



How to Access Pietra Fitness Routine Sheets and Meditations for the First Time

We are pleased to announce that Pietra Fitness will now be hosting all Routine Sheets and Meditations on a new platform: **SharePoint** (a product of Microsoft 365). Every instructor will receive an instructor login (simply your name and email) with special permissions that allow you to view, search, and print any Routine Sheet or Meditation that you have a certification for.

Below are steps on how to access the new Pietra Fitness Instructor Document Repository for the first time, and the following page offers tips on how to navigate it!

1. Instructors will receive an email invitation to our new SharePoint site where all the Routine Sheets and Meditations are now housed.
2. In your email, click “Accept invitation”.
3. A new tab will open. Click “Send Code” to receive a one-time access code.
(You should only have to do this the first time you sign in, or when accessing from a new browser or PC.)
4. Go back to your email, retrieve the code, and enter it in the other tab.
5. Click “Sign In” and then “Accept”.
6. You may be prompted with a dialogue box stating, “Permissions Requested by: Pietra Fitness”. This step is to confirm that you allow your data to be shared with Pietra Fitness—but in this case, the only data being shared is your name and email (which we already used to add you to the SharePoint site!). Click “Accept”.

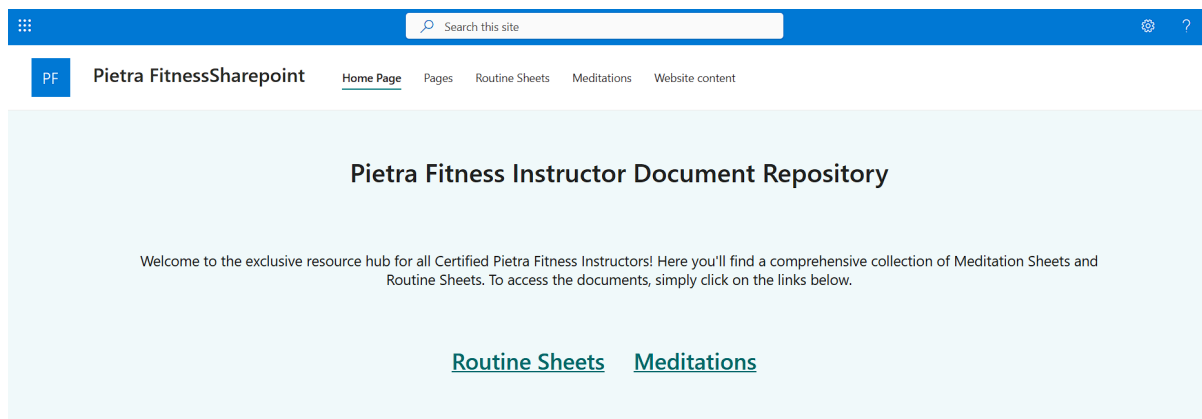
That’s all! You should be logged in now! If you ever need to access this site again, follow this [link](https://pietrafitness.sharepoint.com/sites/PietraFitnessSharepoint). (<https://pietrafitness.sharepoint.com/sites/PietraFitnessSharepoint>) This link will also be available in your Instructor Portal under “Meditations” and “Routine Sheets”.

Continue reading for tips on how to use the new SharePoint site.

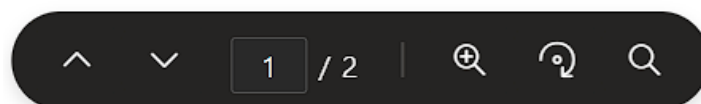


Navigating the New Pietra Fitness SharePoint Site

1. Once, logged in, you will see the following [homepage](#) (or something similar if it has been updated):



2. Click on “[Routine Sheets](#)” or “[Meditations](#)”.
 - **Routine Sheets** are separated into Gentle, Intermediate, Advanced, and other specialty certifications*.
 - **Meditations** are separated into Perinatal*, Kids*, and Regular Meditations.
 - **You will be able to see only the folders that you have access to based on your Pietra Fitness certification(s).** (e.g., The “Chair” routine folder will only be visible to instructors who have completed their Chair certification.)
3. When you click into a specific **folder**, you will be able to view all the Routine Sheets or Meditations within that category.
 - Hit the **back button** within your browser to return to the view with all folders.
 - Click the blue “PF” block or the “Home” button in the upper left to return to the homepage.
4. **View documents** by simply clicking on the title.
 - Within the document view, there are several **tools** to aid you, such as **zoom**, **text search**, and **left/right arrows** to move between documents.





Navigating the New Pietra Fitness SharePoint Site (continued)

5. The **search bar** across the top center of your screen can be used to search by title and also by document text.

- To exit a filtered search view, click the back arrow within the search bar.



6. **Filter** by selecting a column title and choosing “Filter by” from the drop-down menu or by clicking the funnel icon in the upper right.

- **Routine Sheets** can be filtered alphabetically or by **Physical Focus**, **Length**, **Instructor**, and **Creation Date***.
- **Meditations** can be filtered alphabetically or by **Author** (only specific ones) and **Creation Date***.
- **Creation date for most documents will be April or May of 2025 (when all existing Routine Sheets and Meditations were bulk uploaded to the new PF SharePoint site). Any new Routine Sheets or Meditations added after this will appear with a more recent creation date; thus you can easily search for what has been newly added.*

The screenshot shows the top navigation bar of the Pietra Fitness SharePoint site. The search bar is highlighted with a red circle. Below the search bar, the site name 'Pietra FitnessSharepoint' is displayed. The main content area shows a list of Routine Sheets under the 'Gentle' category. A filter menu is open over the 'Routine Type' column, with 'Filter by' selected and circled in red. The list includes columns for Name, Routine Type, Physical Focus, Length, Instructor, and Created. The data rows show various routine sheets with their respective details.

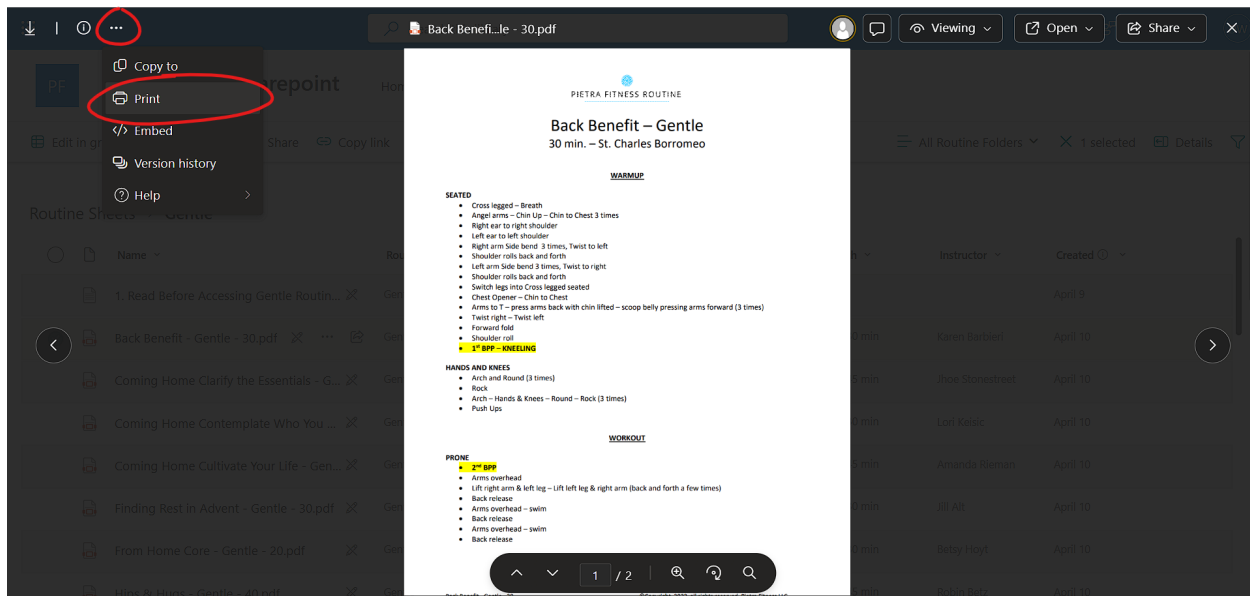
Name	Routine Type	Physical Focus	Length	Instructor	Created
1. Read Before Accessing Gentle Routin...	A to Z				April 9
Back Benefit - Gentle - 30.pdf	Z to A		15-30 min	Karen Barbieri	April 10
Coming Home Clarify the Essentials - G...	Filter by	Body (Balanced) Upper Body Core	30-45 min	Jhoe Stonestreet	April 10
Coming Home Contemplate Who You ...	Column settings	Body (Balanced) Posture	15-30 min	Lori Keisic	April 10
Coming Home Cultivate Your Life - Gen...	Totals	Body (Balanced) Lower Body	30-45 min	Amanda Rieman	April 10



Navigating the New Pietra Fitness SharePoint Site (continued)

7. Print by clicking the three dots in the upper left while in the document view. Then select “Print” from the drop-down menu.

- Following the above instructions rather than using the Ctrl+P function will ensure correct formatting when printing.
- Depending on your browser, the printing function may work best *after* you have downloaded the Routine Sheet or Meditation. **Please be advised that you are only allowed to download in order to *print*. Instructors are not authorized to download Routine Sheets or Meditations in order to share them.**



8. Mobile access via smartphone is best supported by Microsoft Edge browser, though **desktop access** is supported by most major internet browsers.

If you have any questions, please contact support@pietrafitness.com. Thank you!