



# UPDATE A MEMBER BARCODE

*on the new Mesa Fitness app (using Membership & Operations)*

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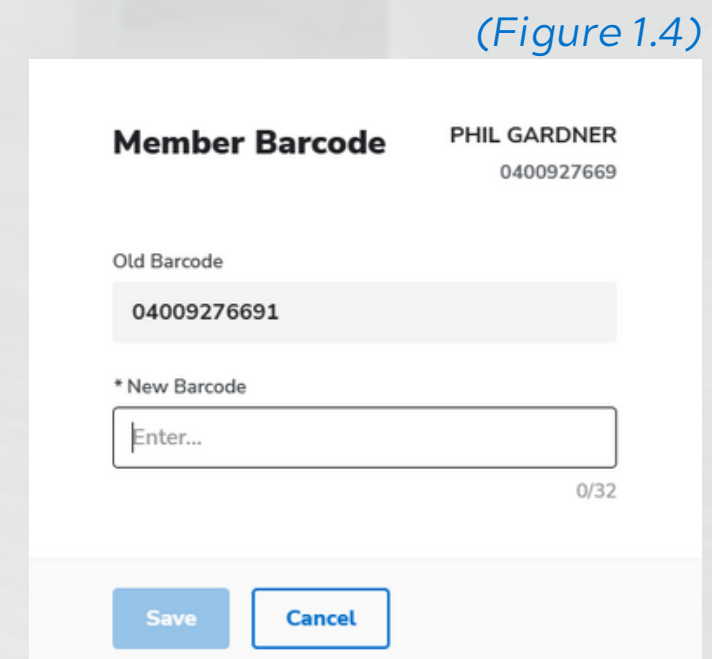
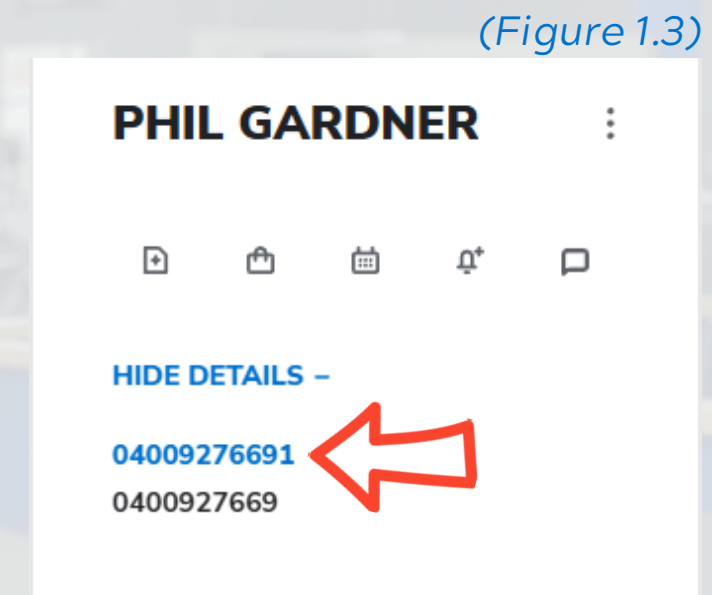
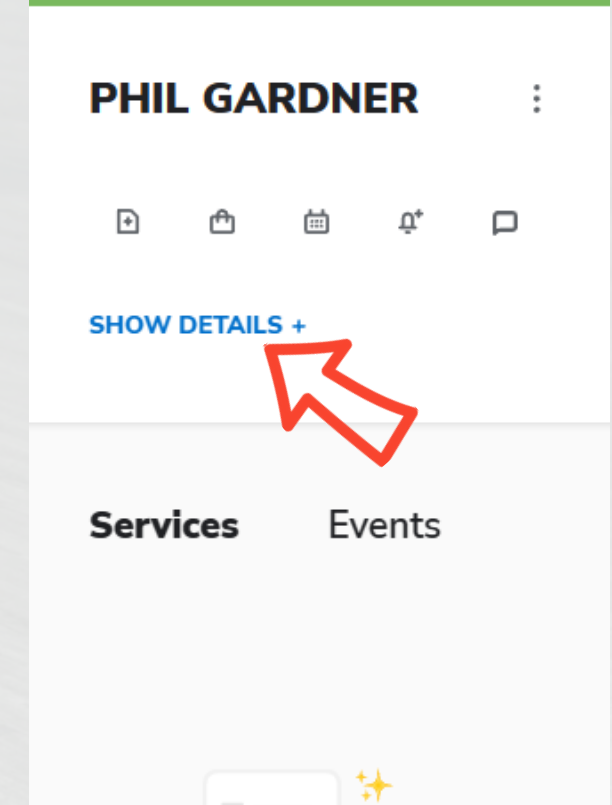
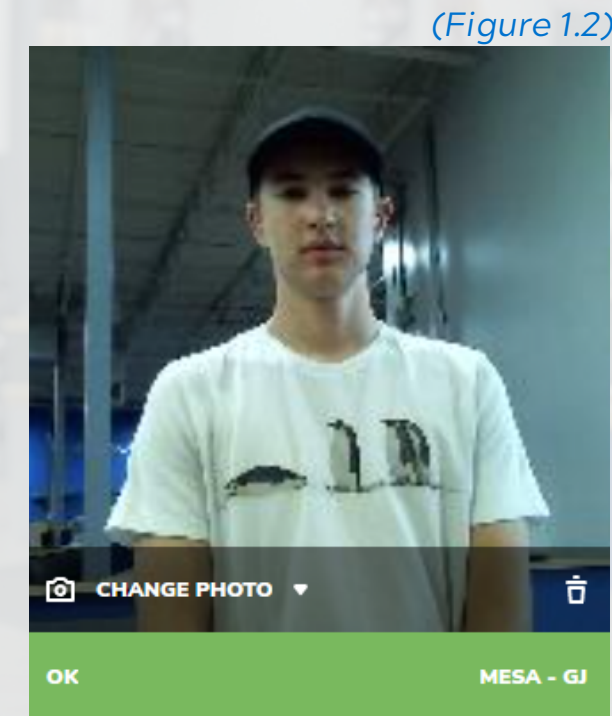
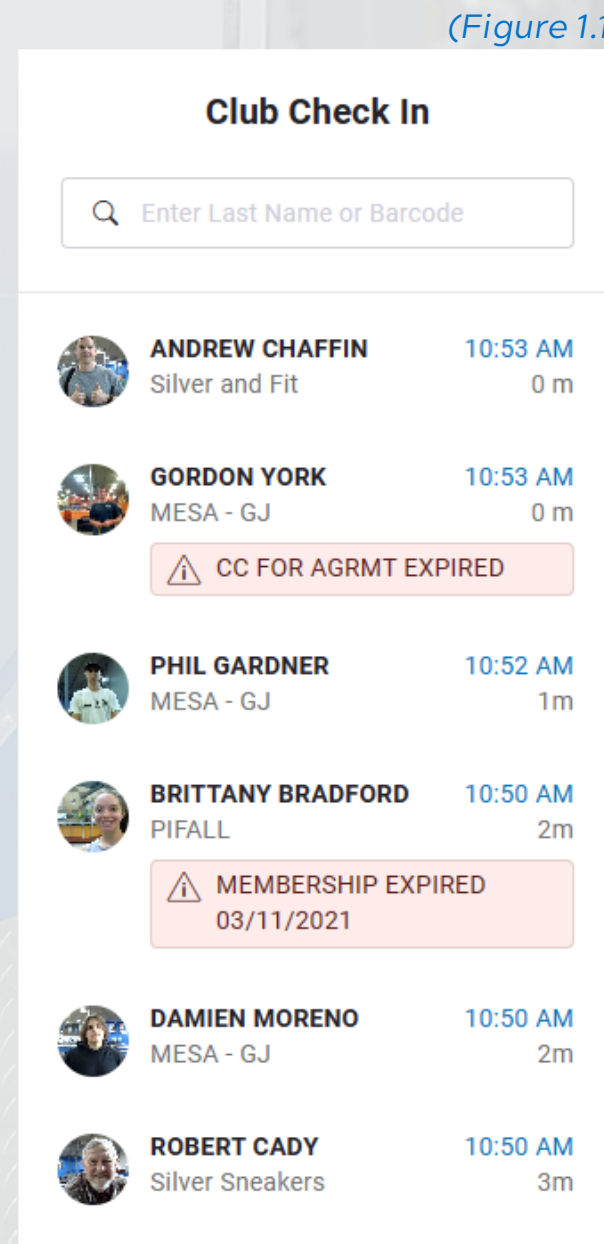
## NOTE

Member barcodes can only be updated on the member's account on DataTrak.

Once updated on their membership, a member's app should update within 24 hours.

## FROM THE "CLUB HOME" TAB

1. Select the member on the "Club Check In" section *(Figure 1.1)*
2. Select "SHOW DETAILS +" under their name *(Figure 1.2)*
3. Click the blue number showing their current barcode *(Figure 1.3)*
4. Fill in the new barcode and click "SAVE" *(Figure 1.4)*



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## FROM THE "CHECK IN" TAB

1. Select the member on the "Club Check In" section *(Figure 1.1)*
2. Click the blue number showing their current barcode *(Figure 1.2)*
3. Fill in the new barcode and click "SAVE" *(Figure 1.3)*

*(Figure 1.1)*

**Club Check In**

Q Enter Last Name or Barcode

	<b>ANDREW CHAFFIN</b> Silver and Fit	10:53 AM 0 m
	<b>GORDON YORK</b> MESA - GJ	10:53 AM 0 m
	<b>PHIL GARDNER</b> MESA - GJ	10:52 AM 1m
	<b>BRITTANY BRADFORD</b> PIFALL	10:50 AM 2m

⚠️ CC FOR AGRMT EXPIRED

⚠️ MEMBERSHIP EXPIRED  
03/11/2021

**Attended Check In**

**Photo** Add

**Member** Create Alert

**SUMMER ESTRELLA**

Alerts

Welcome

**Services** POS

Name	Count	Expires
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**Events** Quick Enroll Calendar

Name	Date/Time	Location
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**Member Details**

Membership Type	PLATINUM - EMP	Last Visit	03/18/2024
Barcode	<a href="#">0400928051</a>	Agreement #	0400928051
Notes	None <a href="#">Create</a>	Secondary Members	
Past Due	\$0.00	Next Due	\$0.00
Late Fee	\$0.00	Service Fee	\$0.00
Total Next Due	\$0.00	Total Past Due	\$0.00
ABC Account	Cash	Club Account	N/A
Last Sync Date		Sync Flag	No
Current Status	OK	Next Due Date	
Pre-Pay Balance	\$0.00	Agreement Term	Cash Open
Expiration Date	Open-Ended	Managed Type	Club Managed
Member Since Date	09/03/2021	First Due Date	

*(Figure 1.2)*

*(Figure 1.3)*

**Member Barcode** PHIL GARDNER  
0400927669

Old Barcode

04009276691

\* New Barcode

Enter...

0/32

Save Cancel

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## FROM A MEMBERS ACCOUNT

1. Open the member's account details
2. Click the blue number showing their current barcode *(Figure 1.1)*
3. Fill in the new barcode and click "SAVE" *(Figure 1.2)*

*(Figure 1.1)*

**DYLAN BENNETT**  
0400914144

MEMBERSHIP TYPE	MEMBERSHIP STATUS	BARCODE
<a href="#">Employee</a>	Active	<a href="#">400914144</a>

Quick Enroll   Create Alert   Calendar   POS

*(Figure 1.3)*

**Member Barcode**   PHIL GARDNER  
0400927669

Old Barcode  
04009276691

\* New Barcode  
 0/32

[Save](#)   [Cancel](#)

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*Once updated on their membership,  
a member's app should update  
within 24 hours.*



# QUESTIONS OR CONCERNS?

*Contact your management team for additional  
information or message Dylan on SLACK or via email at  
[dylan@mesaftnessco.com](mailto:dylan@mesaftnessco.com)*

