



UNiversal Gym

How to set up your UNiversal Gym Communities



BRITISH UNIVERSITIES & COLLEGES SPORT - SIGN UP

Sign in to Playwaze



Username



Password

☐ Remember me?

Sign In

[Forgotten your password?](#)

Do not have a Playwaze account?

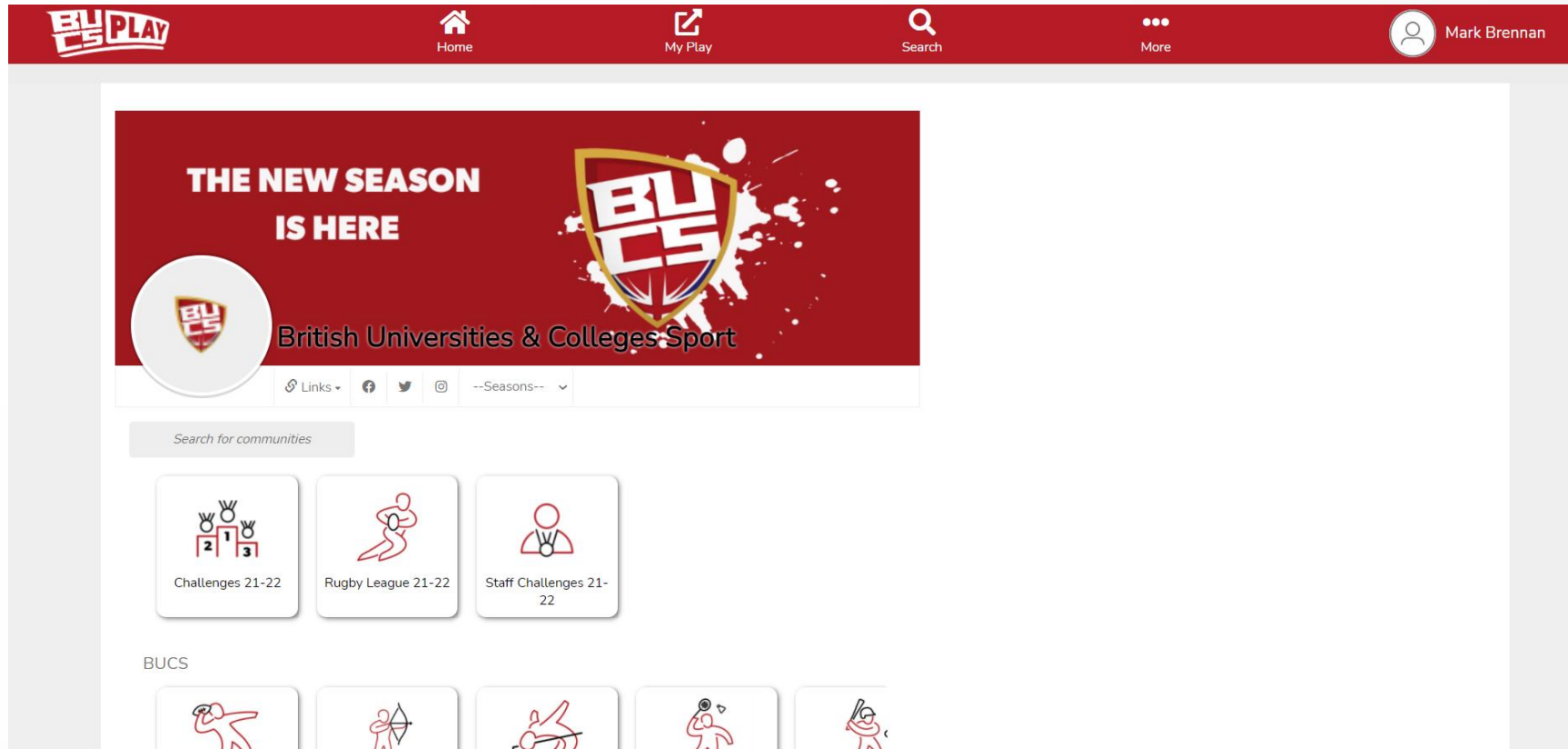
[Register](#)

[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.




Once you arrive at the home page, click the links drop down box and then click 'UNiversal Gym'




BU PLAY


Home My Play Search More Mark Brennan


 **Universal Gym**


Settings Add Community


Search for communities

 Chwaraeon Bangor Sport Bangor


 UNiversal - Uni of Herts

 UNIVERSITY OF BIRMINGHAM SPORT & FITNESS University of Birmingham Sport...

 UoM Sport Gym Pilot

 SURI SPORTS UNIVERSITY OF SURREY UoS Surrey Sports Park

Other Communities

 Platt Lane Gym Hub

NEWS FEED

No News found

<https://buuniversalgym.clubware.com/uos-surrey-sports-park/nwt9imodibv/community-details>

From this page you will click, 'Add Community'



playwaze

- 1 TYPE
- 2 DETAILS
- 3 ACTIVITY
- 4 FEATURES
- 5 BRANDING
- 6 PAYMENTS

Please tell us a bit more about your community so we can help you get started with your setup.

The information you use below will be used in Playwaze search functions so please consider the name and adding a description about your community to make you easy to locate.

Name*

University of Life

Location*

Warrington, UK

Your Website

www.unioflife.ac.uk

Description

Introducing the next generation of health and fitness at the University of Life, an entirely unique destination that gives you the power and possibilities to create and develop your own health and wellbeing journey.

Arrive and unwind, turn up and tune out, set goals and achieve the best version of you.

Continue

Complete the details on screen, these details will be specific to your institution. The 'Linked data classification' field can remain blank. Click Continue.



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- 1 TYPE
- ✓ DETAILS
- 3 **ACTIVITY**
- 4 FEATURES
- 5 BRANDING
- 6 PAYMENTS

✕

Please select the sport or activity type of your community.

Selecting your sport or activity type helps us determine what scoring rules, features and settings to make available to you.
If you are unable to define what you do by any single sport or activity and it's missing from the list below, please select "Can't find your activity type?" and you'll be able to manage your features after you complete these steps.
If you deliver competitions across multiple sports or activity types, these must be setup in separate communities, if you'd like some help please contact support@playwaze.com.

Search physical activities

or [Other activities](#)

Can't find your activity type?

PreviousContinue

In the Activity section, click "Can't find your activity type?"
Then type 'Gym' in the activity box which appears on the next screen, Then click Continue.



- 1 TYPE
- ✓ DETAILS
- ✓ ACTIVITY
- 4 FEATURES
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Hover over the features below to see a summary of what it provides and click to select.
You can select multiple features and will be able to turn new features on and off in your Settings once you have completed setup.

Activities	Teams	Tournaments	Leagues
Ladders	Leaderboards	Challenges	Courses and Qualifications
Volunteering Opportunities	Memberships	Rewards	

Previous Continue

Click to highlight the 'Activities' and 'Memberships' feature, and click Continue.



playmaze

- 1 TYPE
- ✓ DETAILS
- ✓ ACTIVITY
- ✓ FEATURES
- 5 BRANDING**
- 6 PAYMENTS

Logo

Cover Photo

Select your background and overlay text colours

SELECT PRIMARY COLOUR

SELECT SECONDARY COLOUR

Primary colour

Enter a custom colour or select below

Text Colour

Black

Previous

Continue

Section 5 is all about your branding, this is an opportunity for you ensure your page is branded correctly. You will be able to upload logos and also use the hex code to ensure your branded colours are correct.



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- 1 TYPE
- ✓ DETAILS
- ✓ ACTIVITY
- ✓ FEATURES
- ✓ BRANDING
- 6 PAYMENTS

✕

Let us know if you plan on taking payments

Playwaze provides a secure payment system powered by Stripe both online and in the app for any bookings, match fees, memberships, entries or other adhoc payments.
If you plan on accepting payments, let us know now and when we complete your setup we will take you through the steps to register/login to your Stripe account and link it to your Playwaze profile so you are ready to start accepting payments.

☐ Yes, I am interested in taking payments

☒ No, I dont want to take payments at this time

Previous

FINISH


On the payments tab please ensure you highlight 'No, I don't want to take payments at this time' and click 'Finish'



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.




☒ Hide / Show



Memberships

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


☒ Hide / Show



News

Your own free news feed to send news and updates to your participants instantly. Segment your participants to send targeted messages.


☒ Hide / Show



Reporting

Report on your bookings and attendances, fixtures, teams, and team sheets, challenges, members and memberships, or build your own custom reports.

☐ Hide / Show

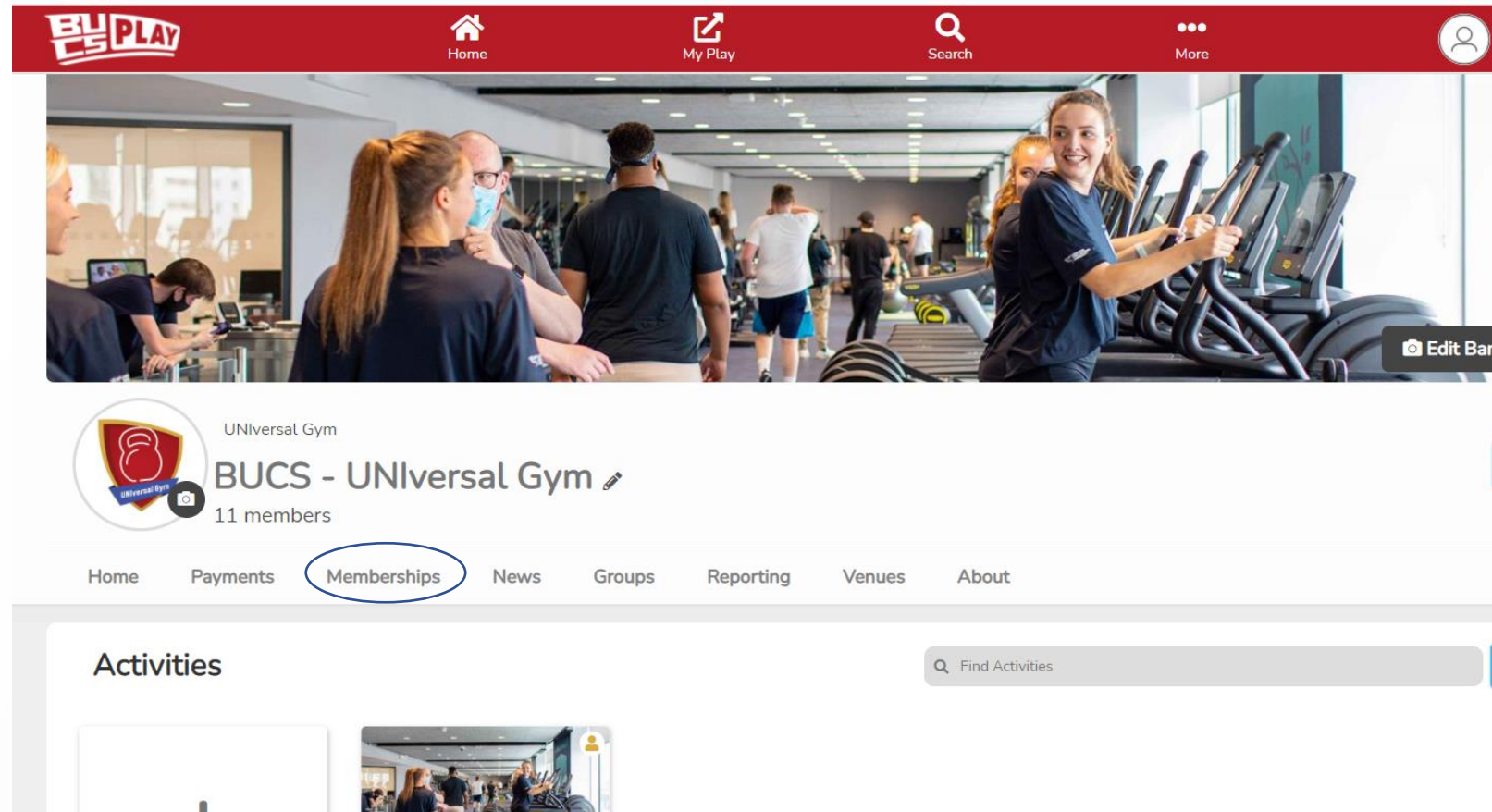


Payments

Safe and secure cashfree payments for your activities, sessions, classes, camps, memberships, entries, and other adhoc payment requests.

Point to Note:

To ensure you are able to access reporting information, you will need to turn on the '**Reporting**' feature. To do this, Click on '**Settings**' (as shown above in step 6f) and click '**Select Features**'. Scroll down to the bottom of the page and ensure that '**Reporting**' is switched to '**Show**'.



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?

xUNiversal Gym Membership 2021-22

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 2021-22 from drop down and save