

ONFIT-Setup Guide

First login in ONFIT

After successful registration for ONFIT under www.myONFIT.de you will receive a confirmation email with the data you provided in the registration form. You can log in immediately with your login data (username, password, passphrase) into your ONFIT-Club at www.myONFIT.de and start using ONFIT.

Note: ONFIT is a web-based application that can be used on any PC with Internet access and can run on multiple PCs at the same time. Optimized for the browser Google Chrome.

Message „This computer is not registered“

Each time when you or another ONFIT-user log in to ONFIT from a new PC (or browser), a computer registration is required as follows:

1. Click **Registrierung anfordern** (Require Registration)
2. Click **„Alle“ - Mitarbeiter** („All Employees“)
3. Click **„Alle“ - Adressen** („All IP-Adresses“)
4. Click **Speichern** (Save)

When an employee logs in from a computer in ONFIT for the first time, the club owner (or another user with administrator rights) must activate his access. This makes the user with administrator rights in the ONFIT main menu under "Administration" -> "Administration" -> "Computer" / click on the button "Allow" with the green checkmark next to the login attempt in the table.

Configure ONFIT

Please follow the instructions described below step by step in order to configure your ONFIT club and start using ONFIT:

I. Log in to ONFIT

II. Enter club contact data

1. Click the "Administration" tab on the home screen. Select the "Administration" option. The "Info" tab is loaded.
2. Here you can change your club data. Please note that these changes will affect the email signature when emails are sent from ONFIT. **Attention:** Company name and SEPA Creditor ID are mandatory for the creation of SEPA
3. Save the changes.

III. Add employees to ONFIT

Place add at least one employee and thus another user to your ONFIT club so that you can act in case of a login suspension.

We recommend that you add all your employees as users in ONFIT and make sure that they log in with their logins.

1. „Administration“ -> „Administration“-> „Employees“ .
2. Click the "+ Add new" link in the upper left corner of the ONFIT screen.
3. Enter your employees data.
4. In the "System User Information" rectangle at the bottom of the employee mask, place a check mark under "Is System User".
5. Enter username and password for your employee. Later he / she can change the password. The username remains unchanged.

Note:

The password must be at least 8 characters long. The password must contain uppercase and lowercase letters as well as numbers and special characters (! @ # \$% ^). Please do not insert the club number or the words "sport" or "sporty"!

6. Define the **Role** (access rights) of your employee in the club.

Note:

- An employee with the **Employee** role does not have access to the options Administration, Membership, Finance and can not edit the members payments and hold periods..
- An employee with the roles **Employees + Hold + Payments** can not access the Administration, Membership, Finance tabs, but can edit the payments and holds of the members in the club.

- A user with the role **Manager + Payments + Hold** has full access rights.
- A user with **Manager + Club administrator + Payments + Holds** role has full access and is also authorized to allow or deny the computer registration requested on the first login attempt of an employee. The user does this under "Administration" -> "Administration" -> "Computer".
- A tick below **ONFIT Massmail Receiver** ensures that the corresponding employee will receive the mass emails sent from ONFIT if the option "Send to employees with role ONFIT Massmail Receiver" was selected when sending the mass email..

7. Put a check in the field "Active Indicator".

8. Save the changes.

You can find **the list of your employees** under "Administration" -> "Administration" -> "Employees". You click on the name or photo of the employee, then on the name under the photo to edit or delete his / her profile. You can also change his / her access rights in ONFIT.

You can open the employee profile by entering a part of the name in the search box in ONFIT at the top right corner.

Once you have entered the contact details of your employees, you can send them a mail or SMS directly from ONFIT.

IV. Add club bank account in ONFIT

1. "Administration" -> "Administration" -> "Bank Account".
2. Press button „Add bank account“.
3. Fill in and save.

Note: Setting up the club bank account is one of the prerequisites for creating the SEPA direct debit in ONFIT.

V. Initialise the cash book (Required if the club sells Products or Services)

1. Under "Administration" -> "Administration" -> "Cash Book" enter a starting amount for the cash book (different from 0).
2. Save.

VI. Activate Accepted Payment Types

1. Go to "Administration" -> "Administration" -> "Accepted Payment Types". On the left is the list of payment types supported in ONFIT.
2. Click on the plus sign next to the payment types you want to allow in your club. (Alternatively, you can click on the payment type with the left mouse button and drag it from left to right.)

3. The payment types in the right column are then offered to you / your employees as options for selection, when you / your employees later add a contract to a member or process payments in ONFIT.

VII. Call Settings

When a particular event occurs in ONFIT (e.g., adding a new member, contract cancellation), certain calls are automatically generated and added to the call list. The intervals at which these calls are generated are predefined in ONFIT and are based on the Mrs.Sporty recommendations (for example, first call NM in 15 days, etc.). You can change these if necessary as follows:

1. Go to "Administration" -> "Administration" -> "Call Settings". Here you can enter a different day number.

VIII. Allow initial ONFIT access to an employee

When an employee logs in from a computer in ONFIT for the first time, the club owner (or another user with administrative rights) must activate his access:

1. „Administration" -> "Administration" -> "Computer“.
2. Click on the green checkmark ("Allow" button) next to the respective login.

With the button "Deny" you can deny the access.

IX. Check/edit the data in your ONFIT profile

1. Under "Administration" -> "Administration" -> "Employees" click on your own name or the photo in the list. Your profile is loading.

Alternative 1: Enter a part of your name in the search box at the top right. Your profile will be opened.

Alternative 2: Click on the "My Profile" button in the baseboard menu at the bottom of the ONFIT homepage (the fourth button from the left). Your profile is loading.

2. In your profile, click on the name on the left below the photo to check your profile data and complete it if necessary.
3. Save.

Note:

Please note that if you forgot your password and click on the "Forgotten Password" link on the ONFIT login screen, you need enter the email address from your profile. No other email address will be accepted in this field. The new password will then be sent to this e-mail address.

X. Set the site hours in your club (the club opening hours)

1. Click the "Administration" option in the main menu. Select the option "Schedule". Select the Site Hours tab.
2. Click on the days of the week to set your club's opening hours.
3. Define "Site Hours Exceptions" for all days on which the club is closed (mostly holidays).
4. Save.

In this way you can change the club opening hours in the future if necessary.

XI. Enable standard membership types and discounts to create membership agreements**a) Choose Membership Offers**

1. Select "Membership Info" -> "Std Membership Offers". You can see the membership types provided by Mrs.Sporty for the membership agreements in the left column of the table on the screen.
2. Click on the plus sign on the memberships you would like to have in your club.
3. These membership offers will appear in the right column and will be offered to you when you add a membership agreement to a member's profile.

b) Choose Discounts

1. Select "Membership Info" -> "Std Membership Discounts". On this page, you have the option of activate the standard Mrs.Sporty discounts for your club.
2. You choose the discounts you need for your memberships by clicking on the plus sign next to the discount to move it from the left to the right column.
3. The discounts on the right column will be offered to you when you later add a membership agreement to a member's profile.

The membership agreement is often a combination of membership offer and discount.

XII. Activate the PIX Std. Addons – optional

If you're a mix pix club or upgrade to full pix.

1. „Go to „Membership Info“ -> „Std. Addons“.
2. Drag the standard PIX add-on from the left to the right column (drag and drop or alternatively click on the "+" sign).
3. In the dialog box, you can accept or change the default PIX addon.
4. „Save“ changes. The PIX Std. Addon is activated.