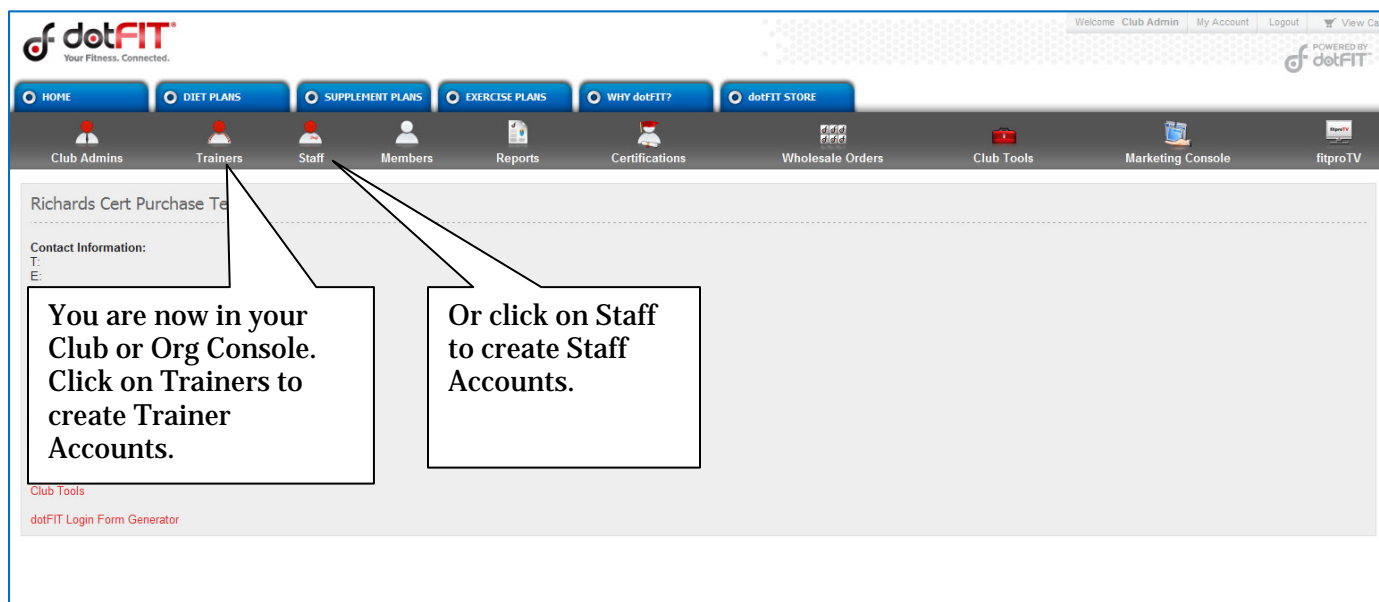
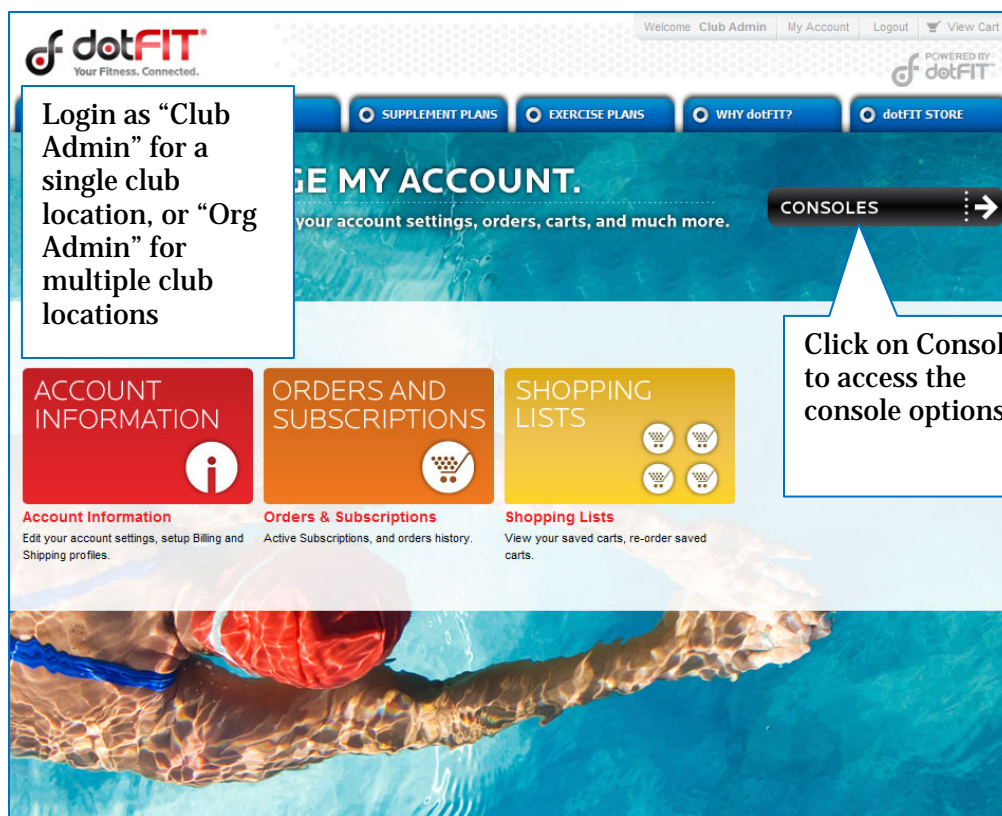




Use these step-by-step instructions to create Staff and Trainer Accounts for your team.

The screenshot shows the dotFIT homepage. At the top right, there are links for "Login", "Sign Up", and "View Cart". A callout box with a white background and a black border points to the "Login" link. The text inside the callout box reads: "Go to [www.dotfit.com](http://www.dotfit.com) and click LOGIN in the upper right corner." The main content area features a large blue banner with the text "HOW WILL dotFIT HELP YOU ACHIEVE YOUR GOALS?" and a video player for "dotFIT PROGRAM PLAY VIDEO". Below this is a section titled "NO FAD DIETS. NO MARKETING HYPE. JUST RESULTS.GUARANTEED." with a testimonial from Kat Barefield, Registered Dietitian and R&D Manager. To the right, there is a "dotFIT PARTNER" section featuring Shaquille O'Neal and a "dotFIT + SHAQ: CHECK OUT THE VIDEO" button.

The screenshot shows the dotFIT login and registration page. The page is titled "Ordering or Subscribing with dotFIT is Quick and Easy!". There are two main sections: "I am already registered with dotFIT" and "I am a new customer and would like to create my account now with a simple one step process.". The "I am already registered with dotFIT" section has a "Username:" field with "newuser" entered, a "Password:" field with "\*\*\*\*\*" entered, and a "Remember me" checkbox checked. Below these fields is a green "LOG IN" button with a right-pointing arrow. The "I am a new customer..." section has a green "REGISTER" button with a right-pointing arrow. A callout box with a white background and a black border points to the "LOG IN" button. The text inside the callout box reads: "Enter your dotFIT username and password." The background of the page is a woman in a blue and white athletic top, raising her fist in a celebratory gesture.





dotFIT Your Fitness. Connected. Welcome Club Admin My Account Logout View Cart

HOME DIET PLANS SUPPLEMENT PLANS EXERCISE PLANS WHY dotFIT? dotFIT STORE

Club Admins Trainers Staff Members Reports Certifications Wholesale Orders Club Tools Marketing Console fitproTV

**Manage Trainers**  
Add New Trainer

Find text:  Search Reload

| Employee ID | Username             | Name                | Location | E-Mail                                       |
|-------------|----------------------|---------------------|----------|--|
|             | Richards Org Default |                     |          | rds_Org_Richards_Org_Default_Club@dotfit.com |
|             | TrainerOne           |                     |          | r1@dotfit.com                                |
|             | TrainerTwo           |                     |          | rtwo@dotfit.com                              |
|             | TrainerThree         |                     |          | rthree@dotfit.com                            |
|             | TrainerFour          |                     |          | rfour@dotfit.com                             |
|             | TrainerFive          |                     |          | rfive@dotfit.com                             |
|             | TrainerSix           |                     |          | sdotfit.com                                  |
|             | TrainerSeven         |                     |          | r7@dotfit.com                                |
|             | Trainer8             |                     |          | r8@dotfit.com                                |
|             | Trainer9             |                     |          | r9@dotfit.com                                |
|             | Trainer10            |                     |          | er10@dotfit.com                              |
|             | Trainer21            |                     |          | r21@dotfit.com                               |
|             | Trainer22            | Twentytwo Trainer   |          | trainer22@dotfit.com                         |
|             | Trainer23a           | Twentythree Trainer |          | trainer23@dotfit.com                         |
|             | Trainer1a            | Onea Trainer        |          | trainer1a@dotfit.com                         |
|             | Trainer2a            | Twoa Trainer        |          | trainer2a@dotfit.com                         |
|             | Trainer3a            | Threea Trainer      |          | trainer3a@dotfit.com                         |
|             | Trainer4a            | Foura Trainer       |          | trainer4a@dotfit.com                         |
|             | Trainer5a            | Fivea Trainer       |          | trainer5a@dotfit.com                         |

To add a new trainer, simply click "Add New Trainer".

The same process can be applied to adding a Staff Account in the Staff Account section on the previous screen.

Trainer Details - Mozilla Firefox

http://www.dotfit.com/consales/dotfitclub/trainerdetails.aspx

**Add Trainer**

Username:  Address:

Password:  City:

E-Mail Address:  State:

Confirm E-Mail Address:  Zip:

First Name:  Birth Day:

Last Name:  Sex:

Club: Richards Cert Purchase Test Cell Phone:

Mobile Carrier:

Default Trainer

Employee ID:

Armband:  User Has Armband

Complete the fields in this pop-up window to add a new account. The CLUB field will be completed for you (each Trainer and Staff Account will be linked to your "Default Trainer" for reporting purposes). Not all fields are required, but you need to include an email address for your trainer.

When finished, click Save. Then click Close and your new Trainer Account will appear in your trainer list. You may need to refresh your page.

Once the account has been added, dotFIT will send them an email with their username and password.