



# HOW TO SEND A MEMBER AN INVITE

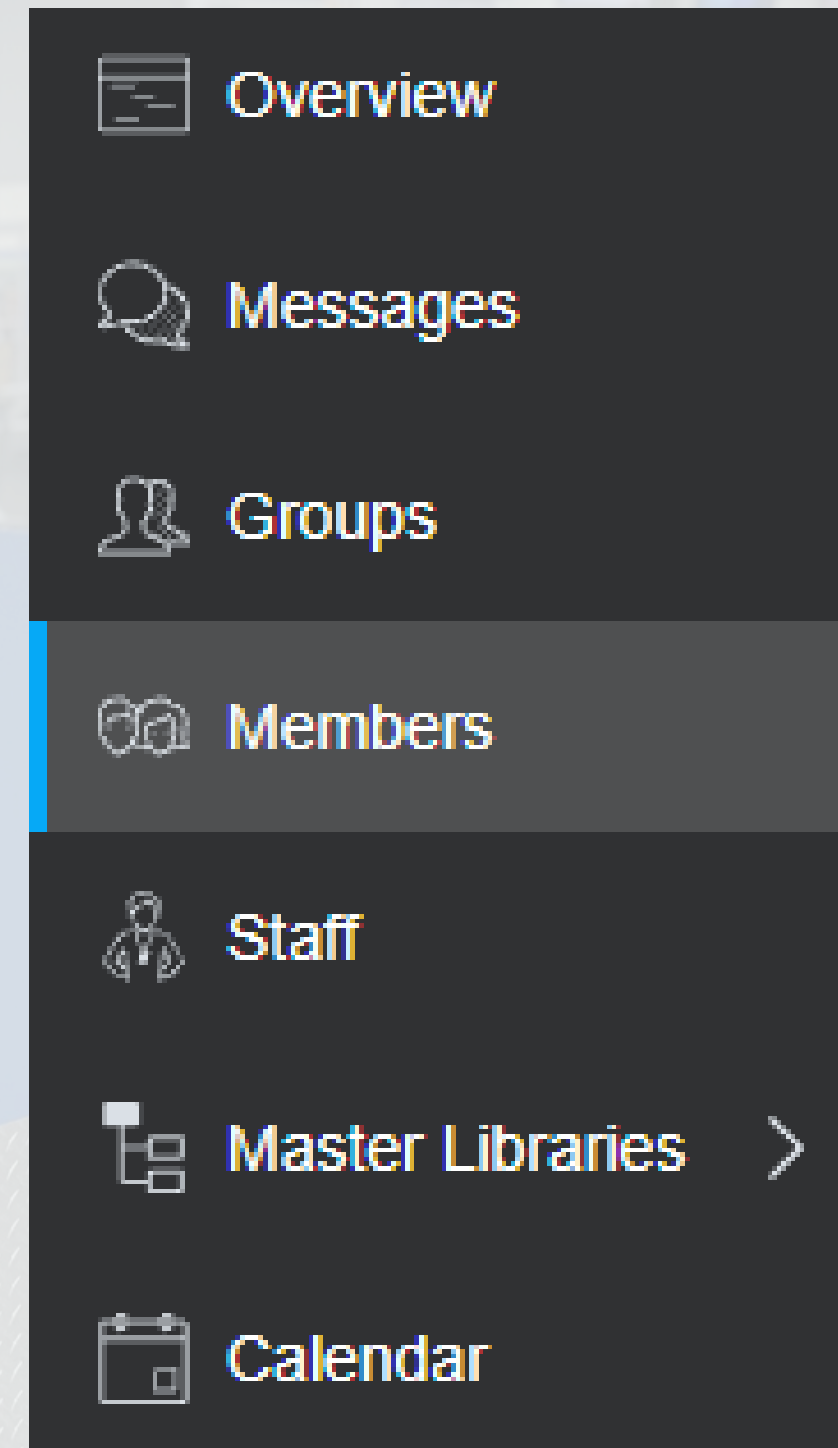
*through the new Mesa Fitness app.*

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# HOW TO SEND A MEMBER AN INVITE

## HOW TO:

1. Verify the member's email is correct on their membership account
2. Open the web dashboard  
<https://mesafitness.trainerize.com/app/Logon.aspx>
3. Once logged in, click "Members" on the left hand menu (Figure 1.1)



(Figure 1.1)

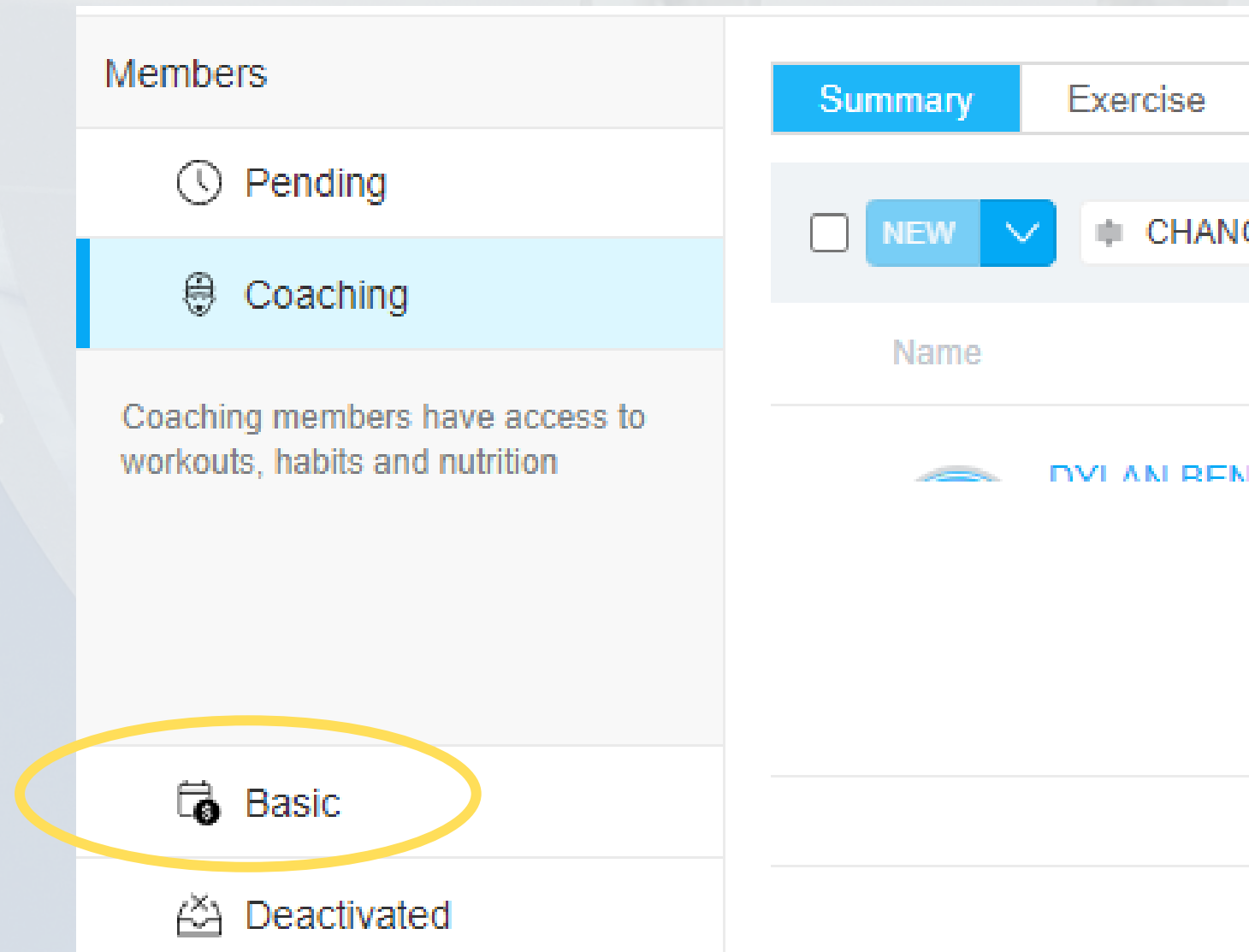
## NOTE

Please use a login for an admin user (see your GM for assistance).

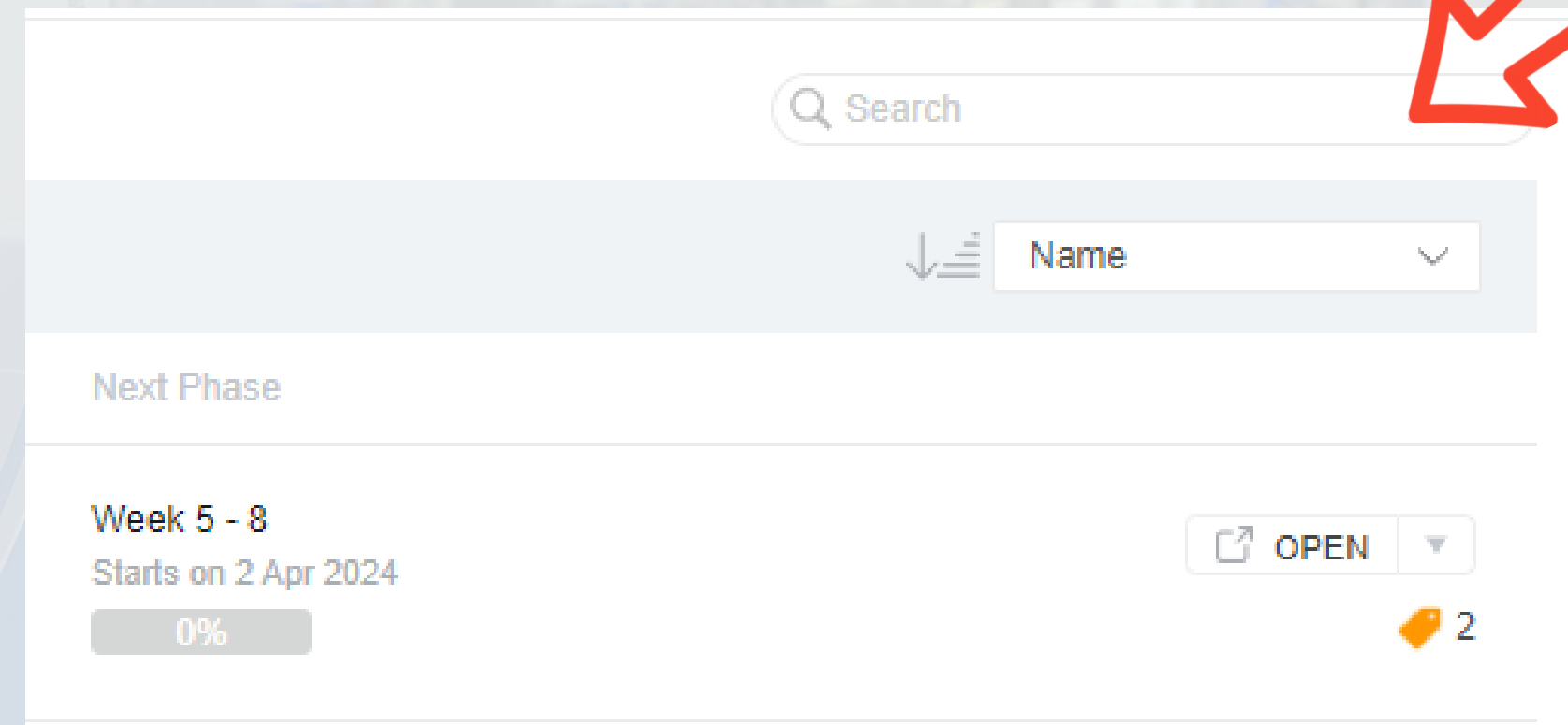


# HOW TO SEND A MEMBER AN INVITE

4. Change the viewing window from “Coaching” to “Basic” (Figure 1.2)
5. Search the member in the top right search bar (Figure 1.3)



(Figure 1.2)



(Figure 1.3)

## NOTE

If a member does not show when searching, skip passed Step 9.



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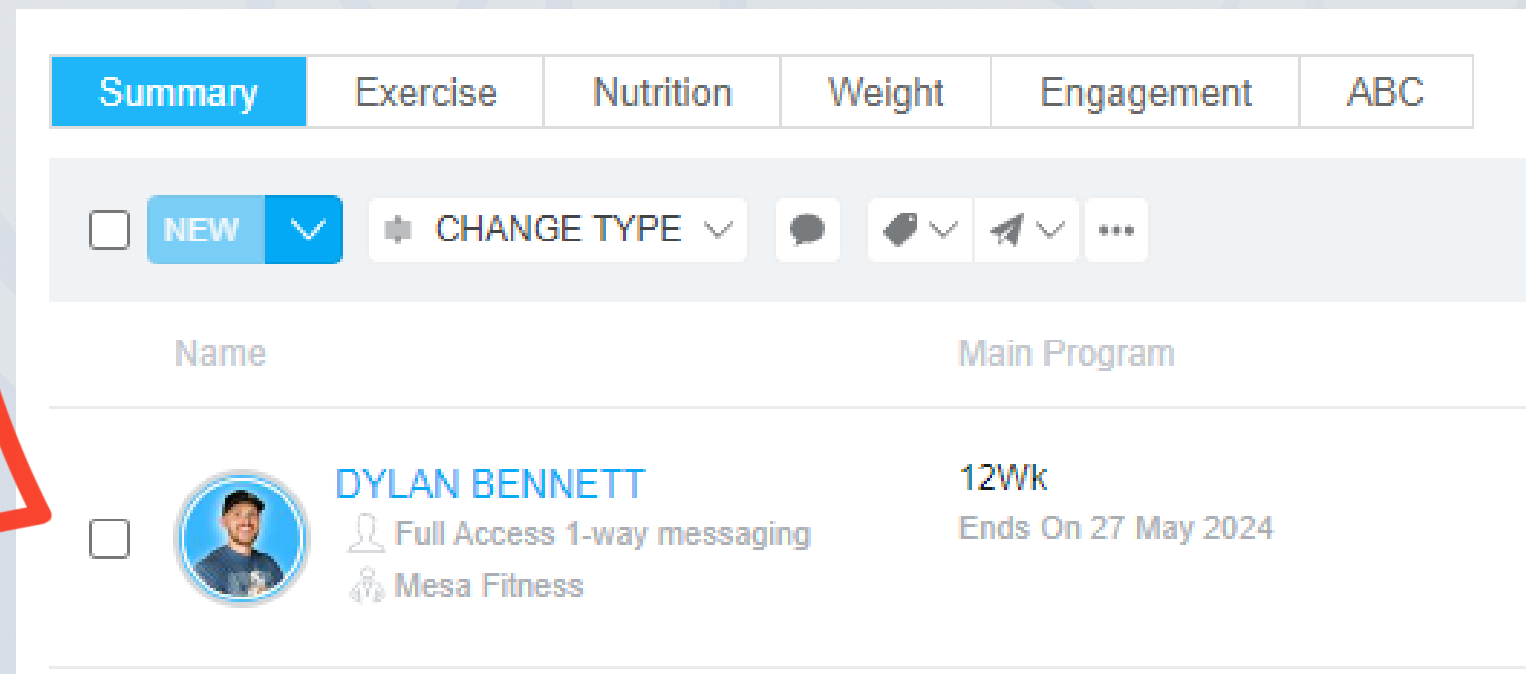
6. Click the check box next to the member's name *(Figure 1.4)*

7. Click the paper airplane dropdown *(Figure 1.5)*

8. Select "Invitation"

*The member will then be sent an email prompting them to download the new app and register.*

Figure 1.4



The screenshot shows a member profile page with tabs for Summary, Exercise, Nutrition, Weight, Engagement, and ABC. Below the tabs is a toolbar with a checkbox, a 'NEW' button, a 'CHANGE TYPE' dropdown, a chat icon, a paper airplane icon, and a more options icon. The member's name is DYLAN BENNETT, and the main program is 12Wk. The member's status is Full Access 1-way messaging, and the program ends on 27 May 2024. A red arrow points to the checkbox next to the member's name.


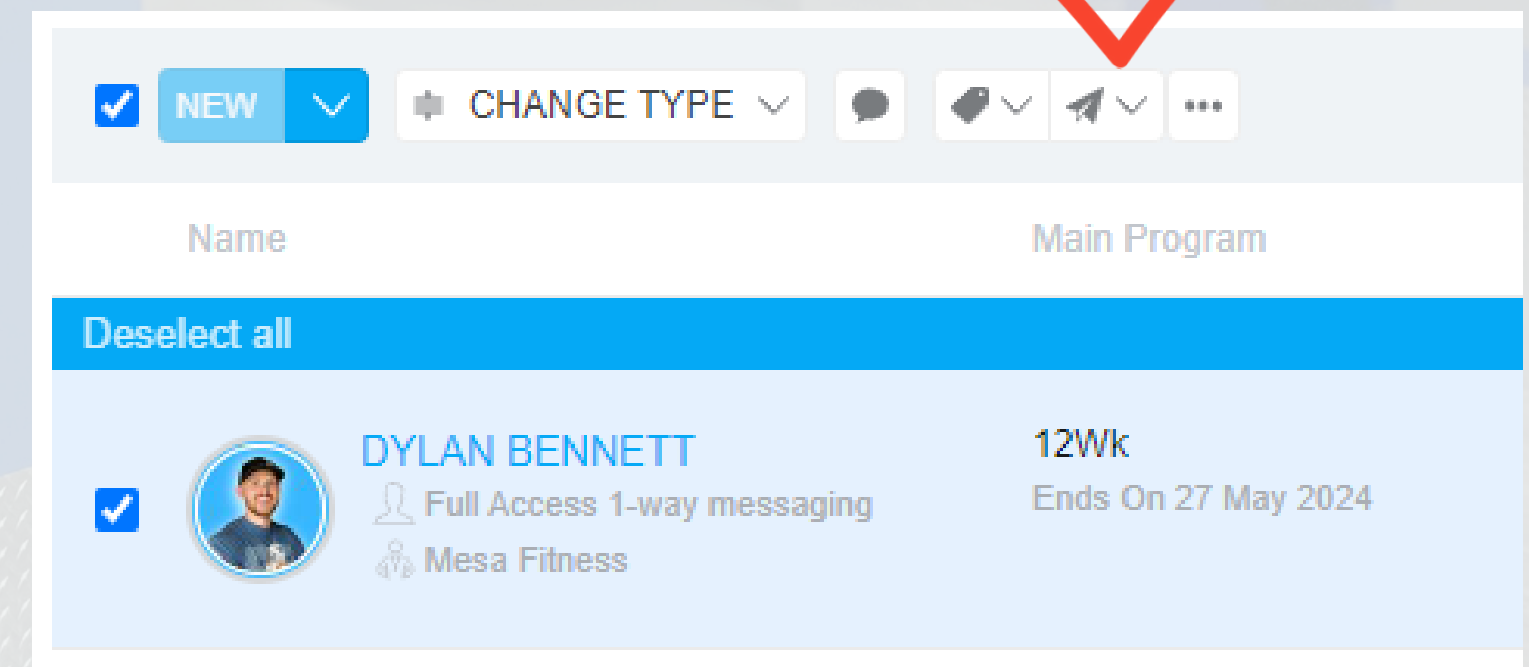

Name	Main Program
<input type="checkbox"/>  <b>DYLAN BENNETT</b> Full Access 1-way messaging Mesa Fitness	12Wk Ends On 27 May 2024

Figure 1.5



The screenshot shows a member list with a toolbar at the top containing a checked checkbox, a 'NEW' button, a 'CHANGE TYPE' dropdown, a chat icon, a paper airplane icon, and a more options icon. A red arrow points to the paper airplane icon. Below the toolbar is a table with columns for Name and Main Program. The member's name is DYLAN BENNETT, and the main program is 12Wk. The member's status is Full Access 1-way messaging, and the program ends on 27 May 2024. A red arrow points to the paper airplane icon in the toolbar.

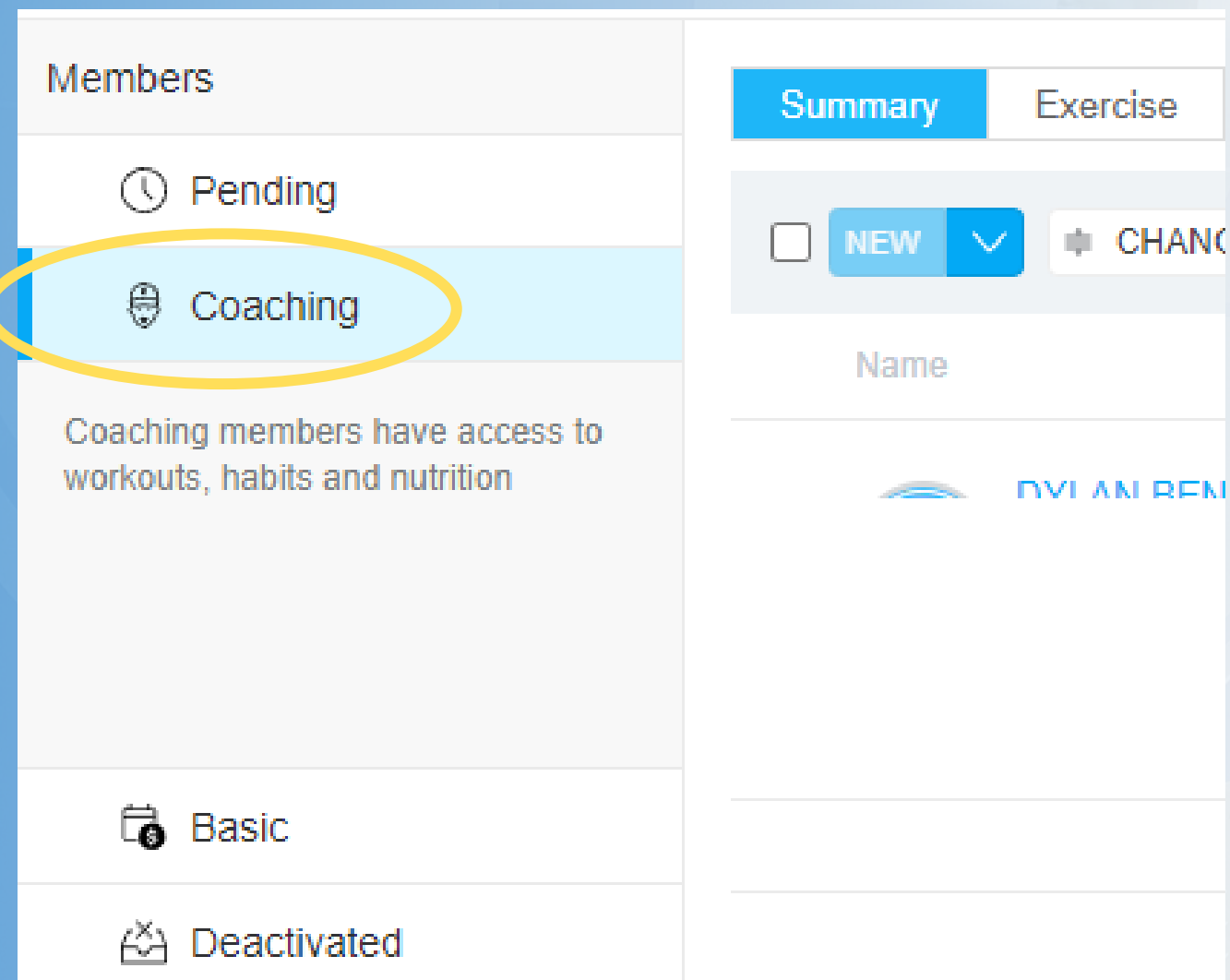
Name	Main Program
<input checked="" type="checkbox"/>  <b>DYLAN BENNETT</b> Full Access 1-way messaging Mesa Fitness	12Wk Ends On 27 May 2024



# HOW TO SEND A MEMBER AN INVITE

## IF A MEMBER DOES NOT SHOW IN THE SEARCH WINDOW

*That member may be registered under a personal trainer as a client. Check under the “Coaching Tab” and follow the same process.*



(Figure 1.4)

**OR**

*You may be required to create a new profile after updating their email on their membership.*

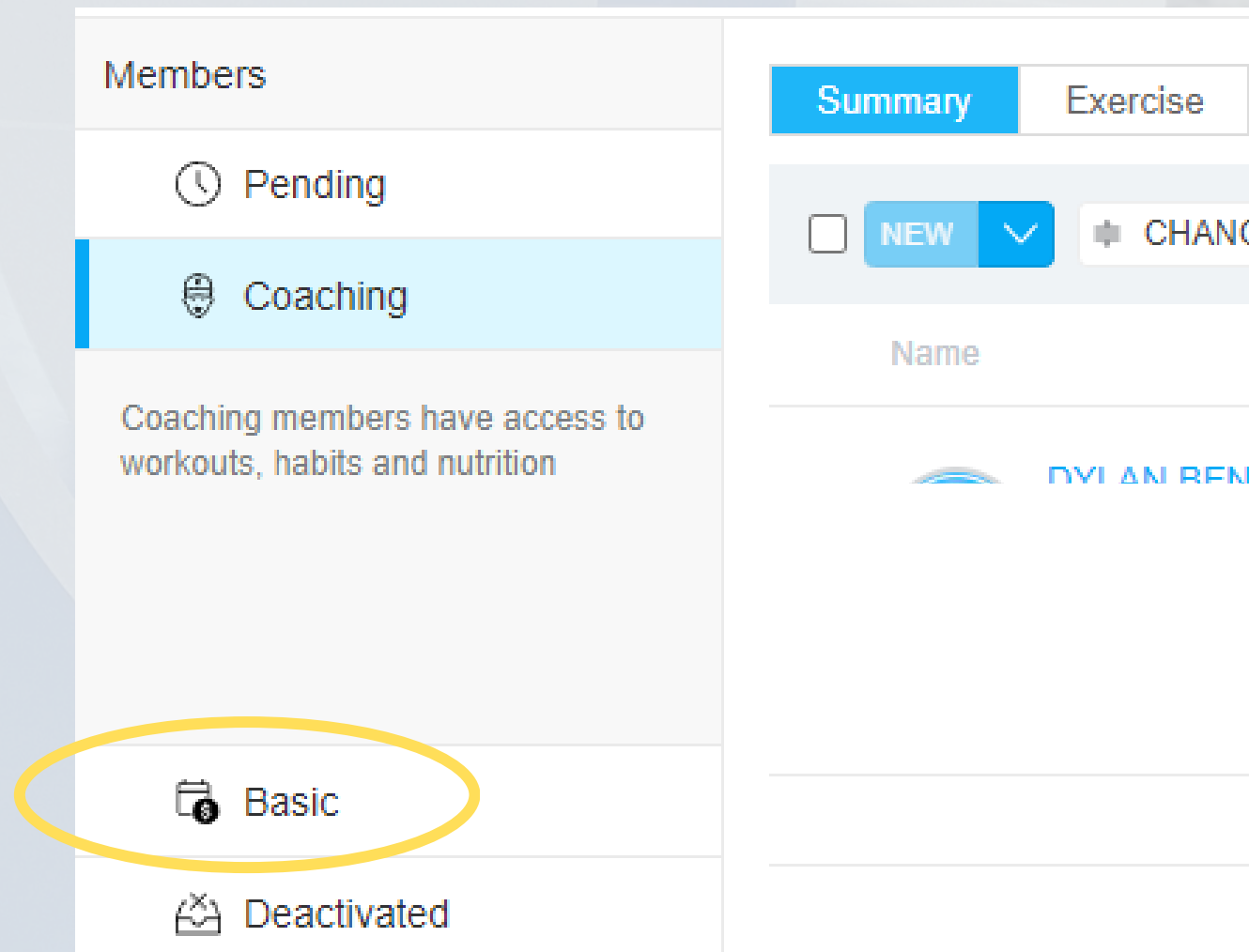
*Continue to see the steps.*



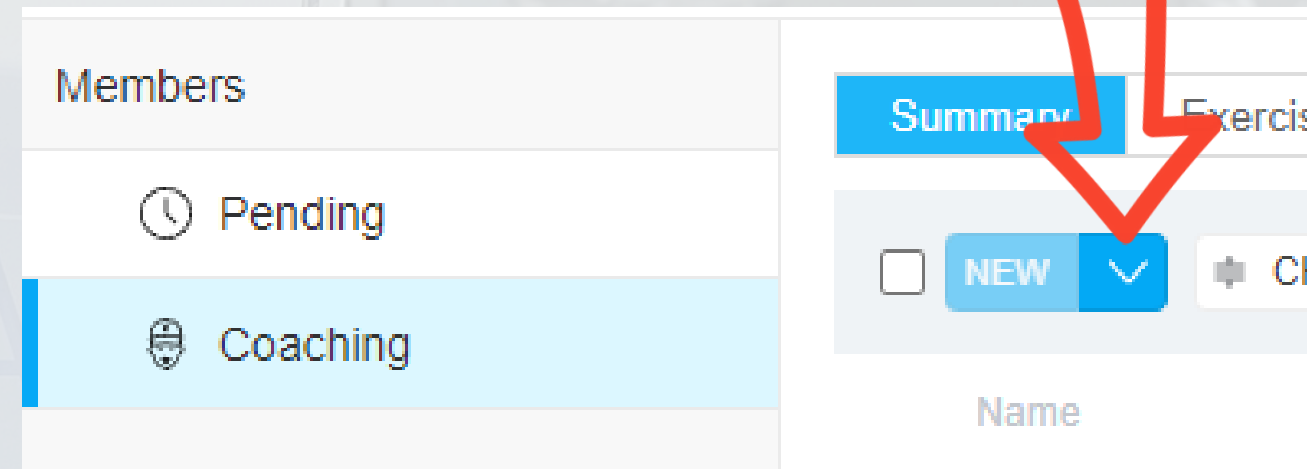
# HOW TO SEND A MEMBER AN INVITE

## TO SET UP A NEW ACCOUNT ON THE APP

1. Go to MEMBERS and choose the BASIC tab. *(Figure 2.1)*
2. Click the dropdown arrow next to NEW *(Figure 2.2)*
3. Select “From ABC Fitness Solutions” *(Figure 2.3)*

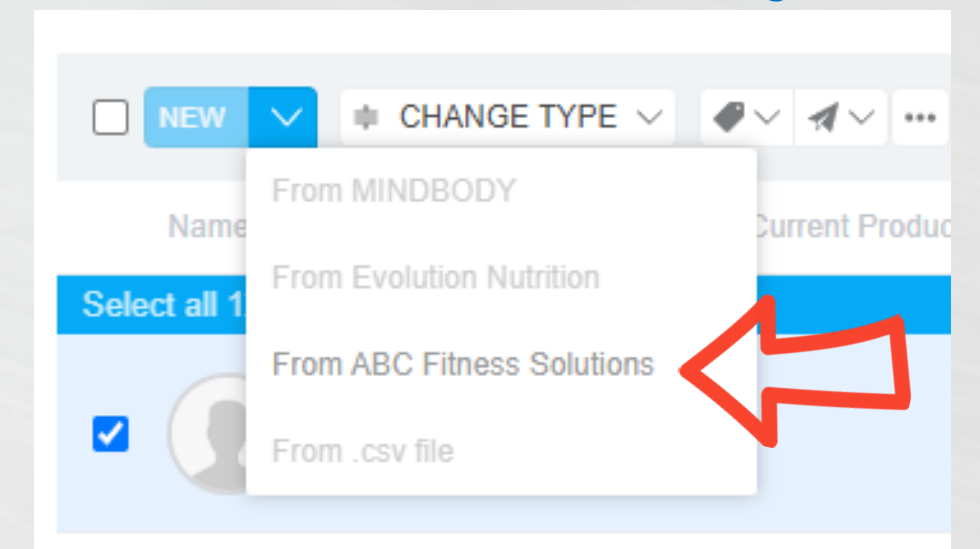


*(Figure 2.1)*



*(Figure 2.2)*

*(Figure 2.3)*



# HOW TO SEND A MEMBER AN INVITE

## ***TO SET UP A NEW ACCOUNT ON THE APP***

4. In the pop up window, enter the member's barcode *(Figure 2.4)*
5. Check the box and select IMPORT *(Figure 2.5)*

Select Clients to Import from IGNITE M&O

Location: Mesa Fitness Grand Junction

Search: 241478

MARILYN PETERSON

IMPORT

*(Figure 2.4)*

Select Clients to Import from IGNITE M&O

Location: Mesa Fitness Grand Junction

Search: 241478

MARILYN PETERSON

IMPORT

*(Figure 2.5)*

# HOW TO SEND A MEMBER AN INVITE

## TO SET UP A NEW ACCOUNT ON THE APP

6. Change the dropdown to “Basic” *(Figure 2.6)*
7. Click “IMPORT AND SEND INVITE” *(Figure 2.7)*

ABC

Email address  
mpeterson886@hotmail.com

Type <sup>i</sup>  
Basic

Assign To  
Mesa Fitness Grand Junction

IMPORT AND SEND INVITE

This screenshot shows a form titled 'ABC' with a close button in the top right. It contains three input fields: 'Email address' with the value 'mpeterson886@hotmail.com', 'Type' with a dropdown menu showing 'Basic', and 'Assign To' with a dropdown menu showing 'Mesa Fitness Grand Junction'. At the bottom is a blue button labeled 'IMPORT AND SEND INVITE'. A red arrow points to the 'Basic' dropdown menu.

*(Figure 2.6)*

ABC

Email address  
mpeterson886@hotmail.com

Type <sup>i</sup>  
Basic

Assign To  
Mesa Fitness Grand Junction

IMPORT AND SEND INVITE

This screenshot shows the same form as Figure 2.6, but with a red arrow pointing to the blue 'IMPORT AND SEND INVITE' button at the bottom.

*(Figure 2.7)*



# 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)*

