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VIRTUAL LIVE LESSONS

A GUIDE ON HOW TO BEST UTILISE PIVO MEET

This guide will help you be ready for your virtual lessons with your coach using the Pivo Silver Equestrian Edition hardware.

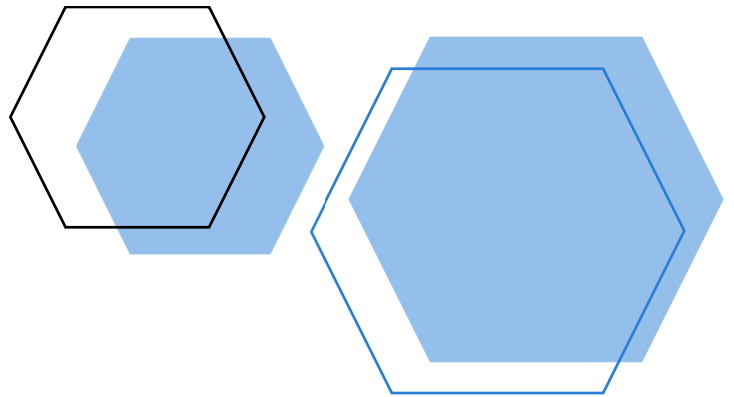


PREREQUISITES

A FEW DAYS BEFORE YOUR LESSON

To help your lessons run as smoothly as possible, we suggest you run through the following steps to make sure everything will be AOK on the day!

- 1) Ensure your phone is on the [compatible list](#) for the Pivo hardware and you have installed the “Pivo+” app to your mobile phone
- 2) Ensure you have created an account in your “Pivo+” app
- 3) Ensure you have fully charged your mobile phone
- 4) Ensure you have given yourself 30 minutes prior to your lesson start time to connect to the Pivo hardware (in addition to tacking up and being ready for your coach)
- 5) Ensure you have Bluetooth enabled headphones that will allow you to ride handsfree and connect to the “Pivo+” app on your mobile phone
- 6) Make arrangements with your coach to have the lesson and provide them with this guide.




USER MODES

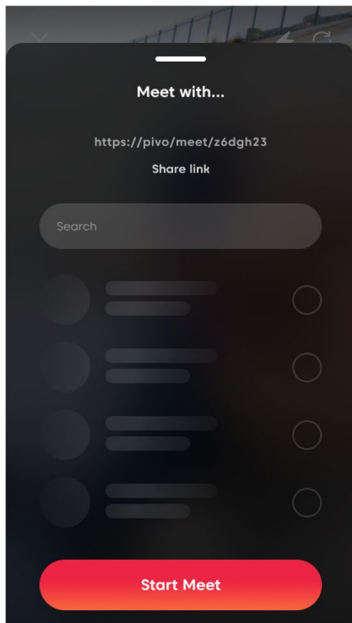
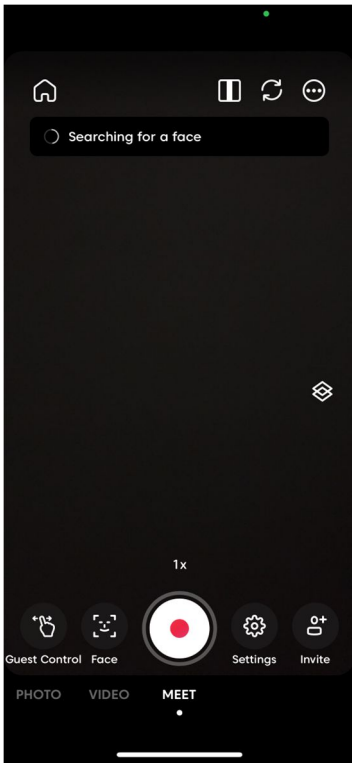
There are two modes when in the “Pivo+” app, in the “Meet” mode:

- 1) **Host.** This is generally the rider/participant. They will set up the meeting and invite the coach to the meeting.
- 2) **Guest.** This is generally the coach/instructor. They will join the meeting once the invitation has been sent/received. It is recommended that the Guest join from a desktop/laptop/iPad/Surface and not a phone.

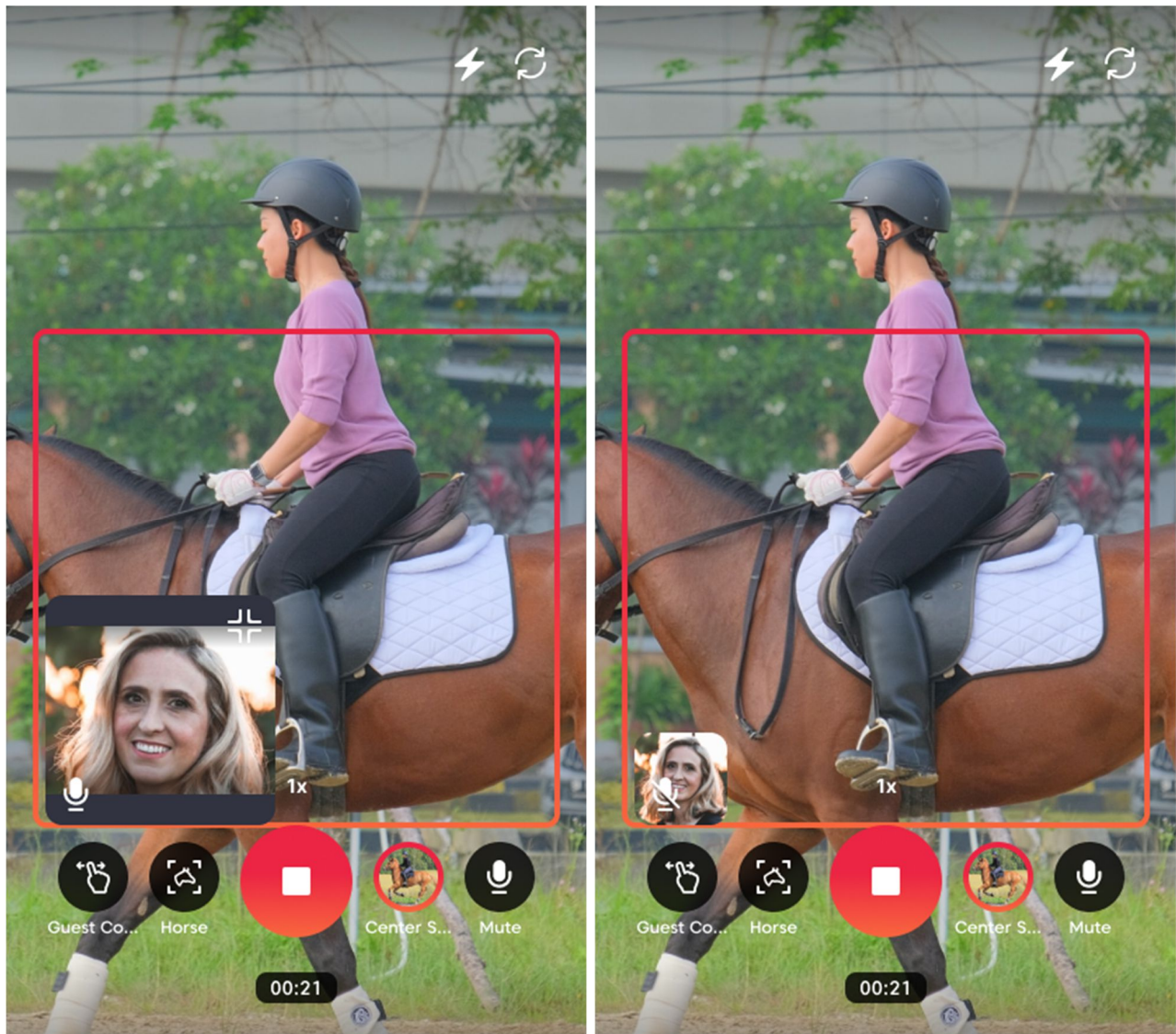
GETTING STARTED



IT'S LESSON TIME!

- 1) The “Pivo+” app will open in **Gallery** by default.
- 2) In Gallery, press the **Capture** button  at the bottom of the screen to connect to the Pivo Pod.
- 3) Once the smartphone is connected to the Pivo Pod, Video mode will open by default.
- 4) Scroll the options at the bottom of the screen and select **Meet** to start a video call for your online training session.
- 5) Once you've chosen the preferred settings, press Invite at the bottom right-hand corner to invite your guest to the call.
- 6) After you've clicked on the Invite button, a screen where you can share the link to the call with your guest will appear.
- 7) There are 2 ways to share the call invitation link to the guest:
 - a) Click on the Share link button and share the invitation link to your guest through your preferred platform.
 - b) You can also choose to share the link directly to your guest by email. To do this, you'd first need add the email address of the guest to your native contact list. Once you've done that, the email of the guest will be reflected on the dropdown list in Meet. Now, on the dropdown list, select the guest you'd like to share the link with and click on **Start Meet**.



The guest will appear in a small window in the bottom left-hand corner as soon as they join the call. This window can be resized by simply clicking on it. The **Microphone** icon on the guest's window indicates if the guest has enabled or disabled their microphone.



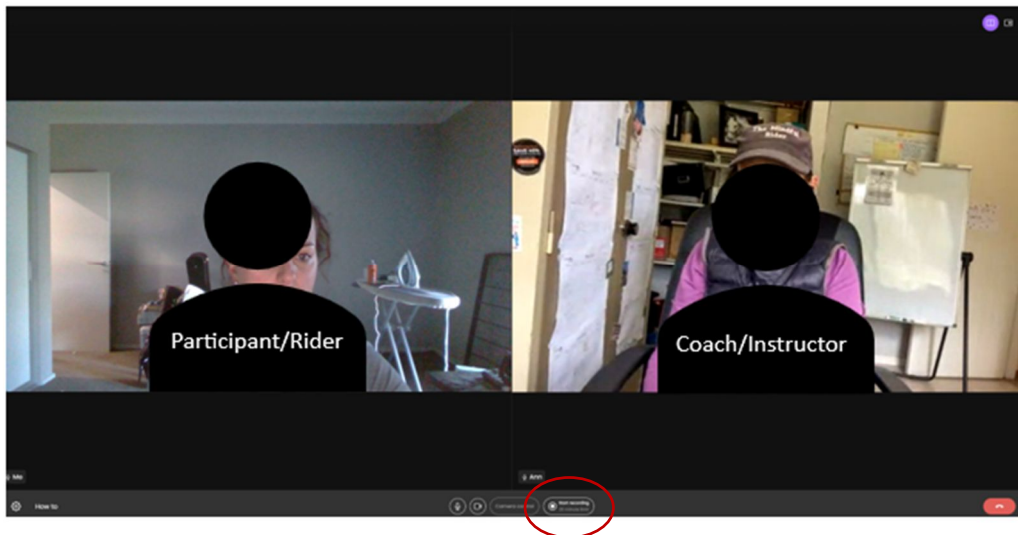
In the call, you can choose to enable or disable the **Guest Control** feature by tapping on the Guest Control icon . Check out [this link](#) to learn more about the Guest Control feature. You can also turn on/off your microphone by clicking on the **Mute** icon  at the bottom right-hand corner of the screen.

TIPS FOR THE COACH/INSTRUCTOR

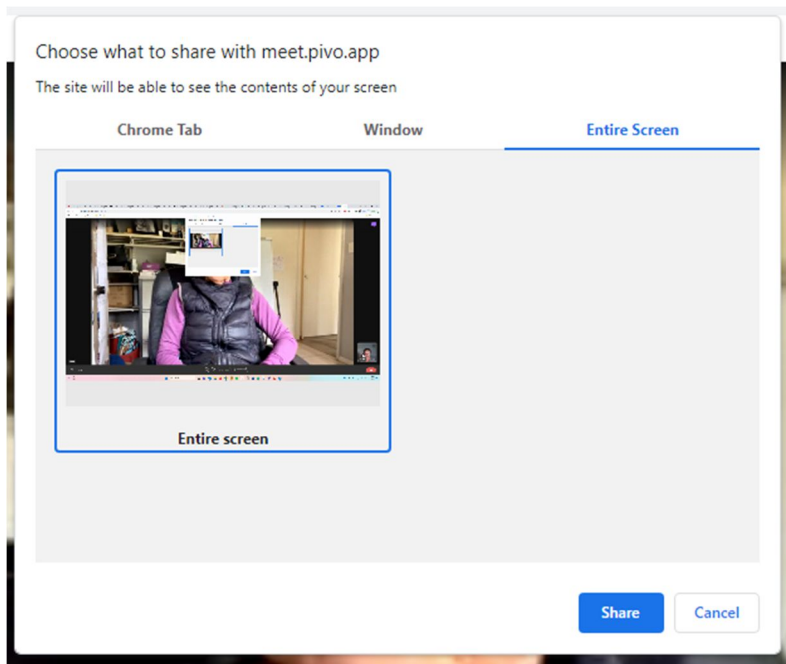
LESSON USEFULNESS

Recording the sessions is possible, and we recommend doing this. The recordings split into 20min file lengths which can be shared with the participant/rider after the lesson.

- 1) In the “Pivo+” app on your desktop device, you will see a “Start Recording” button
- 2) Click this button

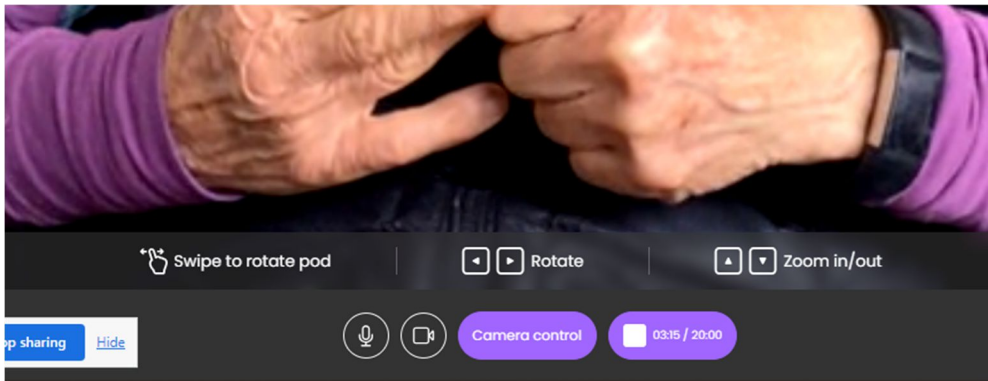


- 3) Ensure you share your “Entire Screen”, taking care you only have the Pivo+ app open and nothing personal or in addition to (as this will get recorded also)



4) Click "Share"

If the rider/participant's Pivo has trouble tracking, you can manually control the Pivo device



TIPS FOR THE RIDER/PARTICIPANT

LESSON USEFULNESS

For the best results, have the Pivo tripod set up on or right near 'X' in the arena. This way circle work, laterals and zooming/tracking work best.



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