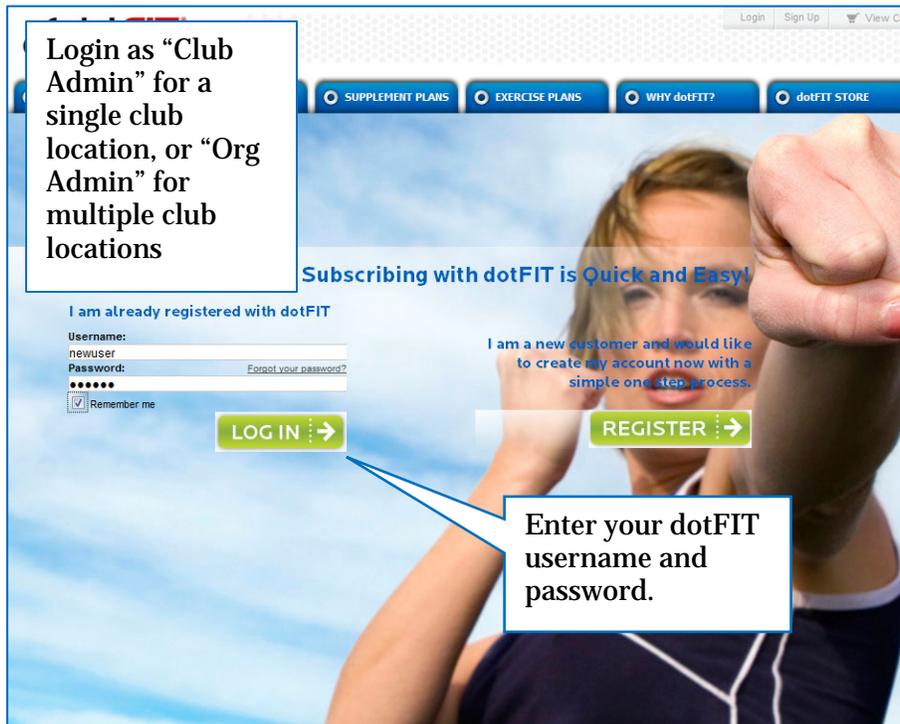
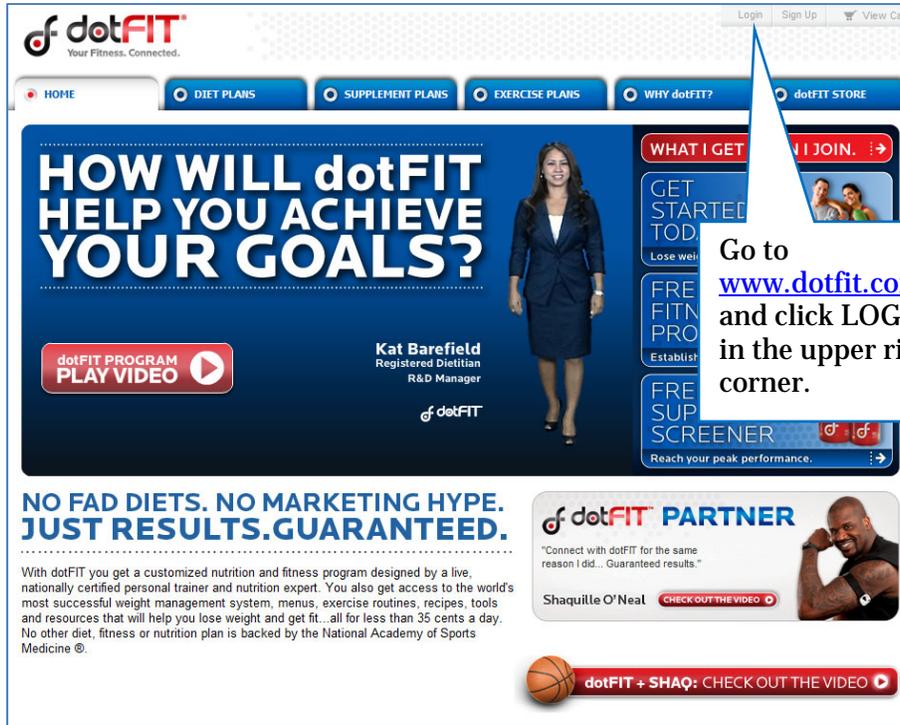
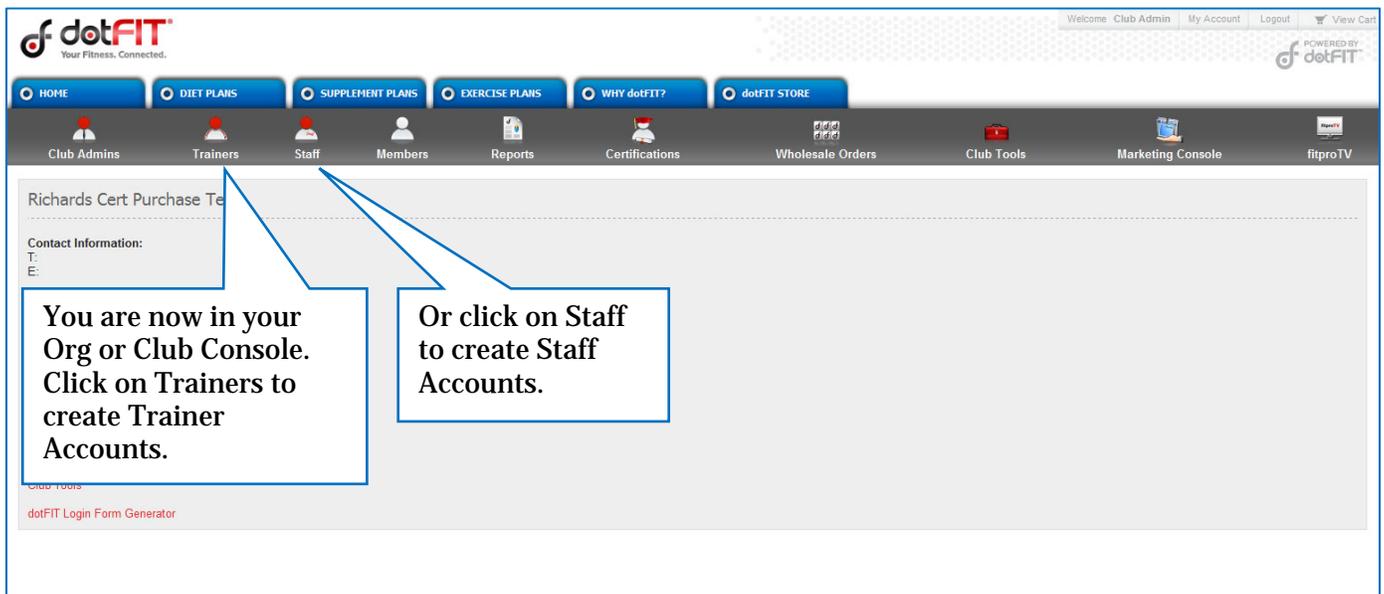
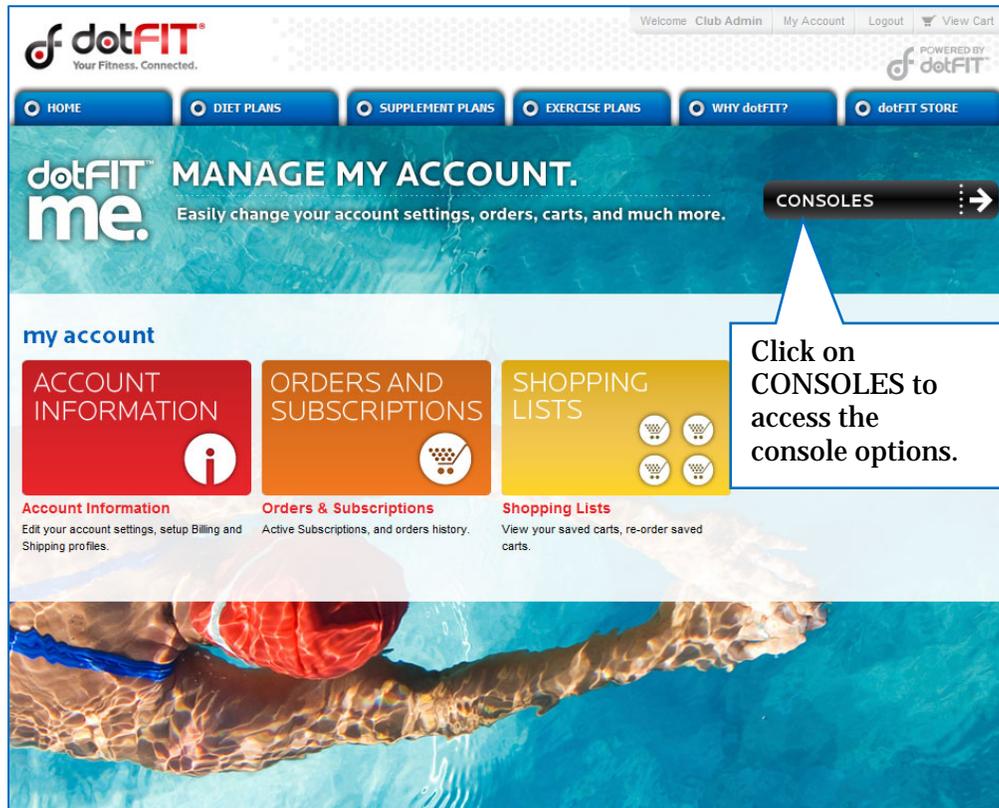




Use these step-by-step instructions to manage user accounts within your club or organization.







Manage Trainers
Add New Trainer

Find text: Search Reload

Employee ID	Username	Name	Location	E-Mail
	Trainer			Richards_Org_Richards_Org_Default_Club@dotfit.com
				trainer1@dotfit.com
				trainertwo@dotfit.com
				trainerthree@dotfit.com
				trainerfour@dotfit.com
				trainerfive@dotfit.com
				Tsix@dotfit.com
				trainer7@dotfit.com
				trainer8@dotfit.com
				trainer9@dotfit.com
				Trainer10@dotfit.com
				trainer21@dotfit.com
				trainer22@dotfit.com
				trainer23@dotfit.com
Trainer22		Twentytwo Trainer		
Trainer23a		Twentythree Trainer		
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 Account, 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.

Add Trainer

Username: Address:

Password: City:

E-Mail Address: State:

Confirm E-Mail Address: Zip:

First Name: Birth Day:

Last Name: Sex:

Club: Cell Phone:

Mobile Carrier:

Default Trainer

Employee ID:

Armband: User Has Armband

Save Cancel Close Window

Complete the fields in this pop-up window to add a new trainer 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 a valid email address for your trainer/staff member.

If this were being done from the Org Admin Console you would need to designate the club.

When finished, click Save. Then click Close Window and your new Trainer Account will appear in your member 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.



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Welcome Club Admin | My Account | Logout | View Cart

POWERED BY dotFIT

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

Richards Cert Purchase Test

Contact Information:
T:
E:

Address Information:
:

Number of Trainers: 19
Number of Staff Members: 1
Number of Members: 2

Orders Information:
Retail: 6
Wholesale: 4

Resources:
Club Tools

dotFIT Login Form Generator

To manage members click on Members

Manage Members

Add New Member

Find text: Search

ABCDEFGHIJKLMNOPQRSTUVWXYZ

Name (Last Name, First Name)	E-Mail
Ease Dis	aol@aol.com
test test	test@testtesttest.com
bell john	demomember10@dotfit.com
client new	newclient@dotfit.com
member9 demo	demomember9@dotfit.com
member8 demo	demomember8@dotfit.com
client demo	democlient@dotfit.com
member7 demo	demo@demo22252.com
member6 demo	demomember6@dotfit.com
member5 demo	demomember5@dotfit.com
member4 demo	demomember4@dotfit.com
member3 demo	demomember3@dotfit.com
member1 demo	demomember1@dotfit.com

Add Member

Username: NewMember
 Password: ●●●●●●
 E-Mail: newbie@email.com
 Confirm E-Mail Address: newbie@email.com

First Name: New
 Last Name: Member
 Company: dotFIT, LLC
 Club:
 Trainer: dotFIT, LLC - Signatu
 Member ID:
 Address: 123 dotFIT Way
 City: Westlake Village
 State: California
 Zip: 91362
 Birth Day: 10/24/1980 (MM/DD/YYYY)
 Sex: Male
 Cell Phone: 2135551234 (9999998777)
 Mobile Carrier: Verizon
 Member Exercise Access: Yes No

Save Cancel

The Members page opens to blank "Add Member" form. Just fill in all possible information; make sure to enter a valid email.

Club Admin can assign trainer, Org Admin will need to assign club and trainer.

When finished, click Save. Then click Close Window and your new member account will appear in your member 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.

Click on a member name to view their details and to re-assign their club and/or trainer as needed. You can click on their email to send a communication.



The screenshot shows the 'Manage Members' interface. On the left is a table of members. The main area is titled 'Edit: newclient' and contains a form with the following fields:

- Username: newclient
- E-Mail: newclient@dotfit.com
- Confirm E-Mail Address: newclient@dotfit.com
- First Name: new
- Last Name: client
- Company: dotfit
- Club: Sample Club 3 - Plug N Play - Club License All Members
- Trainer: demo trainer(demotrai)
- Member ID: [empty]
- Address: 123 dotfit Way
- City: Westlake Village
- State: California
- Zip: 91362
- Birth Day: 01/01/1980
- Sex: Male
- Cell Phone: 8055551234
- Mobile Carrier: Verizon

Other sections include 'Recurring Product Orders', 'Recommend Products', 'Free Trial', and 'dotFIT Me Access'.

The Member details page has diverse functionality

- Edit member personal data and re-assign club and/or trainer as needed.
- Click on “Manage dotFIT Me Program” to view member program
- Check “Allow medical release” to release a member that has provided their signed medical release form as indicated (trainers also have this function)
- Also view recurring order, saved carts, subscription, and armband status

Always remember to click Save after any change.

The screenshot shows the 'Club Admins' page. A callout box points to the 'Club Admins' link in the navigation bar with the text:

To manage Club Administrators click Club Admins.

The page content includes a header for 'Richards Cert Purchase Test' and a 'Contact Information' section with fields for Name, Title, and Email. Below that is an 'Address Information' section and a summary of club statistics:

- Number of Trainers: 19
- Number of Staff Members: 2
- Number of Members: 2

The 'Orders Information' section shows:

- Retail: 6
- Wholesale: 4



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MY DASHBOARD | ACTIVITY TRACKER | MY NUTRITION | MY SUPPLEMENTS | MY EXERCISE | Fitness Vault | dotFIT STORE

Club Admins | Trainers | Staff | Members | Wholesale Orders | Club Tools

Manage Club Administrators
Add New Administrator

Find text: Search

Employee ID	Name	Location	E-Mail
	Haugen Odd		odd@dotfit.com
	clubadmin1 demo		democlubadmin1@dotfit.com

dotFIT
Your Fitness. Connected.

Welcome Odd Haugen | My Account | Logout | View Cart

MY DASHBOARD | ACTIVITY TRACKER | MY NUTRITION | MY SUPPLEMENTS | MY EXERCISE | Fitness Vault | dotFIT STORE

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

Manage Club Administrators
Add New Administrator

Find text: Search

Employee ID	Name	Location	E-Mail
	Haugen Odd		odd@dotfit.com
	clubadmin1 demo		democlubadmin1@dotfit.com

Add User

Username:

Password:

E-Mail Address:

Confirm E-Mail Address:

First Name:

Last Name:

Access to Club Console

Roles: Manage Club Administrators

Employee ID:

Once Add New Administrator is selected simply fill in the user information, select role(s) and click save.

In the Org Console the same type of function is available for managing Org Administrators.



Richard Stewart Org

Contact Information:
T:
E:

Address Information:
,

Number of Clubs: 3
Number of Trainers: 31
Number of Staff Members: 1
Number of Members: 3

Orders Information:
Retail: 6
Wholesale: 6

From the Org Console click Manage Clubs to edit club details and view/manage members as necessary.