

# How to Set Up Email in Gym Assistant

## How to Setup Email September 2024

### Introduction:

Allows you to use Gym Assistants server to be able to send emails anywhere that function is available in the Gym Assistant software.

Be in the Gym Assistant program:

- Click on **Settings > Business Information.**

Gym Assistant - Mini 250 | 'ORVILLE' (#4) on 'ORVILLE' | Path=C:\Gym\A

File Edit Member Reports Billing Documents Portal **Settings**

**Test**

**Date!**

Month, 2 total

Personal	Contract	Billing	Other	W
Billing Plan:	Monthly			
Billing Option:	Credit Card			
Billing Amount:	10.00			
Billing Status:	ACTIVE			
Terminate Billing:	Never			
Membership Add-Ons:	- none			
Linked Memberships:	1 Dep			

Enter Member # or I

Member #

Business Information

ALL Settings

Preferences

Program Options

Automatic Updates

Appearance

Membership Options

Membership Plans

Punchcard Plans

Day-Pass Plans

Punchcard Add-Ons

Monthly Add-Ons

Measurements

Custom Fields

Pre-Filled Lists

Daily Schedules

Waivers / Vaccine Status

Billing

General Billing Options

Credit Card Processing

ACH Processing

Automatic Billing

Member Charges To Account

Invoices and Statements

Notifications

Reports and Printing

Membership Reports

Insurance Reports

Mailing Labels

Membership Cards

Hardware

Barcode Reader / Access Control

Photo Capture

Receipt Printing

Cash Drawer

Dual Monitors

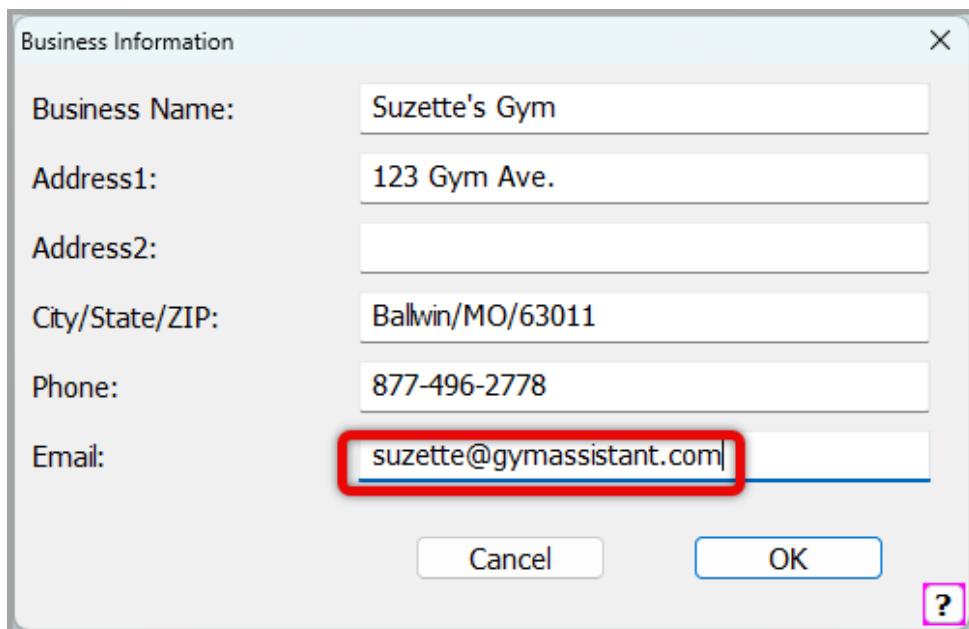
SmartReader

Administration

Backup and Restore

**Business Information**

- Verify that the email shown under **Email** will be the same email you will be using in the **Reply to Email Address** for your email account. Click **Cancel** if the email is not updated, **OK** if the email address is updated.



- Click Settings > Email.

Gym Assistant - Mini 250 | 'ORVILLE' (#4) on 'ORVILLE' | Path=C:\Gym Assistant\Mini 250\ORVILLE

File Edit Member Reports Billing Documents Portal **Settings**

#

Personal Contract Billing Other **Waivers**

Billing Plan: Monthly

Billing Option: Credit Card

Billing Amount: 10.00

Billing Status: ACTIVE

Terminate Billing: Never

Membership Add-Ons: - none

Linked Memberships: 1 Dependent

Enter Member # or Last Name

ALL Settings

Preferences

Program Options

Automatic Updates

Appearance

Membership Options

Membership Plans

Punchcard Plans

Day-Pass Plans

Punchcard Add-Ons

Monthly Add-Ons

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Mailing Labels

Membership Cards

Hardware

Barcode Reader / Access Control

Photo Capture

Receipt Printing

Cash Drawer

Dual Monitors

SmartReader

Administration

Backup and Restore

Business Information

BackOffice

Occupancy Monitor

Attachments

Email

Test

Date!

Month, 2 total

te:

id Date:

id Amount:

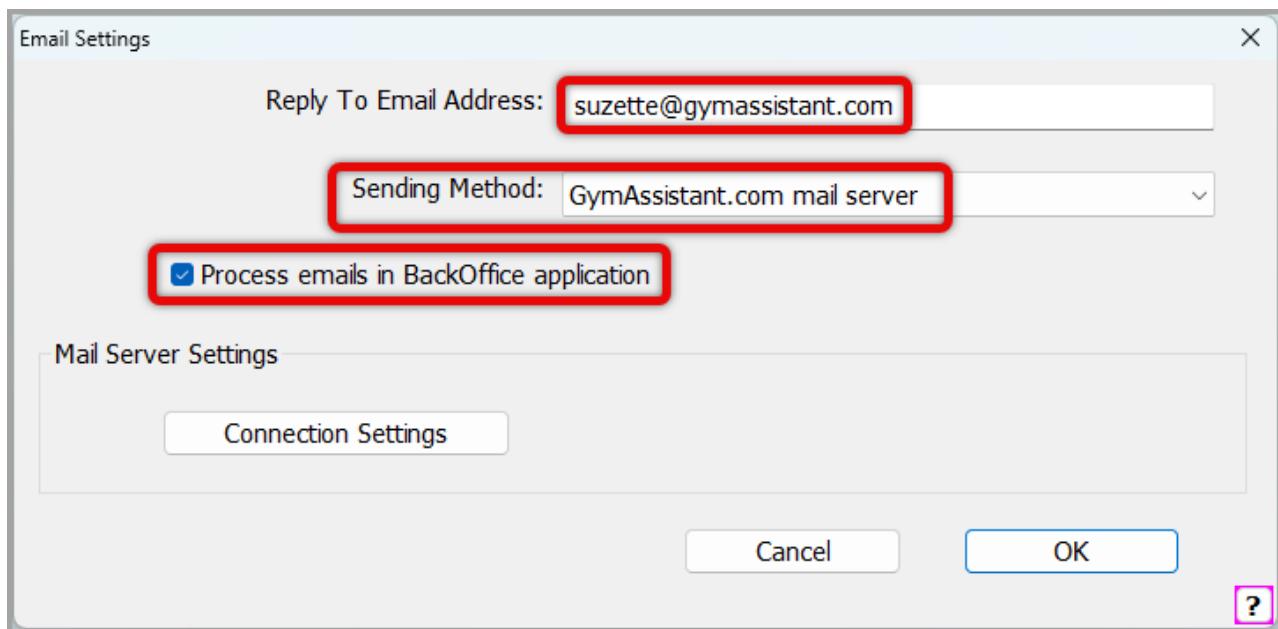
Balance:

Check-In: 11

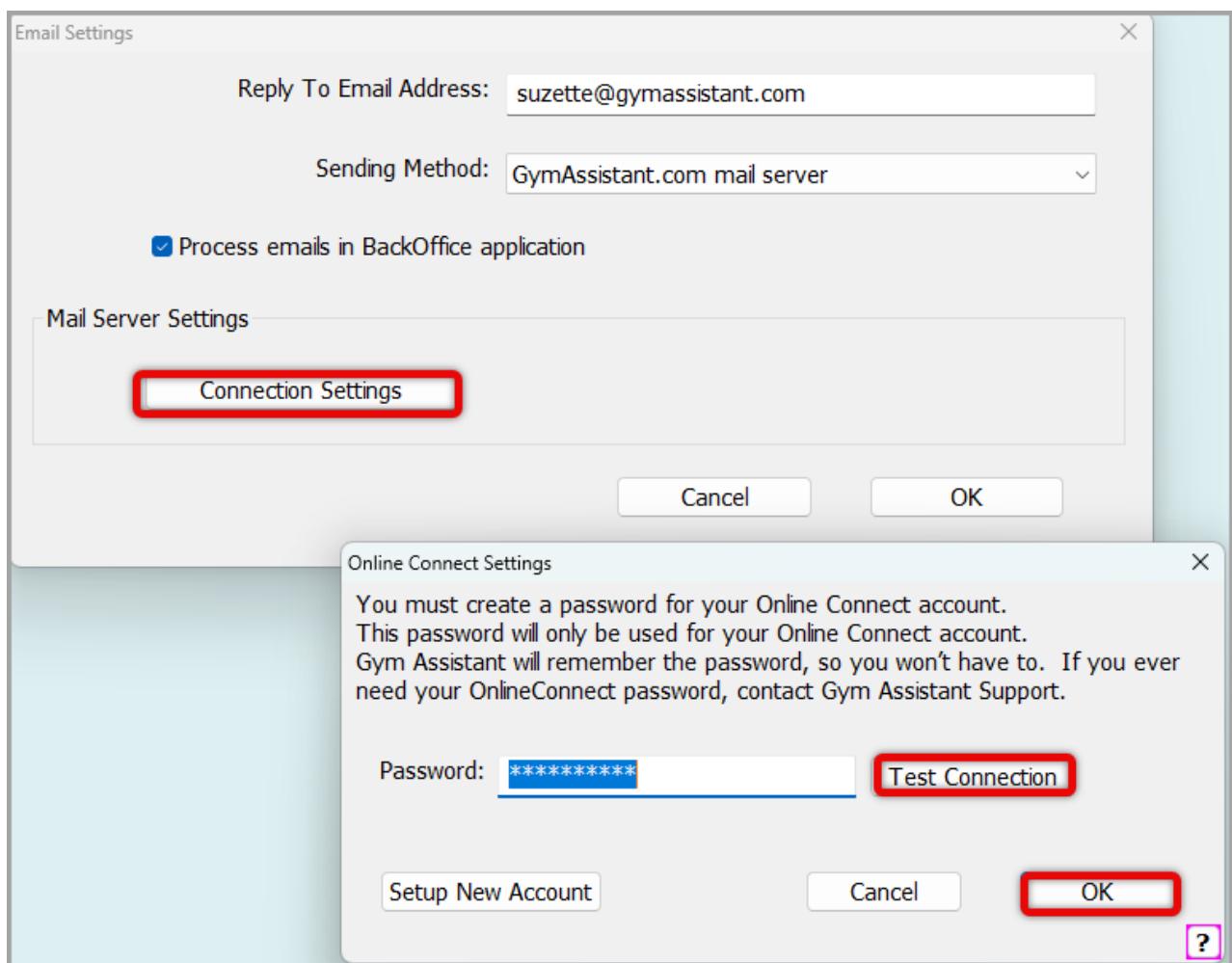
test (#62)

GateKeeper Ch

- Enter Reply To Email Address > select Sending Method GymAssistant.com mail server > check the box Process emails in BackOffice application.



- Click **Connection Settings** > **Test Connection** and proceed by clicking **OK**. If test is successful you will now be able to send emails from the Gym Assistant program. If not successful, refer to **How to Set Up Online Connect** article.



Online URL: <https://gymassistant.phpkb.cloud/article/how-to-set-up-email-in-gym-assistant.html>