

# Gym Assistant Waivers and Vaccine Status

October 4, 2021

The screenshot displays the 'View Member Info' window for member #2 Happy Gilmore. The member's name is prominently displayed at the top. A green banner indicates 'Membership Up-to-Date! (Within Grace Period)'. Below this, it shows the member is part of 'Creed231 (4355)' and has '1 visits this month, 1 last month, 5 total'. A koala image is shown to the right. The 'Waivers' tab is selected, showing a table with two rows: 'Waiver' (On File? NO, Signed Date: , Expires Date: , Update) and 'Proof of Vaccine' (On File? YES, Vaccine Date: 06/21/2021 (3 months ago), Update). A sidebar on the right contains various action buttons like 'Add New Member', 'Record a Payment', 'Edit Member Record', 'Alert', 'Comment', 'Picture', 'Bar Code', 'Notes', 'Docs', 'Attachments (1)', 'Punchcard Add-Ons', 'Journal History', 'Visits History', 'Check-In', 'Sell Retail to Member', and 'Monitor Check-Ins'. At the bottom, there are search fields and checkboxes for 'Basic Display', 'Display GateKeeper Check-ins', and 'Display Alerts'. A green bar at the very bottom shows '0 of 10 members onsite'.

## Introduction

Gym Assistant now allows you to track member waiver and/or vaccine status. The Waivers tab shows whether the member has a valid waiver and/or vaccine status.

You can turn on/off whether you want to track each kind of documentation.

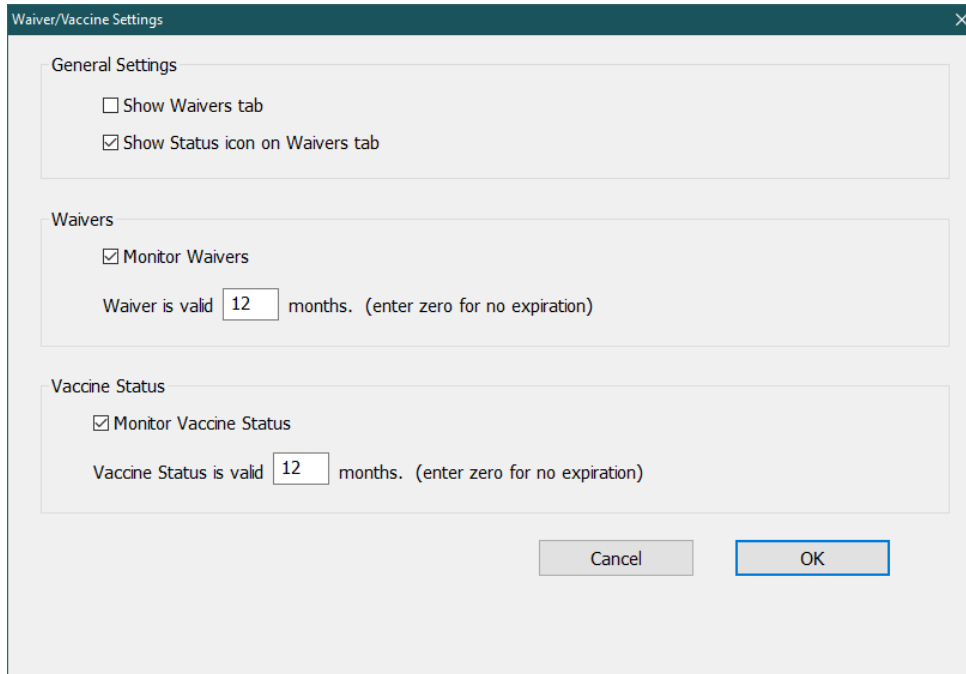
You can specify when the waiver or vaccine status were collected, and even attach document files for viewing if you have them. Saved document files or images are saved in the member's **Attachments** folder.

This feature only indicates tracks one waiver explicitly. If you require multiple waivers then use the On File status to indicate whether all required waivers are on file.

Gym Assistant does not currently allow you to deny access to member without valid waiver and/or vaccine status. We do plan to add this feature in the near future, though, if it is requested by enough customers.

## To Turn on Waiver and Vaccine Status Tracking

Select **Waiver / Vaccine Status** from the **Settings** menu.



The screenshot shows a dialog box titled "Waiver/Vaccine Settings" with a close button (X) in the top right corner. The dialog is divided into three sections: "General Settings", "Waivers", and "Vaccine Status".

- General Settings:** Contains two checkboxes: "Show Waivers tab" (unchecked) and "Show Status icon on Waivers tab" (checked).
- Waivers:** Contains a checkbox "Monitor Waivers" (checked) and a text input field "Waiver is valid" with the value "12" and the text "months. (enter zero for no expiration)".
- Vaccine Status:** Contains a checkbox "Monitor Vaccine Status" (checked) and a text input field "Vaccine Status is valid" with the value "12" and the text "months. (enter zero for no expiration)".

At the bottom right of the dialog are two buttons: "Cancel" and "OK".

Check **Show Waivers tab** to turn on the Waiver tab.

Check **Show Status icon on Waivers tab** to turn on the yes/no icon on the Waivers tab.

Check **Monitor Waivers** if you want to track waiver status for your members.

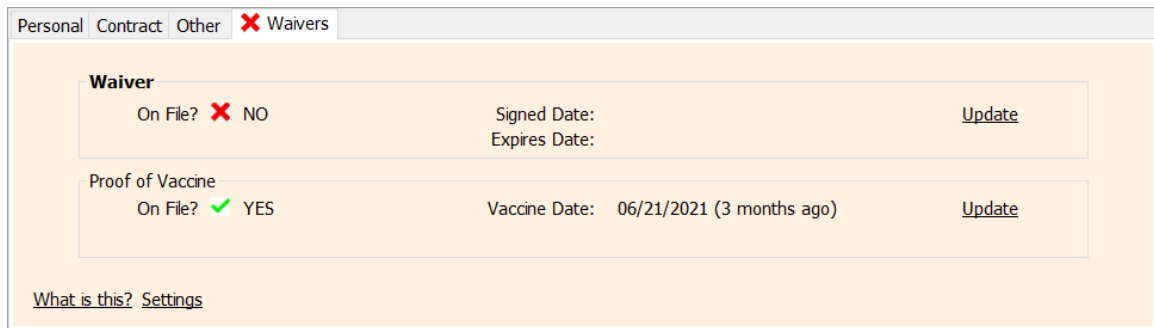
If your waivers have a time limit, then enter the number of months for which a waiver is valid in the field. If your waivers never expire, then enter zero.

Check **Monitor Vaccine Status** if you want to track waiver status for your members.

If your members' vaccine status must be renewed after a given time, then enter the number of months for which status is valid in the field. If your members' vaccine status never expire, then enter zero.

## Viewing and Updating a Member's Waiver/Vaccine Status

Click the **Waivers** tab.

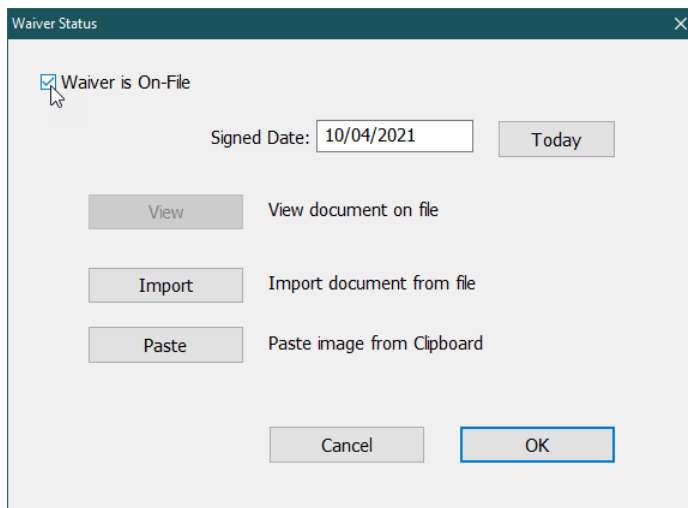


The screenshot shows a software interface with a tabbed menu at the top containing 'Personal', 'Contract', 'Other', and 'Waivers' (which is selected and has a red 'X' icon). Below the tabs, there are two main sections:

- Waiver**: A box containing 'On File?' with a red 'X' and 'NO', 'Signed Date:' and 'Expires Date:' fields, and an 'Update' link.
- Proof of Vaccine**: A box containing 'On File?' with a green checkmark and 'YES', 'Vaccine Date: 06/21/2021 (3 months ago)', and an 'Update' link.

At the bottom left of the main content area, there are links for 'What is this?' and 'Settings'.

To update or view the member's Waiver or Proof of Vaccine, click the **Update** link.



The screenshot shows a 'Waiver Status' dialog box with a close button (X) in the top right corner. It contains the following elements:

- A checked checkbox labeled 'Waiver is On-File'.
- A 'Signed Date:' field with the value '10/04/2021' and a 'Today' button next to it.
- Three buttons: 'View' (with the description 'View document on file'), 'Import' (with 'Import document from file'), and 'Paste' (with 'Paste image from Clipboard').
- 'Cancel' and 'OK' buttons at the bottom.

There are 3 ways that you can update the member's status:

- Check the **Waiver is On-File** box. You would use this option if you are only confirming that the document or status is OK and not saving the document in Gym Assistant.
- Click the **Import** button to select a document file and save it in the member's record.
- Click the **Paste** button to paste an image from the clipboard and save it in the member's record.

Updating the document status will automatically set the Signed Date with the current date.

If a waiver or vaccine status document have previously been saved then click the View button to view the document.

## Reporting on Waiver or Vaccine Status

Waiver/Vaccine Status have been added as flags in Members Detail reporting.