INSTRUCTOR/COACH CLASS ATTENDANCE

THROUGH THE MESA FITNESS MOBILE APP AND WEB PORTAL.

ATTENDANCE IN THE MESA FITNESS APP

Taking attendance on the Mesa Fitness App is only available 30 minutes BEFORE class until 30 minutes AFTER class.

1. **Select the calendar tab for the club you're teaching in.**
2. **Select your class on the calendar**
3. **Select the "MARK ATTENDANCE" button (available 30 minutes prior to class or up to 30 minutes AFTER class)**
4. **Mark attendance for those in the class or choose your class count at the bottom and hit SUBMIT**

Open Court

Wed, Jul 28 at 2:00 PM

📍 Racquetball Court 2

55 Minutes

1 Available spots

Reserve your racquetball court today! Reservations can be made up to 48 hours in advance. Members are only allowed to reserve one hour per day.

Members must bring their own rackets, goggles, and racquetballs.

Having issues reserving? Contact the front desk of your home gym for help!

📅 Manage Booking

🏢 Club Booking

MARK ATTENDANCE

ATTENDANCE IN THE DESKTOP

1. Log in to the online instructor portal
   a. Click the link available on the Mesa Fitness website (figure 2.1)
   b. Log in using your Mesa Fitness App login information (figure 2.2)

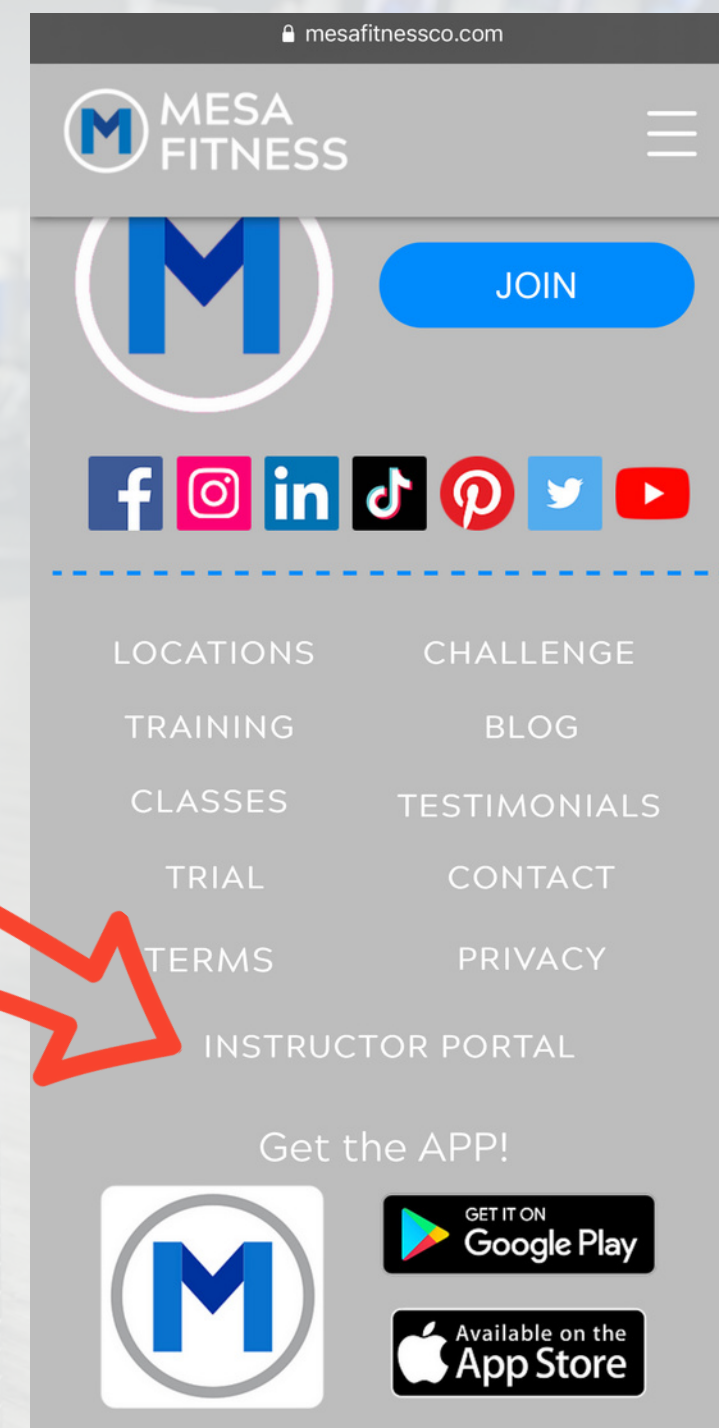https://maf-gj.smarthealthclubs.com/login.php

Figure 2.1

Figure 2.2

If you need assistance logging in, please email dylan@mesafitnessco.com or message through SLACK.

Figure 2.3

1. Select "Manage" →
2. Select "Reports" →
3. Select "ATTENDANCE"
4. Filter your classes by location, department, class, and date.
5. Enter your class count in the "No. Attendees" column.
6. Complete your class in the final column to save your count.

If your classes are not completed, the information will not save for payroll and you will need to start again.

Be sure to adjust the date range.

Be sure to adjust your date range for classes in the past when entering attendance.

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