

Regular Class Practitioner Replacement (Sub) Guidelines for Main Anchor

- 1) Identify who will be your Sub (refer to Roster Master File) and find the most suitable energy for the SUB TOPIC to help prepare the Sub
- 2) Check and reconfirm if your Sub is available on the requested date
- 3) Notify Tech Admin & Ops (TAO) team (ie. Vinzka / Yefta / Aya) and reconfirm your Sub is a Verified Online Practitioner.
- 4) Update the Roster Master File for changes with the Sub's practitioner name for the particular class & name.
- 5) Please brief your Sub LATEST 24 hour prior the class as follows:
 - A) SUB TOPIC that you are initially scheduled to facilitate
(eg. Health-->Healthy Sleep)
 - B) Share the lesson plan including meditation sequence, songs recommendations related to the SUB TOPIC with your Sub and the main objective of the class. (Note: Sub is free to use or modify lesson plan, sequence &/ songs as long as the main objective is met)

Regular Class Practitioner Replacement (Sub) Guidelines for Co-Anchor

- 1) Please inform the Main Anchor LATEST 24 hour prior the class and consult the Main Anchor to find the most suitable energy for the SUB TOPIC so they can help prepare the Sub and reconfirm the availability of the Sub.
- 2) Notify Tech Admin & Ops (TAO) team (ie. Vinzka / Yefta / Aya)

Regular Class Practitioner Replacement (Sub) Guidelines for Tech Admin & Ops (TAO) Team

- 1) Please inform and consult the Main Anchor to find the most suitable energy for the SUB TOPIC so they can help prepare the Sub (refer to Roster Master File) and reconfirm the availability of the Sub.
- 2) In the case Main Anchor is not contactable for emergency purposes, contact the practitioner trainers Bagia and Meilinda for solution and they will also be able to help choose the appropriate sub for you and train them fast.
- 3) Once the Sub is identified, confirmed available and verified online practitioner, please share updated relevant presentations materials, videos &/ templates to the Sub.
- 4) Update the Roster Master File for changes with the Sub's practitioner name for the particular class & name.

ATTENTION:

Protocol & Rules for Online Practitioners to ensure Quality Delivery

To be Eligible as Verified Online Practitioner to deliver Online Regular Class, Workshop or Private Session:

- Check your tech (internet speed, sound, lighting) with Tech Admin/TA (Vinzka/Yefta)
- if it doesn't meet quality, fix your tech issues. Once verified by TA, then you are eligible to be the Verified Online Practitioner for Online Regular Class, Online Private Sessions and to schedule Online Workshop.
- Program Director (Robin) will not schedule your Online Workshop if you are not verified by TA.

Once You are a Verified Online Practitioner, below is the Protocol:

A. ONLINE REGULAR CLASS

BEFORE CLASS:

1. 60 min before Class start : MANDATORY Tech, internet, lighting & sound check with Tech Admin (TA): Vinzka/Yefta

-Missing to show up at the 60 min time before class to check with Tech Admin, TA has the right to replace you with back up practitioners.

2. Once your tech is not working out, Quickly fix whatever needs to be fixed and notify TA for any support and TA has the right to bench you from future class for not having the right Tech quality until you have the right technology.

B. ONLINE WORKSHOP

1. 60 min before Class start: MANDATORY Tech, internet & sound check with Tech Admin (TA): Vinzka/Yefta

-Missing to show up at the 60 min time before class to check with Tech Admin, TA has the right to postpone your class.

2. Once your tech is not working out, Quickly fix whatever needs to be fixed and notify TA for any support and TA has the right to bench you from future class for not having the right Tech quality until you have the right technology. Once verified back, reschedule your workshop with Program Director.

C. ONLINE PRIVATE SESSION

1. 60 min before Class start: MANDATORY Tech, internet & sound check with Tech Admin (TA): Vinzka/Yefta

-Missing to show up at the 60 min time before Session to check with Tech Admin, TA has the right to postpone your PS.

2. Once your tech is not working out, Quickly fix whatever needs to be fixed and notify TA for any support and TA has the right to bench you from future PS for not having the right Tech quality until you have the right technology. Once verified by TA, you can reschedule you PS with the Sales (Liya)