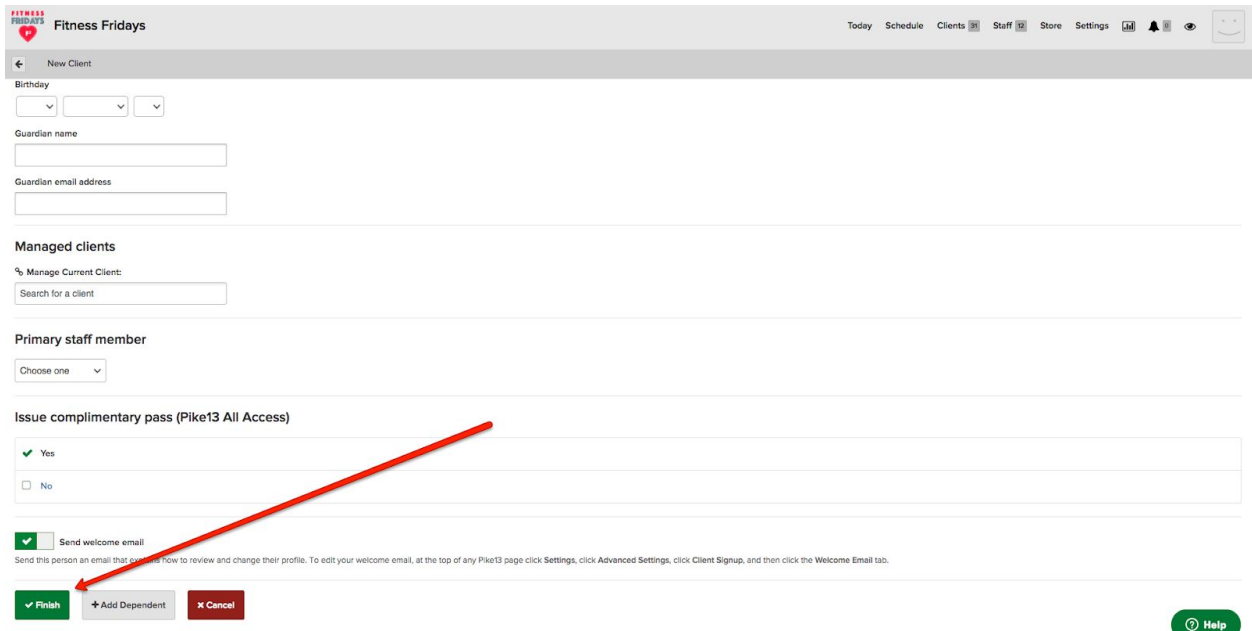


## Adding a Client

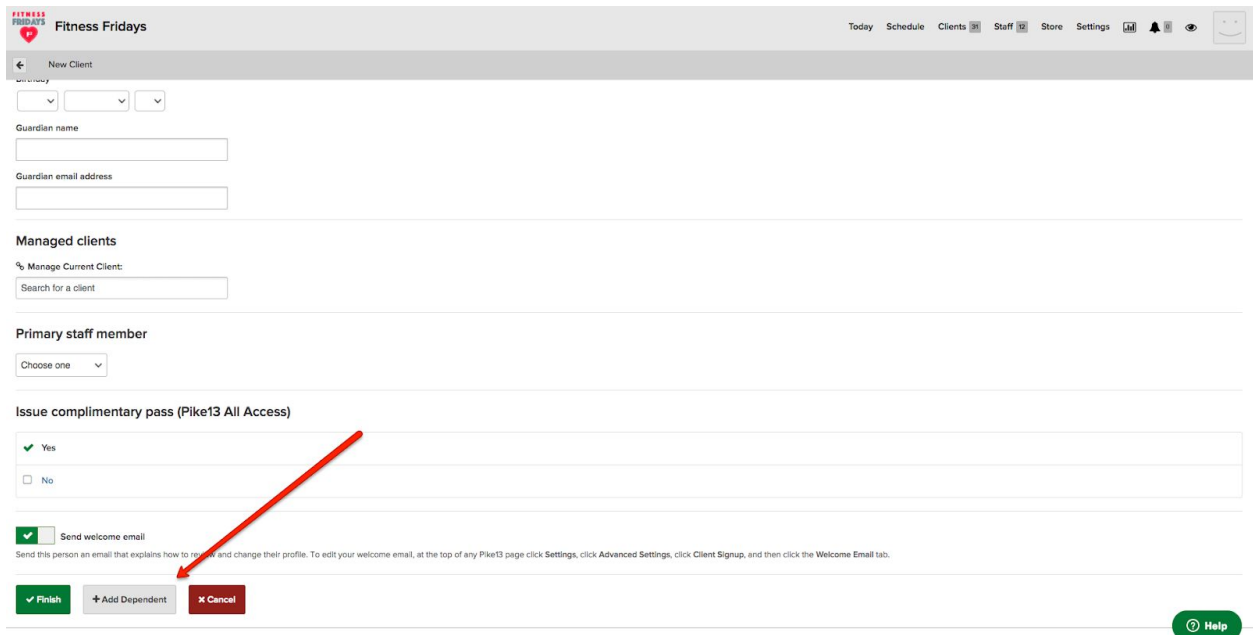
Go to Clients and select “+New Client”



On the following page, fill out the appropriate information and select “Finish”, unless you intend to add a dependent as well. If so, proceed to the next step



To add a dependent, select “+Add Dependent”



**Fitness Fridays** Today Schedule Clients Staff Store Settings

New Client

Guardian name

Guardian email address

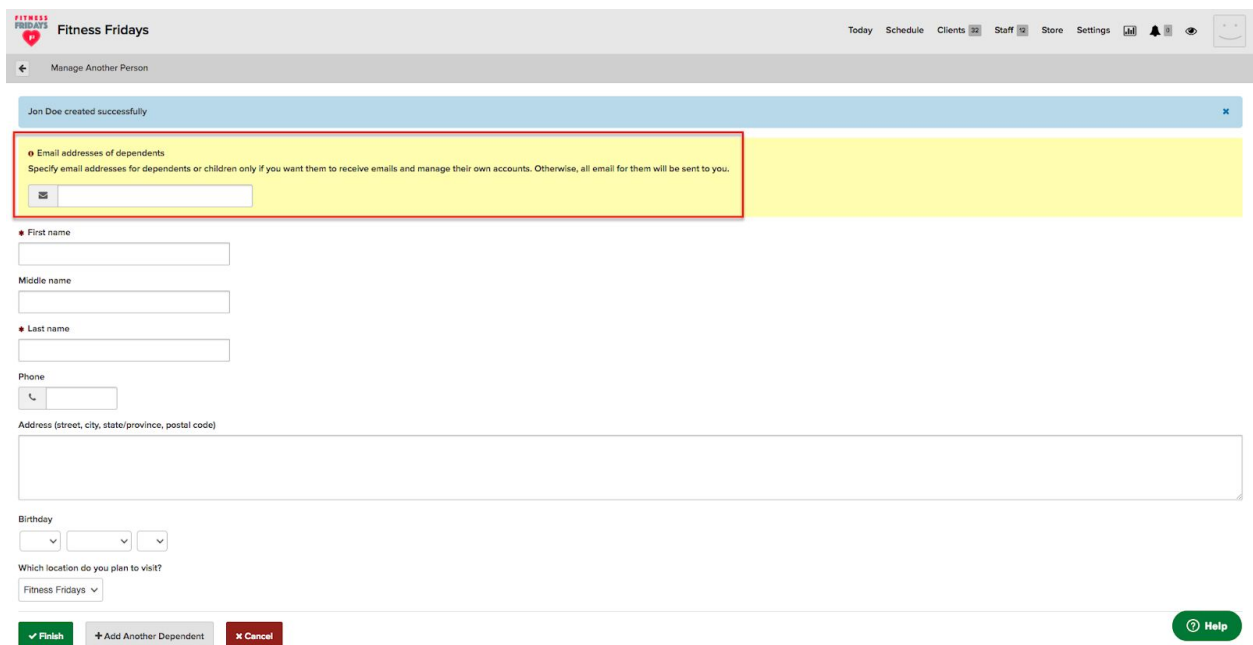
**Managed clients**  
Manage Current Client: Search for a client

**Primary staff member**  
Choose one

**Issue complimentary pass (Pike13 All Access)**  
 Yes  
 No

Send welcome email  
Send this person an email that explains how to register and change their profile. To edit your welcome email, at the top of any Pike13 page click Settings, click Advanced Settings, click Client Signup, and then click the Welcome Email tab.

Fill out the appropriate information and select “Finish”. Note, leave the email address field blank if you would like the notifications for the dependent to be sent to the account manager’s email address.



**Fitness Fridays** Today Schedule Clients Staff Store Settings

Manage Another Person

Jon Doe created successfully

**Email addresses of dependents**  
 Specify email addresses for dependents or children only if you want them to receive emails and manage their own accounts. Otherwise, all email for them will be sent to you.

First name

Middle name

Last name

Phone

Address (street, city, state/province, postal code)

Birthday

Which location do you plan to visit?  
 Fitness Fridays