

## 1. General considerations

This app is only intended for creators who want to do live classes in Kavi. This app has not to be used by regular Kavi users who are subscribed to a creator. The main purpose of this app is to allow Kavi to create and manage meetings and webinars in your zoom account.

## 2. Installation

In order to integrate your Zoom Account with Kavi you have to follow these steps:

1. Login to your Kavi Administration WebApp in <https://admin.holakavi.com/login>
2. Go to settings in the menu options
3. Click in “Conecta tu cuenta de Zoom” option
4. Click on “Empezar proceso”. This will redirect you to a Zoom webpage where you’ll have to introduce your Zoom credentials and you’ll have to accept the installation of the app.
5. After, you will be returned to your Kavi creator panel and a message will be displayed indicating that the account has been successfully connected.
6. Now you can create a live class in Kavi if you go to “Servicios” -> “Directos grupales” -> “Añadir”

## 3. Usage

Once you have your Zoom account correctly installed, you can create a live class in Kavi. You have two options in the class creation form:

- I. **Create a live class as a Zoom Meeting:** you can automatically create a live class in the Kavi platform and it will automatically create a Zoom meeting in your account. All you have to do is go to “Servicios” -> “Directos” -> “Añadir” and select “Live” class type and “meeting” as a Zoom meeting type.

One hour before the live class starts, all your clients will receive the Zoom link and when you finish your class, they will receive a link with the recorded class. After you conduct your recorded meeting, Zoom will process your recording and it will automatically appear under “Repeticiones” in the “Servicios” -> “Directos grupales” page.

- II. **Create a live class as a Zoom Webinar:** you can automatically create a live class in the

Sana Fitness platform and it will automatically create a Zoom webinar in your account.

All you have to do is go to “Servicios” -> “Directos grupales” -> “Añadir” and select “Live” class type and “webinar” as a Zoom meeting type.

One hour before the live class starts, all your clients will receive the Zoom link and when you finish your class, they will receive a link with the recorded class. Your Zoom account has to support Webinars to support this feature. You can find more information about the webinars plans in this link: <https://zoom.us/pricing/webinar>

After you conduct your recorded webinar, Zoom will process your recording and it will automatically appear under “Repeticiones” in the “Servicios” -> “Directos grupales” page.

## **4. Uninstalling the Kavi App for Zoom**

- I. Login to your Zoom Account and navigate to the Zoom App Marketplace
- II. Click Manage > Installed Apps or search the SanaFitness app.
- III. Click the SanaFitness app
- IV. Click Uninstall

## **5. Troubleshooting**

If you have any trouble with the installation process, you can contact us in

<https://www.holakavi.com/zoom-support>