

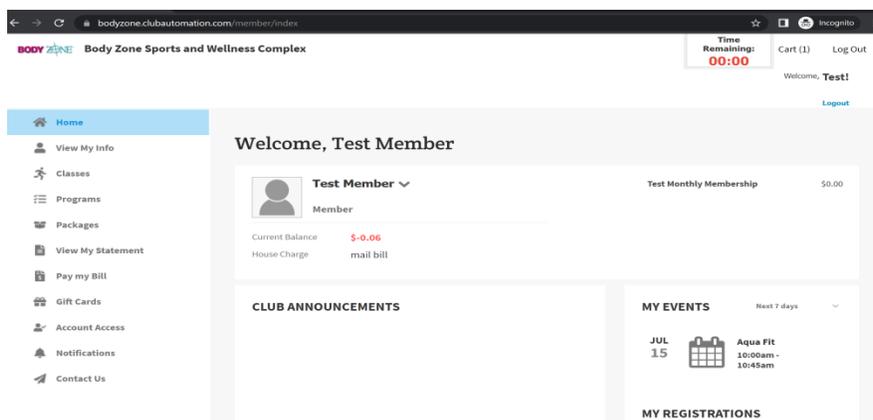
## Online Portal Review

**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.

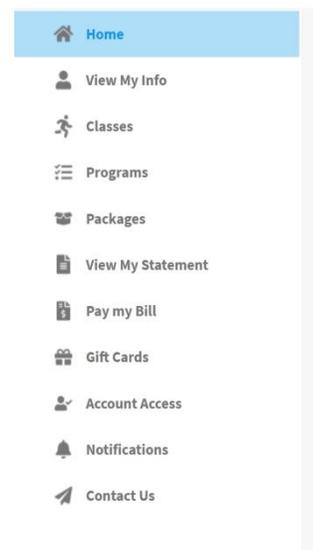


**BODY ZONE** Body Zone Sports and Wel

### 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



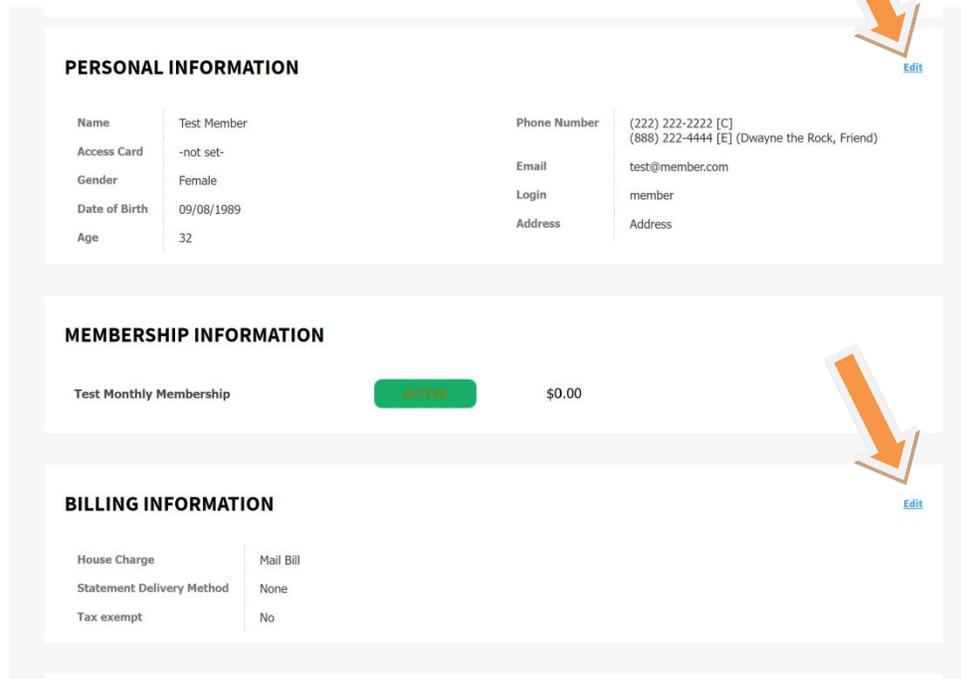
**BODY ZONE**<sup>TM</sup>  
Sports and Wellness Complex

## 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		

**MEMBERSHIP INFORMATION**

Test Monthly Membership	ACTIVE	\$0.00
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**BILLING INFORMATION**

House Charge	Mail Bill
Statement Delivery Method	None
Tax exempt	No

## HOW TO ACCESS YOUR ACCOUNT GOING FORWARD:

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

2. Scan this code:



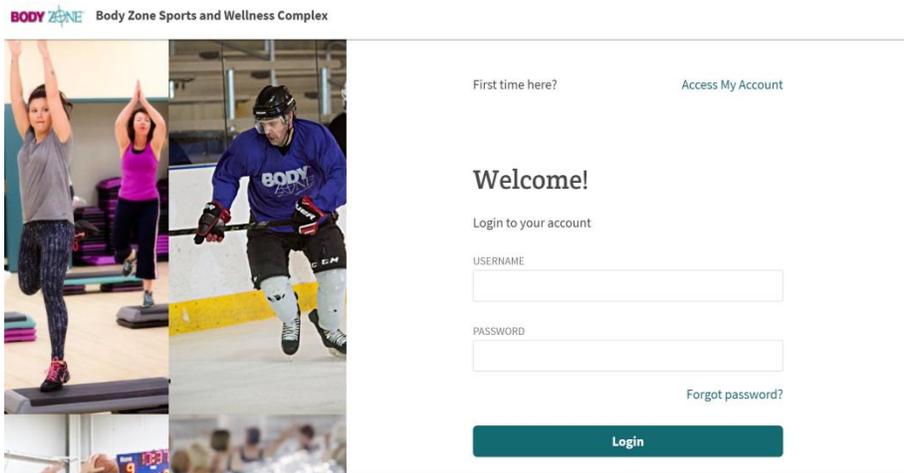
3. Add bodyzone.clubautomation.com to your Home Screen on your Iphone

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."



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	Female <input type="button" value="v"/>
Date of Birth	09/08/1989
Age	
Email	<input type="text" value="test@member.com"/>
Login	<input type="text" value="member"/>

[Change Password](#)

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