

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.**

The screenshot shows the Gym Assistant software interface. The 'Settings' menu is open, and the 'Business Information' option under the 'Administration' section is highlighted. The Billing tab is active, displaying the following information:

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		

- 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.

Business Information

Business Name: Suzette's Gym

Address1: 123 Gym Ave.

Address2:

City/State/ZIP: Ballwin/MO/63011

Phone: 877-496-2778

Email: suzette@gymassistant.com

Cancel OK

?

- Click **Settings** > **Email**.

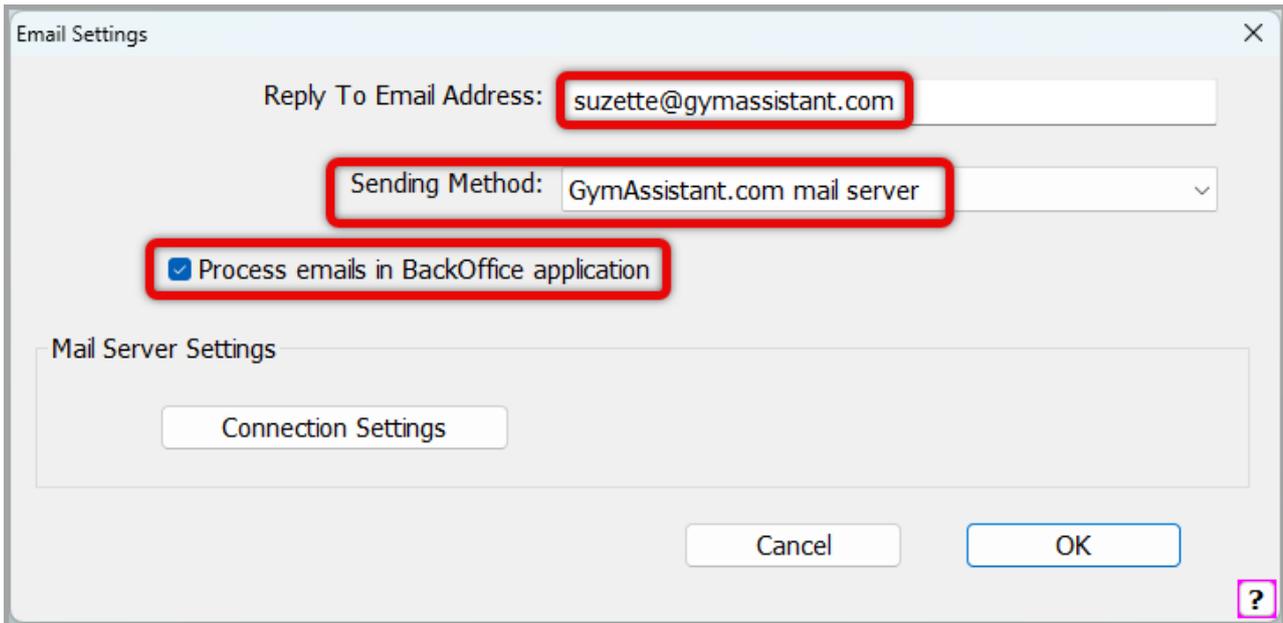
The screenshot shows the Gym Assistant software interface. The 'Settings' menu is open, with 'Email' highlighted at the bottom. The main window displays a member's billing information under the 'Billing' tab.

Personal	Contract	Billing	Other	W
Billing Plan:		Monthly		
Billing Option:		Credit Card		
Billing Amount:		10.00		
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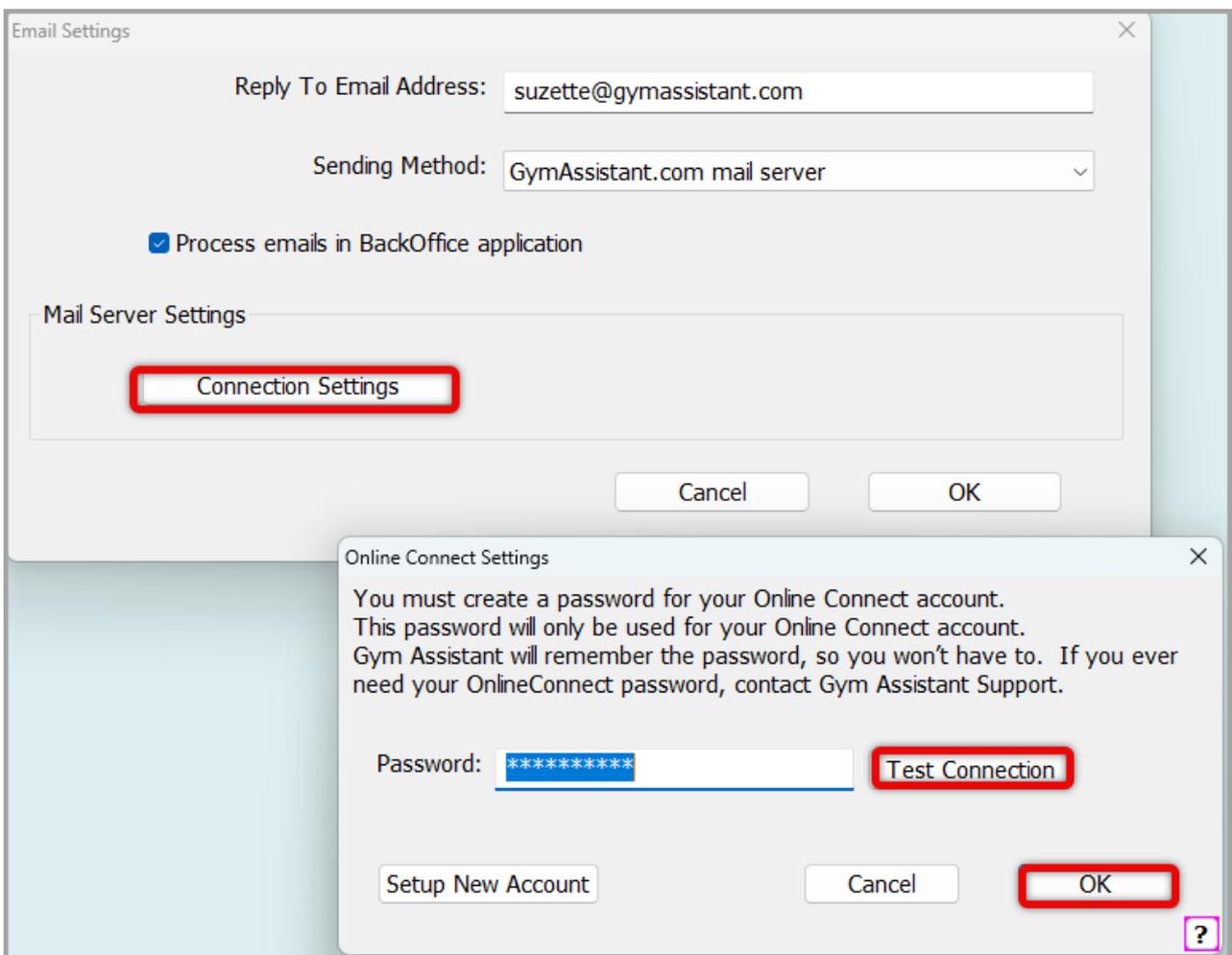
The Settings menu includes the following categories and items:

- 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
 - BackOffice
 - Occupancy Monitor
 - Attachments
 - Email

- 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>