

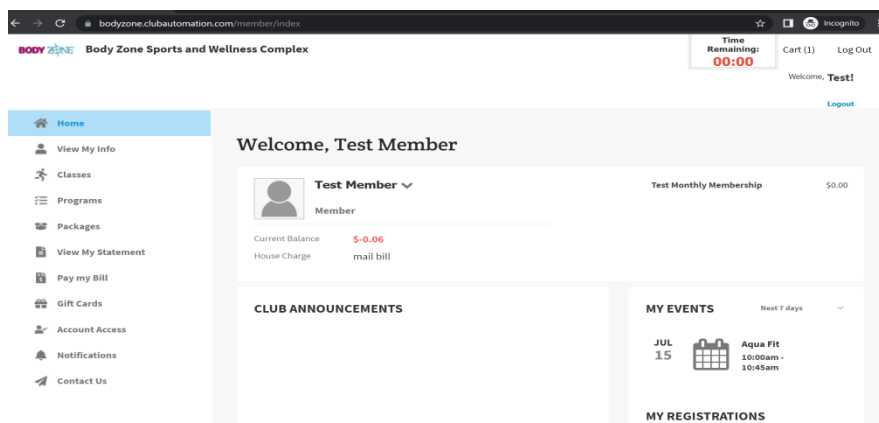
## Online Portal Review

**Please note: Check-ins may only be viewed on the app.**

When logging in you'll be directed to your "Home" page. It lists the following:

### **HOME PAGE**

- Current Balance: listed just below your name
- Club Announcements: be sure to view announcements from Body Zone
- My Events: classes or programs you've registered for
- Note: if you are the primary account holder, select the drop-down menu to the right of your name (highlighted in yellow to the right) to navigate to different family members' profiles.

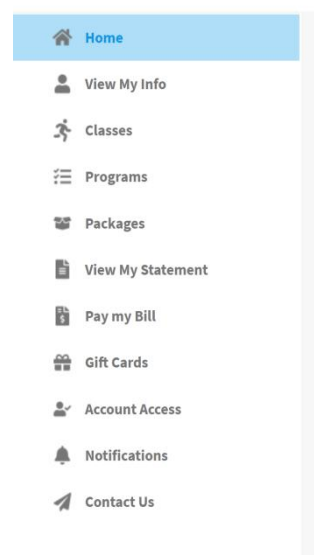


**BODY ZONE** Body Zone Sports and Wel

### **ONLINE PORTAL TABS**

Located on the left side of the online portal are the various tabs you will use to access your account profile information, view your statement, and make a payment. Below is the list of tabs you can access through your online portal.

- Home: This will navigate you back to the "Home" page screen outlined above
- **View My Info: View personal info and update address, email and change your password!**
- Classes: links to register for classes (group fitness, aqua fitness, lap swimming, etc)
- Programs: links to register for Body Zone's many programs (Swim School, School of Hoops, Learn To Skate, camps, etc)
- Packages: View active packages (NOTE: you can only buy packages on the app or at Guest Services)
- View My Statement: Select to review charges and payments posted to your statement
- Pay my Bill: Pay the current balance or the statement balance with a credit or debit card
- Gift cards: Buy and manage gift cards here
- Account Access: Select access levels to any secondary/dependents linked to your account
- Notifications: Select which notifications you want to receive
- Contact Us: Email the Body Zone directly to ask a question








**BODY ZONE™**  
Sports and Wellness Complex

## VIEW MY INFO

Select "edit" top right margin to update personal info or billing info. You can change your password here too.

**REMEMBER: Your email address is always your username.**

-  Pay my Bill
-  Gift Cards
-  Account Access
-  Notifications
-  Contact Us

### PERSONAL INFORMATION

Name	Test Member	Phone Number	(222) 222-2222 [C] (888) 222-4444 [E] (Dwayne the Rock, Friend)
Access Card	-not set-	Email	test@member.com
Gender	Female	Login	member
Date of Birth	09/08/1989	Address	Address
Age	32		

[Edit](#)

### MEMBERSHIP INFORMATION

Test Monthly Membership	<b>ACTIVE</b>	\$0.00
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[Edit](#)

### BILLING INFORMATION

House Charge	Mail Bill
Statement Delivery Method	None
Tax exempt	No

[Edit](#)

## HOW TO ACCESS YOUR ACCOUNT GOING FORWARD:

1. Use our app! It should be rolling out very soon.

2. Scan this code:



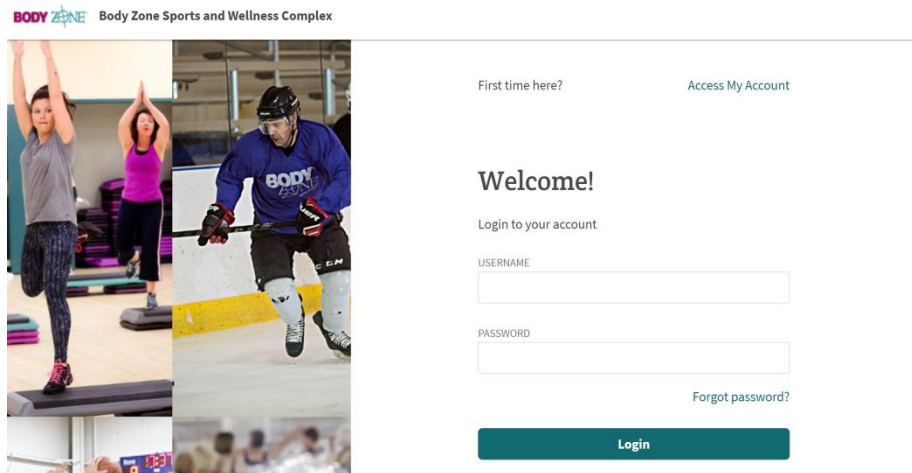
3. Add bodyzone.clubautomation.com to your Home Screen on your Iphone

4. Go to bodyzonesports.com and click the button at the top of our home page.

## How To Reset A Password

Forgot your password? Need to update it? Use the following options:

1. Go to Body Zone's online portal log in page, [bodyzone.clubautomation.com](http://bodyzone.clubautomation.com), and enter your username (always your email address), and click "Forgot Password."

A screenshot of the Body Zone login page. The header shows the 'BODY ZONE' logo and 'Body Zone Sports and Wellness Complex'. On the left, there are three small images: a woman doing a yoga pose, a woman in a pink top, and a person in a blue 'BODY ZONE' jersey on an ice skater. The main content area has links for 'First time here?' and 'Access My Account'. Below these is a 'Welcome!' message and a 'Login to your account' prompt. There are input fields for 'USERNAME' and 'PASSWORD'. A 'Forgot password?' link is located below the password field. A teal 'Login' button is at the bottom.

2. If you have logged in successfully, change your account password from the Personal Information section. "View My Info" > Personal Information > Click "edit" on top right margin.

## PERSONAL INFORMATION

Name	Test Member
Access Card	-not set-
Gender	<div>Female</div>
Date of Birth	09/08/1989
Age	
Email	<div>test@member.com</div>
Login	<div>member</div>

[Change Password](#)

3. If neither of the options are successful, please call Body Zone at 610-376-2100 for assistance.

