



# Mastermind Manual - Setting Up Classes

## Welcome to Mastermind Lounge!

Once you're signed up as a Mastermind, you'll need to set up your classes. This is done in two stages. First, you set up your **availability** - this is when you're free to teach classes. Then, you set up the **classes** themselves. All of this starts at your **Dashboard**.

## Your Dashboard

When you sign in, you'll be taken to your personal Dashboard. There are several elements here that you should make note of. They're listed down the left-hand side of the screen:



**My Sessions**



**My Favorites**



**Settings**

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## Dashboard

The Dashboard is a quick-access method of getting to almost everything you will need regularly as a Mastermind:

### Private Lounge

Your Private Lounge is a *free*, ad hoc Lounge to which you can invite anyone at any time. Hit the **Copy URL** button, and send that URL to anyone (as many as you like) that you want to join you in your Lounge. Then hit the **Start** button to sign in to your video session. The person or people to whom you sent the link will then be able to join you, and your private, secure videochat session will begin. You can share your screen or an individual window, you can record the session (or not, as you like), and you have a text chat window as well. It works very much like other videochat systems you may be used to, but there is no time limit.

### Available Sessions

This lists the currently available sessions which you might want to take.

### Free Sessions

Many Masterminds offer free sessions for various reasons. The upcoming free sessions will be listed here.

### Teachers

A select list of other Masterminds will be listed here as a quick-link to them.

### Favorite Teachers/Sessions

There are also sections where you can list your favorite teachers and sessions for quick access. You pick a favorite by clicking the star in the upper-right corner of the picture of the teacher or session:



It changes color to let you know it's been selected:



Clicking it again changes the color back to white, and it will no longer be a favorite.

## My Sessions



Dashboard



My Sessions



Here, you'll see lists of your upcoming sessions. You can also create new sessions and begin offering classes.

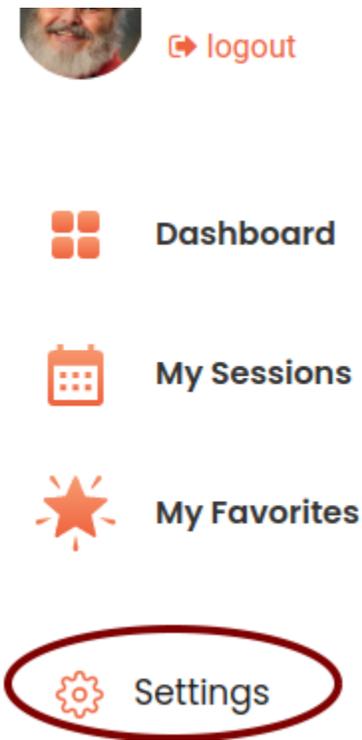
# New Session

The next step is setting up your sessions. This happens in two stages.

## Stage 1: Availability

The first stage to creating your sessions is to set up when you'll be available. The concept here is that you'll be available for sessions on (*for example*) Tuesdays, Thursday, and Fridays between noon and 8 PM. Students can sign up for the sessions you're giving and pick a time within your availability.

On your Dashboard, click on **Settings** in the menu on the left:



Next, click on **Availability** in the horizontal menu:



Of course, the first time you do this, you'll have no Availability, so click the orange **Create New** button:

DAY	FROM	TO	OPEN	ACTION
No availability found				

[Create New](#)

You'll see a new window:

✕

## New Availability

Type\*  
Weekly

Day\*  
Monday

Time From\*  
08:30

Time To\*  
16:00

Closed  
Yes

[Save](#)

You start by setting the type of availability. Your choices are **Weekly** or **Day of the year**:

Type\*

Weekly

Weekly

Day of the year

Monday

A screenshot of a web form. At the top, the label 'Type\*' is followed by a dropdown menu. The dropdown is open, showing three options: 'Weekly' (highlighted in blue), 'Day of the year', and 'Monday'. Below this dropdown is another dropdown menu with 'Monday' selected.

You would use **Weekly** for recurring availability, and **Day of the year** for a one-shot (e.g. *special seminar, or online concert*).

### **Weekly**

For a weekly session, you'll next decide which day of the week you want to be available:

Day\*

Monday

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Sunday

Yes

A screenshot of a web form. The label 'Day\*' is followed by a dropdown menu. The dropdown is open, showing a list of days: 'Monday', 'Tuesday' (highlighted in blue), 'Wednesday', 'Thursday', 'Friday', 'Saturday', and 'Sunday'. Below this dropdown is another dropdown menu with 'Yes' selected.

Then you pick the time frame during that day you want to be available. You pick your start time (*Time From*) with the hour (*it's a 24-hour clock, so 13, for example, is 1 PM*):

Time From\*

08:30

**Hour**

00	01	02	03	04	05
06	07	08	09	10	11
12	13	14	15	16	17
18	19	20	21	22	23

Clear Cancel

Once you pick the hour, you get to pick the minute:

Time From\*

13:30

← **Minute**

00	05	10	15	20	25
30	35	40	45	50	55

Clear Cancel

You then do the same for the end time (*Time To*).

Next you have to pick that as a time when you're available (*Closed: No*) or **not** available (*Closed: Yes*):

Closed

Yes

Yes

No

Save

Once you're satisfied with your choices, you hit the orange **Save** button.

You then repeat that for the other days of the week you want to be available.

Once you're done, you'll see your availability listed:

Show 10 entries

Search:

DAY	FROM	TO	OPEN	ACTION
Thursday	1:30 PM	7:30 PM	Open	Edit   Delete
Wednesday	1:30 PM	7:30 PM	Open	Edit   Delete
Tuesday	1:30 PM	7:30 PM	Open	Edit   Delete

Showing 1 to 3 of 3 entries

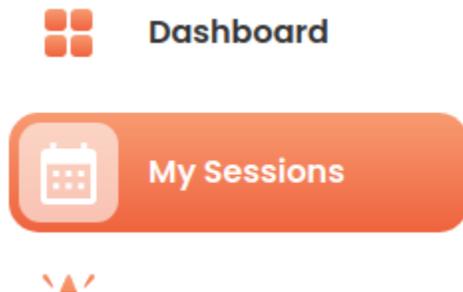
Previous 1 Next

Note that you can both **Edit** and **Delete** any Availability span at any time. You can also set as many Availability spans as you like.

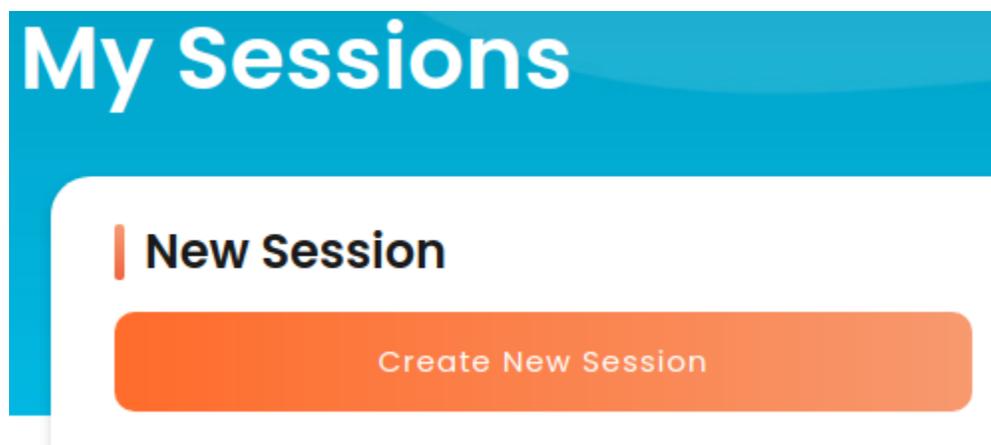
## Stage 2: Sessions

Once you're done setting your availability, you can set up your sessions. For Teachers, this will be the classes you want to teach. For others, these would be consulting sessions, meetings, or whatever you want to use Mastermind Lounge for.

Start by clicking on **My Sessions** in the left-hand menu:



At the top of the **My Sessions** section, you'll see an orange button labeled **Create New Session**. Click it:



Here, you'll be setting up your session (*class, consult, whatever*). Don't worry - the system will lead you through each section.

### **Type**

We start with the *type* of session. Your choices are **Public** and **Private**. Anyone can sign up for a *Public* session; only people you invite can sign up for a *Private* session.

## Type



In this example, we'll select **Public**.

### Description

Once you click that button, you're presented with your next choice, the **Description** of the class. This is the name of the session that you're giving.

*(this and the following choices are all things we reminded you to gather ahead of time in the **Mastermind Checklist**).*

### Maximum number of people per session

This is the session size. Pick a number you're comfortable with. Be aware that when you have a lot of people in a session, and they're all using video, some people with slower Internet service may have problems. It will be a better experience for both you and other people to have multiple classes with fewer people than one massive class.

### Category

Click for a list of available categories. We are adding categories regularly; if you don't see one that fits precisely, please make contact with us at **team@mastermindlounge.com** to get one set up for you. We'll do our best to make that happen within 24 hours.

### Description

Next is the description of your session. This is where you sell the idea of the class. Make it short, but enticing.

Click **Next** to save this information and move to the next section *(depending on the size of your*

screen, you may have to scroll down to see the **Next** button).

## Images and Videos

Here you set an image for your session. If you like, you can add a short video. We've found that just a minute or two is good.

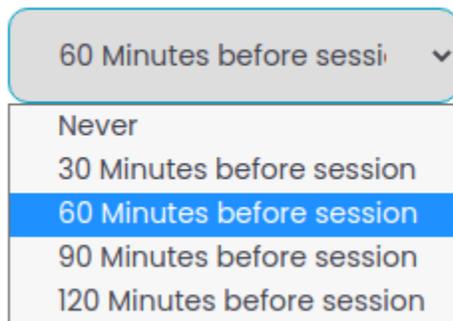
## Pricing

Here is where you set the price for your session. If you are offering a free session, just put **0** (zero).

## Notification Settings

Mastermind Lounge can notify you about your next session automatically! Just set that up here. Start with how long before your session you want to be reminded:

Reminder



60 Minutes before sessi ▼

- Never
- 30 Minutes before session
- 60 Minutes before session
- 90 Minutes before session
- 120 Minutes before session

**Please remember:** depending on your phone carrier, a text reminder may be delayed. We are Mastermind Lounge have no control over that. We find that some carriers send out notices immediately, and some delay them for varying lengths of time, depending on how busy that carrier is.

You can set an email reminder and/or a mobile notification (*text message*). We will use the settings in your profile to send them:

Notification

Email

Mobile Notification

Click the orange **Next** button

## **Publish**

Once your session is set up to your satisfaction, you can publish it to the Mastermind Lounge system, which makes it available for anyone to see and select (*and pay for*). Just click the orange **Publish** button.



Publish

## **Publicizing**

You're ready to go! You have your session(s) set up, and you have your Profile URL. You got that when you filled out your profile. Don't worry if you didn't copy it out; it's on your Profile Page. Grab it, and spread it far and wide through social media, word of mouth, billboards, skywriting...

Have fun! You're a Mastermind!