



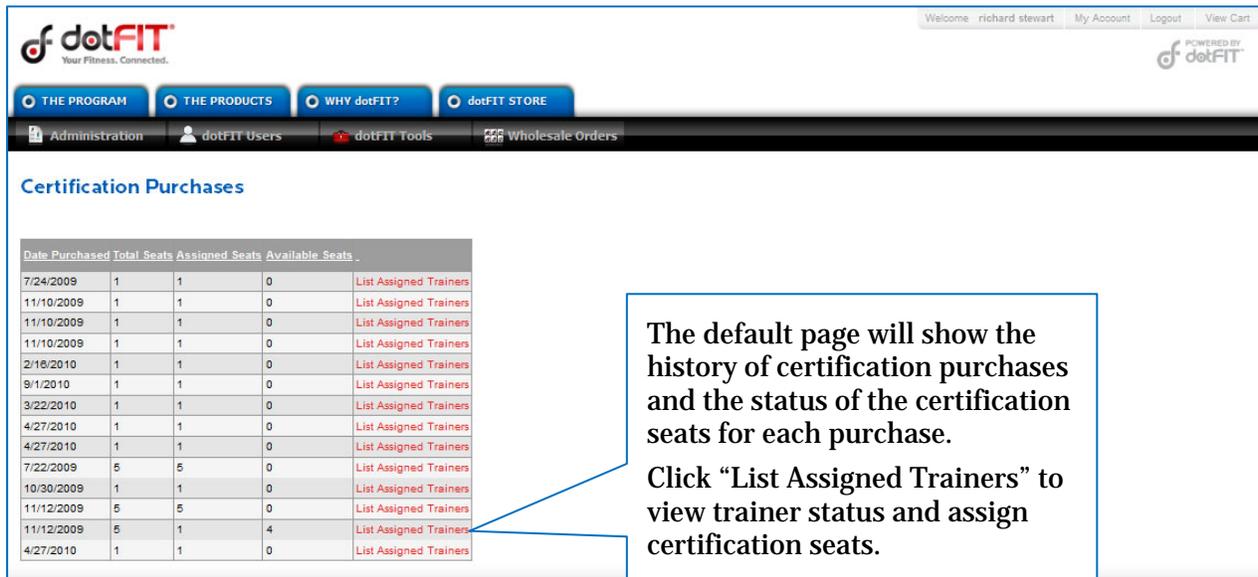
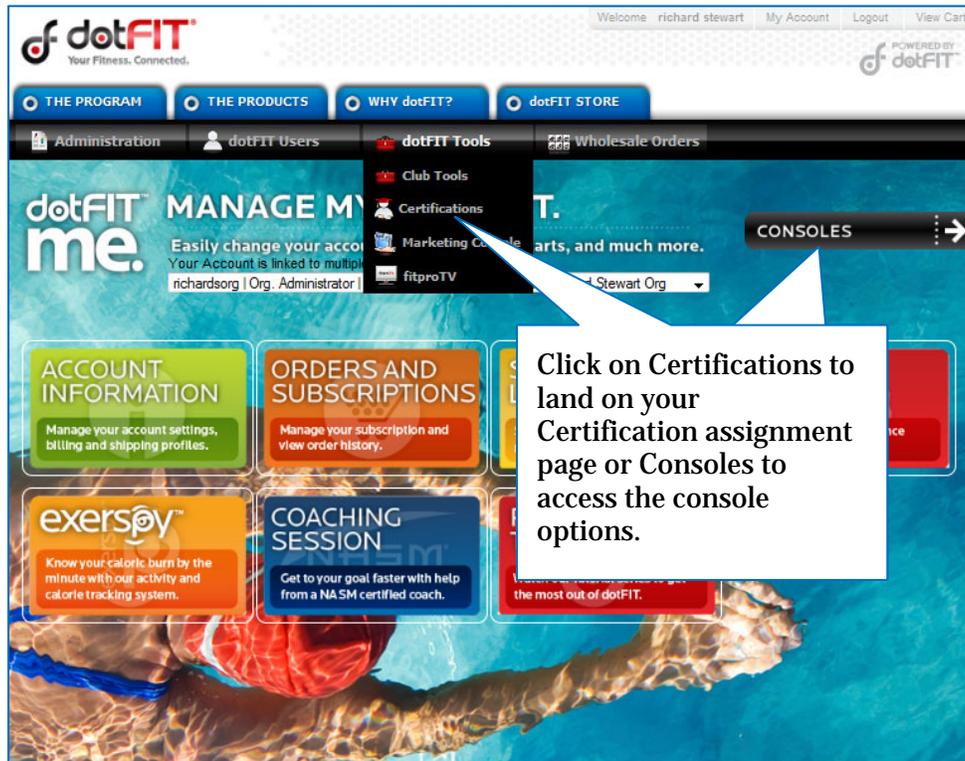
Use these step-by-step instructions to use the Certifications available in your Org and Club Administration Console.

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 a 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 sitting at a laptop. Below the banner, there are several promotional tiles and a list of features.

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

The screenshot shows the dotFIT login page. On the left, there is a text box that says: "Login as 'Club Admin' for a single club location, or 'Org Admin' for multiple club locations". The main content area has a heading "Ordering or Subscribing with dotFIT is Quick and Easy!". Below this, there are two options: "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" option has a form with fields for "Username:" (containing "newconsumer") and "Password:" (with masked characters). There is a "Remember me" checkbox and a "LOG IN" button. A callout box with a blue border and a white background points to the "LOG IN" button. The text inside the callout box reads: "Enter your dotFIT username and password." The "I am a new customer..." option has a "REGISTER" button.

Enter your dotFIT username and password.





Certification Purchases

Date Purchased	Total Seats	Assigned Seats	Available Seats	
7/24/2009	1	1	0	List Assigned Trainers
11/10/2009	1	1	0	List Assigned Trainers
11/10/2009	1	1	0	List Assigned Trainers
11/10/2009	1	1	0	List Assigned Trainers
2/16/2010	1	1	0	List Assigned Trainers
9/1/2010	1	1	0	List Assigned Trainers
3/22/2010	1	1	0	List Assigned Trainers
4/27/2010	1	1	0	List Assigned Trainers
4/27/2010	1	1	0	List Assigned Trainers
7/22/2009	5	5	0	List Assigned Trainers
10/30/2009	1	1	0	List Assigned Trainers
11/12/2009	5	5	0	List Assigned Trainers
11/12/2009	5	1	4	List Assigned Trainers
4/27/2010	1	1	0	List Assigned Trainers

Assigned Trainers

You have 4 Available Seats. Assign Trainer:

Trainer Name	Club Name	Date Certification Assigned	Assigned by	Date Certification Course Started	Date Completed
Trainer Twentyone	Richards Cert Purchase Test	11/17/2009 2:16:38 PM	Club Admin	11/17/2009 2:17:47 PM	
Trainer Four	Richards Cert Purchase Test	11/24/2009 8:19:11 AM	Club Admin		Revoked
Trainer Five	Richards Cert Purchase Test	1/19/2010 1:05:39 PM	richard stewart		Revoked
Trainer 101	Richards Cert Purchase Test	3/12/2010 1:39:36 PM	Club Admin		Revoked
Trainer 102	Richards Cert Purchase Test	3/16/2010 7:39:39 PM	Club Admin		Revoked
Trainer 102	Richards Cert Purchase Test	3/31/2010 6:30:19 AM	Club Admin		Revoked
Trainer doddff1	Richards Cert Purchase Test	4/1/2010 4:59:58 PM	Club Admin		Revoked
Trainer Five	Richards Cert Purchase Test	4/1/2010 7:37:52 PM	Club Admin		Revoked
Trainer Four	Richards Cert Purchase Test	4/1/2010 7:49:40 PM	Club Admin		Revoked
Trainer 104	State of Texas Club	4/15/2010 3:27:46 PM	richard stewart		Revoked

This is the “Assigned Trainers” page. It allows you to assign specific trainers to a certification seat, shows the currently assigned trainers from this purchase, and also provides the user’s course status. A certification course can be revoked and re-assigned as long as it hasn’t been started.

Certification Purchases

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11/10/2009	1	1	0	List Assigned Trainers
11/10/2009	1	1	0	List Assigned Trainers
2/16/2010	1	1	0	List Assigned Trainers
9/1/2010	1	1	0	List Assigned Trainers
3/22/2010	1	1	0	List Assigned Trainers
4/27/2010	1	1	0	List Assigned Trainers
4/27/2010	1	1	0	List Assigned Trainers
7/22/2009	5	5	0	List Assigned Trainers
10/30/2009	1	1	0	List Assigned Trainers
11/12/2009	5	5	0	List Assigned Trainers
11/12/2009	5	1	4	List Assigned Trainers
4/27/2010	1	1	0	List Assigned Trainers

Assigned Trainers

You have 4 Available Seats. Assign Trainer:

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Trainer Four	Richards	11/24/2009 8:19:11 AM	Club Admin		Revoked
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Trainer 101	Richards	3/12/2010 1:39:36 PM	Club Admin		Revoked
Trainer 102	Richards Cert Purchase Test	3/16/2010 7:39:39 PM	Club Admin		Revoked
Trainer 102	Richards Cert Purchase Test	3/31/2010 6:30:19 AM	Club Admin		Revoked
Trainer doddff1	Richards Cert Purchase Test	4/1/2010 4:59:58 PM	Club Admin		Revoked
Trainer Five	Richards Cert Purchase Test	4/1/2010 7:37:52 PM	Club Admin		Revoked
Trainer Four	Richards Cert Purchase Test	4/1/2010 7:49:40 PM	Club Admin		Revoked
Trainer 104	State of Texas Club	4/15/2010 3:27:46 PM	richard stewart		Revoked

To assign a certification seat to a specific trainer in your club, simply select a trainer from the drop-box and click “Assign”.



dotFIT Your Fitness. Connected. Welcome richard stewart My Account Logout View Cart

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11/10/2009	1	1	0	List Assigned Trainers
11/10/2009	1	1	0	List Assigned Trainers
11/10/2009	1	1	0	List Assigned Trainers
2/18/2010	1	1	0	List Assigned Trainers
9/1/2010	1	1	0	List Assigned Trainers
3/22/2010	1	1	0	List Assigned Trainers
4/27/2010	1	1	0	List Assigned Trainers
4/27/2010	1	1	0	List Assigned Trainers
7/22/2009	5	5	0	List Assigned Trainers
10/30/2009	1	1	0	List Assigned Trainers
11/12/2009	5	5	0	List Assigned Trainers
11/12/2009	5	2	3	List Assigned Trainers
4/27/2010	1	1	0	List Assigned Trainers

After assigning a seat you will be taken back to "Certification Purchases". The available seats have been appropriately deducted. Click on "List Assigned Trainers" to view the course just assigned.

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9/1/2010	1	1	0	List Assigned Trainers
3/22/2010	1	1	0	List Assigned Trainers
4/27/2010	1	1	0	List Assigned Trainers
4/27/2010	1	1	0	List Assigned Trainers
7/22/2009	5	5	0	List Assigned Trainers
10/30/2009	1	1	0	List Assigned Trainers
11/12/2009	5	5	0	List Assigned Trainers
11/12/2009	5	2	3	List Assigned Trainers
4/27/2010	1	1	0	List Assigned Trainers

Assigned Trainers

You have 3 Available Seats. Assign Trainer

Trainer Name	Club Name	Date Certification Assigned	Assigned by	Date Certification Course Started	Date Completed
Trainer Twentyone	Richards Cert Purchase Test	11/17/2009 2:18:38 PM	Club Admin	11/17/2009 2:17:47 PM	
Trainer Four	Richards Cert Purchase Test	11/24/2009 8:19:11 AM	Club Admin		Revoked
Trainer Five	Richards Cert Purchase Test	1/19/2010 1:05:39 PM	richard stewart		Revoked
Trainer 101	Richards Cert Purchase Test	3/12/2010 1:39:36 PM	Club Admin		Revoked
Trainer 102	Richards Cert Purchase Test	3/16/2010 7:38:39 PM	Club Admin		Revoked
Trainer 102	Richards Cert Purchase Test	3/31/2010 6:30:19 AM	Club Admin		Revoked
Trainer dotfit1	Richards Cert Purchase Test	4/1/2010 4:59:58 PM	Club Admin		Revoked
Trainer Five	Richards Cert Purchase Test	4/1/2010 7:37:52 PM	Club Admin		Revoked
Trainer Four	Richards Cert Purchase Test	4/1/2010 7:49:40 PM	Club Admin		Revoked
Trainer 104	State of Texas Club	4/15/2010 3:27:46 PM	richard stewart		Revoked
Trainer Eleven	State of Texas Club	9/1/2010 1:12:04 PM	richard stewart		Revoke

The trainer that was just assigned will now appear in "Assigned Trainers" for you to monitor as needed. Inform the trainer that the course is now available when they log in to their account.