

GYM **assistant** **Demo Guide**

Version 1.5
December 2003

Gym Assistant is an effective yet simple-to-use system to help the gym owner manage and maintain club memberships. Rather than trying to be the “ultimate” club management system, Gym Assistant provides an easy-to-use solution for the small gym with modest administrative requirements.

This Demo Guide describes how to get started with the Gym Assistant Demo. The demo is a fully-functioning copy of Gym Assistant complete with sample members. All features in the program are active, but you can only add new members with membership numbers from 1-20.

System Requirements

Windows 98/2000/XP
64 MB RAM required, 128 MB recommended
20 MB hard disk space available
Pentium 500 MHz recommended

Contacting Bio-Logic

Bio-Logic, Inc.
1134-E Ballena Blvd #7
Alameda, CA 94501

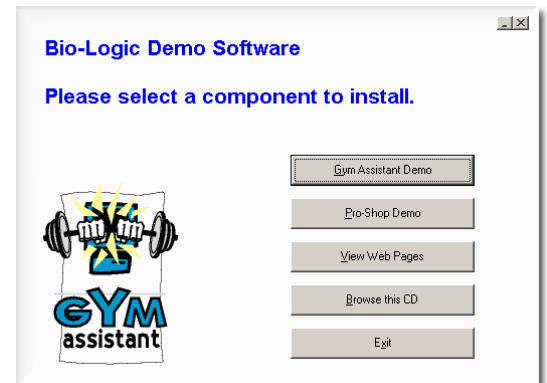
Phone: 510-865-1815
Toll-Free 1-877-496-2778 (877-GYM-ASST)
Fax: 510-865-1045
Email: info@gymassistant.com
Web: <http://www.gymassistant.com>

Installing the Demo

Insert the Gym Assistant Demo CD into your computer. The Bio-Logic Software Installers window below should appear within about 10 seconds. If the Installer window does not appear within about 10 seconds, then:

- Open My Computer.
- Right-click on the CD drive, which should be called “Bio-Logic”.
- Select AutoPlay from the menu that appears. The Bio-Logic Demo Software window to the right should appear.

Click the Gym Assistant Demo button, then click the Install Gym Assistant Demo button in the window that appears.

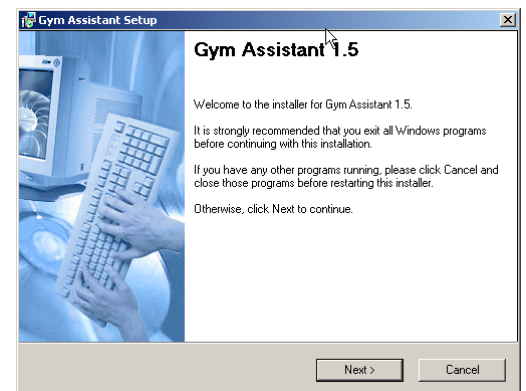


The Gym Assistant Setup window to the right appears.

Click the Next button in each window that appears to complete the installation.

After the installation is complete, click the Finish button. The Gym Assistant Demo will launch automatically.

Click the Exit button to close the Bio-Logic Software Installers window, and then eject the installer disk from your CD drive.



To start the Gym Assistant Demo in the future:

In Windows 98 or Windows 2000:

- Click the **Start** button.
- Click on **Programs**
- Select **Gym Assistant Demo**
- Select **Gym Assistant 1.5**

In Windows XP:

- Click the **Start** button.
- Select **All Programs**
- Select **Gym Assistant Demo**
- Select **Gym Assistant 1.5**

Starting the Demo

When the **About Gym Assistant** screen (right) appears, click **Continue**.

In the **Registration Info** screen that appears, click OK.



After Gym Assistant reminds you that this is a demo version of the software, the **Member Check-In** screen to the right appears:

Membership #:	0	Due Date:	--
Membership Type:	INACTIVE	Last Paid Date:	--
Payment Option:	12-Mo PrePay	Last Paid Amount:	0.00
Payment Amount:	0.00	Last Check-In:	00/00/00

View a member by entering a membership number

Enter "20" and press the ENTER key (or click the **View** button) to display the membership info for member #20 (Manny Member).

Click on the **Check-In** button to manually record a visit for this member.

Membership #:	20	Due Date:	07/16/04
Membership Type:	Debit 25	Last Paid Date:	09/25/03
Payment Option:	EFT-CC	Last Paid Amount:	175.00
Payment Amount:	25.00	Last Check-In:	09/27/99 02:27P

Display More membership info

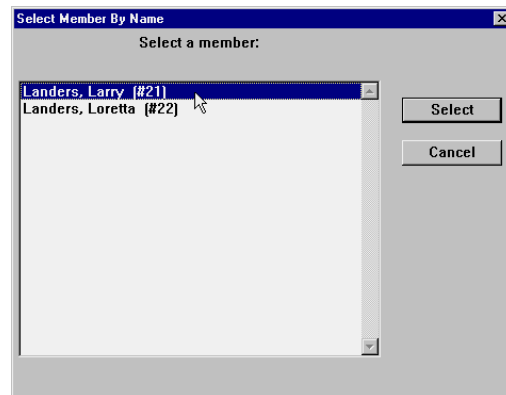
Click on the **More Info** button to display more info for Manny Member:

- Click on the **Address Info** button to view the address information for this member.
- Click on the **Other Info** button to view other information for this member.
- Click on the **Prev** or **Next** buttons to view information for the previous/next member.
- Click on the **Less Info** button to return to the default (Less Info) view.



View a member by entering a name

- Enter "LAN" and press the ENTER key (or click the **View** button) to display a list of all members whose name (first or last) begins with "LAN".
- Click on the first name in the list (Larry Landers) and press the ENTER key (or click the **Select** button) to display Larry Landers' membership info.



Renew a member

Display membership info for **Rodriguez Mendosa** (member #24) by entering part of his first or last name or his membership number and pressing ENTER (or clicking the **View** button). *Note that Mr. Mendosa currently has a Membership Type of **Club** and a Renewal Type of **1-Mo PrePay**. The 1-Mo PrePay designation means that he pays each month in-person.*

Member Browse: Less Info

#24

Rodriguez Mendosa

<<<< PAYMENT REQUIRED! >>>>

Membership #:	24	Due Date:	03/01/04	Bar Code
Membership Type:	Club	Last Paid Date:	02/28/04	Measure
Payment Option:	1-Mo PrePay	Last Paid Amount:	50.00	History
Payment Amount:	50.00	Last Check-In:	01/26/98 08:01P	Visits

Auto Check-In Display GateKeeper Check-ins Show Alerts

More Info Find: View Monitor

Buttons: Add New, Edit, Payment, Alert, Note, Bar Code, Measure, History, Visits, Check-In

Click the **Payment** button to bring up the Member Payment window.

Note that the Renewal Amount is \$50 and he will be Paid Until 03/01/04.

- In this window you can change the member's Membership Type and Payment Option. Click on the Payment Option pulldown. Note that the payment options that appear for the Club Membership Type are 1/3/6/12-month PrePays. Bank Debit and Credit EFT payments are not available for this membership type.
- Mr. Mendosa would like to convert his membership to an annual (12-month) payment.
- Change his Payment Option to 12-Month PrePay by selecting 12-Month PrePay from the pulldown menu.
- The Renewal Amount changes automatically to \$350 (the price for an 12-Month PrePay Club membership) and the Paid Until date automatically changes to 03/01/05 (one year from Mr. Mendosa's current Paid Until date).
- Select a Payment Type (Cash, Check or Charge) to indicate how Mr. Mendosa paid today.
- Click the **Renew** button to record the payment.

Membership Payment

Member #24: Mendosa, Rodriguez

Current Member Info

Membership Type:	Club	Last Paid Date:	02/28/04
Payment Option:	1-Mo PrePay	Was Paid Until:	03/01/04

Payment Info

Membership Type:	Club
Payment Option:	1-Mo PrePay
Payment Periods:	1 at \$50.00
Total Payment Amt: \$	50.00
Will Be Paid Until:	04/01/04
Payment Type:	

Buttons: Admin, Cancel, Renew

Edit member info

Bring up Manny Member's info.

Click the **Edit** button to edit his information.

- Note that all of the membership information fields are disabled. *This is to prevent you (or your staff) from accidentally changing membership information. In most cases, this information should only be modified using the Renew, and Inactivate/Re-activate features.*
- To enable the membership information fields, click the Admin button. *This feature can be password-protected.*
- Click the **Financial Info** button. A window appears to edit the member's credit card info. Click the **Cancel** button.
- Change the **Renewal Type** to **Bank Debit**.
- Click the **Financial Info** button again. This time a dialog will appear to edit the member's bank debit info. Click the **Cancel** button.
- Click the OK button to accept any changes you have made to Manny Member's information.

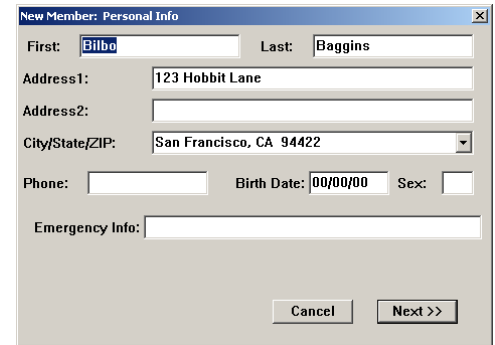
The screenshot shows a dialog box titled "Edit Membership Info" with a close button (X) in the top right corner. The form contains the following fields and controls:

- Member #: 20
- First: Manny
- Last: Member
- Address1: 4567 Evergreen Way
- Address2: (empty)
- City/State/ZIP: San Francisco, CA 94018
- Phone: 567-8780
- Birth Date: 00/00/00
- Sex: F
- Emergency Contact: Minnie Member, (427)793-1986x
- Membership Type: Debit 25
- Due Date: 07/16/04
- Member Since: 09/03/99
- Payment Option: EFT-CC
- Last Paid: 09/25/03
- Payment Amount: \$ 25.00
- Last Paid Amt: \$ 175.00
- Contract Date: 02/27/04
- Terminate Membership: Never

At the bottom of the dialog box, there are five buttons: Admin, Financial Info, Other, Cancel, and OK.

Add a new member

- Click the **Add New** button.
- Click OK to accept the automatically generated membership number for the new member. *Note: This demo will only allow you to add membership numbers from 1-20.*
- The New Member: Personal Info window (right) will appear:
- Enter the First Name "Bilbo", then press the TAB key to move to the next field.
- Enter the Last Name "Baggins", then press the TAB key to move to the next field.
- When you get to the **City/State/Zip** field, select a city from the pulldown menu. *Note: You can edit this and other pre-filled lists from the Settings menu.*
- Click the **Next** button (or press ENTER) to continue.



- The **New Member: Membership Info** window will appear:
- Change the **Renewal Type** to **6-Month**.
- Click the **Next** button (or press ENTER). *Whoops!* Gym Assistant will tell you that the Payment Type field must be filled before continuing. Click OK and then select a Payment Type and click **Next**.
- Gym Assistant then asks for a barcode for this member. Click OK to skip to the next step.
- In the **Member Info - Other** window that appears, click the OK button (or press ENTER) to continue.
- In the **Edit Membership Info** window that appears, click the OK button (or press ENTER) to continue.
- Gym Assistant then asks if you want to Print a receipt and capture a photo.
- Congratulations! You've now added a member.

