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

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

Login as "Club
Admin" for a
single club
location, or "Org
Admin" for
multiple club
locations

Enter your dotFIT
username and
password.

Need help? Email support@dotFIT.com or call 877.4.dotFIT.

Click on Certifications to land on your Certification assignment page or Consoles to access the console options.
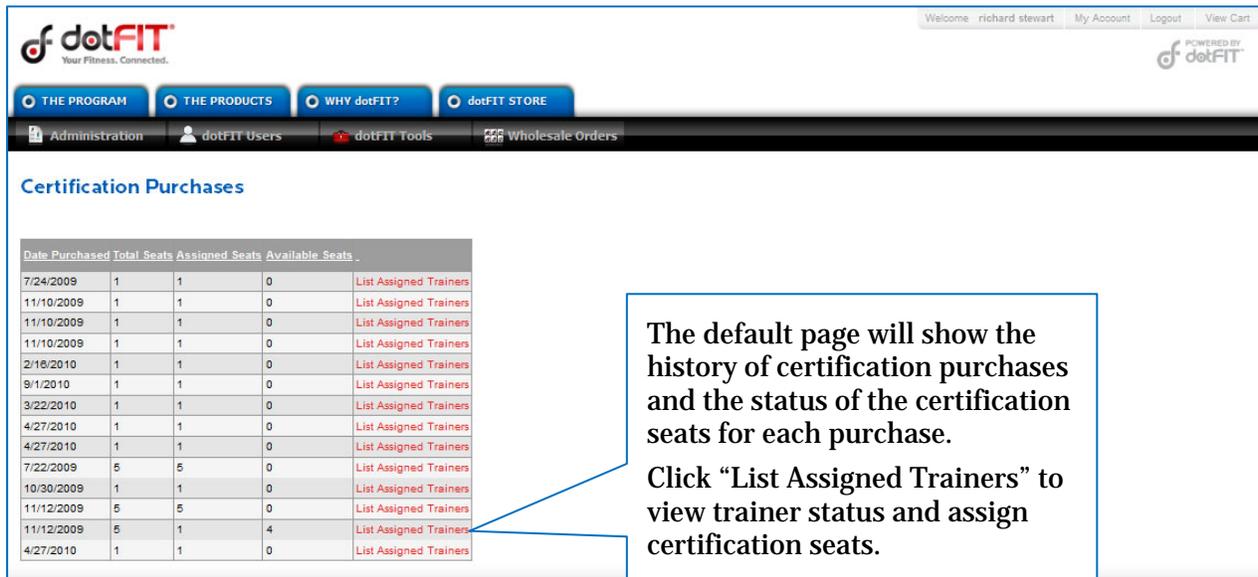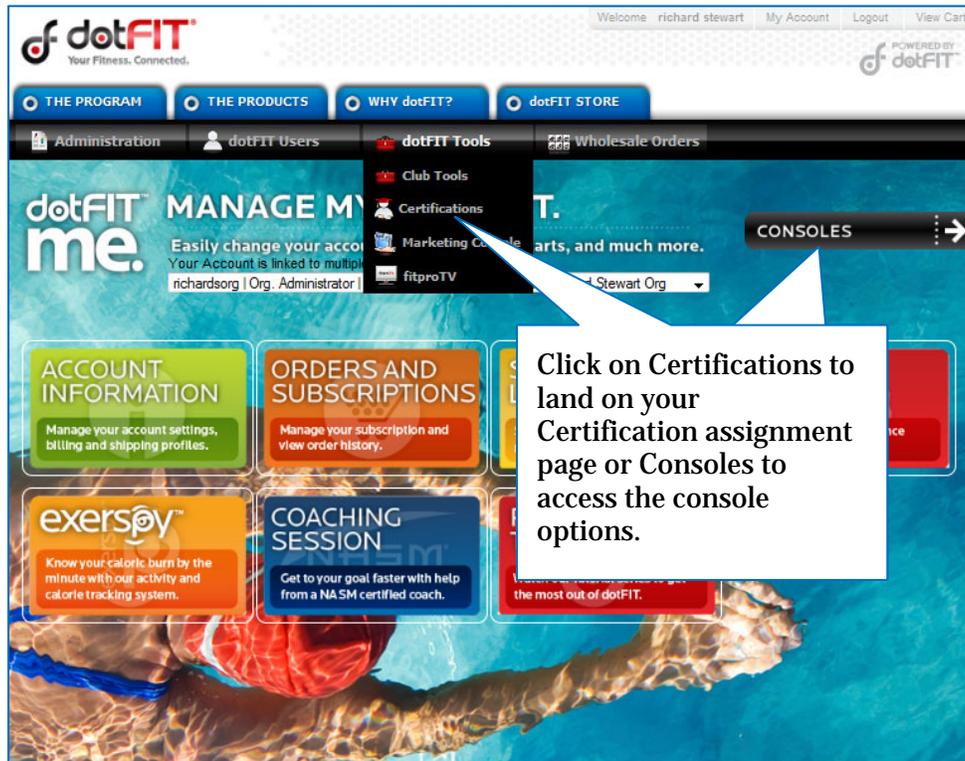
Certification Purchases

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

The default page will show the history of certification purchases and the status of the certification seats for each purchase.

Click "List Assigned Trainers" to view trainer status and assign certification seats.

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.

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

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.

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.

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