Virtuagym "How To" Guide

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HOW TO:
create a membership

1) Click "Clients and Staff" tab on the left hand side

    You will see an overview of current memberships, or you can create a new one by clicking "Add New Client"

    Within adding a new membership you can specify a certain time period that membership is available, i.e. promotional memberships.

    You can edit the "scope," run a renewal, add a price or billing cycle for their Y Membership, specify the invoice date, and even set up membership credits.

HOW TO:
assign memberships to a client

1) Go to the members profile
2) Click the "Products" tab
3) Click "Assign Membership"

Ensure all settings are accurate
for that particular member.

HOW TO:
engage on the community page

1) From the community page under Engage click on "Edit Group Information" on the right hand side of your screen.

   Here you can edit the group description, employee activity, email notifications, and more group information.

2) To create a poll from the community page click on "Create Poll" on the right side of the screen.

3) To create a challenge from the community page click on the "Challenges" tab at the top of your page.

   Here you can search for or create a new challenge. You can create a "Club Challenge" which involves everyone in your club, or you can click on "Add Challenge" and invite the specific people you want in that challenge group. You can invite members during the last step of this process.

HOW TO:
edit your
schedule settings

1) Click on "System Settings"
2) Click on "Schedule Settings" (under the essentials tab)

Here you can add a new schedule or edit an existing one.You can allow recurring bookings or change check-in times; this only applies to Virtuagym clients who have a "Check-In" system on their license.

You can embed the Y schedule under the "Advanced Settings" options--Most likely an iframe.

HOW TO:
add event in the schedule

1) Click on the "Schedule" tab
2) Hover your mouse over the day you would like to add a class to.

   Here you can add in your class details such as time, instructor, location, recurrency, note to employees, and more.

   Please note you can only add a new "Location" when you are in the Super Club. EX: If you wanted to add in the schedule "Room A." This is found under "System Settings," then "Schedule Settings" once you are in the Super Club.

HOW TO:
book an appointment

1) Click on the "System Settings"
2) Then cleck on "Appointment Schedule" in the left hand panel options.

Here you can view the schedule overview, resources, and where to book a client.

The "Settings" symbol at the top right hand corner will give you options like: Activites, Schedule Categories, Staff, and Notifications.

HOW TO:
create a custom workout plan

1) Under the coaching tab on the left select "Workouts"
-Here you can view your plans you have previously created, or you can search for them.

Click "New Workout Plan" to create a new one

You can assign visibility once your information is saved. This can be edited, assigned to a client, or viewed in the overview setting.

HOW TO:
create a custom
nutrition plan

1) Click the "Meal Plans" tab

You can also refine or alter your nutrition search.

*To create one for your clients go to the "My Clients" tab, then select the client and "Create Meal Plan"

This is tracked in the "Nutrition Diary" from there.

Transitioning to a Membership Guide on the following pages.

HOW TO:
change email/password

If you can still access your account but want to change your email or password for whatever reason, you can do so in your account settings.

1) Go to the top right of the screen, click the menu open next to your name and in account settings, go to email and password.

As soon as you've changed this, you will receive a confirmation email in your (new) email address.

HOW TO:
connect fitbit or
apple watch

You must connect your fitbit or apple watch on your phone through the app

1) Go to the Virtuagym app and tap "Me" at the bottom right.
2) Under Devices & Connection, tap on "Show all"
3) Search for the Apple Health App and tap on "Settings"
4) Tap on "Turn all categories on" or the right toggle next to category.

If you want to check if it is connected correctly:
Go to the Google Fit app > "Settings"
> "Manage connected apps"

HOW TO:
calculate Fit Points

Fit Points are used to motivate members to work harder. You can achieve these points by completing various activities within the Virtuagym system, for example adding a picture, logging your weight or adding an activity to your calendar (see the full list below).

With enough Fit Points you will appear on our Leaderboard! Make sure your profile is complete, you are logging all of the activities you participate in, and you are sharing your progress on social media.

Activity Points = 100 * X (Where X = # of hours of activity work * MET value of the activity)

10 points = Logging food
25 points = Reacting to a post
50 points = Posting
100 points = Joining groups and posting blogs
150 points = Uploading a picture

HOW TO:
edit your notification settings

1) Go to your "System Settings" on the left hand tab
2) Under Engage click " Notifications"

Here you can edit your notifications:

-Group exercise
-Email
-Appointment schedule
-Fit Profile
-Comments on your blogs
-Groups and challenges
-New followers
-Private messages
-Booking or cancellations

And more!...