

Gym Assistant eSignatures

November 22, 2021

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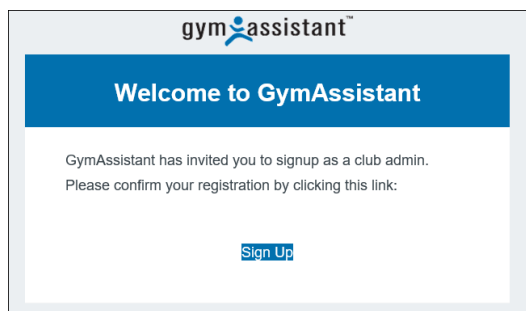
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Introduction

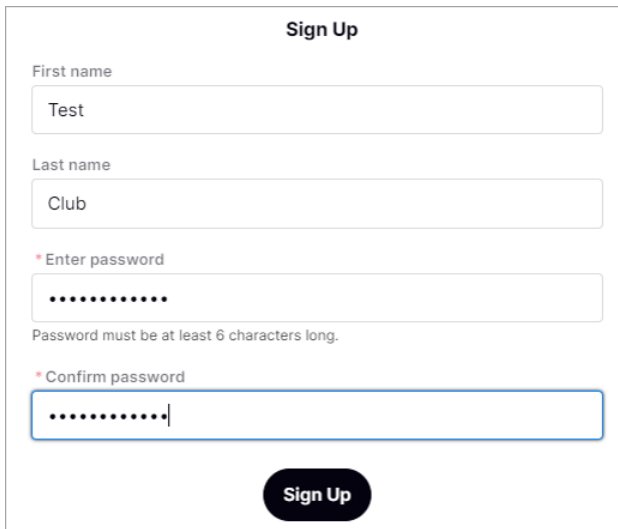
Gym Assistant eSignatures require setup on the **Online Member Portal**. Please contact Gym Assistant Support to activate your Member Portal account.

Member Portal Admin Registration

You will receive an email with the subject “Invitation to Gym Assistant”.



Click the **Sign Up** link.

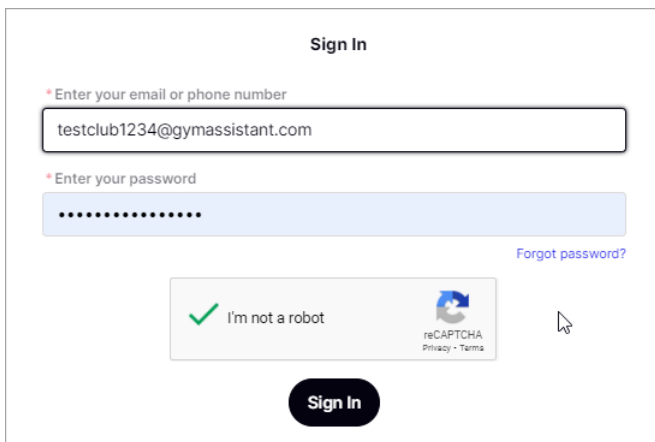


The image shows a 'Sign Up' form with the following fields and elements:

- First name:** A text input field containing the text 'Test'.
- Last name:** A text input field containing the text 'Club'.
- * Enter password:** A password input field with masked characters (dots).
- Confirmation:** A note below the password field stating 'Password must be at least 6 characters long.' followed by a label '* Confirm password' and another password input field with masked characters.
- Submit:** A black rounded button labeled 'Sign Up' at the bottom center.

Enter a first name, last name and a password. Then click **Sign Up**.

You will then be redirected to the Sign-In page.



The image shows a 'Sign In' form with the following fields and elements:

- * Enter your email or phone number:** A text input field containing the email address 'testclub1234@gymassistant.com'.
- * Enter your password:** A password input field with masked characters (dots).
- Forgot password?:** A blue text link located to the right of the password field.
- reCAPTCHA:** A box containing a green checkmark, the text 'I'm not a robot', and the reCAPTCHA logo with links for 'Privacy' and 'Terms'.
- Submit:** A black rounded button labeled 'Sign In' at the bottom center.

You can then login to the Member Portal any time at:

<http://www.portal.gymassistant.com>

For eSignatures you should not need to go to the Member Portal in the future, as all functions are triggered from within Gym Assistant.

Initial Setup

clubdemoadmin@gymassistant.com
Edit Profile

Clubs

gymassistant™ Club Demo - 1234 Edit

Email On Updates clubdemoadmin@gymassistant.com

SMS On Updates 510-865-1815

Send Notifications Options

Signups	<input checked="" type="checkbox"/>	SMS	<input checked="" type="checkbox"/>	Email
Payments	<input checked="" type="checkbox"/>	SMS	<input checked="" type="checkbox"/>	Email
eSignatures	<input checked="" type="checkbox"/>	SMS	<input checked="" type="checkbox"/>	Email

Once logged into the Portal click the **Edit** link to setup your Club Info.

Note: For eSignatures you should ignore the top and bottom sections. They will have no effect for eSignatures.

Edit Club Info

Club Logo Upload

Terms of Service Edit

Message after signup Edit

Text Mode

Email On Updates

SMS On Updates

Send Notifications Options

Signups	SMS	<input checked="" type="checkbox"/>	Email	<input checked="" type="checkbox"/>
Payments	SMS	<input checked="" type="checkbox"/>	Email	<input checked="" type="checkbox"/>
eSignatures	SMS	<input checked="" type="checkbox"/>	Email	<input checked="" type="checkbox"/>

Payment Processor

Select Payment Processor

Cancel Save

Ignore this section

Fill this section

Ignore this section

Notifications/Updates

In **Email On Updates** enter one or more email addresses that will receive notification when a member eSigns a document. If entering more than one email put each on a separate line.

In **SMS On Updates** enter one or more mobile phone numbers that will receive notification when a member eSigns a document. If entering more than one number put each on a separate line.

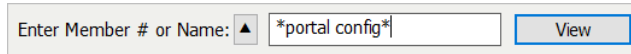
Turn eSignatures notifications On/Off for SMS/Email.

Gym Assistant Setup

Make sure that you have the latest build of Gym Assistant v2.6.0 by selecting Check for Update from the Help menu.

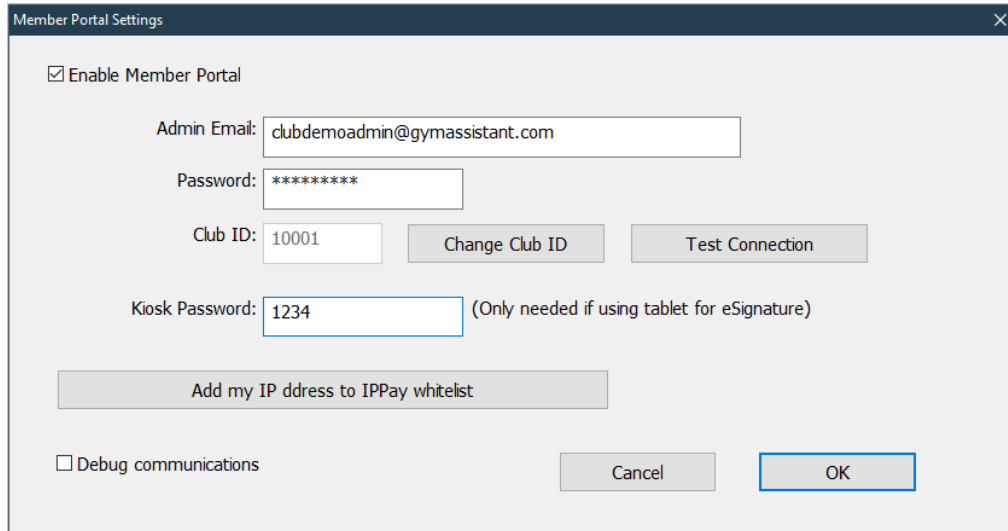
Enable the Member Portal

Enter the special command ***Portal Config*** (with asterisks) into the **Enter Member # of Name** field, then click **View**.



Enter Member # or Name: ▲ *portal config* View

The **Member Portal Settings** window will appear.



Member Portal Settings

Enable Member Portal

Admin Email: clubdemoadmin@gymassistant.com

Password: *****

Club ID: 10001 Change Club ID Test Connection

Kiosk Password: 1234 (Only needed if using tablet for eSignature)

Add my IP address to IPPay whitelist

Debug communications Cancel OK

Check the **Enable Member Portal** checkbox.

Enter the **Email** and **Password** that you used to setup your portal account.

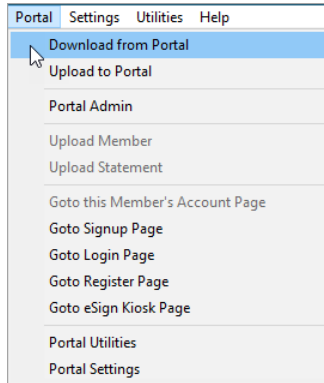
Click **Test Connection** to confirm that the email/password are correct.

Enter a **Kiosk Password** if you are planning to allow members to eSign documents using a tablet at the front desk.

Click **OK**. Gym Assistant will automatically restart.

Portal Menu

Gym Assistant will now have a Portal menu.



eSignatures

With the Member Portal you can send documents to member for eSignature.

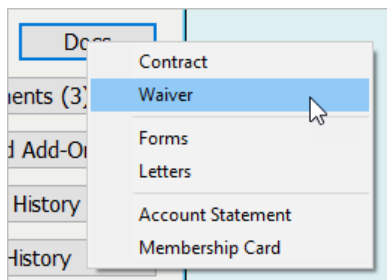
An eSignature document must be a complete document that the member will sign. It does not include areas for initials or additional fields to be filled.

Edit your document template for eSignature

No special changes need to be made to your document templates to prepare for eSignature. The member signature and a timestamp will automatically be placed at the end of the document.

Send a document to member for eSignature

While viewing a member record click the **Docs** button (on the right).



Select **Contract, Waiver, Forms** or **Letters**.

If you selected a command with more than one option, select an available document template from the list.

Form Letter

Cancel eSign Email Print

Waiver and Release of Liability Club Demo - 1234

04/12/2021

Membership #2
Happy Gilmore
4708 Joyosofd Stlx
Zgecntdagi, Eq 64866

Waiver and Release of Liability

It is understood and agreed that THE MEMBER has his/her physician's permission to engage in physical exercise and/or tanning and that THE GYM does not make any warranties or representations with respect to the advisability/non-advisability of the THE MEMBER to engage in such exercise and/or tanning. THE MEMBER does hereby remise, release, and forever discharge Seller of and from all actions and causes of actions, suits, claims, and demands arising out of injuries sustained on Seller's promises.

Express assumption of risk: I, the undersigned, am aware that there are significant risks involved in all aspects of physical training. These risks include, but are not limited to: falls which can result in serious injury or death; injury or death due to negligence on the part of myself, my training partner, or other people around me; injury or death due to improper use or failure of equipment; strains and sprains. I am aware that any of these above mentioned risks may result in serious injury or death to myself and or my partner(s). I willingly assume full responsibility for the risks that I am exposing myself to and accept full responsibility for any injury or death that may result from participation in any activity or class while at, or under direction of THE GYM.
I acknowledge that I have no physical impairments, injuries, or illnesses that will endanger me or others.

Release: In consideration of the above mentioned risks and hazards and in consideration of the fact that I am willingly and voluntarily participating in the activities offered by THE GYM, I, the undersigned hereby release THE GYM, their principals, agents, employees, and volunteers from any and all liability, claims, demands, actions or rights of action, which are related to, arise out of, or are in any way connected with my participation in this activity, including those allegedly attributed to the negligent acts or omissions of the above mentioned parties. This agreement shall be binding upon me, my successors, representatives, heirs, executors, assigns, or transferees. If any portion of this agreement is held invalid, I agree that the remainder of the agreement shall remain in full legal force and effect.

If I am signing on behalf of a minor child, I also give full permission for any person connected with THE GYM to administer first aid deemed necessary, and in case of serious illness or injury, I give permission to call for medical and or surgical care for the child and to transport the

Click the **eSign** button. The document will be uploaded to the Member Portal.

Select the method you want for eSignature.

Member Portal Notification

Select method for e-Signature:

SMS

Email

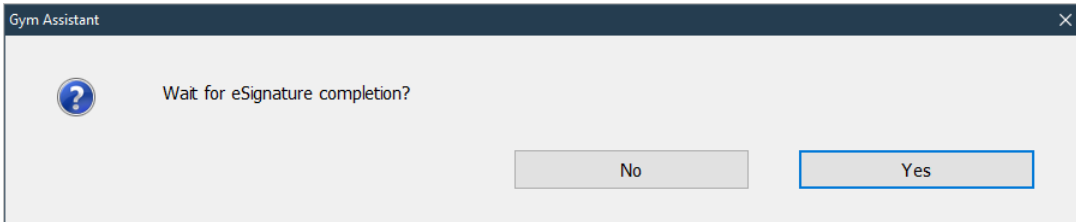
Kiosk

Browser on this computer

Cancel

- SMS – a text will be sent to the member with a link to click
- Email – an email will be sent to the member with a link to click
- Kiosk – the document will appear on a tablet or laptop that you hand to the member
- Browser – the document will appear in a browser window

If you select SMS or Email then you then be asked if you wan to wait for eSignature completion.

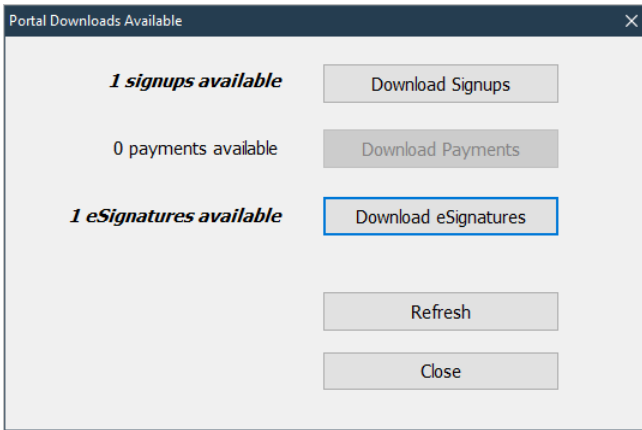


If the member is standing in front of you and you sent the document via SMS then you can click Yes. Otherwise click No, because you will download the signed document later.

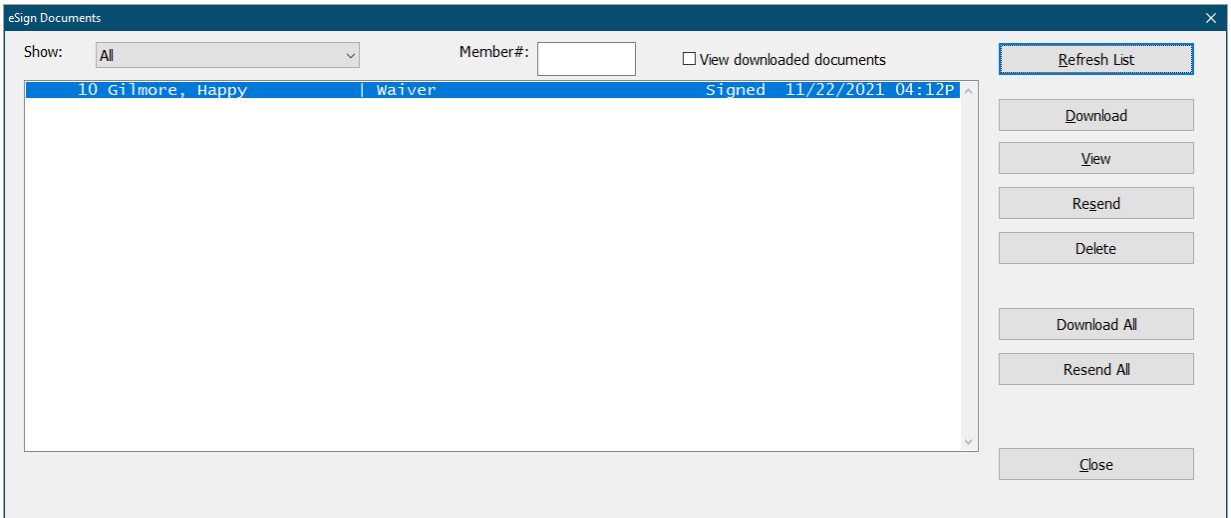
Retrieving eSigned Documents

All eSigned documents are saved on the Member Portal until they are retrieved (downloaded).

In Gym Assistant select **Check Portal for Updates** from the **Portal** menu.



Click **Download eSignatures**.



To download a signed document, click **Download** or **Download All**.

To view a document (signed or unsigned), click **View**.

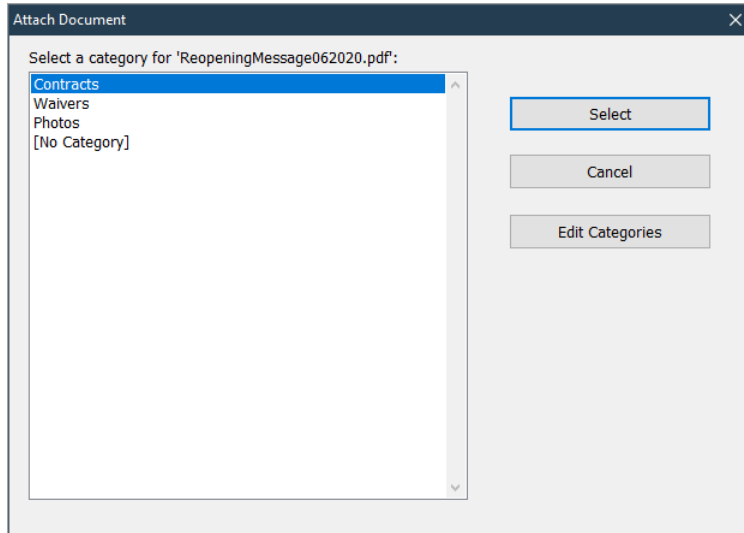
To resend an unsigned document, click **Resend** or **Resend All**.

To delete a document, click **Delete**.

Downloading a Document into Gym Assistant

When you download a document Gym Assistant will automatically categorize the document if the name of the document matches one of the existing categories.

If Gym Assistant cannot determine the category then you will be asked to assign the document to a category.



Downloaded eDocuments are automatically placed in a member's Attachments folder.

Once a document is downloaded it will automatically be deleted from the Member Portal.

Using a tablet for in-person eSignature

For in-person eSignature of documents you can use a tablet or laptop computer.

In the eSign process select the **Kiosk** method to send the document.

Go to the following web page on the tablet:

www.gymassistant.com/e-sign

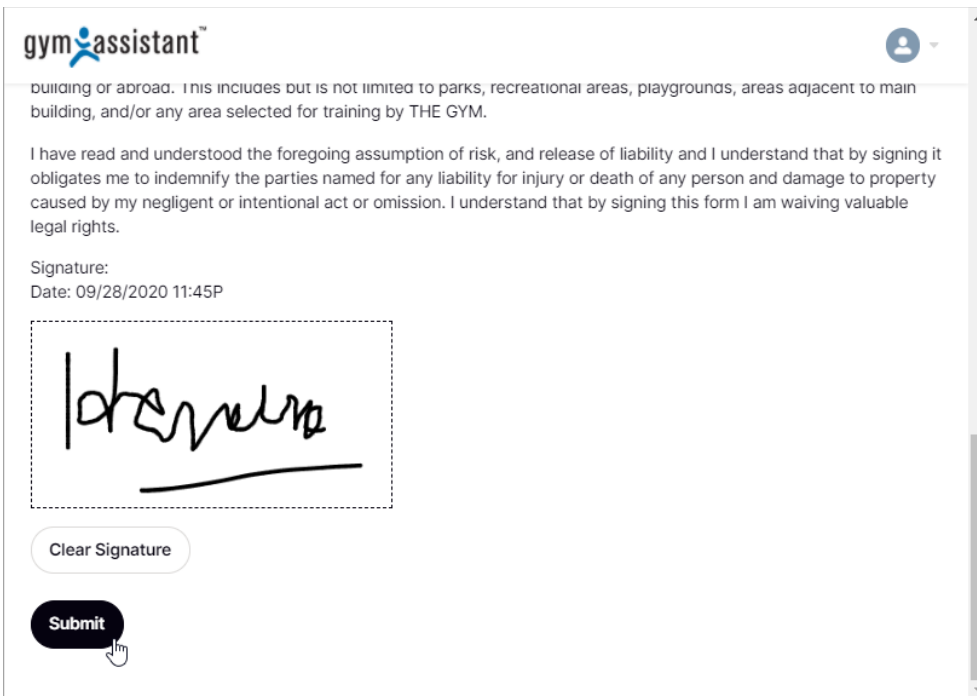
A screenshot of a web page for "gymassistant™ e-Signature Kiosk Login". The page has a white background with a thin border. At the top is the gymassistant logo. Below it is the text "e-Signature Kiosk Login" in a large, bold, black font. Underneath are two input fields: "ClubID:" followed by a text box containing the number "0", and "Password:" followed by a text box. To the right of the password text box is a small button labeled "Login".

Enter your **ClubID** and the **Password** that was set above in the **Portal Settings**.

The document that you uploaded for eSignature will appear on the page automatically. If it does not appear then click the **Refresh** link.

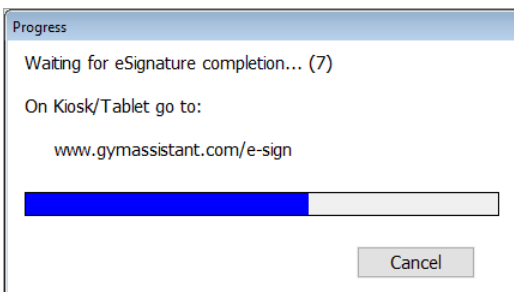


Click on the document link (member #, member name, and document name) to view and sign.

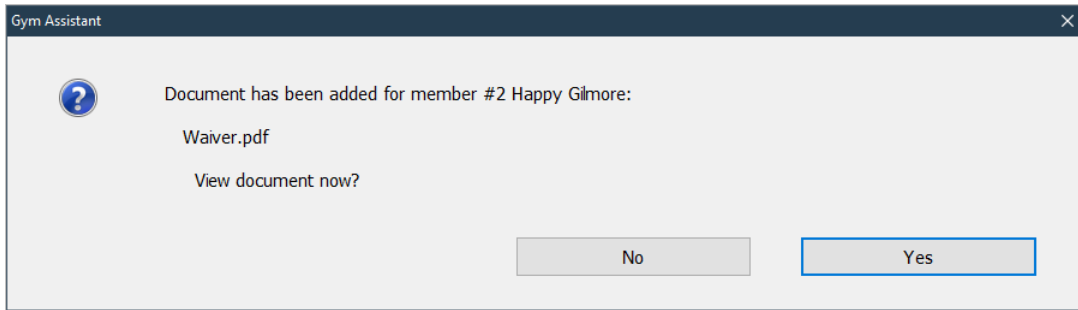


Scroll down to the bottom of the document, sign in the signature box, then click **Submit**.

Gym Assistant will wait for the member to sign the document.



As soon as the member clicks the Submit button on the page Gym Assistant will automatically import the signed document into the member's record.



The signed document is also automatically emailed to the member.

If you do not want to wait for the member to sign the document you will be able to download the signed document at a later time.