

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 is highlighted with a red box. The Billing tab is selected, showing the following details:

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		

The Settings menu includes the following categories and options:

- 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.

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**.

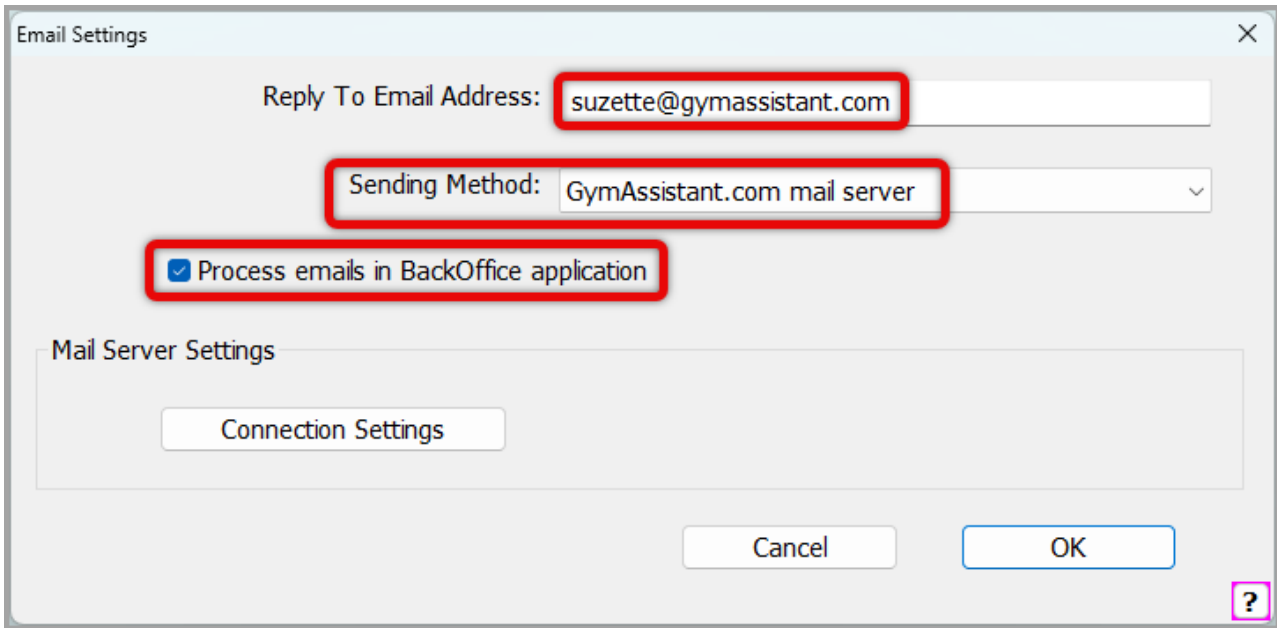
The screenshot shows the Gym Assistant software interface. The title bar reads "Gym Assistant - Mini 250 | 'ORVILLE' (#4) on 'ORVILLE' | Path=C:\Gym A". The menu bar includes "File", "Edit", "Member", "Reports", "Billing", "Documents", "Porta", and "Settings". The "Settings" menu is open, showing categories: "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), and "Administration" (Backup and Restore, Business Information, BackOffice, Occupancy Monitor, Attachments). The "Email" option under Attachments is highlighted with a red box.

The main window displays a member's information under the "Billing" tab. The member's name is "Test". The billing information is as follows:

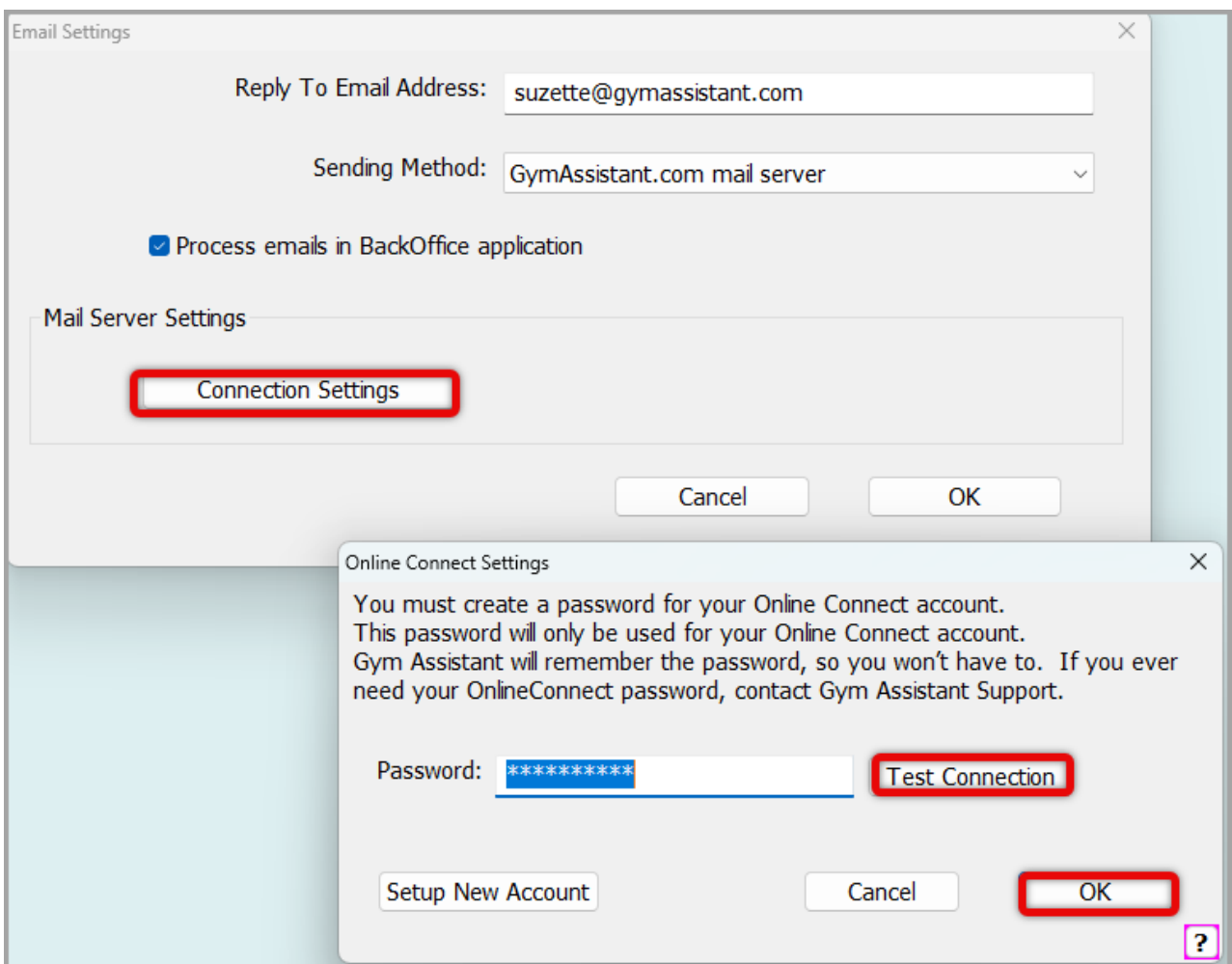
Personal	Contract	Billing	Other	W
Billing Plan:		Monthly		
Billing Option:		Credit Card		
Billing Amount:		10.00		
Billing Status:		ACTIVE		
Terminate Billing:		Never		
Membership Add-Ons:		- non		
Linked Memberships:		1 Dep		

At the bottom of the window, there is a search bar with the text "Enter Member # or I" and a blue person icon. The "Email" option in the Settings menu is highlighted with a red box.

- 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>