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



## **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'.

Description	Entry Type	Week Start	Week Finish	Sat Start	Sat Finish	Sun Start	Sun Finish	Gym Access	Access to Zone	Visits Period	Visits Allowed	FacilityN
12 Month Paid in Full	Peak	0000	0000	0000	0000	0000	0000	Both	1		0	
Class Only	Feak	0000	0000	0000	0000	0000	0000	Class Only	1		0	74
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	Class Name	CreditsValue	Show On Booking Site	Select	0.1.14
Facility No:	Ali	Abs	1	Yes		Records
Member Type	Peak ~	Body Combat	1	Yes		
	Start <u>Finish</u>	Body Pump	1	Yes		
Weekly Time:	0000 0000	Bootcamp	1	Yes		
Saturday Time:	0000 0000	Boxercise	1	Yes		Clear Selected
Sunday Time:	0000 0000	Boxercise Circuits	1	Yes		Records
		Circuits	1	Yes		
Access Type:	Class Only ~	Covid 19 - Access slot	1	Yes		
No of Gym Visits Allowed:	~ 0	Express Legs Bums Tums	1	Yes		Set Class
		Gym Induction	1	Yes		Available on Selected
	-	HIIT	1	Yes		Records
Edit Zones	1	HITT & Abs	1	Yes		
		Indoor Cycling	1	Yes		Set Class
Class Booking S	Site Restrictions	Kettlebells	1	Yes		UnAvailable
No of Classes Allowed:	Day 🗸 0	Legs Bums & Tums	1	Yes		on Selected
Bookin in Advance (Days)	3	Pilates	1	Yes		Necorus
Offeret by (Houre)	9	RPM	1	Yes		
Oliser by (Flouis)		Yoga	1	Yes		Set Credit
Use Reserve Lists:	Yes 🗸	Zumba	1	Yes		Value on Selected
Use Credits:	No					Records
Allow Credits Refund/Expires I	n: No 🗸 12 Months					
Lock Class Before	0 Hour					
Lock Cancel Before	1 Hour	No of Rec: 19		))	Selected Record : 0	
Save						🛞 Close

- 3. To make sure <u>all</u> 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.

Ashbou	rne B	ooking System -	v1.0.8.90				<mark>v</mark> 3
Add Class	5**	Thursday May 28	Friday May 29	Satur	day May 30	Sunday May 31	^
-'' .88°	6**	Bootcamp (06:00 - 06:45) (10/0)					
Select Day	7**	N	rvs v3.0		Help		
<del>(</del>	8**	_	Main Setup Ins	tructors Clas	is Setup		
Today's Bookings	9**		Membership Types	Booking Class Credits		Body Pump (09:30 - 10:30) (10/0)	Bo (05
Grid (mins) 15 ↓ Col Width 200 ↓	10***					Zumba (10:30 - 11:15) (10/0)	
503 203	11**	_			Close		
System Settings	12	<		_			, and the second
						🕁 Hide	Close

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'.

ClassSet	ClassName	Location	Colour
671	Pilates	Studio	#0047.
672	Yoga	Studio	#4000.
699	Gym Induction	Gym Floor	#0000.
1748	нит	Studio	#0047.
1850	Zumba	Studio	#8000.
1997	RPM	Cycle Studio	#C0C0.
3053	Kettlebells	Studio	#0080.
3063	Body Combat	Studio	#0047.
3333	Bootcamp	Studio	#0080.
3334	Indoor Cycling	Cycle Studio	#0047.
3335	Abs	Studio	#FF00.
3336	HITT & Abs		#FF00.
3420	Boxercise	Studio	#0047.
3421	Boxercise Circuits	Studio	#0047.
3801	Express Legs Bums Tums	Studio	#FF80.
3912	Covid 19 - Access slot	Whole Gym	#00FF.

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

Class Setup Nev	n∕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.

Ashbou	rne Bo	oking System	- v1.0.8.90				<mark>v</mark> 3
රි	5-14	Thursday May 28	Friday May 2	9	Saturday May 30	Sunday May 31	^
Add Class	6**	Bootcamp (06:00 - 06:45) (10/0)					
Select Day	7 <sup>-M</sup>		MVS v3.0		Help		
÷	8 ***		Main Setup	Instructors	Class Setup		
Today's	9***		Membership	Booking C	1865	Body Pump	Bo
Grid (mins)	10 ***		ijpes.	Credits		Zumba	
200 V	11**				🛞 Close	(10:30 - 11:15) (10/0)	
System Settings	12™	<			_		<b>8</b> ~
						(1) Hide	Close

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

Instructors List	
Instructors Name	^
Annette	
Kellie	
Melissa	_
Fitness Team	
Pam	_
Rob	
Rebecca	
Graeme	
Louise	_
Luke	
Gareth	_
Jessie	
Jacqui	_
Cover	
Rachel	_
Usman	<b></b>
New Instructor	Delete Selected Instructor
No of Rec: 17	⊗ Close

5. Click new instructor

In	structors Se	tup		
	Instructors Name	Fitness team		
	Instructor Login Password		l I	
(~	) Save			9

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

С	lass 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)	<mark>45. →</mark>	
	Repeat Class Repeat Period	Yes 🗸 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.

Ashbour	ne B	ooking System - v1	.0.8.90			<b>v</b> 3
0		Thursday May 28	Friday May 29	Saturday May 30	Sunday May 31	
	2™	Covid 19 - Access sibit (14:00 - 14:50) (100/0)	Courd 19 - Arcess skit (14:00 - 14:58) (180/0)	Courd 10 - Access slot (14:00 - 14:51) (100/0)         Gym Induction (14:00 - 14:45) (2/0)	Covid 49 - Access slot (14:00 - 14:50) (160/0)	
Select Day	3™	Covid 19 - Access sibi (15:00 - 15:50) (100/0)	Covid 19 - Access sibit (15:00 - 15:50) (100/0)	Covid 19 - Access sint (15x00 - 15-50) (100/0)	Covid 19 - Access slot (15:00 - 15:50) (100/0)	
$\rightarrow$	4 <sup>™</sup>	Covid 19 - Acrise slot (16:00 - 16:50) (160/0)	Covid 19 - Access slot (16:00 - 16:50) (100/0)	Cowid 19 - Access slot (16:00 - 16:50) (100/0)	Covid 19 - Access slot (16:00 - 16:50) (100/0)	(18
	5™	Covid 19 - Aurass slot (17:00 - 17:50) (100/8)	Covid 19 - Access abit (1/30) - 17/50) (100/0)	Covid 19 - Access slot (17:00 - 17:50) (100/0)	Covid 19 - Acress slot (17:00 - 17:50) (100/0)	
Today's Bookings Grid (mins)	6™	Coval 10 - Arcess slot (18)00 - 18(50) (100/0)	Covid 19 - Access eloi (18:00 - (18:15 - Induction	Courd 49 - Access elok (18:00 - 18:50) (100/0)	Cowid 19 - Access slot (18:00 - 18:50) (160/0)	Co 19 Act slo
15 ∨ Col Width 200 ∨	7™	Covid 19 - Access christic (19:00 - (19:01) - 19:45) - 19:45) - 19:45 - 19:45	Covid 19 - Access aloi (13)(0) - Gym Gym Induction (13)(0) - 19(5) (14)(0) - 19(45) Induction (19)(0) - 19(45) Induction	Covid 10 - Access (lot (19:00 - 19:50) (100/0)	Covil 19 - Access slot (13:00 - 19:50) (160/0)	C0 - 4 sl0 (15 20
کر System	8 <sup>™</sup>	Covel 19 - Access sbt (20:0) -	Covid 19 - Acces slot (20:00 - 20:50) (100/0)	Covid 19 - Acces slok (20:00 - 20:50) (100/0)	Covid 19 - Access slot (20:00 - 20:50) (100/0)	
Settings	9 <sup>™</sup>	<				>
					↓ Hide	Close

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

Velcome Toby Wassell	
Create	
Date	
🖬 Thu 28 May 🗸	
Book This Class Description Access slot to cater for reduced capacity.	
Covid 19 - Access slot	16:00
Covid 19 - Access slot Covid 19 - Access slot	16:00
Covid 19 - Access slot Covid 19 - Access slot Express Legs Bums Tums	16:00 17:00 17:45
Covid 19 - Access slot Covid 19 - Access slot Express Legs Bums Tums Covid 19 - Access slot	16-00 17-00 17-40 18-00
Covid 19 - Access slot Covid 19 - Access slot Express Legs Bums Tums Covid 19 - Access slot Gym Induction	16:00 17:00 17:44 18:00 19:00
Covid 19 - Access slot Covid 19 - Access slot Express Legs Bums Tums Covid 19 - Access slot Gym Induction Covid 19 - Access slot	16:00 17:00 17:44 18:00 19:00 19:00
Covid 19 - Access slot Covid 19 - Access slot Express Legs Bums Tums Covid 19 - Access slot Gym Induction Covid 19 - Access slot Bootcamp	16:00 17:00 17:45 18:00 19:00 19:00 19:15

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