



VIEWING UPCOMING SUBSTITUTIONS

FOR CLASSES YOU ARE COVERING



VIEWING YOUR UPCOMING SUBS

To view your upcoming classes (ones that YOU cover):

1. Go to the web portal for the Mesa Fitness App.
2. Click "MANAGE" on the menu
3. Use the scroll bar on the top menu to navigate to the right. *Figure 1.1*
4. Select "INSTRUCTOR SUB" *Figure 1.2*
5. Change the date range to your desired search window.

Figure 1.1

REPORT

< **ATTENDANCE** MEMBER BOOKING ORDERS REFERRALS CONTACT TRACING **INSTRUCTOR** >

Locations: All Locations
Classes: All Classes
From: 01-Sep-21 To: 10-Sep-21

Departments: Group Exercise

Figure 1.2

REPORT

< MEMBER BOOKING ORDERS REFERRALS CONTACT TRACING **INSTRUCTOR SUB** MONTHLY >

Locations: All Locations
Classes: All Classes
From: 01-Sep-21 To: 10-Sep-21

Departments: Group Exercise
Instructors: Heather

Print Download

Day	Time	Location	Department	Class	Room	Instructor	Requested At	Request Sent To	Responded At	Approved By	Approved At
No Results											

Change the date range.



QUESTIONS OR CONCERNS?

Contact your management team for additional information or message Dylan on SLACK.

If you have members having issues booking online or through the app, send them to Dylan at Mesa Fitness Grand Junction or have them email us at dylan@mesafitnessco.com