# Gym Assistant SmartReader
Adding Member Phone Access

Changes to VIZPin Website

VIZPin recently made some changes to their website that will make it more challenging to add new SmartKey card numbers to Gym Assistant. Please review this information, and contact Gym Assistant Support if you have any questions.

Grant Reader Access for Member Phone

Login to www.VIZPin.net with your email and password.
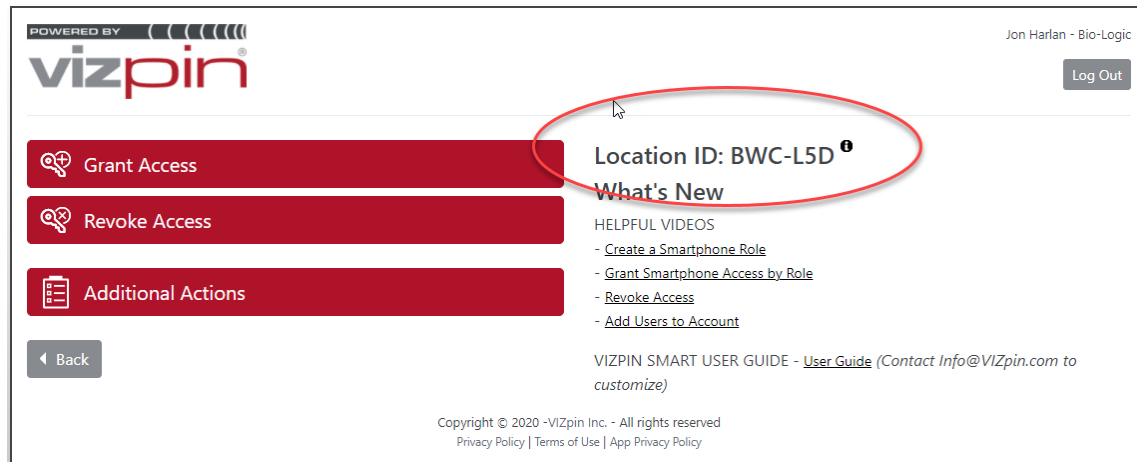
Note your **Location ID**, as members will need to enter the Location ID when setting up on their phones.

Click **Grant Access**.

Check the **Needs Access** box to only show members who have requested access.

Check the box for all members to add.

Click **Continue**.

If no Role appears in the list (which will be the case the first time you see this window), click **Add New Role**.
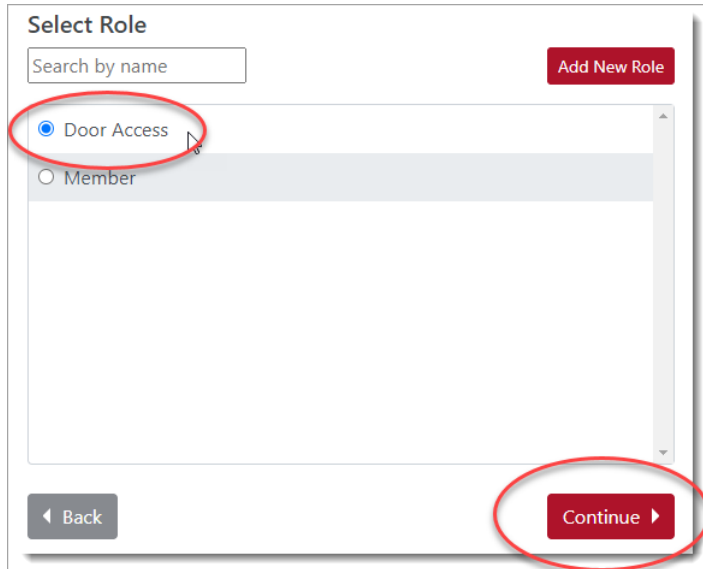
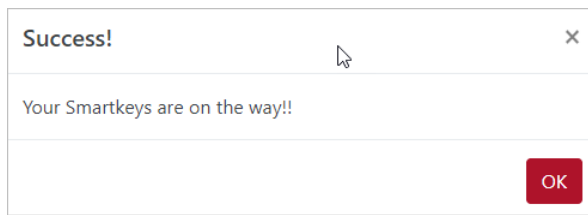Enter a Role Name of "**Door Access**" (or some other simple name).

For Schedule, select **24/7**.

Click **Save Role**. You will now be able to use this Role for all future members.

Now select a Role for the member (which will always be the same for all members).

Select **Door Access** from the list, then click **Continue**.

VIZPin will report "Your Smartkeys are on the way!!!" Click **OK**.
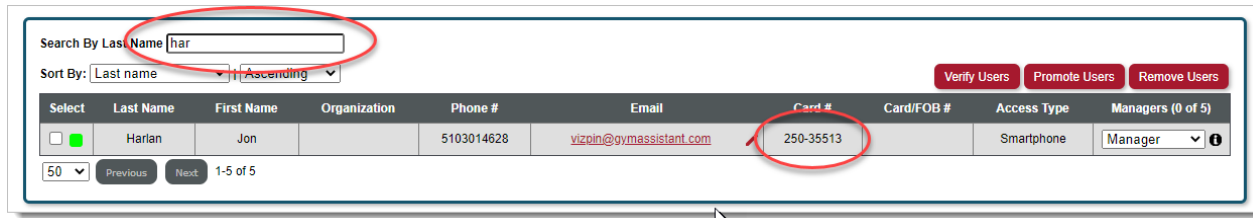
Get Member Card Number

Now you need to retrieve that new member card number.

Click **Additional Actions**.

Then click **Manage Users**.

To filter the list, enter the first few letters of a member's last name into the **Search By Last Name** field.

In the member's record note the **Card #** entry.

Setting the Member Card ID in Gym Assistant

In Gym Assistant while viewing a member record, click the **Barcode** button.

You can set the member's card ID (barcode) in Gym Assistant in two ways:

- Tap the OPEN icon in the smartphone app. The full 8-digit SmartReader ID will automatically appear in the Barcode field. (This will, of course, require that the member is there at the facility.)
- Get the member's SmartReader **Card #** from the VIZPin website (see below).
    - In Gym Assistant you must enter 8 digits for the barcode, which will always be "250" followed by a 5-digit Card #. If the Card # has fewer than 5 digits then you must include leading zeros. For example:
        - If the Card # is 12345, then you enter the barcode as "25012345".
        - If the Card # is 123, then you enter the barcode as "25000123".
    - ***NOTE: Currently the VIZPin website does not show all Card #'s correctly. You may need to add one or more zeros to the Card# (after the "250") to make the card number a full 8 digits.***