



Gilda's Club Twin Cities

A community where people impacted by cancer gather, connect and learn.

Gilda's Guide to Virtual Programming

Signing Up for Classes and Groups

ONLINE

1. Head to our [virtual programming web page here](#) to browse all of our current virtual support offerings.
2. Once you've found a class or group you would like to sign up for, select **See class schedule** and then select **Sign up** on the date you would like to attend.
3. Sign-in to your class registration account in the pop-up box to complete sign up.

MYGCTC APP

1. Log-in to the app.
2. Browse classes and groups.
3. Once you've found a class or group you would like to sign up for, select either **Book Class** or **Book Multiple**.
4. Booking Multiple: Select **Start Date** and **End Date** to sign up for a batch of class occurrences. You can also adjust your class sign up frequency from weekly to bi-weekly, monthly, etc.

You're all set!

Make sure to **opt-in** for Reminder and Schedule Change emails to receive your class and group auto-confirmation and reminder emails with access to your classes!

Gilda's Club Twin Cities is a community where people impacted by cancer gather, connect, and learn. 10560 Wayzata Boulevard, Minneapolis MN 55305 | info@GildasClubTwinCities.org

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How To Opt-In for Confirmation and Reminder Emails

ONLINE

1. Sign in to your class registration account [here](#) or at the top of our website.
2. In the **My Info Tab**, select **Profile**.
3. Check the email box in the **Reminders and Schedule Changes** section.

MYGCTC APP

1. Log-in to the app.
2. Select the **Menu icon** in the top left corner of your screen.
3. Select **Notifications** from the menu options.
4. Enable **Send Confirmation Emails**.

Joining on Zoom

1. Click the Zoom link in your confirmation and reminder email.
2. Select **Join Zoom**
3. A prompt will pop up with the options: Join with video and Join without video. Select **Join with Video**.
4. A second prompt will appear with the option: Join with Computer Audio. (Note: If you are using a smartphone or tablet, this language may differ.) Select **Join with Computer Audio**.
5. To turn off your audio or video, you may select the **Stop Video** and **Mute** icons in the bottom left corner of your zoom screen.

If your audio or mic are not working, please go to your device's audio settings to check if your speakers or microphone are on mute.

Need to Cancel After Sign Up?

ONLINE

1. Sign in to your class registration account [here](#) or at the top of our website.
2. In the **My Schedule** tab, select **Cancel** to the right of the class occurrence you would like to cancel.
3. Check the email box in the **Reminders and Schedule Changes** section.

MYGCTC APP

1. Log-in to the app.
2. Select the **Menu icon** in the top left corner of your screen.
3. Select **My Classes** from the menu options.
4. Tap the class occurrence you want to cancel. Select **Cancel Booking**.