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.

Adding your facility information and logo - From the main screen, choose Administration.

| | PT Fitness | | Ad | Iministration Create / Edit Con | tent 💌 |
|-----------------|------------------|----------------|----------------|---------------------------------|--------------|
| | | | | | |
| Search For Clie | nts Trainer Cal | | | | |
| Home - Sea | arch For Clie | nt | 2 Clients Used | - 3 Licenses Still Available | Buy More |
| First Name: | | Client ID: | | Active | Search for C |
| Last Name: | | Date of Birth: | | Groups | Add Clie |
| | | | | Inactive | Add Grou |
| Client Details | Name | Client ID | DOB | | _ |
| SELECT | Sharon Cleveland | 6 | 12/4/1987 | CREATE EXERCISE PROGRAM | PERFORM TEST |
| SELECT | Jackson Smith | 5 | 6/4/1967 | CREATE EXERCISE PROGRAM | PERFORM TEST |

Then go to Facility Information tab. Enter your company information

| Total P | Fitness | Hello, Sample Trainer Logout |
|------------------------|-------------------|---|
| | Admin Goals Hando | outs Exercise Fitness Return Home |
| General Settings | | Facility ID: 103 * Indicates Field is Required |
| User | Facility Name:* | |
| Information | Address 1:* | 85 Main Street |
| Facility | Address 2: | |
| Information | Address 3: | |
| Notes | City:* | Anytown |
| Client | State/Province:* | TX |
| Experience | Zip/Postal Code:* | 78973 |
| Appointment | Phone: | |
| Types | Email: | |
| Hours | Website: | |
| | The footer pri | ints at the bottom left of all printed reports. |
| Account Information | Footer: | |
| | Logo: | Upload Logo |
| User | | opioad Logo |
| Management | | Save |

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.

| | Vpload « Local Disk (C:) 	WorldWide Training | | Hello, Sample Trainer Logo |
|---|---|--|------------------------------|
| Organize 👻 | New folder | | Return Home 2 |
| | s of clien 🔦 | | Return Home |
| | ım Files ım Files (| | |
| GCI C | mData Worldwide | | Facility ID: 103 |
| 🔒 Recove | | | |
| | Draw CI WorldwidePerson al Training | | |
| | n Video Logo.png n Volume | | |
| Jan Temp | | | |
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| C 2Terraby | /te (E:) 👻 | | |
| | File name: | ✓ All Files (*.*) | |
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| | File to Upload: | | MB may size) |
| Expe | File to Upload: | Browse (100 | MB max size) |
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| Expe Appointment Types Hours | | Browse (100 | |
| Expe Appointment Types Hours Account | | er prints at the bottom left of all printed reports. | |
| Expe Appointment Types Hours Account | The foote Foot | er prints at the bottom left of all printed reports. | |
| Expe Appointment Types Hours Account Information | The foote | er prints at the bottom left of all printed reports. | |
| Expe Appointment Types Hours Account | The foote Foot | er prints at the bottom left of all printed reports. | |

When logo is added it will show a preview.

| | | Admin Goals Hando | outs Exercise Fitness Return Home 💡 |
|----|-------------------------|---------------------------------------|---|
| | General Settings | | Facility ID: 103 Indicates Field is Required |
| I. | User Information | Facility Name:* Address 1:* | 85 Main Street |
| 2 | Facility Information | Address 2: Address 3: | |
| | Notes | City:* | Anytown |
| I. | Client Experience | State/Province:* Zip/Postal Code:* | TX 78973 |
| | Appointment Types | Phone: Email: | |
| | Hours | Website: The footer pri | ints at the bottom left of all printed reports. |
| I. | Account Information | Footer: Logo: | |
| | User Management | | Worldwide Personal Training |
| | About | | |

<u>Choose the color scheme for the client website portal</u> – 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.

| Total P | r Fitness | | | | Hello, Sample Trainer Logout |
|-------------------------|--|------------------|--|--|--|
| | Admin Goals | Handouts | Exercise | Fitness | Return Home |
| General Settings | | or add a usernam | | · · · | ou can direct them to See the <u>Customer Login</u> |
| User Information | Choose the col | | the Client I | Experience | :: |
| Facility Information | Prince Acity PrinteraAcity PrinteraAcity PrinteraAcity Prince Acity | Orange/B | | Ny taona 2000 de actentation la | Silver/Grey |
| Notes | e construction de la construcción de la const | | Construction of the second seco | Anaparticity Base Anaparticity Base 1212/01 Strate 1212/01 Strate | |
| Appointment | Additional and a second s | Orange/T | an | error of the Name of the State Name of the Name of the State Name of the Name of the Nam | ● Green/Blue |
| Types | end of the second | | A set of the set | Note: Note: Image: Second Marginson Image: Second Marginson Note: Image: Second Marginson Image: Second Marginson Marginson | |
| Hours | Representation of a constraint | Red/Blue | | laga katifiana 20 | |
| Account Information | | 2020 2021 | | | |
| User Management | and Ad Aducation 2018 Sec. Sec. Sec. Sec. Sec. Sec. Sec. Sec. | | | | |

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.

| Worldwide Personal Training | World Training 91215 Main Street Any | town, TX | | | Trainer: Sample Trainer |
|--|---|-------------------|---------------|---|-------------------------|
| ٥ | Persona | Health Portal for | Sharon Clevel | and | Logout ? |
| Overview Exerc | cises Calendar | Results | Messaging | | |
| Το Do | | | | Goals | |
| No Upcoming E Note : To see all Activ | vents vities please see your calend | dar | | General - Increase Size - Decrease Bo Size - Decrease W | ody Fat Percentage |
| | | | | Handouts/Reports | |
| | | | | No Handouts Assi | igned |
| | | | | | |
| Questionnaires | | | | | |
| Assigned Question | naires | Assigned/Complete | d | Status | |
| PAR-Q | | 3/31/2016 | | Completed | VIEW |

<u>Set the exercise defaults to make your job even easier</u> – 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.

| Total | PT Fitness | | Add | | ello, Sample Traine ate / Edit Content | er Logout |
|------------------------------------|-------------------------------|---|--------------------------|---|---|--|
| Search For Clier | nts Trainer Cal | | | | | |
| Home - Sea | arch For Clie | nt Client ID: Date of Birth: | 2 Clients Used - | 3 Licenses Still Available Active Group Active Inactive | s. & aroups | Buy More Search for Client Add Client Add Group |
| Client Details | Name | Client ID | DOB | _ | | |
| SELECT | Sharon Cleveland | 6 | 12/4/1987 | CREATE EXERCISE PRO | GRAM PE | RFORM TESTS |
| SELECT | Jackson Smith | 5 | 6/4/1967 | CREATE EXERCISE PRO | GRAM PE | RFORM TESTS |
| Note: RED indicates that th | e Client has Not viewed an ac | tive exercise program v | within the specified nur | nber of days (this setting can be | echanged under Admin | istration/General) |

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.

| Total PT Fitness | riello, oumple riullier i Logou |
|------------------------------------|--|
| Add Client | |
| | * Indicates Field is Required |
| Note: Only Client First, Last Name | e, DOB, Height and Gender are required, email is also recommended. |
| Client First Name:* | |
| Client Middle Name: | |
| Client Last Name:* | |
| Client ID: | Auto Assign Client Id |
| Client DOB:* | |
| Client Email: | |
| Confirm Client Email: | |
| | Do Not Email Client 2 |
| Client Cell Phone #: | |
| Height:* | 0 1 Inches |
| Gender:* | ◯ Male |
| Address 1: | |
| Address 2: | |
| City. | |

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 V |
| Gender:* | O Male O 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: | |
| Dector Phone #: | |
| | 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.)

| T Fitness | ndar | Ad | Create / Edit Conte | ent 💌 🕜 | |
|------------------------------|---|---|--|--|---|
| _ | ndar | | | | |
| _ | ndar | | | | |
| ch For Clier | | | | | |
| | it | 2 Clients Used | - 3 Licenses Still Available | Buy More | |
| chiror chici | | | | | |
| | Client ID: | | Active Groups | | |
| | Date of Birth: | | Active & Groups | Add Client | |
| | | | | Add Group | |
| Name | Client ID | DOB | | | |
| Sharon Cleveland | 6 | 12/4/1987 | CREATE EXERCISE PROGRAM | PERFORM TESTS | |
| Jackson Smith | 5 | 6/4/1967 | CREATE EXERCISE PROGRAM | PERFORM TESTS | |
| lient has Not viewed an acti | ve exercise program v | within the specified nu | mber of days (this setting can be changed under | r Administration/General) | |
| | | | | U | |
| | | | | | |
| | | | | | |
| | Name Sharon Cleveland Jackson Smith | Name Client ID Sharon Cleveland 6 Jackson Smith 5 | Name Client ID DOB Sharon Cleveland 6 12/4/1987 Jackson Smith 5 6/4/1967 | Date of Birth: Date of Birth: Name Client ID DOB Sharon Cleveland 6 12/4/1987 CREATE EXERCISE PROGRAM Jackson Smith 5 6/4/1967 | Date of Birth: Froups Name Client ID DOB Sharon Cleveland 6 12/4/1987 CREATE EXERCISE PROGRAM |

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

| | Client Calendar Exer | | Return Home |
|--------------------------------|---|--|--------------------------|
| Summary & Account | The | client last logged in on 4/14/2016 | 3:12 PM. |
| Demographics | Demographic Summary: Client Name: Sharon | Goals Selected: General - Increase Flexibility | |
| Questionnaires & Handouts | Cleveland Client ID: 6 | Size - Decrease Body Fat Percentage Size - Decrease Weight | |
| Goals | Email: sales@totalptfitness.com Client Status: Active | | |
| Messages | Gender: Female | | |
| | Height: 67 Inches | Upcoming Activities: | |
| | Weight: Not added - Go to Tests to add | | |
| | | | |
| | Assigned Questionnaires | Assigned/Completed | Status |
| | PAR-Q | 3/31/2016 | Completed VIEW |
| | | | |
| | manage Client: | | Client Username: ShCleve |
| -om/ClientCalendar/Calendar/Cl | INSTRUCTIONS INST | CLIENT LOGIN MOVE CLIENT TO RUCTIONS DIFFERENT TRAINER | Client Status: |

<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.

| | Fraining in Street Anytown, TX | |
|---|--|---------------------------------|
| Welcome To the client portal for World Training. Please login to see your personal information. | | |
| | | |
| | | |
| | | |
| Username | tGMkRan9qS | Forgot Usemame and or Password? |
| Password | •••••• | |
| | Login | , |
| | | |
| | | |
| | | |
| | | |

Your client can login in two other ways.

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

Second, you can place <u>http://www.myfitnesslogin.com/</u> 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.