



Quick Start to AccuClub

1. Setup Timezone & User Roles

Timezone

To set up your **Timezone** go to **Advanced Options** and click **Settings**. Once there simply click the **General** section. Now select your timezone from the drop-down box (default is EST).

Click **Save** button to save your timezone.

Account Settings > General

A screenshot of the "Account Settings > General" page in the AccuClub interface. The page contains several settings: "Header Logo" with an "Upload Logo" button; "Session Timeout" set to "5" minutes; "Time Zone" set to "(UTC-05:00) Eastern Time (US & Canada)"; a "Show all time zones" checkbox which is unchecked; a "License Agreement" section with a text area containing placeholder text and an unchecked checkbox for "All users must accept the license agreement upon first login"; and "Save" and "Cancel" buttons at the bottom.

Define User Roles

To set up your **User Roles** go to **Advanced Options** and click **Settings**. Once there simply click the **User Roles** section. Notice that there are 3 main types of Users by default; Administrators, Members, and Operators. If you are fine with these Predefined Roles then go to the next step.

Administrator

Has access to the whole system, can manage other users as well.

Member

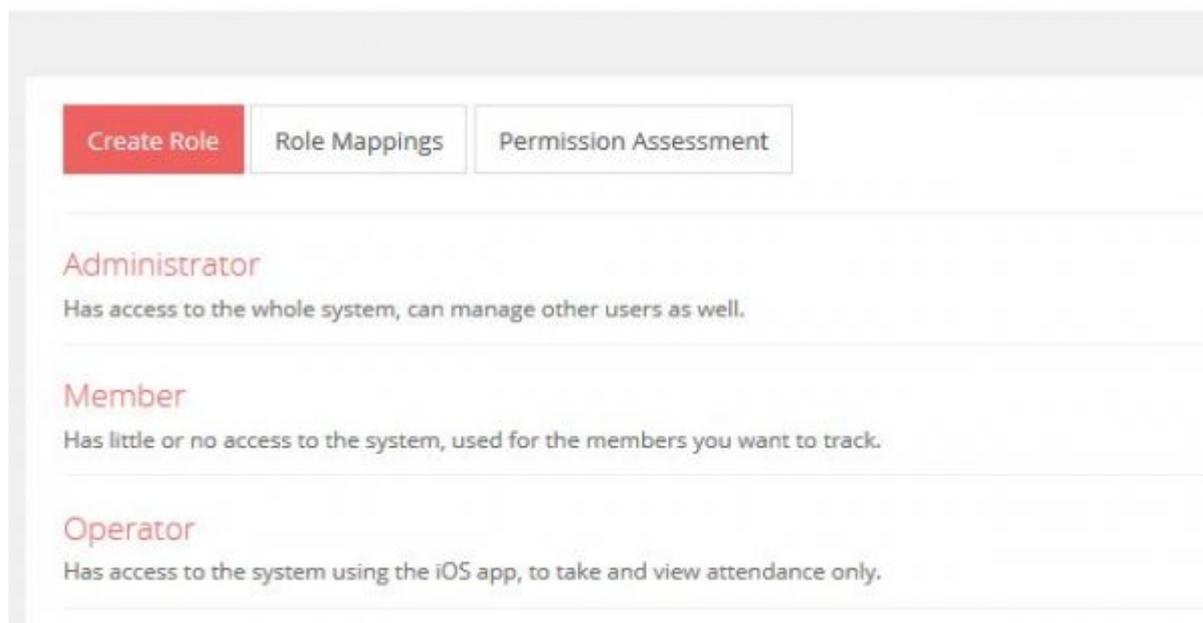
Has little or no access to the system, used for the members you want to track.

Operator

Has access to the system using the iOS app, to take and view attendance only.

If you want to customize the roles [click here](#).

Account Settings > User Roles

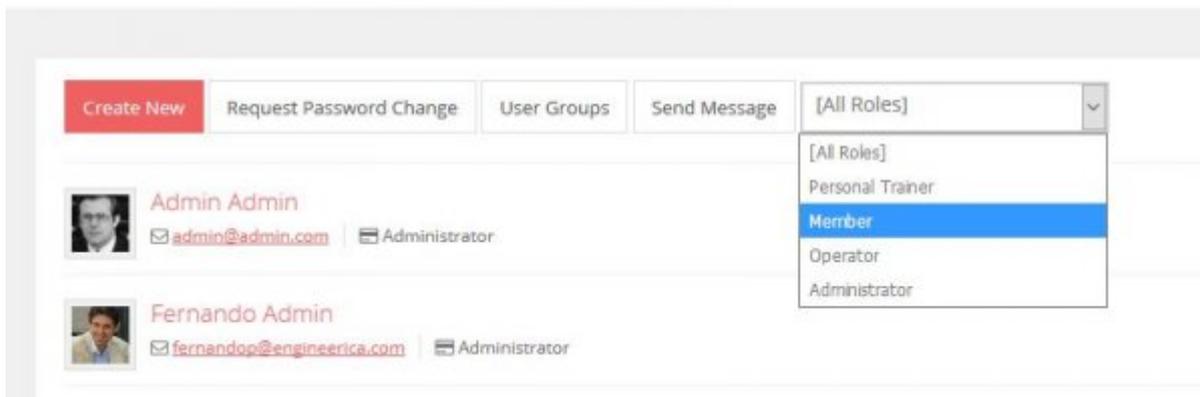


2. Enter Members

There are two ways to enter your Members:

- Using an **Import** in which you must create a **.CSV** file with all the Members data. using this method it will automatically have all your student data available to you.
- Doing it manually: Input your **Members** information through **AccuClub**. To manually enter them you must go to the **View/Edit Users** section under **Memberships** of the main menu.

Users



Once there select the user role and click the **Create New** to fill in the following info about your Member on the next screen:

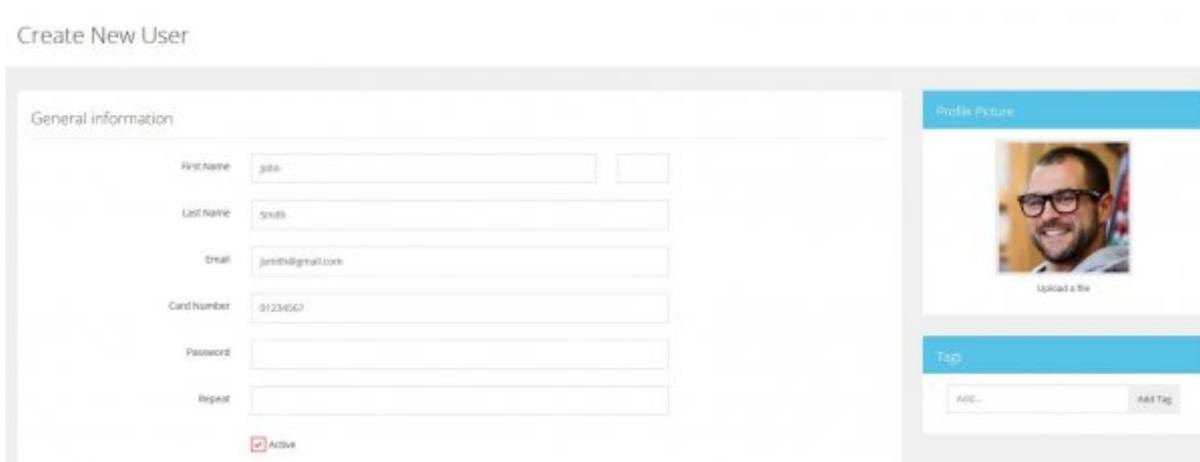
User Info

- **First Name** (Required)
- **Middle Initial**
- **Last Name** (Required)
- **Email**
- **Card Number** (Required)
- **Password** (Only used for Administrators and Operators)

Security

- **Role** (This should be set to member if you selected it in the drop-down on the previous screen.)

Click the **Save** button to save your Members data.



3. Enter Events and Locations

There are two ways to enter your Events:

- Using an **Import** in which you must create a **.CSV** file with all the **events** data. Using this method it will automatically have all your **events** available in the system.
- Doing it manually: Enter the **Events** and their Schedule go to **View/Edit Events** under the **General** Section.

You may want to create a location first so when you create the event you have somewhere to place the event. To create Locations click the **Edit Locations** button from the Events menu then click **Create Location**. Once you get there simply give a name and optionally a description.

To create a **Event**, click **Create New**, and then fill in the following info:

- **Event Name:** Fill in the name of the event.
- **Details:** A short description about the event.
- **Add schedule:** Select the day of the week in the drop-down box to add days that the event occurs. Adjust the times and set the event location. (A sample will be given if none have been created.) You can also schedule one-time meetings for specific dates if you do not meet on a regular day and time of the week.
- **Required Presence:** Set this to the percentage you want the Member to attend to deduct credits from their membership.
- **Require Users to Sign-out:** Uncheck this box if you only require Members to sign-in. (If you don't need to know how long they were there.)

Click the **Save** button to save the data.

General Info

Full Unique Code	<input type="text" value="Aer"/>
Name	<input type="text" value="Aerobics Workout"/>
Term	<input type="text" value="Type to search..."/> <input type="button" value="Q"/>
Department	<input type="text" value="Type to search..."/> <input type="button" value="Q"/>
Group	<input type="text"/>
Details	<input type="text" value="Body by Jake Routine"/>

Sessions

Recurrent event	<input type="checkbox"/>	Monday	from: 12:00am	to: 12:50am	in: Calipso	<input type="checkbox"/>
	<input type="checkbox"/>	Wednesday	from: 11:00am	to: 11:50am	in: Calipso	<input type="checkbox"/>
	<input type="checkbox"/>	Thursday	from: 4:30pm	to: 5:20pm	in: Calipso	<input type="checkbox"/>

4. Register the Members to Events (Optional)

There are two ways to enter your Registration:

- Using an **Import** in which you must create a **.CSV** file with all the Members data. Using this method it will automatically Registration all your Members in their events.
- Adding Registration **Manually** can be done by clicking on **View/Edit Members** under **Memberships** on the main menu.

1. Click **Registration** on the student you want to register.

The screenshot shows the user profile for Dan Arlington. It includes sections for 'About Dan', 'Recent Visits', and 'Credits'. The 'More Actions' menu on the right contains options like 'Delete User', 'Manage Credits', 'Manage Events', 'Print Badge', 'Print Certificates', 'Print QR Labels', 'Request Password Change', 'Send Message', 'Revoke Registration', and 'View Center Attendance'.

1. Then select the Event from the drop-down box.
2. If you accidentally select the wrong Event you can remove it by clicking the minus sign.
3. Click Add Event button.

You can also register the Members similarly under the **Events** section. Just select the **Event** first and then choose the **Members** you want registered in it.

5. Create Membership Plans (Optional)

Define the plans available to purchase by the users. Here are the steps to create Membership Plans:

1. Go to the **Advanced Options > Settings > Membership Plans** when logged in as an admin at accuclub.net
2. Click the **Create Plan** button in the top left.
3. Enter the following information about the Membership Plan:
 - **Name:** A name for the Membership Plan.
 - **Description:** Brief Description of the plan.
 - **Sales Notes:** A note that appears when salespersons attempt to assign the plan for a member.
 - **Credits (Can be set to Unlimited):** How many credits this Membership plan is worth.
 - **Plan Cost:** The cost in dollars of the Membership Plan
 - **Valid for:** The expiration in X hours, days, weeks, months, or years for the plan.
 - **Discount Method:** This is stating how the credits will be used under this Membership plan whether using visits or time. If using time choose your rounding options.
 - **Credit Restrictions:** (Credit will be used at anytime until it expires is the default.)
 - Credit Available Only If X IS/NOT Y AND/OR...
 - **X:** This is the **basis** for the statement and can be set to:
 - Location
 - Event
 - Remaining Credits

- Day of Week
- Month name
- Time
- **IS/NOT** This sets the statement to either question true or false criteria.
- **Y:** This is the **criteria** for the statement and can be completely customized.
- **AND/OR:** This can be used to set multiple connected(AND) or separate(OR) condition statements.

30 day membership

The screenshot shows a form for creating a '30 day membership'. The fields are as follows:

- Name:** 30 day membership
- Description:** (empty text area)
- Sales Notes:** Remember to ask for an ID! (with a note: 'Administrative notes for the sales people. These instructions will be displayed when adding new credit.')
- Credits:** 30 (with a dropdown arrow) and Unlimited (checkbox)
- Plan Cost:** 99.99
- Valid for:** 30 (with a dropdown arrow) days (with a dropdown arrow)
- Discount Method:** One credit per visit (with a note: 'Select how credits are discounted each time someone signs-in.')
- Credit Available Only if:** Location (dropdown) is (dropdown) Gym (dropdown) with AND/OR buttons.

6. Record Attendance!

To find out which attendance method is best for you, visit [this guide](#).

There are several ways to record your attendance below:

1. **Via an Operator Recording the Attendance:**
 - [Using an Apple device.](#)
 - [Using a computer](#)
2. **Via Member Self Sign-in:**
 - [Using a proximity / RFID reader \(recommended for large classes\)](#)
 - [Using a barcode reader](#)
 - [Using a magnetic strip reader](#)
 - [Using a keyboard](#)
 - [Using a wall mounted time clock **Coming Soon!**](#)
 - [Using a iPad kiosk **Coming Soon!**](#)
3. **Via Operator Swiping Member In:**
 - [Reading the QR code with Apple device camera.](#)
 - [Swiping Member ID in Apple device using a mag-strip reader](#)
4. **Via Operator after the session (delayed entry):**

- [Using an Apple device.](#)
- [Using a computer](#)

7. View and Edit Attendance Data

To view and edit the attendance of a class go to the **Attendance** section and click the **View/Edit Logs**. At this point you will see a complete list of the members logs.

To edit the attendance for a particular log click the title of the log. This will open the **Edit Log Screen** for that swipe.

You can assign logs to unknown members, events, and locations on these logs.

8. Export Class Attendance

To export your data go to the **Advanced Options** section and click **Export Data**. You can download your data by clicking the **Download** lightened text. You are able to download your data as **.CSV** , **HTML** and **Excel 2007/10** file. The data you can download is:

- Members
- Operators
- Enrollment
- Events
- Raw Swipes
- Attendance Log

[Need more help? Visit the Full Manual](#)

From:
<http://www.attendance-tracking.com/docs/> - **Engineerica Documentation**

Permanent link:
<http://www.attendance-tracking.com/docs/doku.php/accuclub/quickstart>

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