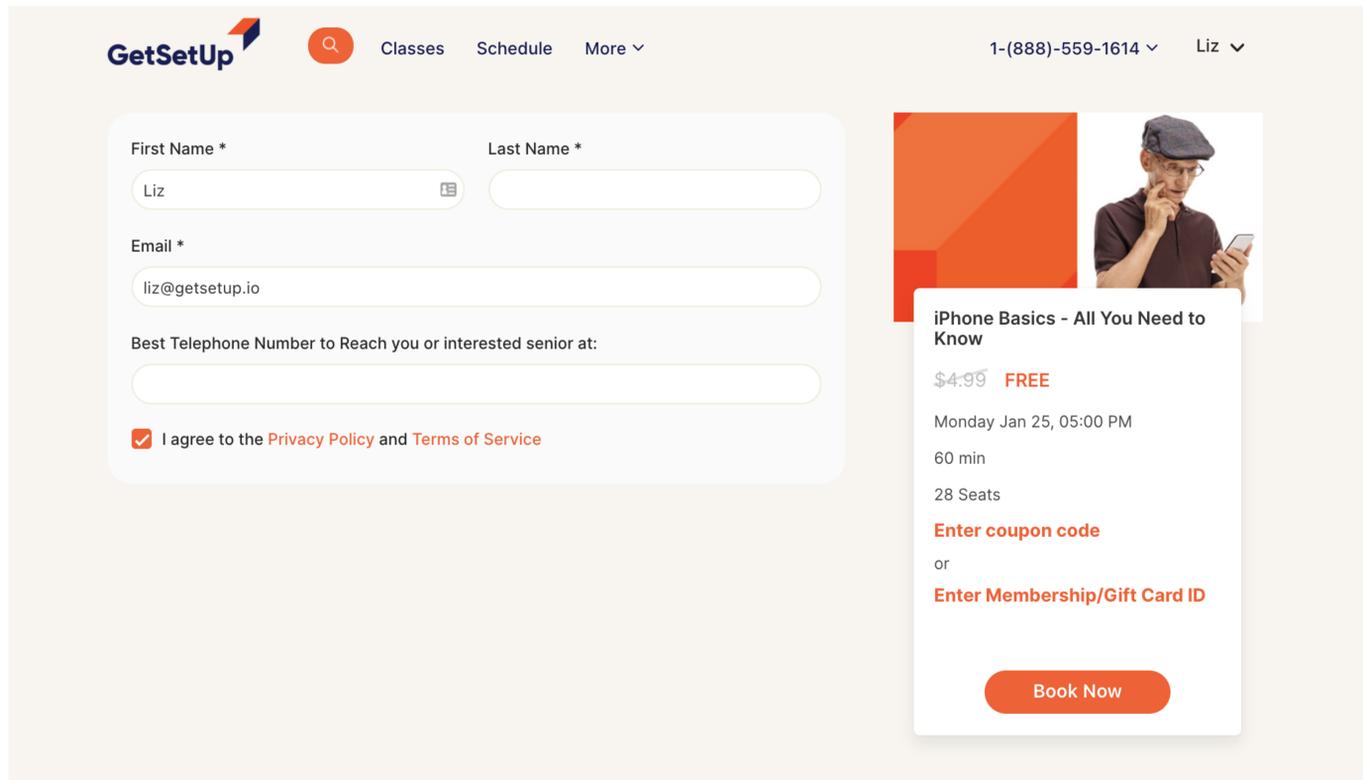
Step 4

When you are ready to book a seat in the class:

- Go to the right-hand side of the page
- Click the  button next to the date and time that works for you.
- All times are reflected on your device in your local time zone.

Step 5

Fill out your personal information on this page.

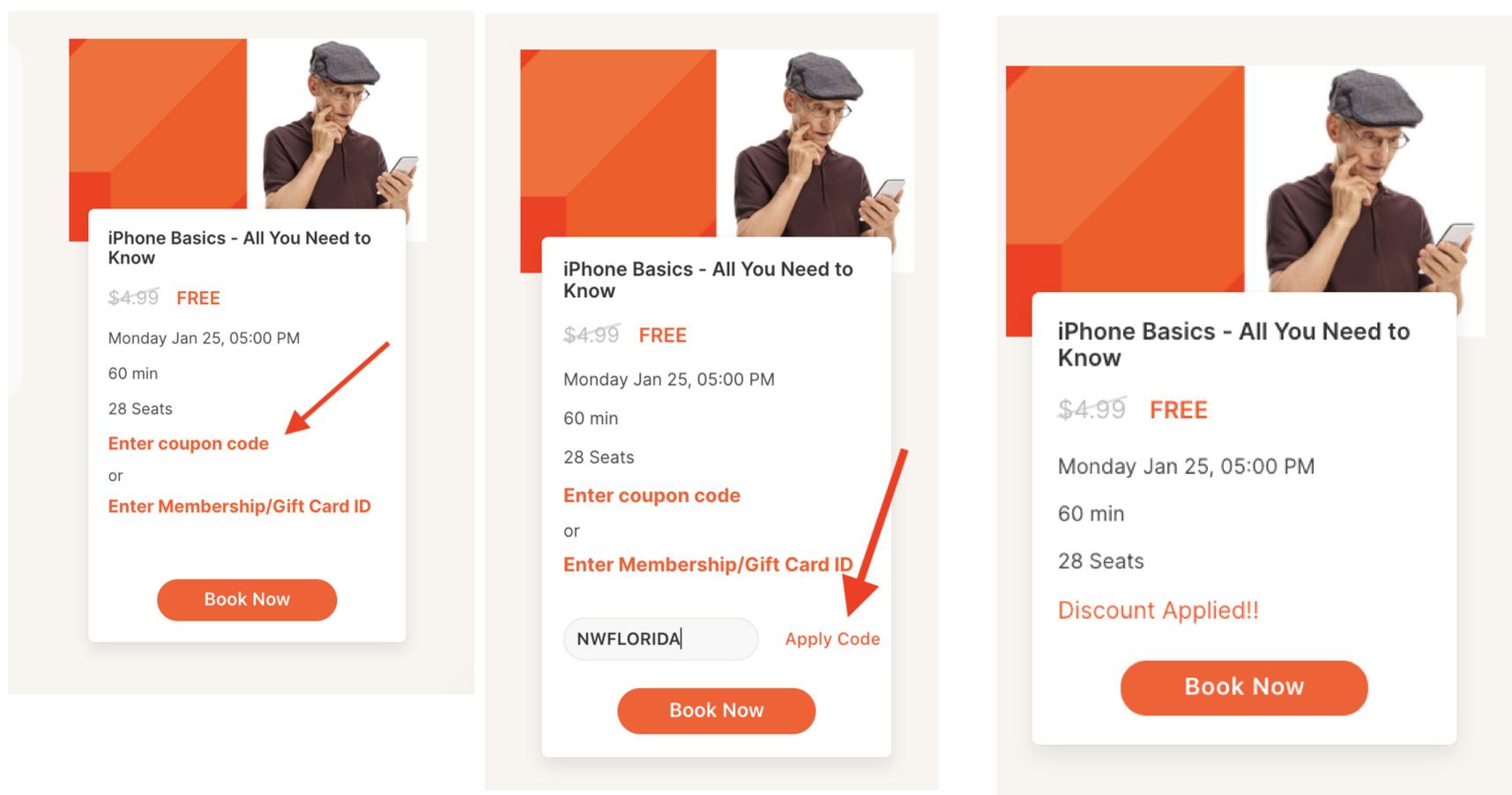


The screenshot shows the GetSetUp website interface. On the left is a registration form with fields for First Name (Liz), Last Name, Email (liz@getsetup.io), and Best Telephone Number. A checkbox for "I agree to the Privacy Policy and Terms of Service" is checked. On the right is a class card for "iPhone Basics - All You Need to Know" priced at \$4.99 (FREE), scheduled for Monday Jan 25, 05:00 PM, 60 min, 28 Seats. It includes options to "Enter coupon code" or "Enter Membership/Gift Card ID" and a "Book Now" button.

Step 6

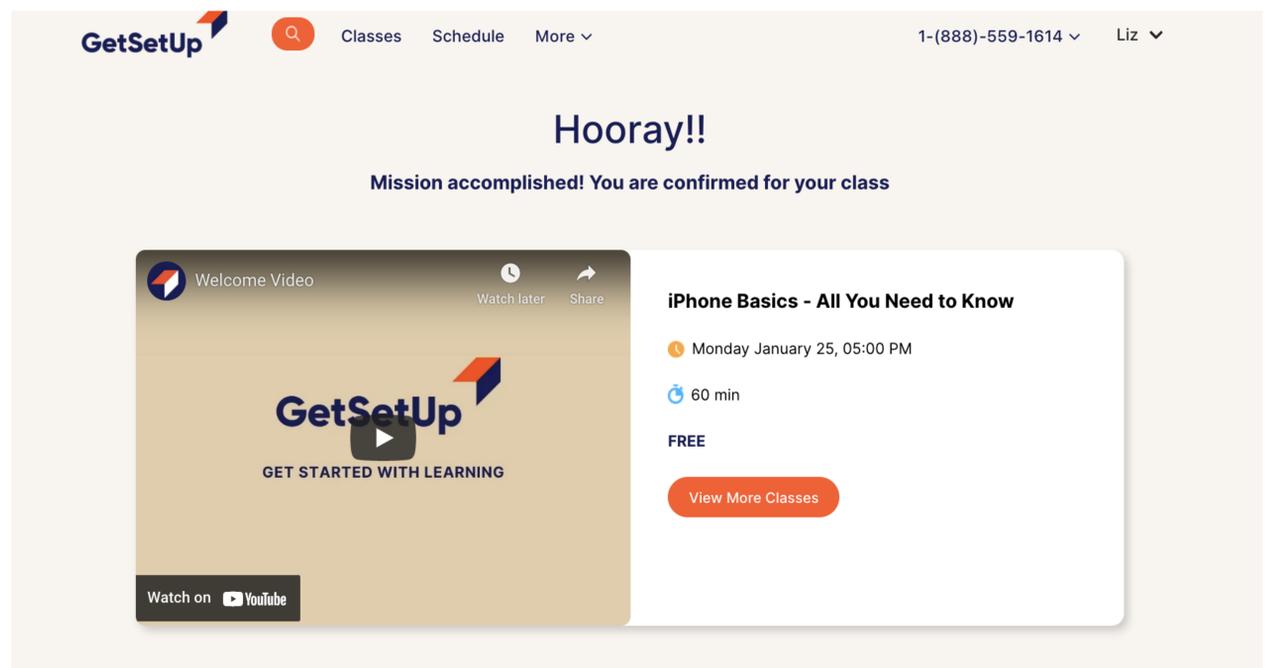
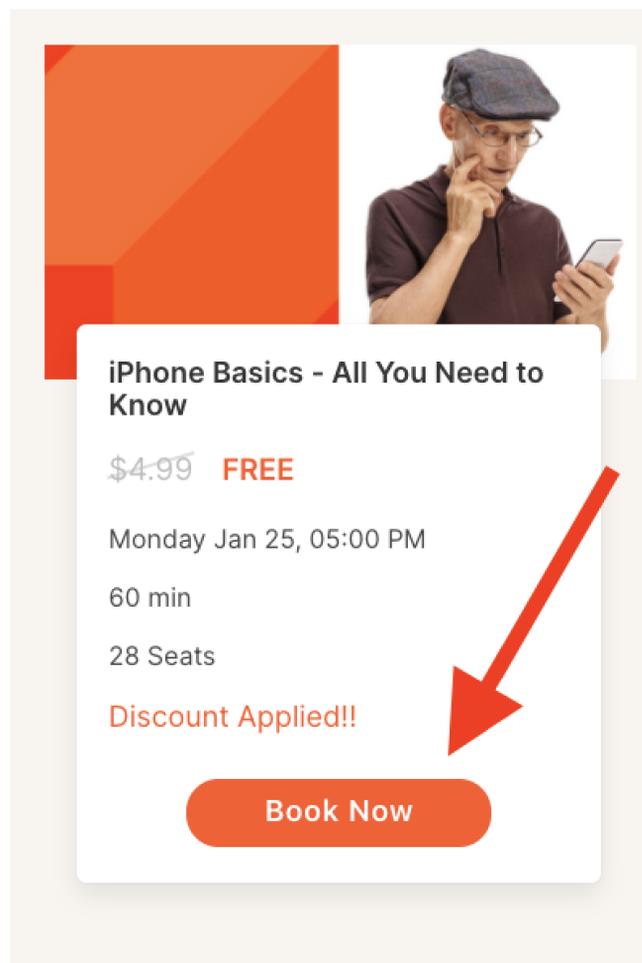
For any classes with a fee, use your coupon code **NWFLORIDA**.

Click "Coupon Code", type in **NWFLORIDA**, and click "Apply Code" then the class will show as FREE!



Step 7

Press the orange “Book Now” button then you’re all set! Watch the video on the booking confirmation screen titled “Mission accomplished! You are confirmed for your class”.



Step 8

You will receive a booking confirmation email right after booking with the option to add an event to your digital calendar (Google and Yahoo).

Step 9

On the day of your class you will receive 2 reminder emails titled “Happening Today” and “1 Hour Reminder”.

Both emails have a orange button in it that says “Join Class”

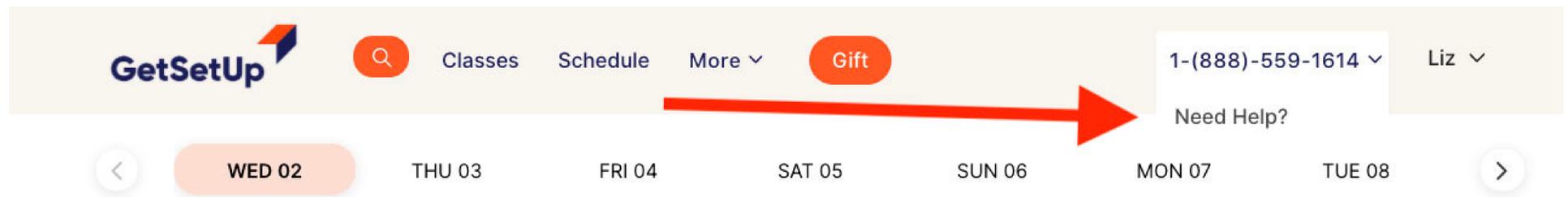
Click that “Join Class” button within 5 minutes of the class start time to join. We look forward to seeing you in class!

Where to Find Help

Visit the “Need Help” Page

Located at the top of the GetSetUp landing page, you will find our Support phone number with a carrot (downwards facing triangle) next to the number.

You can click that carrot to open up our “Need Help” page, this page will show all the ways to contact us for help and FAQ articles.



Chat

In the bottom right-hand corner of the website you’ll see this icon  you can click that to start a live chat with one of our specialists.

Phone

You can call our Learner Support phone line for any help **1-888-559-1614**

Email

Feel free to send an email with any questions to **help@getsetup.io**

Help Center

There are articles in the Help Center that have tutorials, video walk-throughs, and written answers. Visit **<https://support.getsetup.io/>**

New Member Orientation

This is a great starter class to learn how to navigate the GetSetUp website, how to book a class, and learn more about class offerings.

1:1 Video Support

If you need additional support with your device to join a class, you can book a 1:1 session with one of our specialists.