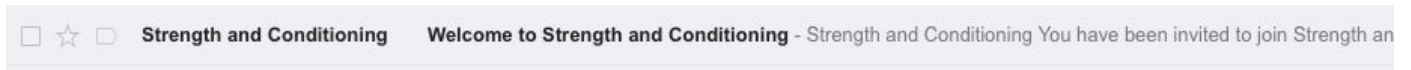


New Staff Members - Mobile

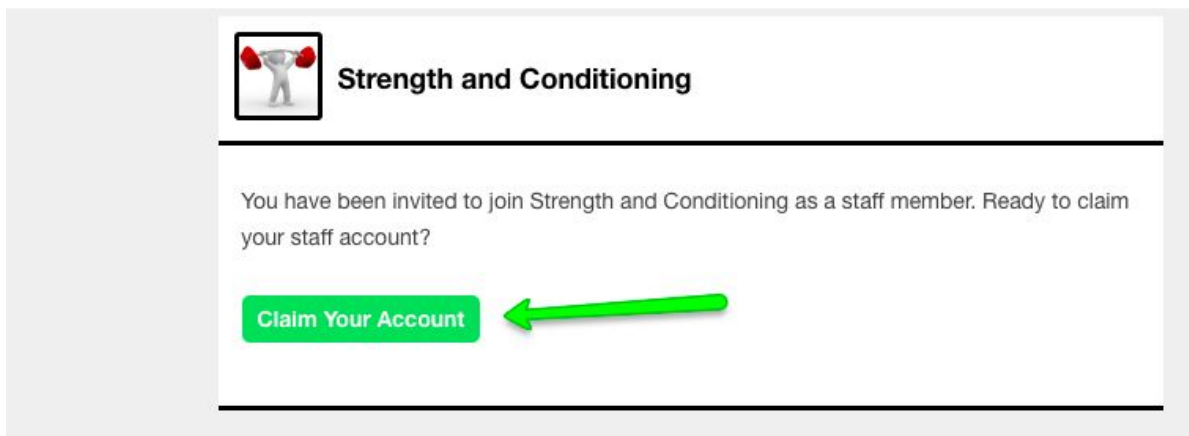
Claiming Your Account

Check your inbox for an email from your business:



Click into it and select the button from within the email to Claim Your Account:

oning <do-not-reply@pike13.com>



You will be taken to a page where you will create your password and enter any additional information the business requires from you:

Welcome, Beth

Email address

1momma+beth@gmail.com

Password

First name

Beth

Last name

James

Emergency Contact Name

Emergency Contact Number

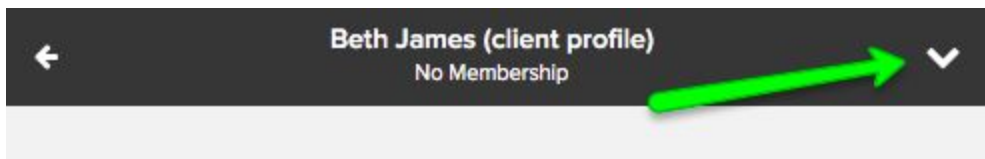
I accept the [Terms of Service](#)

Pike13's Terms

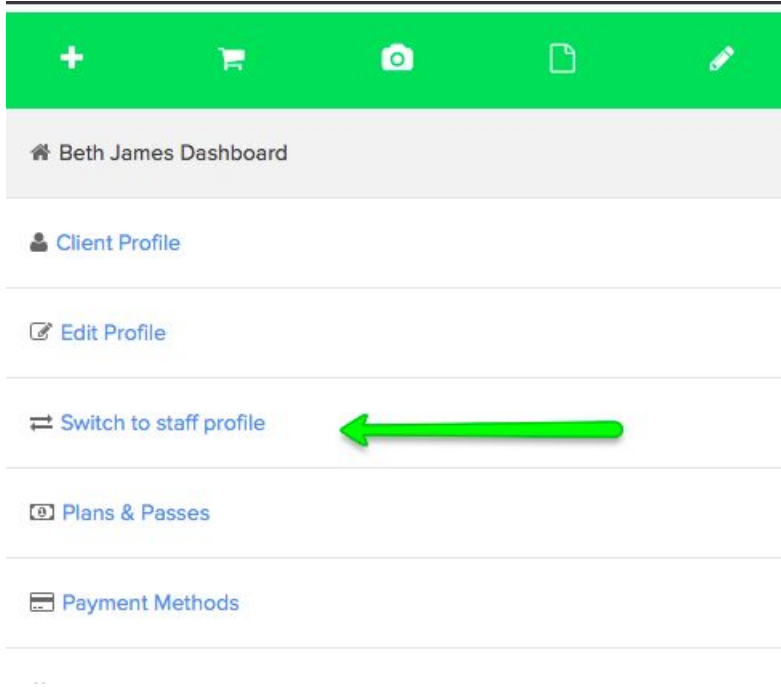
Finish

Set Your Notifications

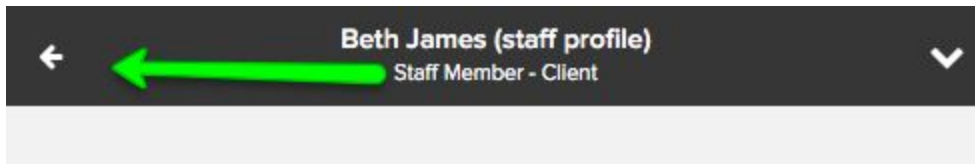
Once you are logged in, you are taken to your client profile. Select the down arrow in the upper right hand corner:



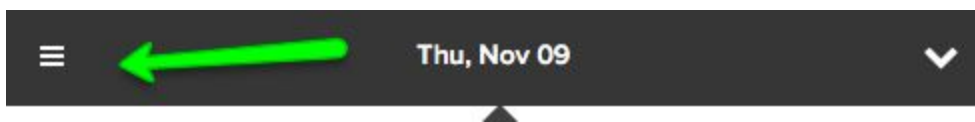
Select Switch to Staff Profile:



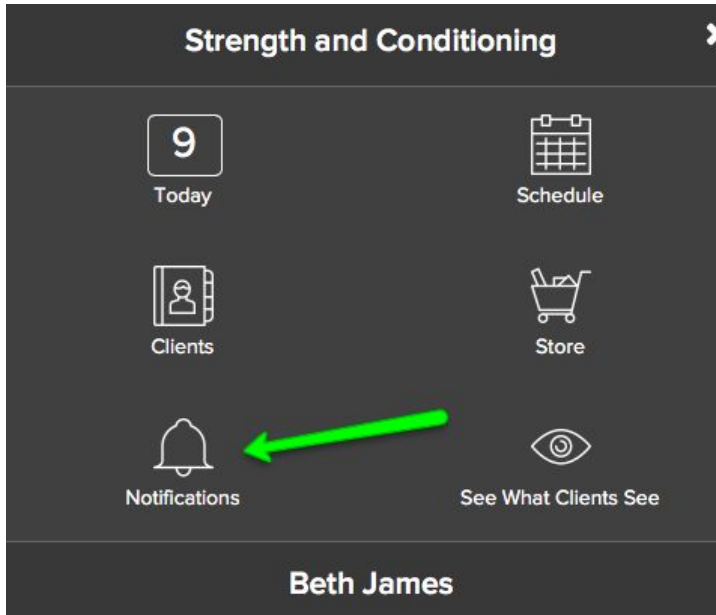
Select Back arrow:



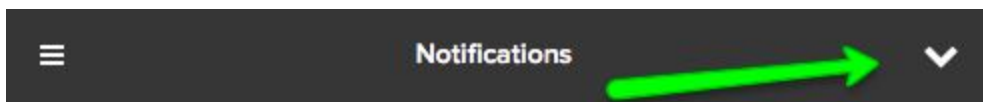
Then the three bars:



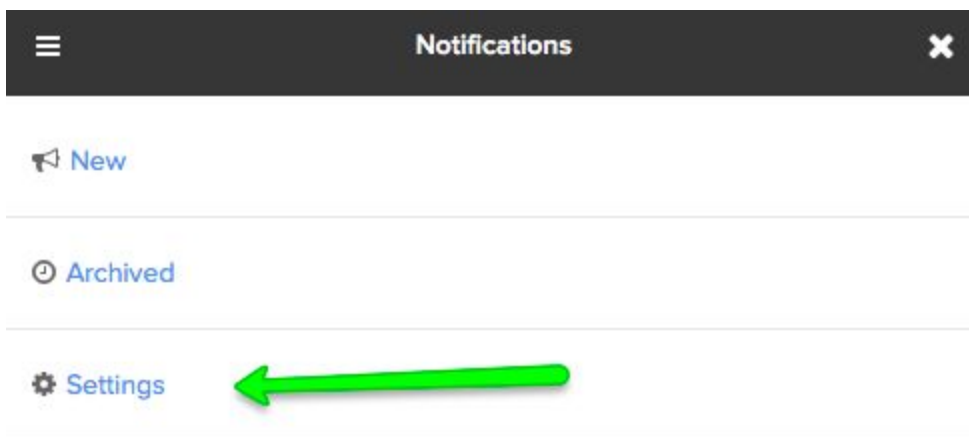
Then Notifications:



Select the Down Arrow:



Select Settings:



If you have a phone number in your profile, you can set up text message notifications. You will likely have staff and client roles in the organization. Start with your staff member notification settings:

Settings

When don't you want to be disturbed?

✓ Text notifications won't be sent from 10 PM to 7 AM

[Edit](#)

ⓘ You're both a staff member and a client at Strength and Conditioning. Choose the set of notifications that you want to manage.

Manage staff member notifications ▾

You can receive notifications that are specific to services you instruct/teach. There are three sections that you can scroll through and edit as needed: Billing, Attendance, and Schedule:

Billing

A client updates a purchase you requested

- ✓ Show on Pike13
- ✗ Don't send a text
- ✓ Send an email

[Edit](#)

Making edits is easy. Select Edit next to the section you want to make changes to and click on the box to select or deselect that notification type. Please note, web notifications will be turned on if text or email is selected:

← Notification Settings

Receive notifications when...	Web	Text	Email
A client updates a purchase you requested	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

✓ Save

✗ Cancel

Next edit your Client Notifications:

i You're both a staff member and a client at Strength and Conditioning.
Choose the set of notifications that you want to manage.

Manage client notifications ▾

Similar to your staff notifications, you have different sections of client alerts: Billing, Scheduling, and Profile:

Billing

Payment is due in three days, unless your membership is paid automatically

- ✓ Show on Pike13
- ✗ Don't send a text
- ✓ Send an email

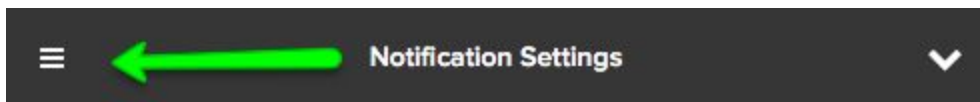
Edit

A payment fails for you

- ✓ Show on Pike13
- ✗ Don't send a text
- ✓ Send an email

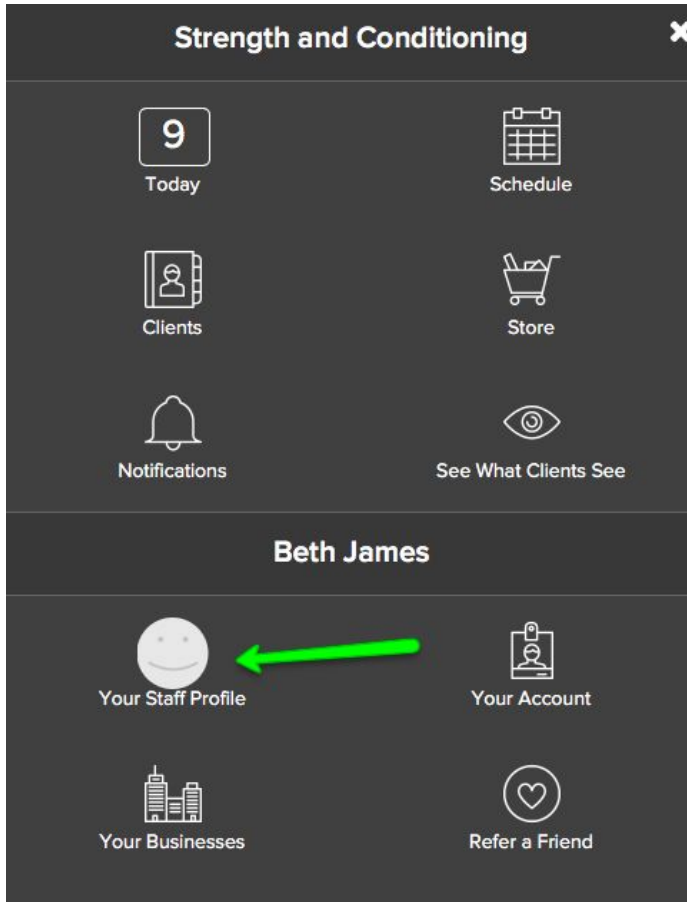
Edit

Select the three bars to get out of the notification section:

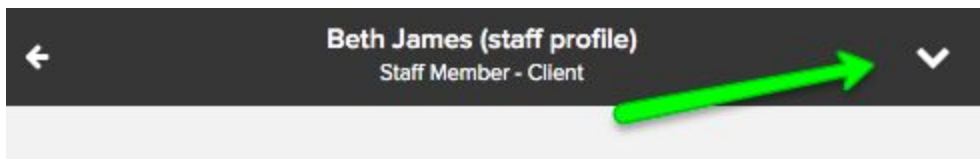


Add a Profile Picture

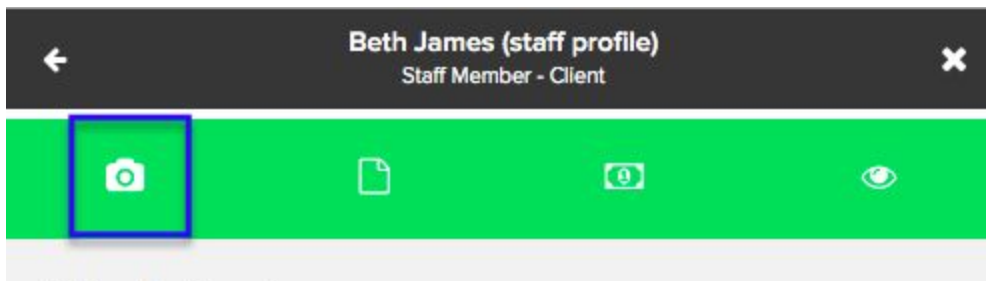
Select Staff Profile:



Then the down arrow:



Select the Camera icon:



Upload your picture:


New Profile Photo

Choose File no file selected



A 100x100 pixel image is required, but we recommend at least a 400x400 pixel image for best results.

 Upload

 Cancel

Then upload:

New Profile Photo


Choose File  20170918_191143.jpg

A 100x100 pixel image is required, but we recommend at least a 400x400 pixel image for best results.

Don't notify affected client



Notify affected client

 Upload

 Cancel