

OFFICE FITNESS

Class Guideline

New Office Gym Promotion:

To make it more convenience, healthier and better fitness environment, a wider range of training zone will be launched in our Shanghai new office. No matter what is your fitness level, there is always something that suits you because we do have: One Multi-purposes Studio, One Spinning Room, One Crossfit Box, Cardio Zone, Free & Isolated Weights areas, Cool-down and Stretching area.

为了营造一个更加舒适、健康和优良的健身环境，我们上海新办公室将设置更加宽敞的健身区域。无论你处于何种健身水平，这里都能提供适合你的课程，因为我们有：1个多功能操房、1个单车房、1个交叉训练房、有氧运动区域、自由训练和器械区、休息和拉伸区。

- Online Registration 在线注册 -

>Class Booking 课程预订

Open new office Portal APP, click 'GYM' in Home page, go to GYM class registration platform.

打开新办公室门户APP，在首页点击GYM，进入GYM课程预订平台

Reservation can be made online up to 2 weeks in advance (Monday to next Saturday);

but not later than the class start time.

在线预订平台最多提前预订2周内的课程（周一至下周六）；课程开始预订平台关闭

No limit the number of classes each employee can book within a week.

不限制每位人员每周预订的课程数

If class reservation is made successfully, system will push a confirmation message to the employee with class check-in QR code in Portal APP.

如成功预订，系统会通过门户APP发送预订成功的通知及课程签到二维码

Class introduction and schedule are available in new office Portal APP

课程介绍和课程安排，详见新办公室门户APP

>Cancel a Reservation 取消预订

Reservation can be cancelled online only by **3** hours prior to the class start time. If class reservation is cancelled, the check-in QR code is invalid.

在线取消预约的截止时间是开课前**3小时**（暂不支持线下取消预约，预约需谨慎！）；如取消预订课程，则相应课程的签到二维码将失效。

>Wait List 候补名单

If a class is fully booked, you may sign up for the waiting list.

如果课程预订人数已满，您依然可以注册进入候补名单

If a spot opens up, the system will inform all registrants on the waiting list by pushing a "seats available" message in Portal APP. You need to log into Portal APP and sign up for the class again.

当有空位产生，系统会通过门户APP给所有在候补名单上的人员发送通知消息；您收到通知后，请及时进行补充预订。

- Sign in 课程签到 -

There is an iPad at the entrance of GYM classroom (Multi-purposes, Spinning, Crossfit) for class sign in.
签到需在健身房教室门前的iPad上完成

>Sign-in Time 签到时间

Participants are allowed to do sign-in on the iPad 15 minutes prior to the class start time, until 5 minutes after the start time. There is an iPad at the entrance of GYM classroom (Multi-purposes, Spinning, Crossfit). Participants need to show the class check-in QR code for iPad scanning.

系统会在开课前15分钟进入签到模式，并于课程开始5分钟后停止签到。请已预订相关课程的人员及时在课程对应的健身房门口iPad上凭签到二维码进行扫码签到。

>Check-in QR Code 签到二维码

Please use the QR code for class sign-in! The QR code is included in a confirmation message of “booking success” in Portal APP. It’s also showed in My Schedule upcoming classes in GYM class registration platform. If you cancel the reservation, the QR code will be invalid accordingly.

课程签到所需的签到二维码包含在新办公室门户APP推送的“课程预约成功”确认通知中，同时显示在GYM课程预订平台“我的日程表”近期预约的课程内；如果取消预订课程，则相应的签到二维码失效。

>No Show 缺席

If you cannot attend a class, we ask that you cancel your reservation so that other people could sign up for the class.

如果您不能参加课程，请您取消预订，将位置留给其他人

No sign-in (counted as no show) for 3 reservations in one month will result in your booking privileges in the following one month being revoked. The booking privilege will be restored afterwards.

一个月内累计3节课缺席（即：未在iPad上签到），将取消下一个月的课程预约权，下个月再行恢复课程预约权。

If sign-in fails to be done on iPad due to system issues, please follow instructor’s instruction to do sign in on offline attendance list.

如由于系统故障导致未能在iPad上成功签到，请根据教练的指示在线下进行手工签到。

- Class Cancellation 课程取消 -

The class will be cancelled automatically if participant amount is less than 3. The system will push a notification through the Portal APP to the registrants 3 hours before the class start time (for morning classes starting before 9:30am, notification will be sent at 3:30pm the previous day).

如课程预约人数不足3人，课程将被取消；在此情形下，系统会在开课3小时前通过门户APP向已预约的人员发出课程取消通知（对于上午9点30分之前开课的课程，则在前一天下午3点30分前发出通知）

- Class Guidelines 上课须知 -

To reduce the risk of injury and create an enjoyable exercise experience for the participants, we wish you could follow the guidelines:

为了减少大家在运动时受伤的风险并为所有参加课程的人员创造一个愉快的运动体验，我们希望你能遵循下面这些指引：

> Ground Rules 基本章程

Please arrive 10-15 minutes before the scheduled start to give yourself an enough time to sign-in and

prepare yourself for the class.

请在开课前10-15分钟到达健身房，预留充足的时间完成签到和课前准备工作

Please respect your fellow colleagues:

请尊重你的同事：

- Employees are prohibited to enter PAST 5 minutes after the class begins.
课程开始五分钟后请勿进入教室
- Please do not use your mobile phone in the studio during the class in progress.
上课期间请勿使用手机

Please stop immediately and inform the coach if you feel dizzy or discomfort during the class.

上课过程中如出现头晕或不适，请立刻停止并及时告知授课教练

Please do not enter or use the studio without PERMISSION while there is no Group Exercise Classes. The company will not bear any responsibilities if any accidents occur. Full responsibility will be taken if the equipment, sound system, mirror or the training tools in the studio are damaged by you.

未经事先批准，请勿在非课程时段随意使用操房，如有发生任何意外，公司不承担责任。请妥善、正确地使用健身房内的器械和设施；否则需就因此造成健身房里的任何损坏（器械、音响、玻璃等）承担赔偿责任。

Proper training attires requirement in the GYM/Studios while working out 着装要求

- Clean and appropriate training attires, NO jeans or suit pants are permitted.
合适和整洁的运动服装，不得穿着牛仔裤或西裤
- Please wear appropriate training suit for spinning class.
请穿着适当的训练服，以便在单车课程中方便行动并确保安全
- Proper and suitable training shoes, NO sandals, heels, leather shoes or barefoot in the studio (except classes required).
合适的运动鞋，不得穿着凉鞋、高跟鞋、皮鞋或赤脚（除课程需求）

> Attention Before & After Class 课前课后注意事项

Before 课前

1. Yoga/Pilates
瑜伽/普拉提

- Empty stomach or take a light meal 2 hours BEFORE class.
一定要空腹，要把进餐时间尽量安排到上课的两个小时前，保证空腹习练
- NO special attires for practicing yoga but try to wear something comfortable, elastic but not too loose. Fitting clothing might help on the practicing as well as for the instructor to check on the posture.
对于服装虽没有太多的要求，但注意要穿着舒适、有弹性的衣服练习；但不要太松垮，稍贴身的衣物能够让教练及时的发现你体式上的问题
- Barefoot practice will help to increase the stability as we can spread our weight evenly on each foot with no sole, better feeling and more focusing.
光脚时我们的脚心可以更好的抓住地板，提高体式的稳定性，同时让身体重量均匀的分布于脚掌，这对于体式的保持很重要

2. Spinning/Pump/TRX/Combat/Dance/Crossfit
单车/杠铃/悬挂/搏击/舞蹈/交叉

Dehydration may happen DURING the class/training, please bring:

课程过程中您可能会出现脱水状态，所以请自备：

- Your own water bottle or sports drink.

水壶或运动饮料

- A towel
毛巾

After 课后

- Try not to eat right after the class, at least 30 minutes after the class.
请勿马上进食，至少要在课程结束半个小时之后
- Please do more stretching after the class if you still feel uncomfortable or tight muscles
课后可适当的自己多拉伸或放松肌肉
- Do not shower right after the class, try to rest at least 5-10 minutes.
请勿立即洗澡，可以适当的多休息5-10分钟