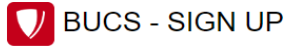


UNIVERSAL GYM

How to set up your UNiversal Gym Community





Sign in to Playwaze

☐ Remember me?

[Forgotten your password?](#)

Do not have a Playwaze account?

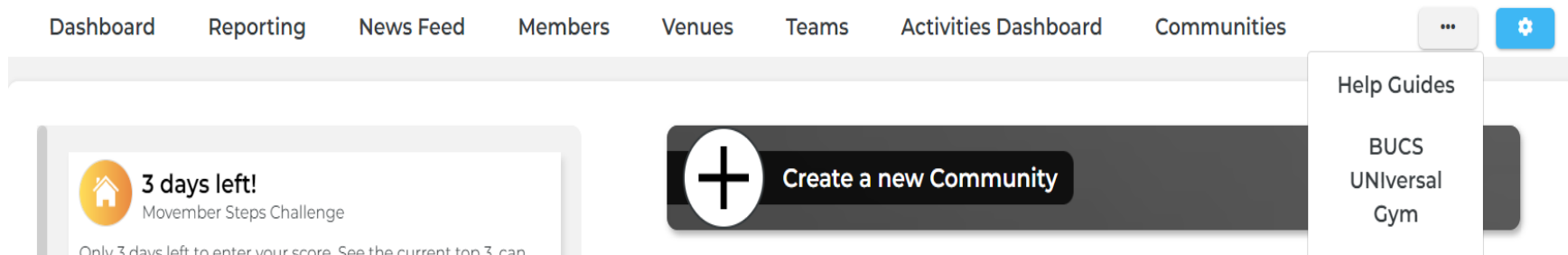
[Register](#)

Register someone else?

[I have an account](#)

[I don't have an account](#)

Visit <https://bucs.playwaze.com/> and you will need to log in if you already have an account or register as a new user



Select ...
Then select BUCS UNiversal Gym from the drop down

Memberships

Find Membership

Share



Create Community
Membership



Create Individual
Membership

BUCS
UNIVERSAL GYM

UNiversal Gym
Membership 2023-24
Type: Individual



Cancellation Confirmed
Gym Session - Weekday









Create a new Community

From this page you will click, 'Create a new Community'

Name of your community*

e.g. Frinton Cycling Club

Description*

B *I*      

p

Contact email address*


Set your venue

e.g. Acme Leisure Center, 12 Acacia Road, Brai

Type of activity*

Search for activity type

Or


☐ Other - I deliver mixed activity types 
or my type is not in the list


Previous **Create**


Complete the details on screen, these details will be specific to your institution


Tell us a little bit about this community.


What best describes this community?


 Sports Club

 Coach

 Exercise Group


 Personal Trainer


 Competition Organiser


 Holiday Activity Provider


Other

Which of the following do you do? Select as many as you like.

 Take bookings

 Run competitions

 Sell memberships

 Collect payments

Are you interested in promoting your activity opportunities through Playwaze (it's free!)?

Yes

No

Continue

Please only select Take bookings and if you wish to promote via Playwaze

Home Payments Activities **Memberships** News Forms Discounts Reporting Venues About



Once the community is set up, please select the membership tab on your Community homepage



Membership Settings



Would you like to promote memberships when a member joins this community?

What memberships would you like to promote?


UNiversal Gym Membership 2023-24 × |


Save

Then select the cog on the right-hand side

Tick the box asking if you would like to promote memberships to members when they join the community

Then select UNiversal Gym Membership 2023-24 from drop down and save


Hide / Show



Memberships

Manage your memberships online, securely and cashfree.
Monthly, annual, and pro-rata memberships for
individuals and clubs.

Select the cog on the right-hand side, then Select Features from the drop down.
Please ensure Memberships is selected.



Edit
Branding
Select Features

What would you like to create

The Community is now set up. To further enhance your Community and input further details click '**Settings**' and on the dropdown, menu select '**Edit**' this will allow you to add further details and information as you deem appropriate. Click '**Branding**' if you wish to amend your logo, change the colour scheme of your page to a more granular level such as the colour of the Activities and Membership tiles, etc.

Once set up, the community will only go live once you're happy for it to do so.
Please now follow the steps to add activities to your community, which are a pre-requisite of the
UNiversal Gym scheme