

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**.

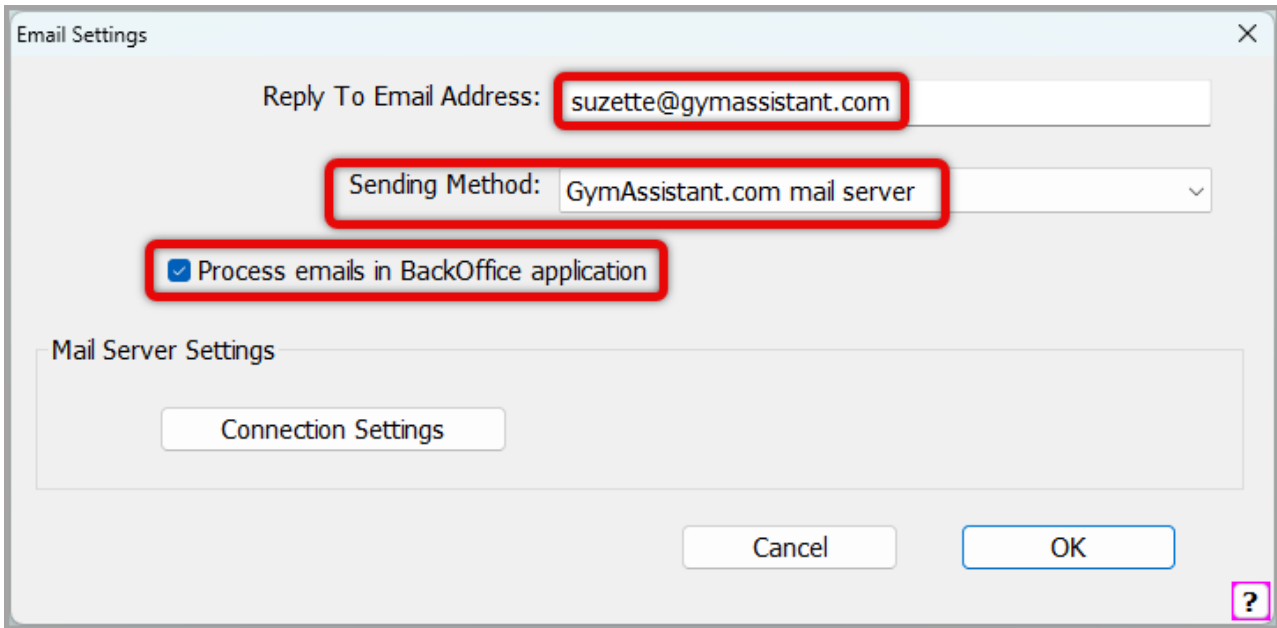
The screenshot shows the Gym Assistant software interface. The 'Settings' menu is open, with 'Email' highlighted at the bottom. The background displays a member's billing information under the 'Billing' tab.

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

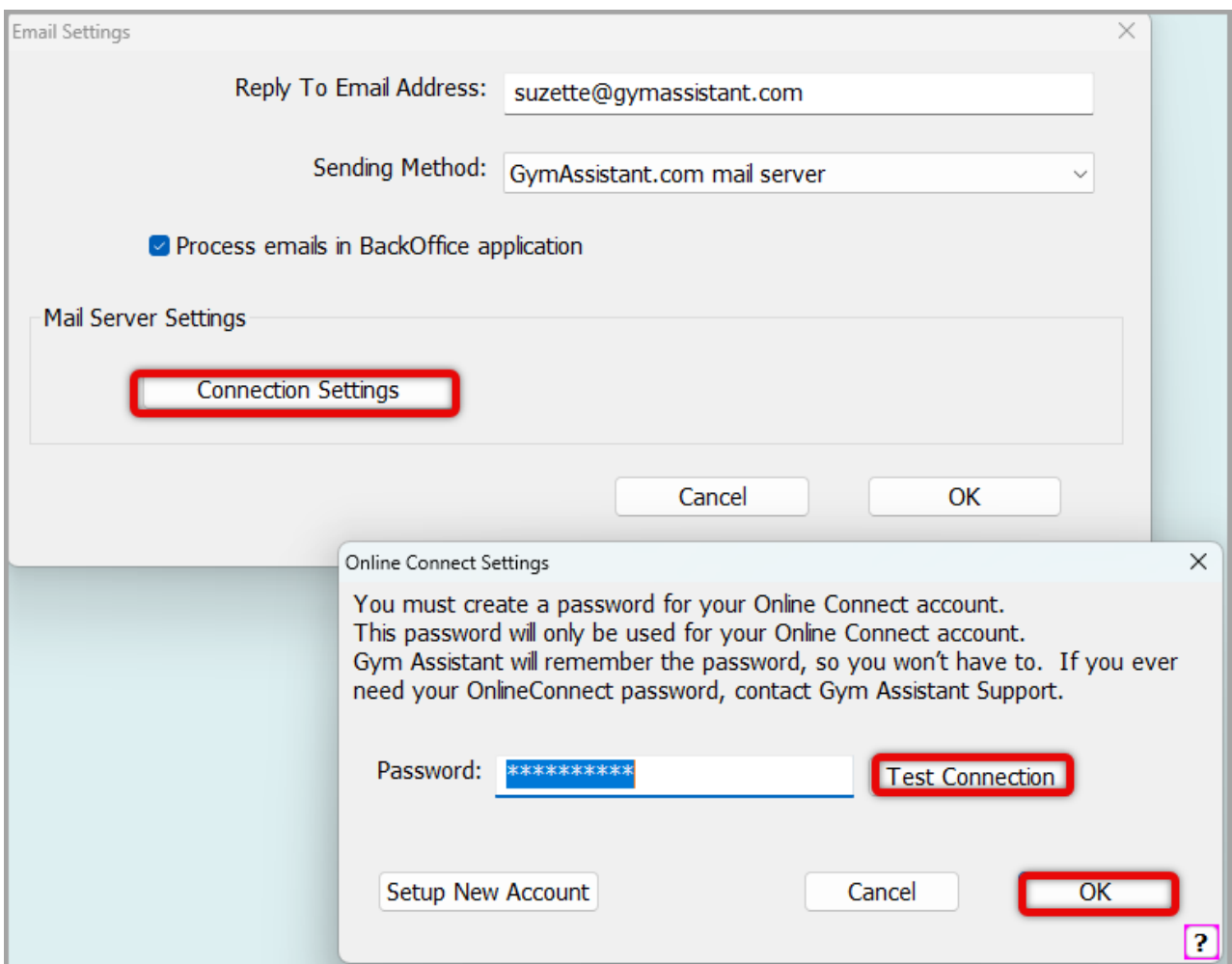
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 - Photo Capture
 - Receipt Printing
 - Cash Drawer
 - Dual Monitors
 - SmartReader
- Administration
 - Backup and Restore
 - Business Information
 - BackOffice
 - Occupancy Monitor
 - Attachments
 - Email

- 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>