

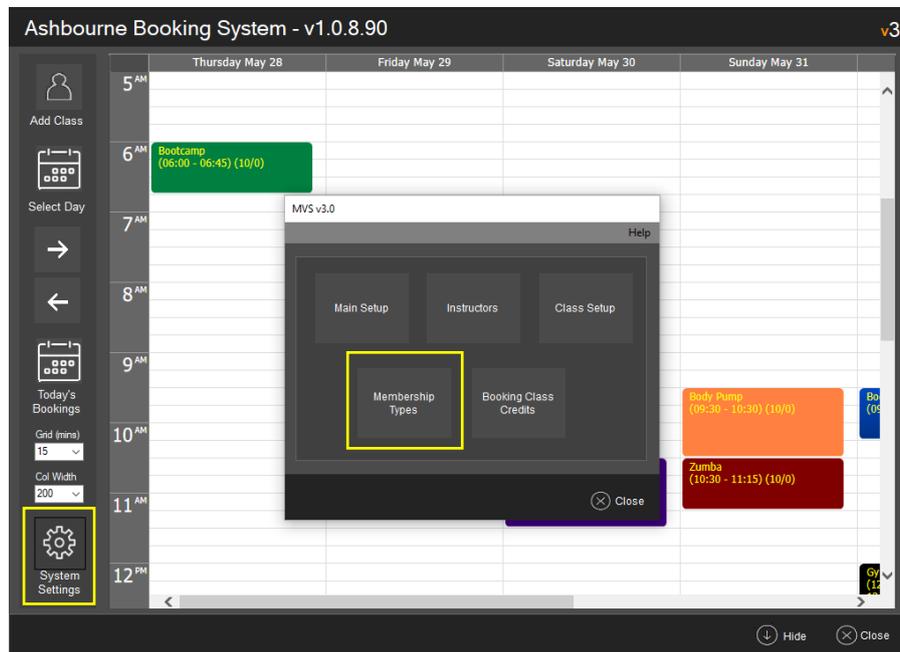
**COVID 19: SETTING  
UP YOUR SYSTEM TO  
CONTROL GYM  
ACCESS  
A STEP BY STEP GUIDE**



**ASHBOURNE**  
MEMBERSHIP MANAGEMENT

## Covid 19 access restrictions

**Membership types** - To start with you'll need to change each of your membership types to you're your club rules around access restrictions.



1. Open up your Ashbourne class bookings software and click on 'system settings', and then on 'membership types'.

The screenshot shows the 'MembershipTypes List' table. The table has columns for Description, Entry Time, Week Start, Week Finish, Sat Start, Sat Finish, Sun Start, Sun Finish, Gym Access, Access to Zone, Visits Period, Visits Allowed, and Facility N. The first row, '12 Month Paid in Full', is highlighted with a yellow box. Below the table are buttons for 'New Type', 'Edit Type', and 'Delete Type'. The status 'No of Rec: 0' is shown at the bottom left, and a 'Close' button is at the bottom right.

Description	Entry Time	Week Start	Week Finish	Sat Start	Sat Finish	Sun Start	Sun Finish	Gym Access	Access to Zone	Visits Period	Visits Allowed	Facility N
12 Month Paid in Full	Peak	0000	0000	0000	0000	0000	0000	Both	1		0	All
Class Only	Peak	0000	0000	0000	0000	0000	0000	Class Only	1		0	All
Complimentary	Peak	0000	0000	0000	0000	0000	0000	Both	1		0	All
Day Pass	Peak	0000	0000	0000	0000	0000	0000	Both	1		0	All
Full Membership (1 Month Rolling)	Peak	0000	0000	0000	0000	0000	0000	Both	1		0	All
Full Membership (12 Months)	Peak	0000	0000	0000	0000	0000	0000	Both	1		0	All
On Demand	Peak	0000	0000	0000	0000	0000	0000	Gym Only			0	All
Staff	Peak	0000	0000	0000	0000	0000	0000	Both	1#3		0	All
Staff (Studio)	Peak	0000	0000	0000	0000	0000	0000	Both	1		0	All

2. Select the membership type you'd like to create access rules for. You might wish to let certain membership types access more than others.

## Membership Type New/Edit

v3

Member Type Description: 12 Month Paid in Full

Facility No: All

Member Type: Peak

Weekly Time: Start 0000 Finish 0000

Saturday Time: 0000 0000

Sunday Time: 0000 0000

Access Type: Class Only

No of Gym Visits Allowed: 0

Edit Zones: 1

**Class Booking Site Restrictions**

No of Classes Allowed: Day 0

Bookin in Advance (Days): 3

Offset by (Hours): 9

Use Reserve Lists: Yes

Use Credits: No

Allow Credits Refund/Expires In: No 12 Months

Lock Class Before: 0 Hour

Lock Cancel Before: 1 Hour

Class Name	CreditsValue	Show On Booking Site	Select
Abs	1	Yes	
Body Combat	1	Yes	
Body Pump	1	Yes	
Bootcamp	1	Yes	
Boxercise	1	Yes	
Boxercise Circuits	1	Yes	
Circuits	1	Yes	
Covid 19 - Access slot	1	Yes	
Express Legs Bums Tums	1	Yes	
Gym Induction	1	Yes	
HIIT	1	Yes	
HIIT & Abs	1	Yes	
Indoor Cycling	1	Yes	
Kettlebells	1	Yes	
Legs Bums & Tums	1	Yes	
Pilates	1	Yes	
RPM	1	Yes	
Yoga	1	Yes	
Zumba	1	Yes	

No of Rec: 19 Selected Record : 0

Select All Records

Clear Selected Records

Set Class Available on Selected Records

Set Class UnAvailable on Selected Records

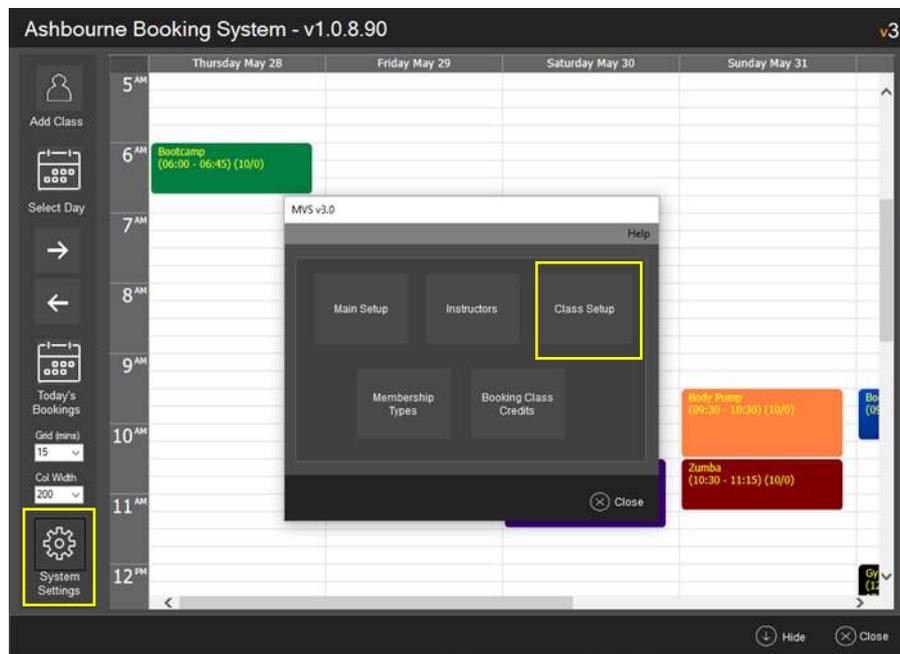
Set Credit Value on Selected Records

Save Close

3. To make sure all members have to book a time slot for the gym, make sure Access Type is set to 'Class Only'.
4. We have allowed each member to book one class per day. Changing this would allow members to book multiple slots, or additional classes.
5. By restricting the number of days in advance members can book to 3 days, members will be less likely to forget they have booked the slot.
6. By offsetting the release time of classes by 9 hours, members will be able to book from 9 in the morning, 3 days before a given access slot. If this value is left at zero, slots will become available for booking at midnight, which may be frustrating for members if demand is high.
7. Finally, we recommend you lock cancellations to at least an hour before a slot is due to commence. This avoids the system notifying the next member on the reserve list if someone cancels minutes before their slot is due to start.

## Creating time slots for your facility

Creating time slots will allow a restricted number of people to pre book access to your facility via your online class booking link.



1. To start with we need to set up a new class. Open up your Ashbourne class bookings software and click on 'system settings', and then on 'class setup'.



2. Go to New Class Setup to create an access slot.

### Class Setup New/Edit

Class Name	Covid 19 - Access slot	
Class Description	Access slot to cater for reduced capacity	
Class Location	Whole Gym	

Setup Background Colour-> ▾

⊗ Save ⊗ Close

3. Create a 'class' name, description and location for your restricted access slot. This will be what your members see when they are booking.

Ashbourne Booking System - v1.0.8.90 v3

	Thursday May 28	Friday May 29	Saturday May 30	Sunday May 31
5 AM				
6 AM	<span>Bootcamp (06:00 - 06:45) (10/0)</span>			
7 AM				
8 AM				
9 AM				
10 AM			<span>Body Pump (09:30 - 10:30) (10/0)</span>	<span>Bo (05)</span>
11 AM			<span>Zumba (10:30 - 11:15) (10/0)</span>	
12 PM				<span>Gy (11)</span>

MV5 v3.0

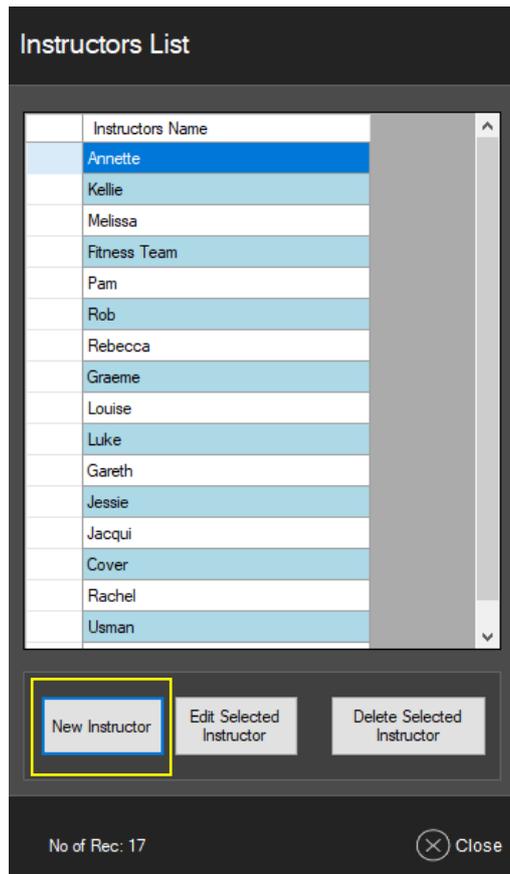
Main Setup **Instructors** Class Setup

Membership Types Booking Class Credits

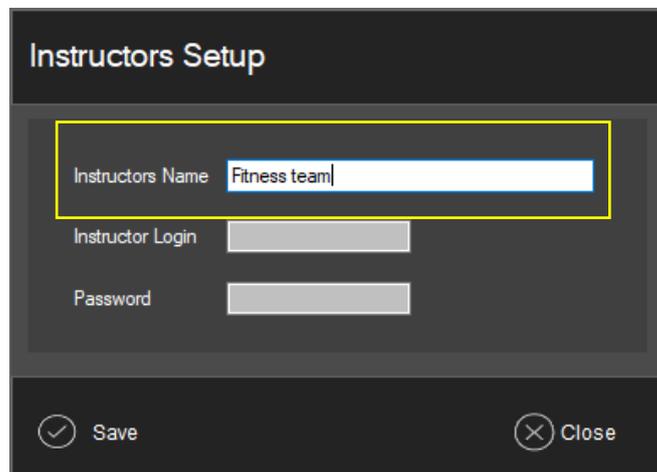
⊗ Close

⏴ Hide ⊗ Close

4. We then need to set up an instructor for the slot. Go to system settings and then click 'instructors'.



5. Click new instructor



6. Create a team name. Don't worry about creating an instructor login and password in this instance.

## Class New/Edit

Class Name	Covid 19 - Access slot (Whole Gym )	Add/Edit Class Setup
Instructor	Fitness Team	Add/Edit Instructor
Class Size	100	
Class Date	02 June 2020	
Start Time (Hour)	19	Start Time (Mins) 00
Class Duration (Mins)	45	
Repeat Class	Yes	
Repeat Period	DAILY	
View Booked Members		Find Member
Delete Class		

Save  Close

7. From the dropdown menu select the class and instructor you've created, class size (i.e. your capacity for the reduced access slot) and date.

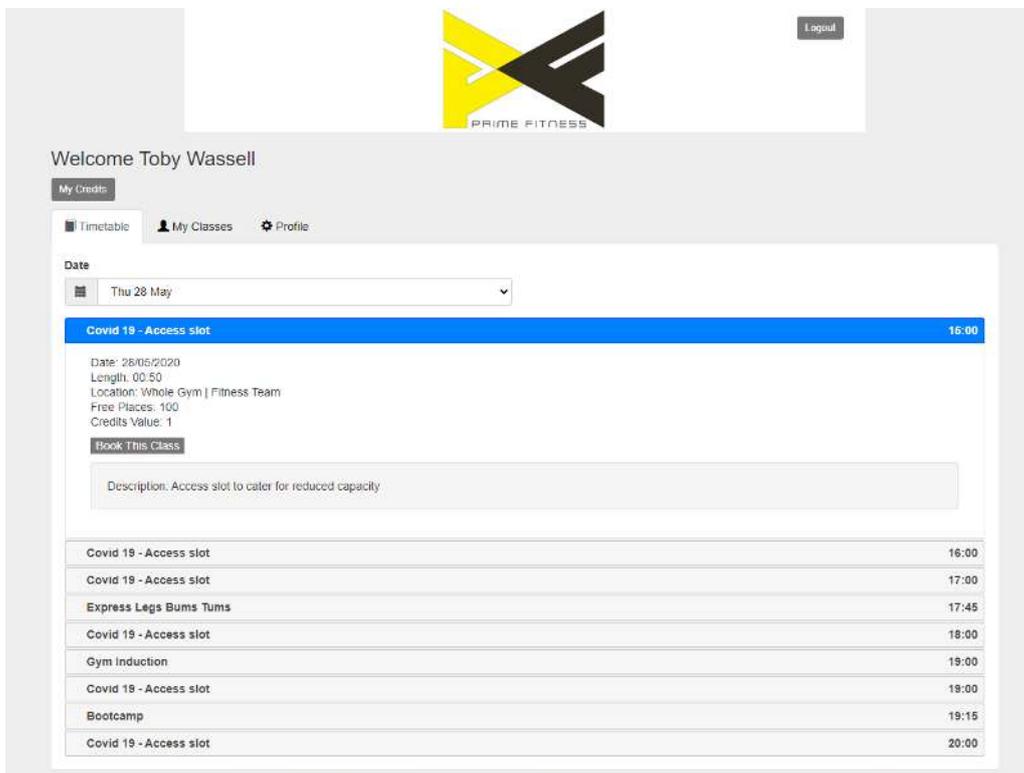
For 'time and duration' we recommend making the access slot 45 minutes, this gives each group time to leave the gym without coming into contact with the next class. Moreover, members will automatically be able to swipe in 15 minutes before their allotted time slot.

You can repeat the class daily until normal opening is allowed.

If you are looking to create block entry slots, it's best to set your access slots up on a Saturday and then select the repeat period to 'Daily'. This will mean you only need to set up each slot once.



8. Repeat step 7 for every time slot you'd like to create, and you should end up with something like this.



9. How your class booking site might look for members.

