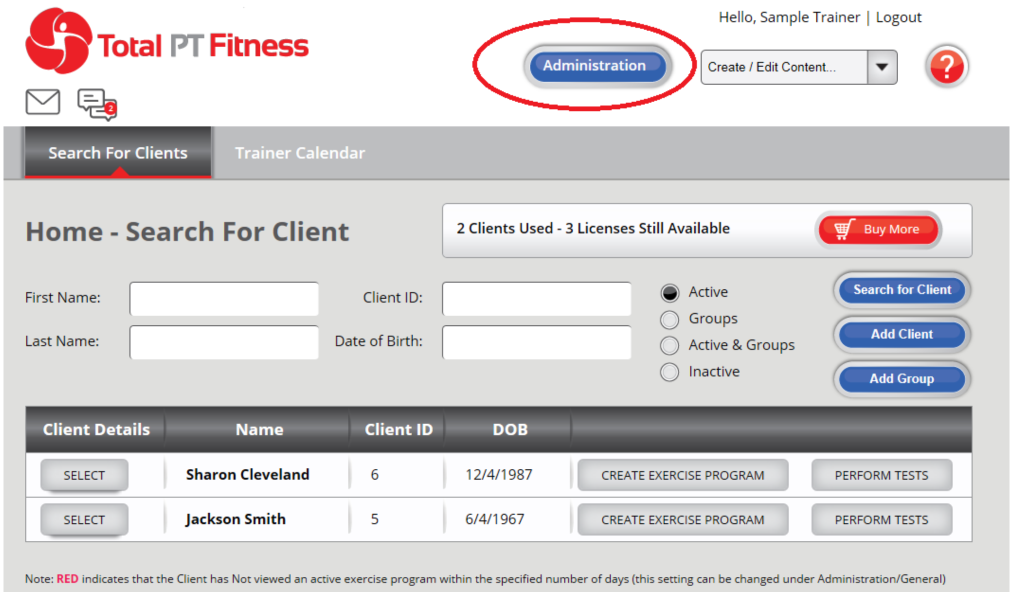
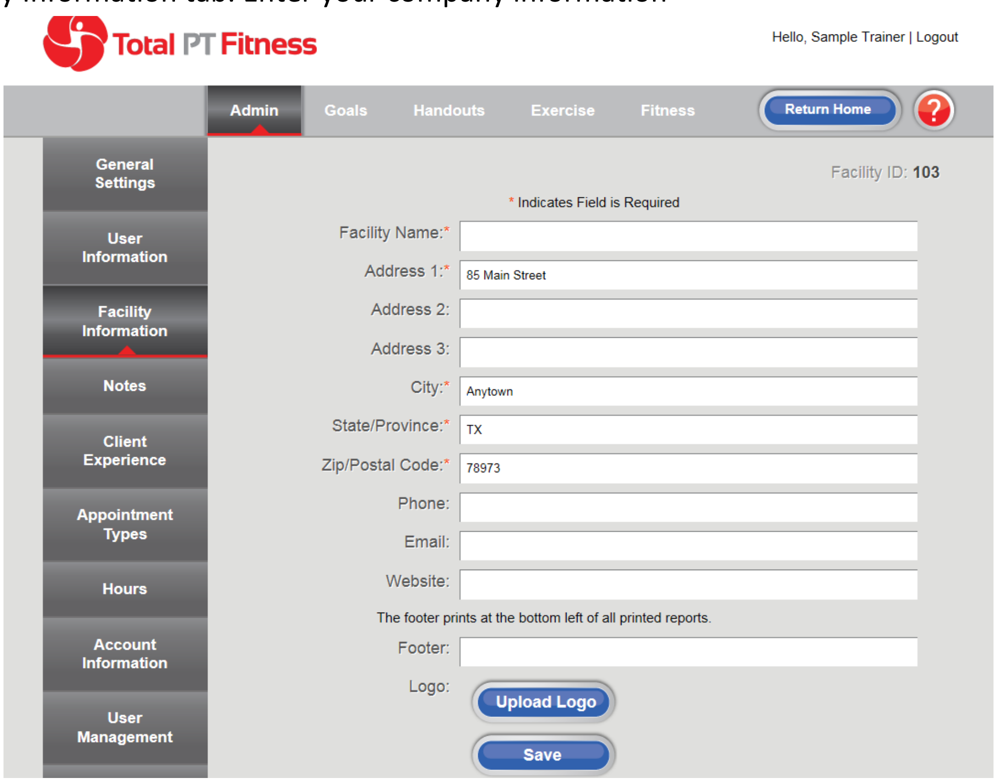
Total PT Fitness Quick Start and Personalizing

This is a quick overview of some basic things to consider when reviewing our free trial and for making the system personal for you. More info can be found in detailed video tutorials in the program itself.

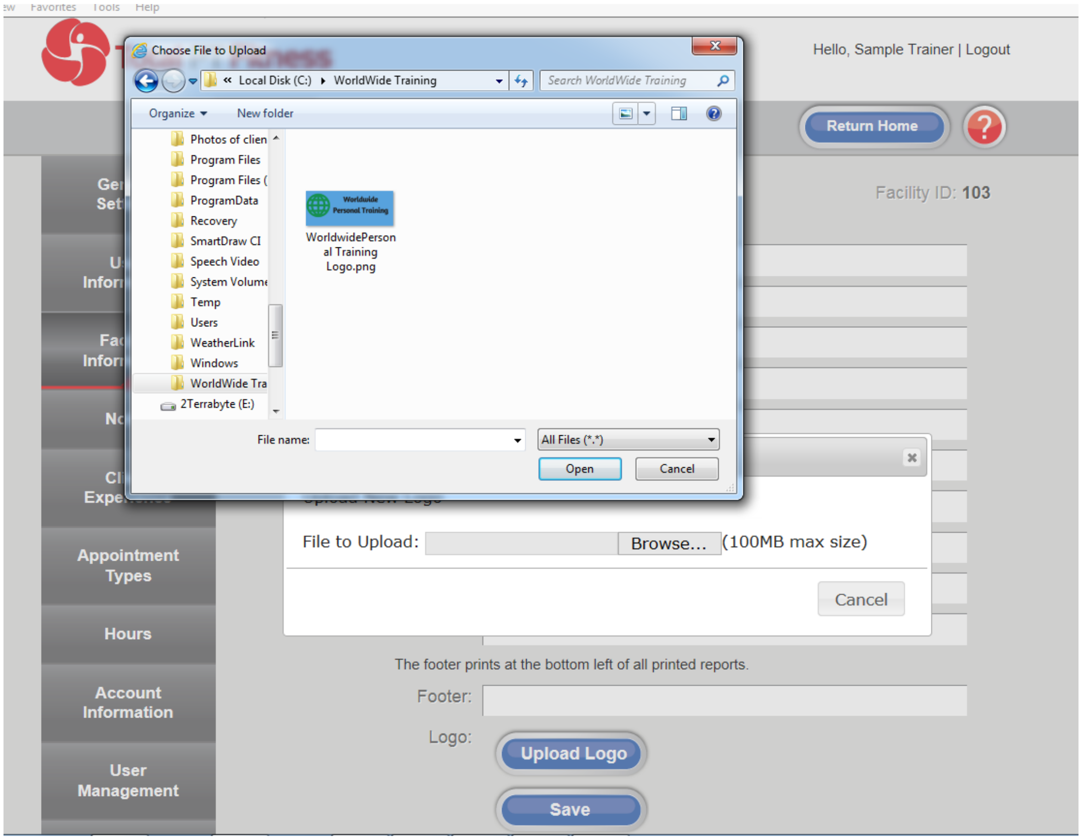
<u>Adding your facility information and logo - </u>From the main screen, choose Administration.



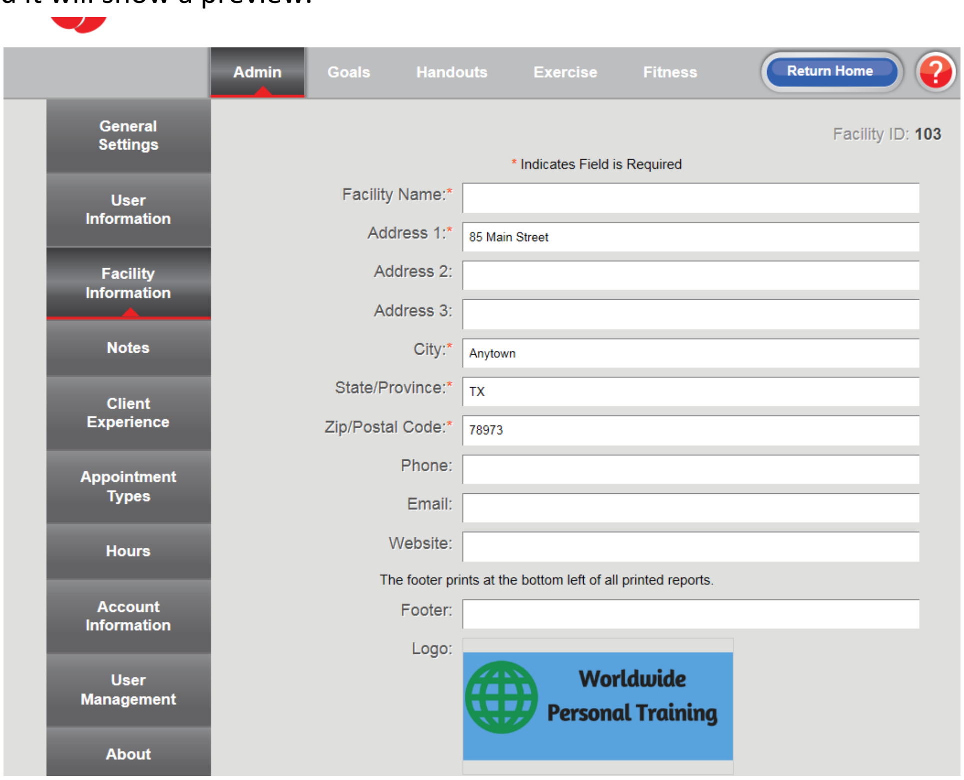
Then go to Facility Information tab. Enter your company information



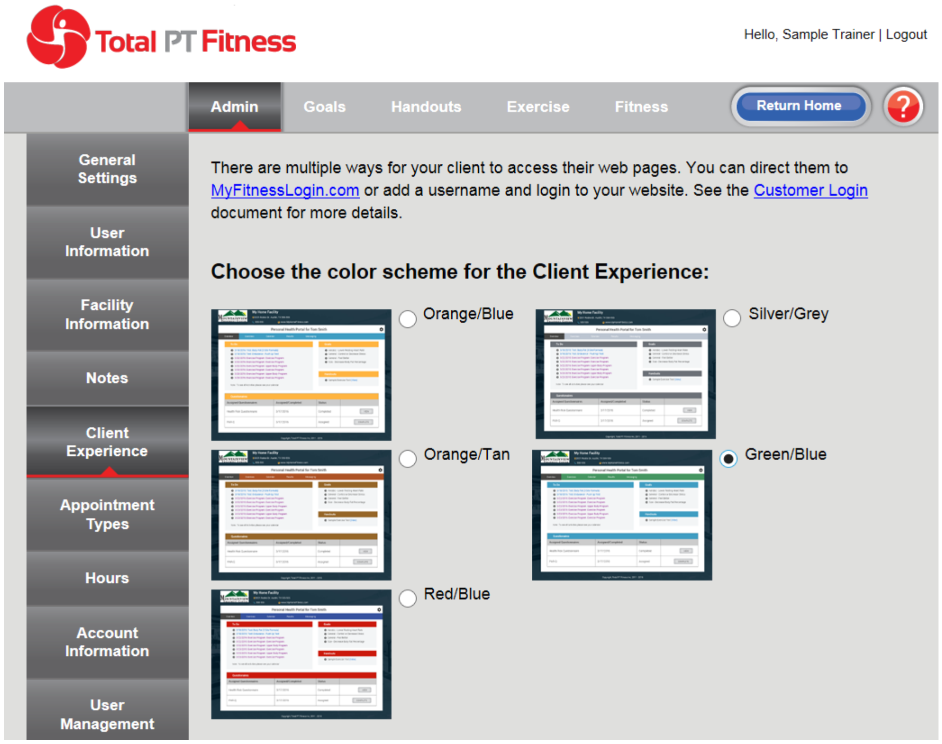
Next click on Upload Logo, click on Browse and choose your logo file. Files for logo can be up to 100 MB in size and in jpeg, png or gif.



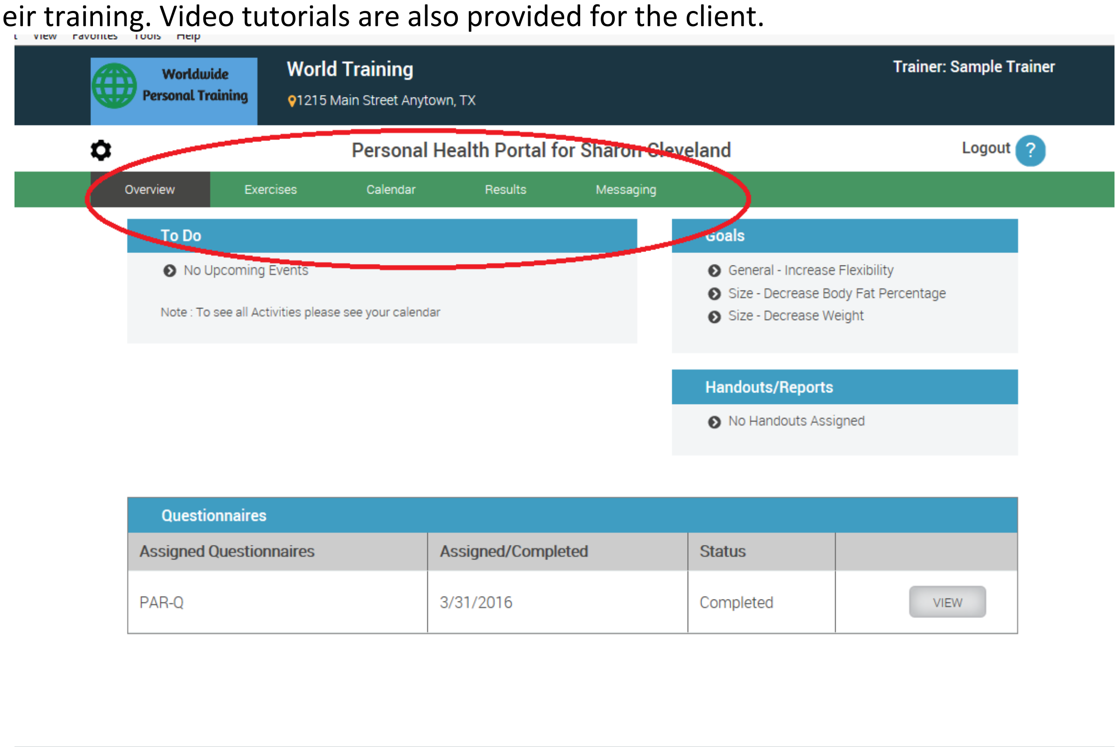
When logo is added it will show a preview.



Choose the color scheme for the client website portal – Total PT Fitness provides a website that your client will login to where they can retrieve exercise programs, see test results, review information handouts and fill out questionnaires. You have choices for the color scheme of this website. Typically you will want to choose a color palette that will complement your logo. Go to Client Experience tab in the Admin section. In this example, since the logo we used is green and blue, the green and blue scheme will be selected. But you can choose any you wish.



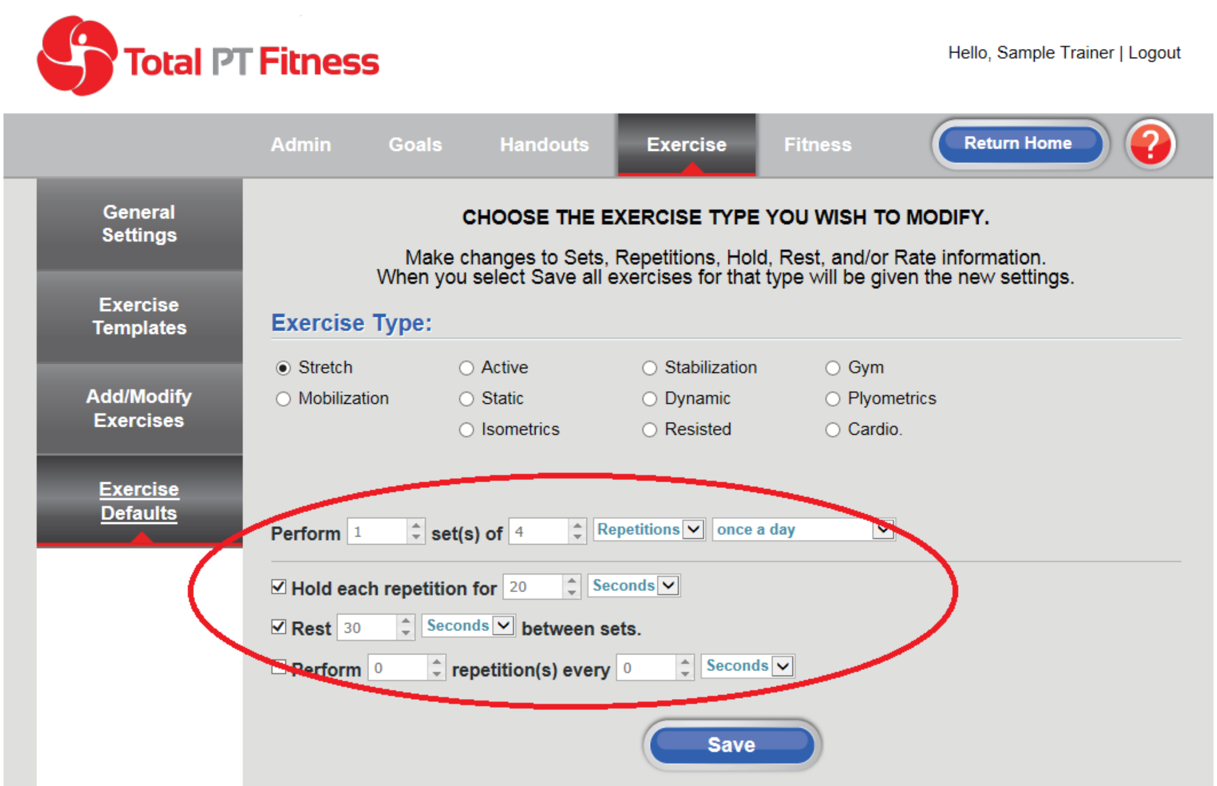
Below is a sample of the client website portal. Notice the areas where the client can see various items regarding their training. Video tutorials are also provided for the client.



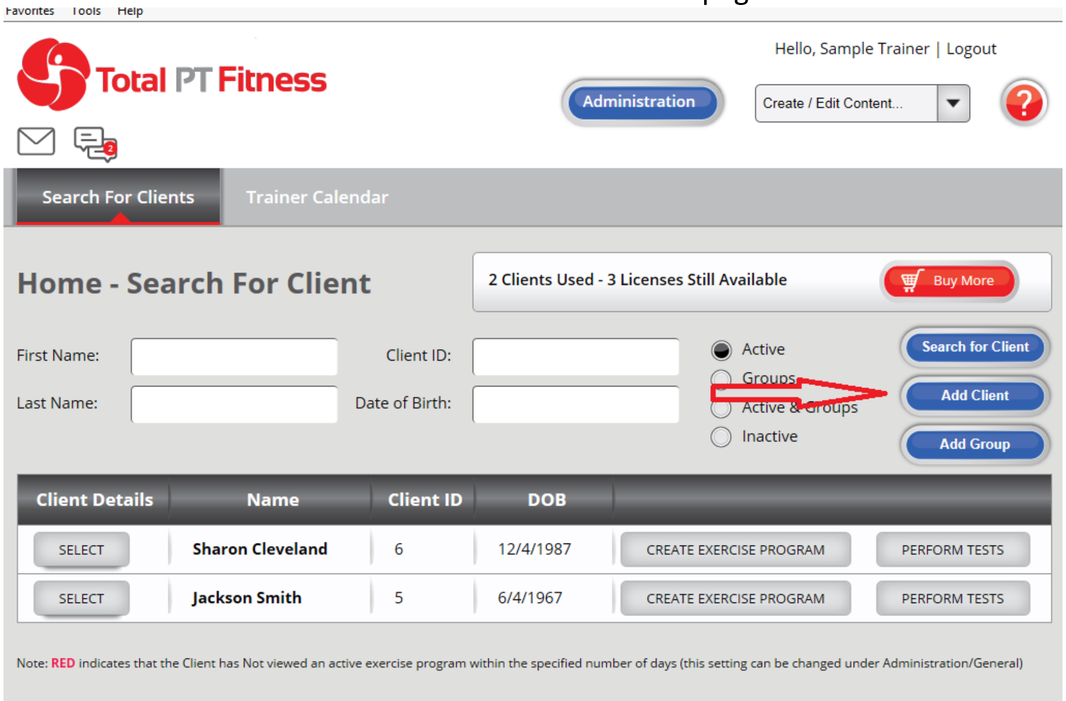
Set the exercise defaults to make your job even easier – Total PT Fitness lets you set exercise defaults to different types of exercises. If you set them to the common sets and reps you normally advise, it can save much time in typing and editing an exercise program.

For example if you like to have clients hold stretches for 30 seconds and do 2 stretches, once a day, then set all your stretch exercises to 30 seconds, twice a day. If there are exceptions once in a while, that information can be changed. It is much more efficient to only change an exception to the rule once in a while.

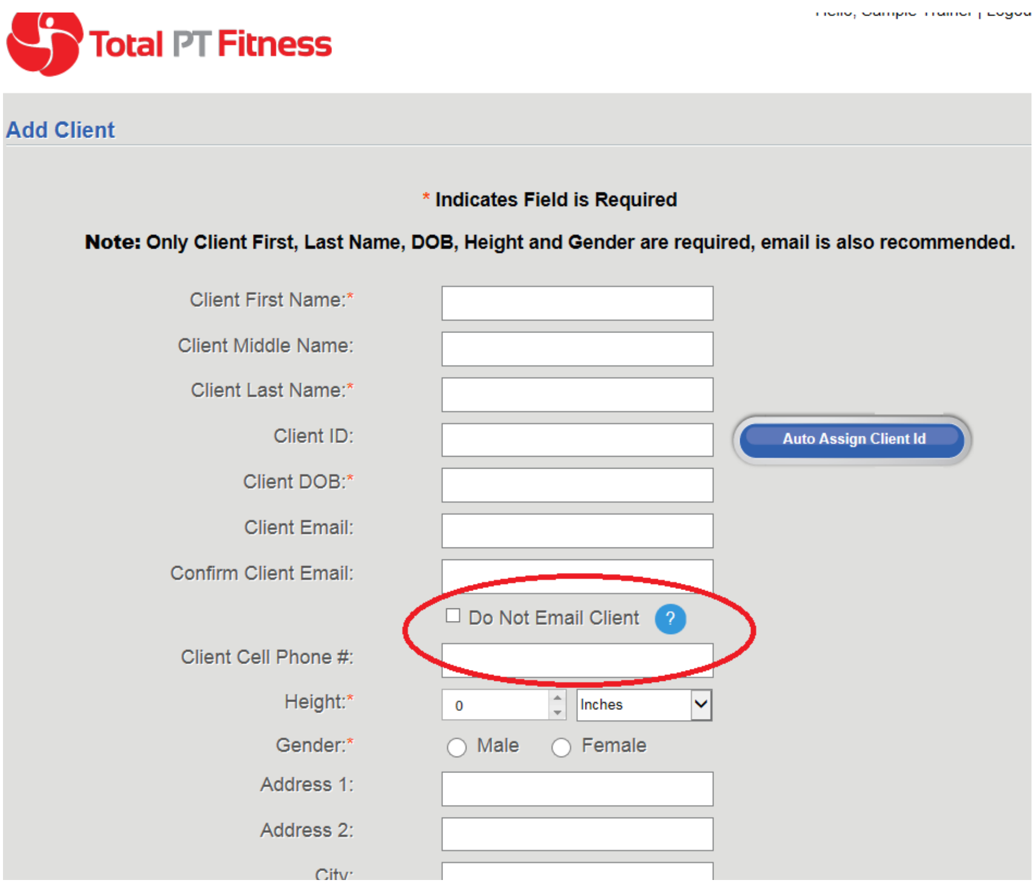
Tot set defaults, go to Administration, then Choose the top Exercise tab and select the side tab called Exercise Defaults. Next, select each exercise type and then choose the sets, reps, how many time a week or day, hold time (if applicable) rest time between sets and rate. Click the Save button after each exercise type default.



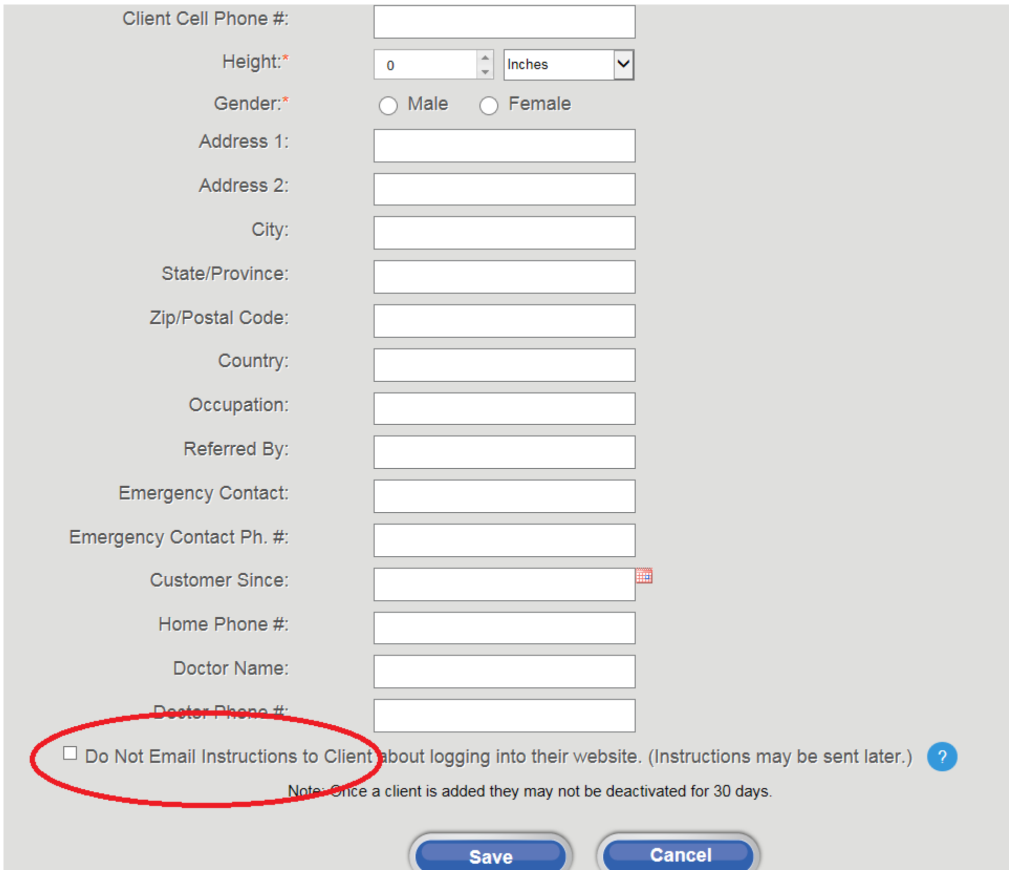
<u>Adding a client</u> – Now the facility information is set up and the client webpage color scheme is established, it is now time to add a client. Click on the Add Client button on the main page.



The Add client screen will appear. Enter the information desired. The only required information is name, date of birth, height, and gender. Note there is an option box that can be checked to not email client when exercise programs or test are issued. This would mean the client would be responsible to check their website to see any updates.



This is the rest of the information that can be added. Once a client is saved, an automatic email is sent to them, providing them with a temporary user name and password so they can login to their client website portal. There is a checkbox at the bottom in case you do not wish to send them login information. (This may be for many reasons like they have not paid for your services yet, you are not ready for them to receive tests or exercise programs, or you haven't loaded in your company information, etc.) You can send them login information in their client account. This is explained in the next section on login options.

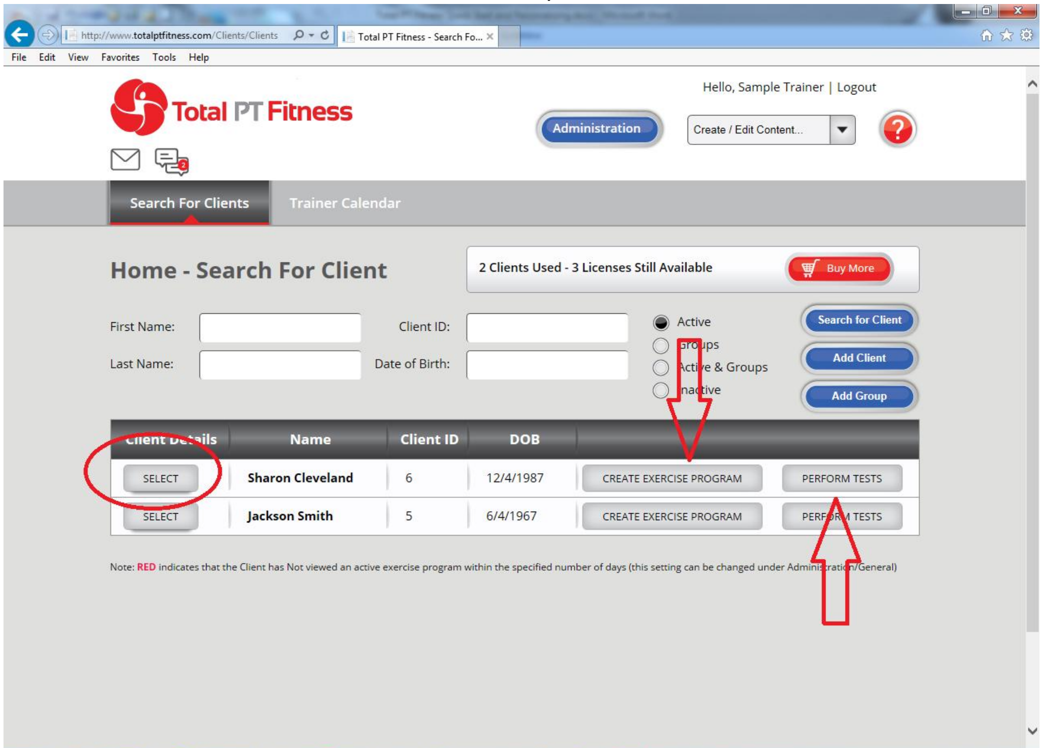


Client Cell Phone #:
Height:* 0 Inches
Gender:* Male Female
Address 1:
Address 2:
City:
State/Province:
Zip/Postal Code:
Country:
Occupation:
Referred By:
Emergency Contact:
Emergency Contact Ph. #:
Customer Since:
Home Phone #:
Doctor Name:
Doctor Phone #:
Do Not Email Instructions to Client about logging into their website. (Instructions may be sent later.) ?
Note: Once a client is added they may not be deactivated for 30 days.
Save Cancel

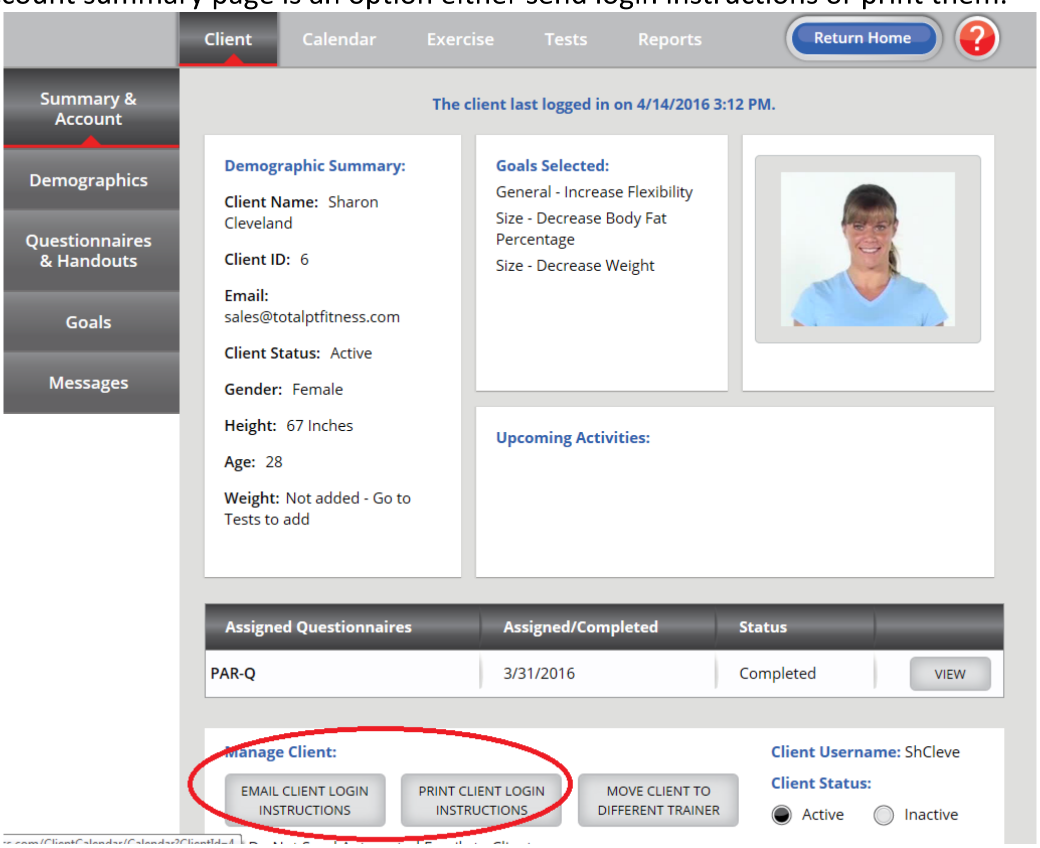
IMPORTANT INFO

1. If a client is no longer your client and is no longer using or paying for your services, it is possible to place them in an inactive status. Once they are inactivated, they will no longer be able to access their personal website portal. You may then use that client license to add another client that is using your services.
2. Once a client is added, they cannot be marked as inactive for 30 days. (An exception is any client you added during the trial. Those clients can be inactivated once at any time. We do this because we understand that you may have created fake or practice clients.)

<u>Sending login details to the client after adding them</u> – If you opted to not send automatic login instructions, this can be done later. To do this from the main screen, select the client. (This is also where you create exercise programs for clients and send them fitness tests.)

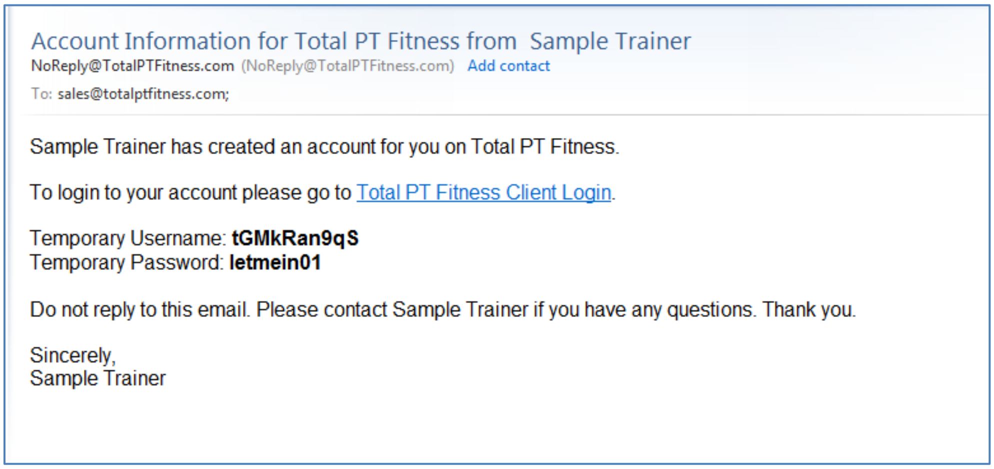


On the client account summary page is an option either send login instructions or print them.



<u>Client login options</u> – There are several ways which a client can login to their client website portal.

First, as explained earlier, when you add a client, the system will automatically send them an email with a temporary user name and password and a special login link. The email text will look like this:


Account Information for Total PT Fitness from Sample Trainer
NoReply@TotalPTFitness.com (NoReply@TotalPTFitness.com) Add contact
To: sales@totalptfitness.com;

Sample Trainer has created an account for you on Total PT Fitness.

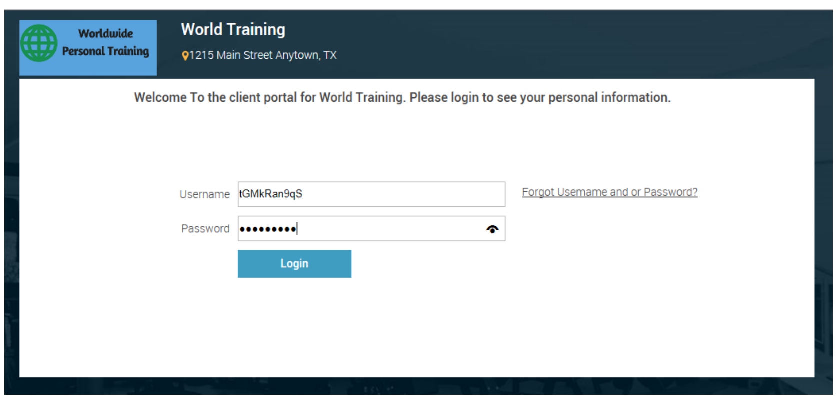
To login to your account please go to Total PT Fitness Client Login.

Temporary Username: **tGMkRan9qS**
Temporary Password: **letmein01**

Do not reply to this email. Please contact Sample Trainer if you have any questions. Thank you.

Sincerely,
Sample Trainer

The link will open up a web browser with this login window and they will login with the temporary info and then be prompted to create their own user name and password.



Your client can login in two other ways.

First, you can provide them with this link: http://www.myfitnesslogin.com/

Second, you can place http://www.myfitnesslogin.com/ on your business website so your clients can login directly on your website.

Third, we offer a special imbedded link for your website. It takes a bit more computer knowledge. If this is of interest, you may contact us for more information.

Thanks for reviewing Getting Started. More details on sending exercise programs and fitness testing can be found in the video tutorials in the trial program.