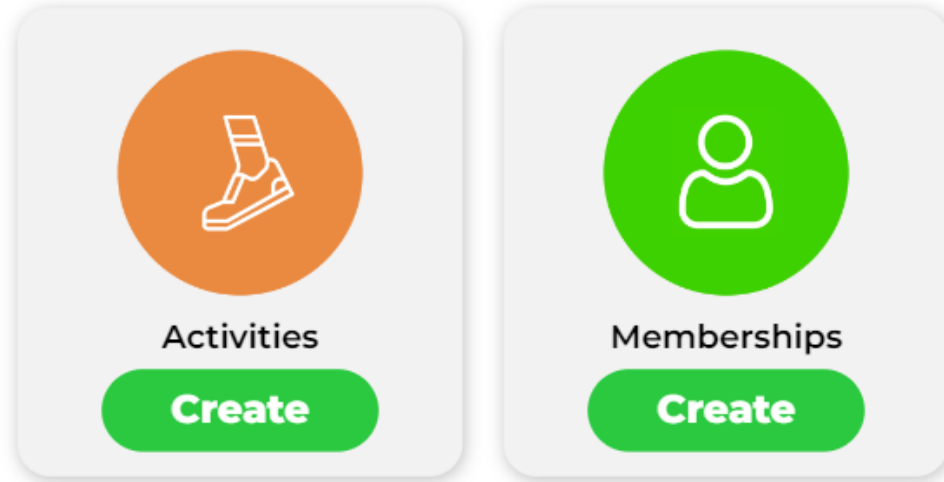


# UNIVERSAL GYM

How to set up your UNiversal Gym activity sessions



## What would you like to create



From your UNiversal Gym community homepage, select Activities - Create

## Create an activity

### Standard

Free

**With bookings**

- One-off or repeating activities
- Take bookings
- Take payments
- Booking register
- Booking confirmations
- Membership eligibility
- Promote through our marketing network

Select

**Without bookings**

- One-off or repeating activities
- Link to your own website or booking system
- Promote through our marketing network

Select

### Premium

Subscription Active

**Premium features**

**Standard features plus:**

- Booking forms
- Custom eligibility
- Booking date windows
- Add-ons
- Block bookings
- Tiered pricing
- Virtual queues
- Reminder notifications
- Promo videos
- Offline payments
- Live-stream / on-demand video
- Self Registration

Selected

Continue →

Select “Continue”, ensuring “Premium” has been selected

## Select the type of activity you would like to create

Playwaze can host your activities whether it takes place at a physical location, online via a streaming service or any previous recorded content you'd like participants to have access to.

Physical Activity

Live Stream

On-demand  
Content



Yes, I would like this session to be listed publicly

No, I don't want this session to be listed publicly

1. Physical Activity
2. Yes, I would like this session to be listed publicly

## Tell us about the activities you're running

The information provided here is displayed for participants of your activities so make sure the information is accurate. Confirm the session title and the type of activities for your participants to locate it easily.



Title\*

UNiversal|Gym Sessions

Category

General



Type of activity

Other



or [Other activities](#)

[Can't find your activity type?](#)

Activity Details – Fill in the details relevant to your session and upload an image  
Select 'General' as the Category  
Type of activity - 'Other'

## Describe the activity you're running for your participants

Write a short description for your activity. You will want to include any information that might be useful to your participants, all descriptions will be included in booking confirmations.

You can also include a short video for participants to preview your activity.

*Please enter your description here\**

**This field is required**



Link to a video

Upload a video

Specify the link (URL) of the video that describes your session

*Enter video link here*

Description – Add any specific details needed to inform participants looking to attend this session.  
You may add a video if you wish.

## Is your activity suitable for all participants?

Use the below filters to let your participants decide if your activity is suitable for them to attend.

Difficulty

Unspecified

Gender

Mixed

Disability

Age range

to

- Run an overflow list for when no places remaining. People can register their interest and you can let them know when places become available.**
- Allow people to register their own attendance. People who booked will receive a notification after the activity has finished, and they'll be able to set whether they attended or not.**

Here is where you will specify who is able to join the session. Gender should be 'Mixed' and the Disability and Age Range fields left blank if the session is open to everyone.

Please tick the bottom box, as this will allow participants to say whether or not they attended.

### Schedule when you would like your activities to take place

How often does your activities take place? You can find out more information about our scheduling options online in our knowledge base.

Repeating      One-off      Blocks

What is the duration of your activities (hours and minutes)?\*    10    0

Organiser: Sean Harris      Set a limit on the number of participants: 5

Venue\*: BUCS Office

If you'd like to open and close your bookings on certain days use the open and close settings below to create a booking window for your activities.

Open bookings: 5      Close bookings: Days before activity

Schedule when you would like your activity to take place.

Start\*  
13/10/2023 09:00

Repeating  
Weekly

M T W T F S S

Until (optional)  
31/09/2024

[+ Add more dates](#)

Scheduling – Choose when you would like your sessions to run: Dates, start time & duration, and whether it is a Repeating or One-Off session (most commonly repeating weekly)

You can also set a limit to the number of UNiversal Gym participants you can allow during this timeframe (e.g., Every Monday, limited to 10 participants from 9am to 5pm)



If you wish for different durations of activity at weekends, this needs to be set up as separate activity.



To set up multiple time periods within the same session, click '+Add More Dates'.

For example, you could set up all your days and times within the same Activity Session. e.g., Thursday 22/07 to 26/08 8am-11am (limited to 3 people), Thursday 22/07 to 26/08 11am-2pm (limited to 5 people), 22/07 to 26/08 2pm-5pm (limited to 2 people), etc.

This can be a big timesaver to set up and make your sessions easier to navigate, as opposed to having to create and scroll through a list of dozens of different sessions amongst the Activities list.

Three common scheduling options you may wish to consider:

Repeating Weekly – if you would like the gym to be available on set days weekly during a specific period of time for the same hours e.g., 9am – 5pm.

For example, UNIversal Gym is available from 1 November - 31 December, every day from 9am-5pm.

Repeating Weekly – if you would like the gym to be available every day during a specific period of but different opening hours with the same duration e.g., Monday 9am – 5pm, Tuesday 10am – 6pm etc.

Repeating Weekly – if you would like multiple sessions on the same day e.g., 11am – 1pm, 2pm – 4pm, 7pm – 9pm.

Please note if the duration of activity is different e.g., 9am – 5pm and then 10am – 4pm, these will need to be set up as separate activities.

# Activities

Filters

Find Activities



## Fitness - Senghennydd Rd

Next Session:

Date: 13/10/2023 at 06:45

Spaces left: unlimited

Organiser: Cardiff University Sport



## Fitness - Senghennydd Rd Weekend

Next Session:

Date: 14/10/2023 at 10:00

Spaces left: 80

Organiser: Cardiff University Sport



## Talybont Sport Training Village

Next Session:

Date: 13/10/2023 at 07:30

Spaces left: 50

Organiser: Cardiff University Sport



## Talybont Sport Training Village Weekend

Next Session:

Date: 14/10/2023 at 08:30

Spaces left: 55

Organiser: Cardiff University Sport

Two examples of different activities

1. Different times for different stages of the week
2. Multiple venues at the same institution

# Activities

Filters

Find Activities



**Weekdays 14:00-16:00  
(London Bridge)**

Next Session:  
Date: 13/10/2023 at 14:00  
Spaces left: 9  
Organiser: David Mudd



**Weekdays 14:00-16:00  
(Strand)**

Next Session:  
Date: 13/10/2023 at 14:00  
Spaces left: 10  
Organiser: David Mudd



**Weekdays 7:00-12:00  
(London Bridge)**

Next Session:  
Date: 16/10/2023 at 07:00  
Spaces left: 10  
Organiser: David Mudd



**Weekdays 7:00-12:00  
(Strand)**

Next Session:  
Date: 16/10/2023 at 07:00  
Spaces left: 10  
Organiser: David Mudd

Example:

1. Different times for different parts of the day
2. Multiple venues at the same institution

## Collect data or validate participant eligibility for your Session



Your session may only be suitable for certain participants, on this page you can control who is eligible to book by using forms. Forms allows you to specify who can book by categorising participants, for instance by age-range, gender or membership type.

If you have a Network and/or Community form it won't be shown below but will be automatically applied to be completed alongside any other forms you create/select.

BUCS UNiversal Gym - Default Form - Eligibility form

### BUCS UNiversal Gym - Default Form - Eligibility form - Preview

Membership

Select an option

Memberships

Membership Equals UNiversal Gym Membership 2023-24

What best describes you?\*

Select an option

Participant Eligibility – please ensure the set form is BUCS UNiversal Gym – Default Form – Eligibility Form

If you would like your Health Commitment Statement added to this section, please send the URL

## Is there a price for participants booking your activities?

No, I'm not taking any payments

Yes, I need to take payments

### Include Add-ons for your participants



Use add-ons to allow participants to add optional items or services that can be booked alongside your activities days. For example, a piece of equipment they may need to participate (Bike, Tennis racket) or a request for a later pick up time outside of your activities finishing.

Add Add-on 

Payments: No, I'm not taking any payments

## You can use QR codes to track attendance for your activities

No, I'd like to do this manually via the register.

Enable QR Codes

QR Code set up – QR codes allow the students to register their attendance at sessions in two different ways:

1. Send QR code to organiser – If this option is selected, the QR code will go to the organiser and when the student arrives at your gym, they will scan the QR code, and it will register their attendance.
2. Send QR to participant – If this option is selected, the QR code will be sent to the participant and then once they arrive at your facility you will scan, and this will register their attendance. Please note: For the staff to scan they must be logged into the UNiversal Gym system
3. You can select, No, I'd like to do this manually via the register (on BUCS Play)

Help guides can be provided for which option you select.

## Notifications

You use notifications to send prompts and reminders about your activities to both participants and organisers. People will receive notifications in the Playwaze app and via email depending on their system preferences. 

### Participant Notifications

Send a booking prompt  day(s) before your activities.

Send a booking reminder  day(s) before your activities.

### Organiser notifications

Send an attendance tracking reminder  hour(s) before your activities. 

Enable availability notifications for organisers. 

Notifications – This allows you to automatically send reminders to the participants who have booked to attend a session. Also, a reminder to the administration team to record attendance.

## Where would you like us to publish and promote your Activities?

You can tell us where you would like us to promote your Activities; either on your own website via your Playwaze-powered widget, and/or via public activity finders. *Remember, a session won't appear in an activity finder until 3 weeks before its start date - so if the start date is more than 21 days away you won't be able to see it.'*

I would like this Activities to be listed on my Activities widget, embedded on my website.

[What is my Activities widget, and how do i set it up?](#)

You have the option to embed the activities on your website if you wish.  
Then select - Finish