

Taking and Confirming Attendance

From the Schedule tab or the Today tab, select the class you need to enroll people into:

Strength and Conditioning Today **Schedule** Clients 924 Staff 5

Friday, July 14, 2017

← → Jul 14, 2017

Showing **scheduled events only** ✕

Friday, July 14, 2017 • 40 events

- 12:00 AM **Level 1**
12:45 AM S&C Main
- 6:00 AM **Level 1 - Dan Hoffman** ←
7:00 AM S&C Main
- 6:00 AM **Nicki Violetti**
7:00 AM Personal Training - Dustin Askins Canarias
- 6:00 AM **WOD - Bob Smith**
7:00 AM NJ Walker - S&C Main
- 6:00 AM **Weightlifting Class - Craig Smith**
7:00 AM Al Welch - S&C Main
- 7:00 AM **Level 1 - Bit Coin**
8:00 AM Canarias

You will see two places for adding clients to the class:

m-7am on Fri, Jul 14, 2017 (EDT) - S&C Main

Activity Notes

No clients

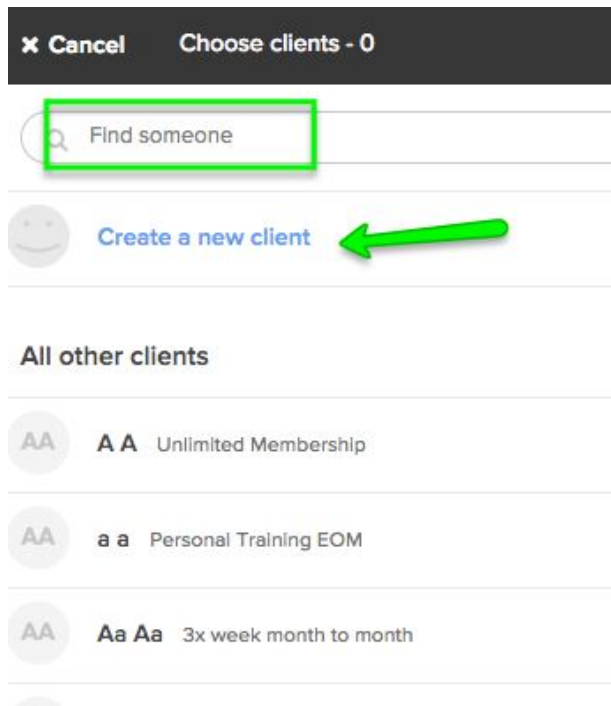
Choose Clients to Sign In **+ Create a new client**

Choose Clients to Sign In
+ Create a new client
Confirm Attendance

Instructed by

DH Dan Hoffman

You can search for the client's name, scroll through to click on multiple, or create a new client:



Once you select all of the people who should be in the class, select Finish in the upper right or lower right corners:



You will be brought back into the roster after selecting Finish. The roster will tell you if there are other unpaid visits, overdue payments, unsigned waivers, and unsigned terms and conditions. A shopping cart will indicate that the visit is unpaid:












In this class

-  Payment overdue: Abigail Rodriguez, Adrian Billy, Abby Bob, and Al Smith
-  This visit unpaid: Al Smith and Jewell Bashirian
-  Waiver not signed: Al Smith and Jewell Bashirian
-  Terms and conditions not accepted: Abby Bob, Abigail Rodriguez, and Adrian Billy
-  E-mails bouncing: Abigail Rodriguez and Adrian Billy
-  Class over capacity: 5 of 2 clients enrolled
-  Waitlist open

Unpaid (2 of 5)

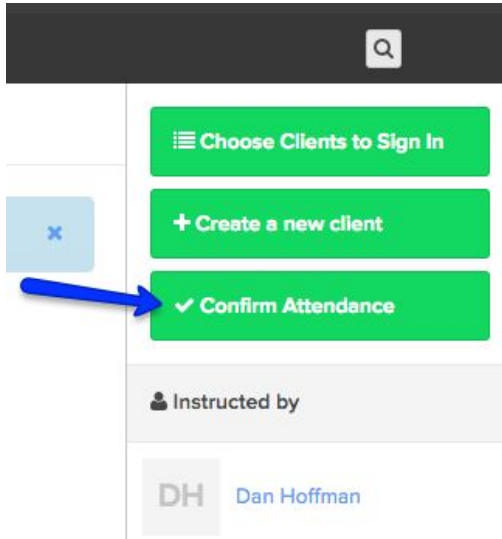
	Al Smith UNPAID •  Payment overdue •  Waiver not signed •  Starred note		
	Jewell Bashirian UNPAID •  Waiver not signed		

Complete (3 of 5)

	Abby Bob COMPLETE •  Payment overdue •  Terms and conditions not accepted •  Starred note	
	Abigail Rodriguez COMPLETE •  Payment overdue •  Terms and conditions not accepted •  E-mails bouncing •  Starred note	

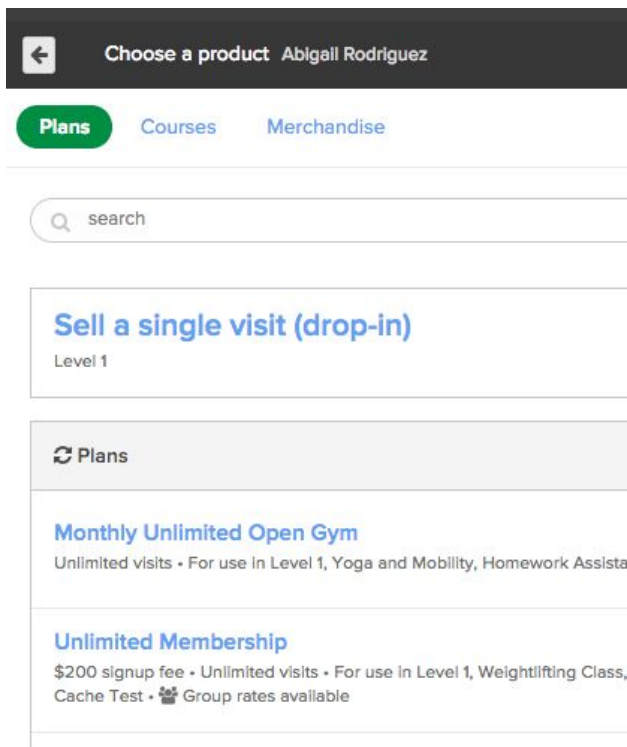
As you can see, you can charge the client for their service if they have not already purchased an applicable pass or plan. The gear button will allow you to charge someone for an unpaid visit, reset attendance, choose another plan to deduct the visit from, remove them from the roster, or mark them as no show.

Once everyone is on the roster, paid, and marked as completed you will select “Confirm Attendance”:



Unpaid Visit

Click on the modify icon and select charge for this visit. You will be taken to the passes/plans that pay for that class:




Select the pass or plan they are purchasing and select Add to Cart:

← Level 1

Who is this for?

- Abigail Rodriguez
- Audie Kassulke
- Sam Layton
- Test Five



If they have a card on file already, you can use that. Otherwise, choose the payment method:


Level 1 (🎁 Comp)
1 visit • Starts on Jul 14 • for Abigail Rodriguez

Total
[Enter coupon code](#)

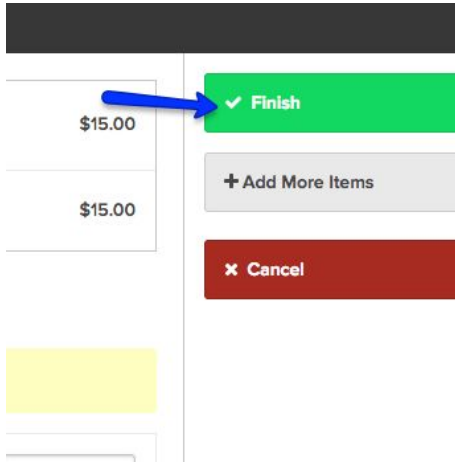
Payment

⚠ Demo transactions only! Merchant processing disabled

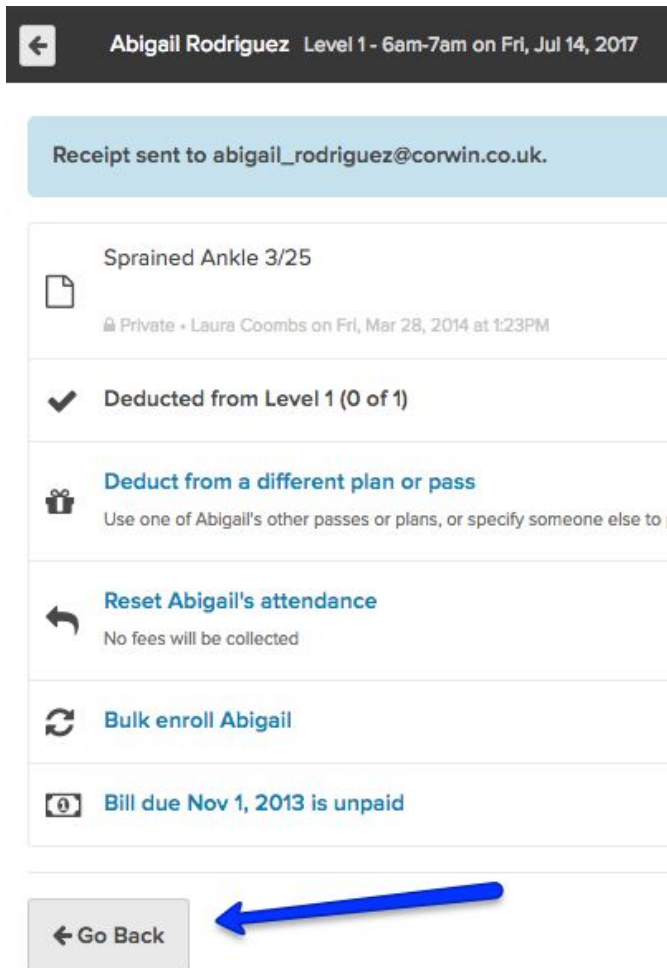
Choose a payment method ▾



Once you have the payment, select Finish:



You will see that it is deducted and need to select Go Back to get to the roster:



From your phone, the process looks like this.

← **Level 1** 6am-7am on Fri, Jul 14, 2017 (EDT) - S&C Main

Attendance Activity Notes

× Tap here for the event menu

In this class

🔔 Payment overdue: Abigail Rodriguez and Abby Bob

← **Level 1** 6am-7am on Fri, Jul 14, 2017 (EDT) - S&C Main ×

☰ Choose Clients to Sign In

+ Create a new client

✓ Confirm Attendance

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DH Dan Hoffman

× Cancel **Choose clients - 5** Finish

🔍 Find someone

- AS Al Sharpton No Membership +
- Al Smith** Off Peak 3x week ✓
- Al Test Off Peak 3x week +
- AW Al Welch Unlimited Membership +
- Alan Watts 3x week month to month +

🔔 Terms and conditions not accepted: Abby Bob, Abigail Rodriguez, and Adrian Billy

👤 Class over capacity: 5 of 2 clients enrolled

📋 Waitlist open

🛒 Unpaid (2 of 5)

- Al Smith** UNPAID: 🔔 Payment overdue - ✍ Waiver not signed - ⭐ Starred note ⚠ ⚙
- Jewell Bashirian** UNPAID: ✍ Waiver not signed ⚠ ⚙

✓ Complete (3 of 5)