

Trainer Resource ~ Adding A New Member Account



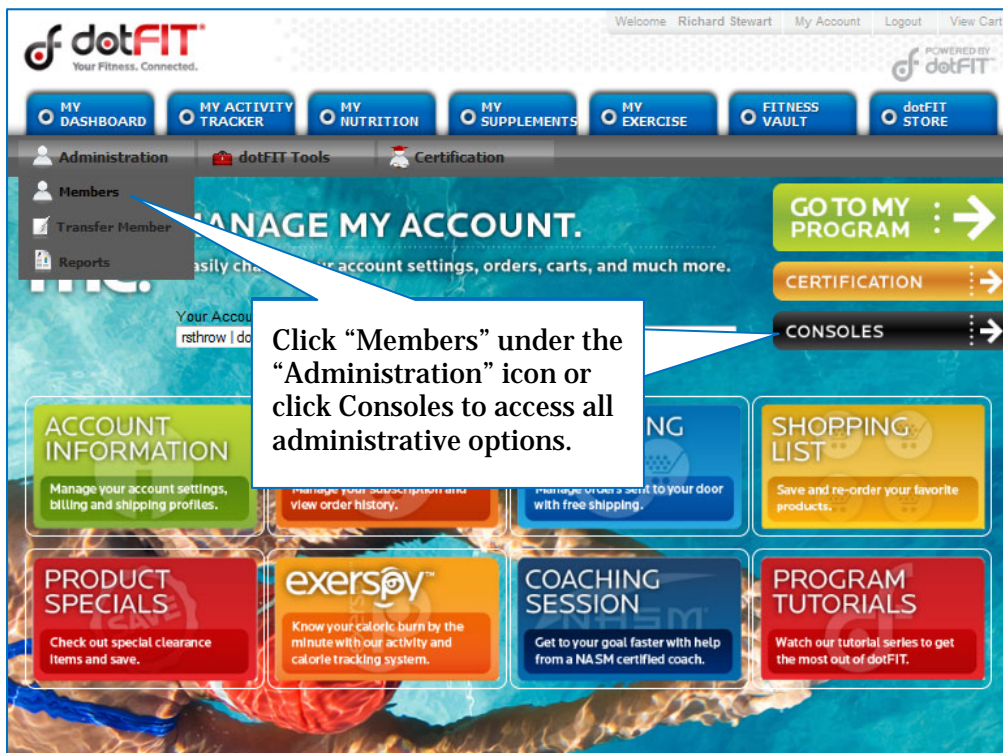
Use these step-by-step instructions to add a new member account to your client list.

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 blue border and white background points to the "Login" link. The text inside the callout box reads: "Go to www.dotfit.com and click Login in the upper right corner." The main content area features a large banner with the text "WELCOME TO YOUR PERSONALIZED ONLINE FITNESS AND NUTRITION CENTER." and a woman using a laptop. Below the banner, there are several sections: "CONNECT WITH YOUR COACH. SET YOUR GOALS. FOLLOW YOUR PROGRAM. GET GUARANTEED RESULTS." with a list of features, a "FREE SUPPLEMENT SCREENER" offer, and a testimonial from Shawnee Burger.

Go to www.dotfit.com and click Login in the upper right corner.

The screenshot shows the dotFIT login page. The page has a header with the dotFIT logo and navigation links. Below the header, there is a section titled "Ordering or Subscribing with" and a form for logging in. The form includes fields for "Username" (with the example "trainer22a") and "Password" (with a "Forgot your password?" link). There is a "Remember me" checkbox and a "LOG IN" button. A callout box with a blue border and white background points to the "LOG IN" button. The text inside the callout box reads: "Enter your dotFIT username and password." The "REGISTER" button is also visible on the right side of the form.

Enter your dotFIT username and password.



Add New Member

Find text: Search

The Members icon opens to the client list and a blank “Add Member” form.

To add a new member, complete the fields. The CLUB and TRAINER fields will be completed for you. Not all fields are required, but suggested and you need to include a valid email address for your client.

When finished, click Save. Your new client will appear in your member list on the left.

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

Add Member

Username:

Password:

E-Mail:

Confirm E-Mail Address:

First Name:

Last Name:

Company:

Club:

Trainer:

Member ID:

Address:

City:

State:

Zip:

Birth Day: (MM/DD/YYYY)

Sex:

Cell Phone: (9998887777)

Mobile Carrier:

Member Exercise Access Yes No



Manage Members

Add New Member

Find text:

ABCDEFGHIJKLMNOPQRSTUVWXYZ

| Name (Last Name, First Name) | E-Mail |
|------------------------------|-----------------------|
| testtrial2 | testtrial2@dotfit.com |
| test trial | dtfit@dotfit.com |

Click on the client's name in your list to open their details page.

Add Member

Username:

Password:

E-Mail:

Confirm E-Mail Address:

First Name:

Last Name:

Company:

Club:

Trainer:

Member ID:

Address:

City:

State:

Zip:

Birth Day: (MM/DD/YYYY)

Sex:

Cell Phone: (9999997777)

Manage Members

Add New Member

Find text:

ABCDEFGHIJKLMNOPQRSTUVWXYZ

| Name (Last Name, First Name) | E-Mail |
|------------------------------|-----------------------|
| testtrial2 | testtrial2@dotfit.com |
| test trial | dtfit@dotfit.com |

Edit: testtrial2

Username:

E-Mail:

Confirm E-Mail Address:

First Name:

Last Name:

Company:

Club:

Trainer:

Member ID:

Address:

City:

State:

Zip:

Birth Day: (MM/DD/YYYY)

Sex:

Cell Phone:

Mobile Carrier:

Recurring Product Orders

Customer has no recurring product orders.

Recommend Products

Product:

Quantity:

Product List

Customer has no recommended products.

Saved Carts

Customer has no saved carts.

Free Trial

dotFIT me

dotFIT Me Program - 14Day Trial

dotFIT Me Access

Client has exerspy

Allow medical release

On the member details page, you can edit basic data such as address and telephone number as needed. The password that was created can only be re-set by the member or a dotFIT Administrator.

Current recurring orders and saved carts can be seen here and you can recommend products and save them in dated “trainer suggested” carts.

exerspy armband status can be viewed here as well as the “sign-off” for a needed physician’s release form/waiver.

This is also where you access and manage the member’s dotFIT Me Program.

Trainer Resource ~ Adding A New Member Account



dotFIT
Your Fitness. Connected.

Welcome Richard Stewart | My Account | Logout | View Cart

MY DASHBOARD | MY ACTIVITY TRACKER | MY NUTRITION | MY SUPPLEMENTS | MY EXERCISE | FITNESS VAULT | dotFIT STORE

Administration | dotFIT Tools | Certification

Manage Members

Add New Member

Find text: Search

ABCDEFGHIJKLMNOPQRSTUVWXYZ
XYZ

| First Last Name | E-Mail |
|-----------------|----------------------------|
| fitprotv test | richard@dotfit.com |
| Kathy dotfit | kathy@dotfit.com |
| Jean Stewart | jeanstew@comcast.net |
| Alyssa Snow | godznosnowangel@gmail.com |
| Linda Snow | lsnow@coasthillschurch.org |

fitprotvtest
fitprotvtest
richard@dotfit.com
dotFIT Employee Club
Registered on: 3/15/2010 6:35:40 AM

fitprotvtest

Username:
E-Mail:
Confirm E-Mail:
Address:
First Name:
Last Name:
Company:
Club: dotFIT Employee Club
Trainer: Richard Stewart
Member ID:
Address:
City:
State:
Zip:
Birth Day: (MM/DD/YYYY)
Sex:
Cell Phone:
Mobile Carrier:
Member Exercise Access: Yes No

Recurring Product Orders
Customer has no recurring product orders.

Recommend Products
Product:
Quantity:
Products in cart:
Customer has no recommended products.

Saved Carts
Customer has no saved carts.

dotFIT Me Program
This will give your member access to the dotFIT Me program with no expiration date. Don't allow access if you've already given your member a "prepaid subscription" above.

Allow access
 Class exerspy
 Allow

For clubs with unlimited subscription licenses, providing dotFIT Me Program access is as simple as checking the "Allow Access" box and clicking "Save".