



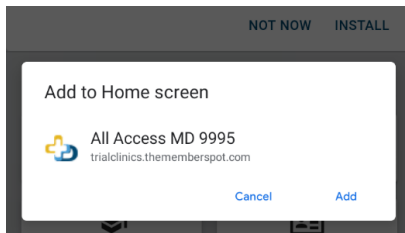
Setting up and Using the Litchfield Hills Progressive WebApp

Setting up your access to the app:

Navigate to the [Litchfieldhills.fit](https://litchfieldhills.fit) and use the my account [button](#) (this includes the online join, classes or whatever links you are currently using) When you click on any of the links you will be redirected to the App.

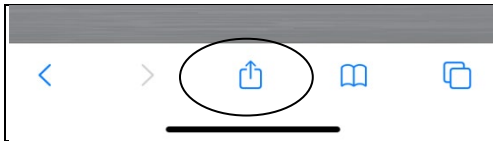
For Android:

Once the app opens, click on the install option. Then click on the prompt to add to home screen. When added Chrome will give you a notification that it was added

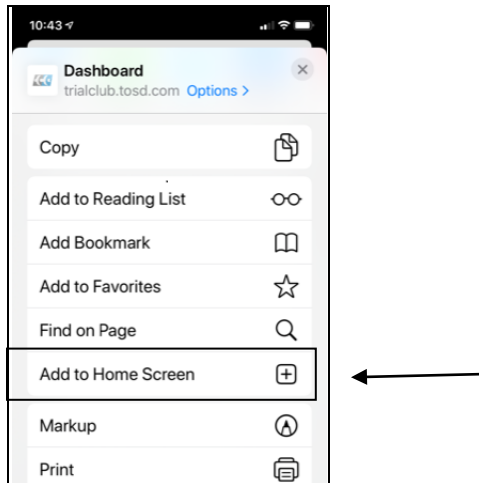


For iOS:

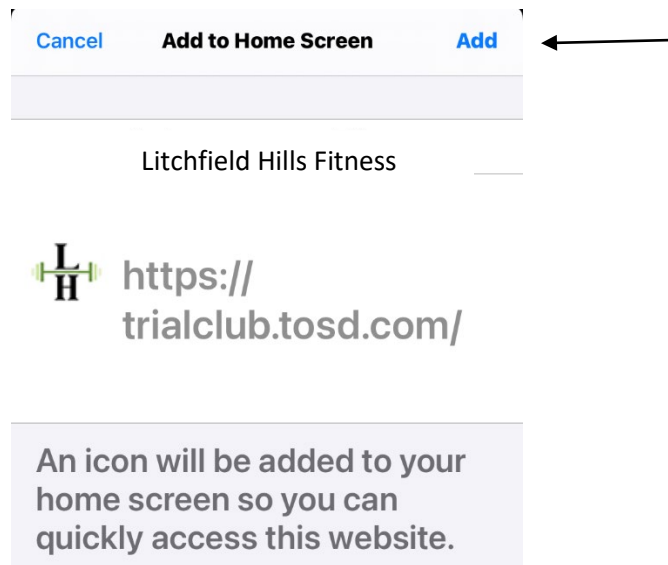
1. Once the app opens click on the share button at the bottom of the screen



2. Then click the “add to home screen” option



3. On the next screen you can name the icon that will appear on the home screen. Click Add on the upper right corner. The icon will now be showing on your home screen

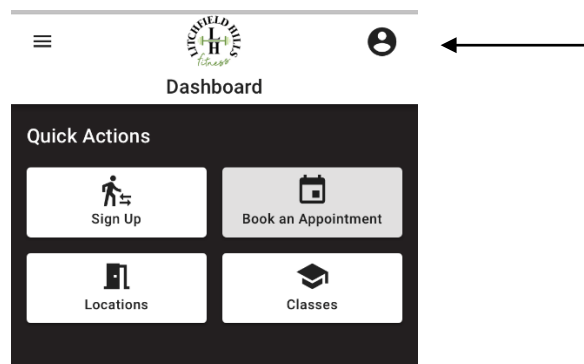


An icon will be added to your home screen so you can quickly access this website.

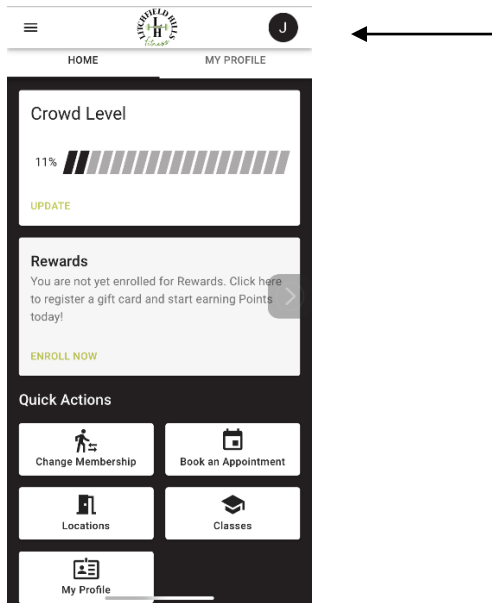
Sign In

Once you open the app, sign in using the icon in the upper right corner. Click sign in and enter your username and password. If you have used our portal before, this is the same information.

If you do not have a sign in, click register to create a sign in for yourself. The system will ask you to authenticate yourself. It starts with email, then date of birth, then phone number. If none of these items are missing from the gym then you will need to contact us to get assistance. We will need to add the missing information.

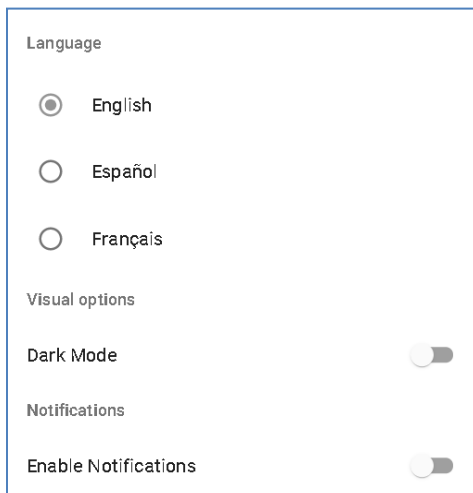


Once signed in, the app will keep you signed in for future use. You will be able to tell when you are logged in because the silhouette icon in the upper right corner will change to a letter. If you have a key tag or fob, that will also be seen here once logged in. Touch the barcode to enlarge and scan this at the front desk at the gym.



To access the app settings, click on the menu in the upper left corner and choose settings.

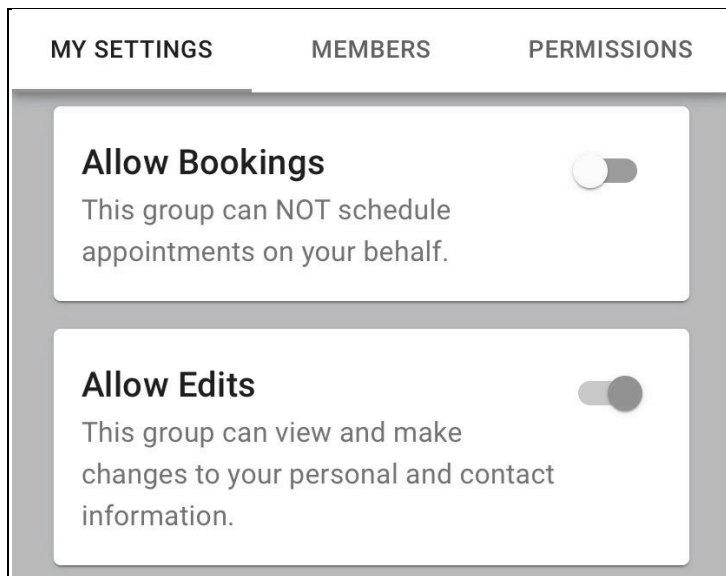
Note: Notifications setting will only show for Android users. The notifications that are enabled are for appointments.



Group Settings

Within the app, you can set permissions for members in the group. The permissions are for booking and editing information.

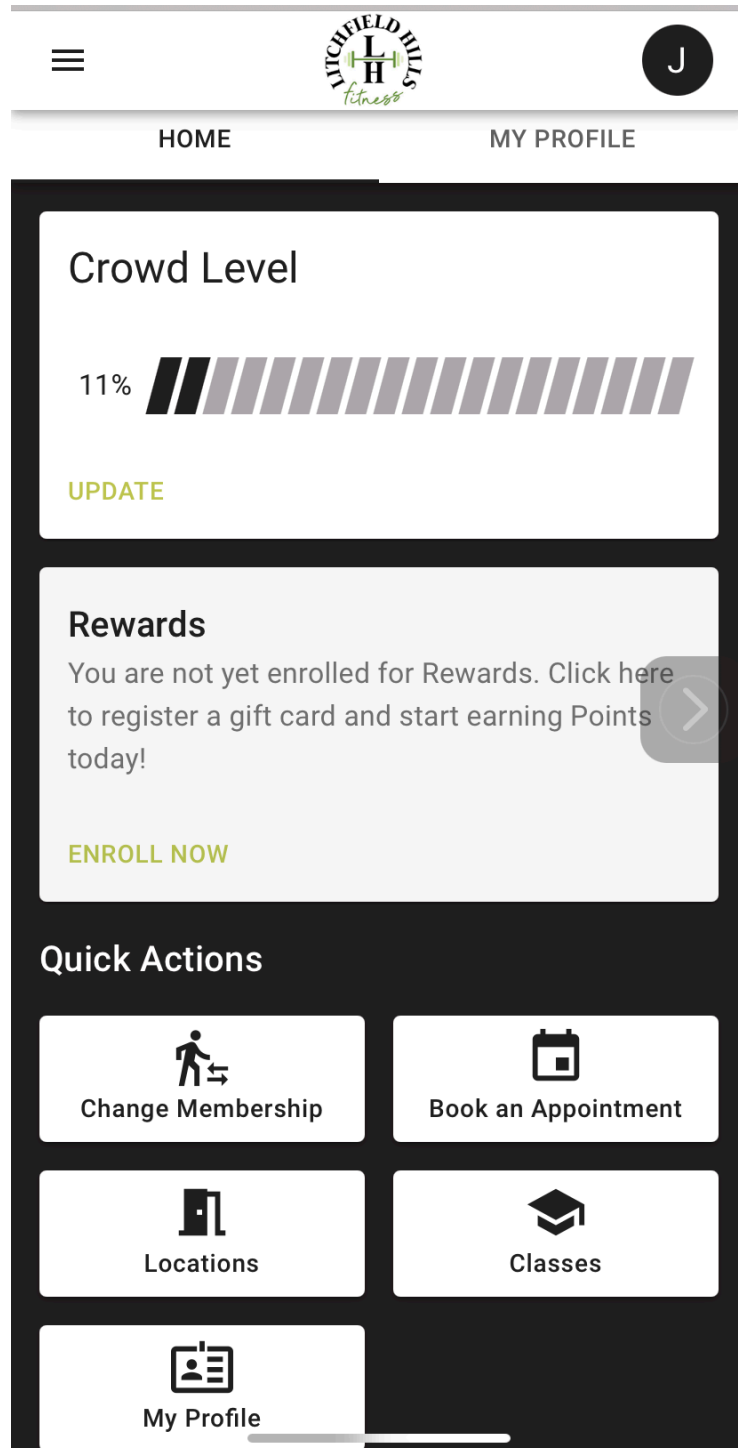
To view these settings in the app, go to my profile. Then select Groups. Click on the group to view, then choose permissions. You can toggle them on and off.



Navigation and Features:

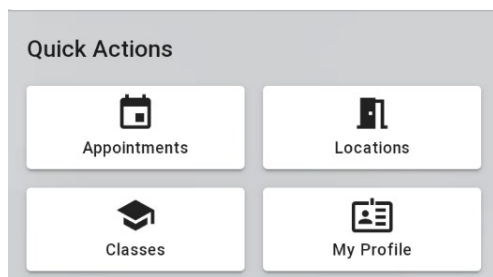
To move between options, touch the tile to open that feature. To go back to a prior screen, touch the back arrow. If using Android, swipe left. If using iOS, you can swipe up/down to scroll through the lists.

When you first login or open the app (while already logged in), current appointments will show on the dashboard screen. You will also be notified of any balances owed. The crowd meter will show you how crowded the gym is.



How many people based off CDC Guidelines example 100% Crowd level = 25 people in gym per 25% of normal capacity allowed (Covid 19 guidelines)

Quick Actions – Use these tiles to navigate to the most commonly used options. You can also find more options under the menu in the upper left corner of the screen



1. Appointments – This is for Personal Training Clients not classes. Please see Classes Highlighted below. If Training or small group, touch this tile to book single or multiple appointments as well as view your current schedule of booked items.

- **Single:** Use this tile to search for and book appointments for a single date. You can search using an appointment type, trainer, location, date and time. Once you enter all the filters, click search and then checkout (including making any payments required)
- **Multiple:** Use this tile to search for multiple appointments.
- **My Schedule:** Use this tile to see your future/scheduled appointments as well as your past/completed appointments

2. Location – This is for future use and not active currently.

3. Classes – Touch this tile to view, search and enroll in classes. You can scroll through the class list or search by class name or instructor.

4. My Profile – Touch this tile to view and update your account/membership information.

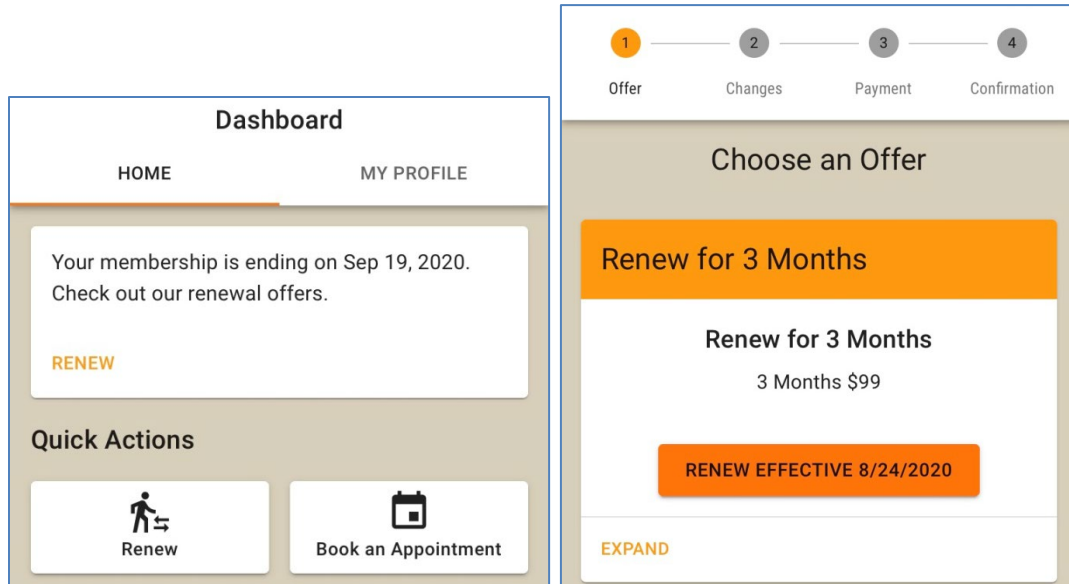
- Update your address, phone(s), email, gender
- View the status of your membership and your member number.
- Billing Info – View recurring billing information as well as edit and add accounts on file.
- Subscriptions – View and change your email subscription preferences.
- Groups – See members in your group and set booking and edit preferences. This includes permissions for booking for other members in the group.
- Purchases – View and print A/R history for yourself, individuals of the group or the entire group. This can be done by date range.
- Visits – View and print usage information for each member, yourself or for members of your group. This can be done by date range.
- My Docs- View and download paperless documents for yourself or for members of your group

Other Options are available using the menu in the upper left corner of your screen

1. Packages – Buy packages and view your purchased packages (including active, expired and redeemed)
2. Gift Cards – Purchase gift cards and see balances.
3. Shopping Cart –View/remove items to be purchased
4. Workouts – View the clubs pre-recorded workouts

Renewals

When you are logged in to the app and your membership is eligible for renewal (has been cancelled or is expired), you will see a message on the dashboard offering the renewal process. You can click renew to see the offers available and renew.



We hope this is helpful. Please reach out with any questions or support Info@litchfieldhills.fit

Thank You
Peter and Doris