

UNIVERSAL GYM

How to set up your UNiversal Gym Community



 **BUCS - SIGN UP**

Sign in to Playwaze

 Username

 Password

Remember me?

Sign In

[Forgotten your password?](#)

Do not have a Playwaze account?

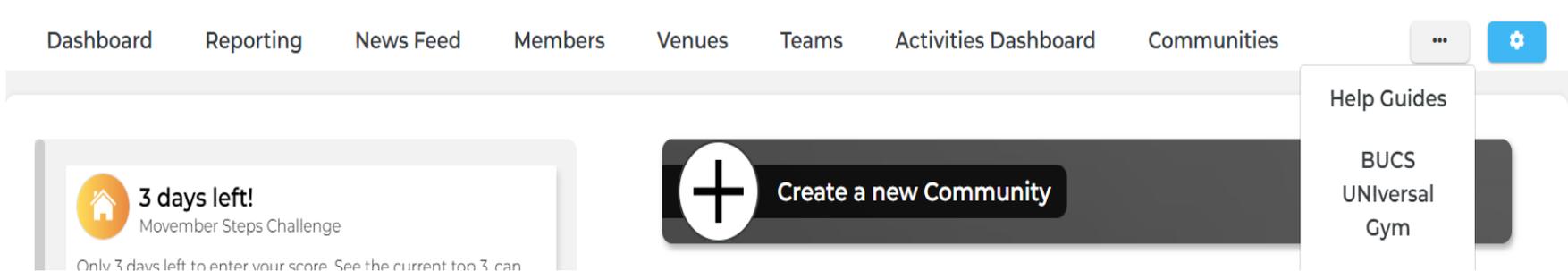
[Register](#)

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



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

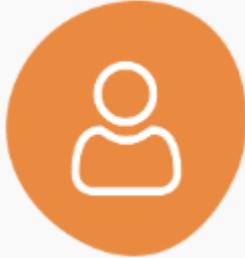
Then select the cog on the right-hand side

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