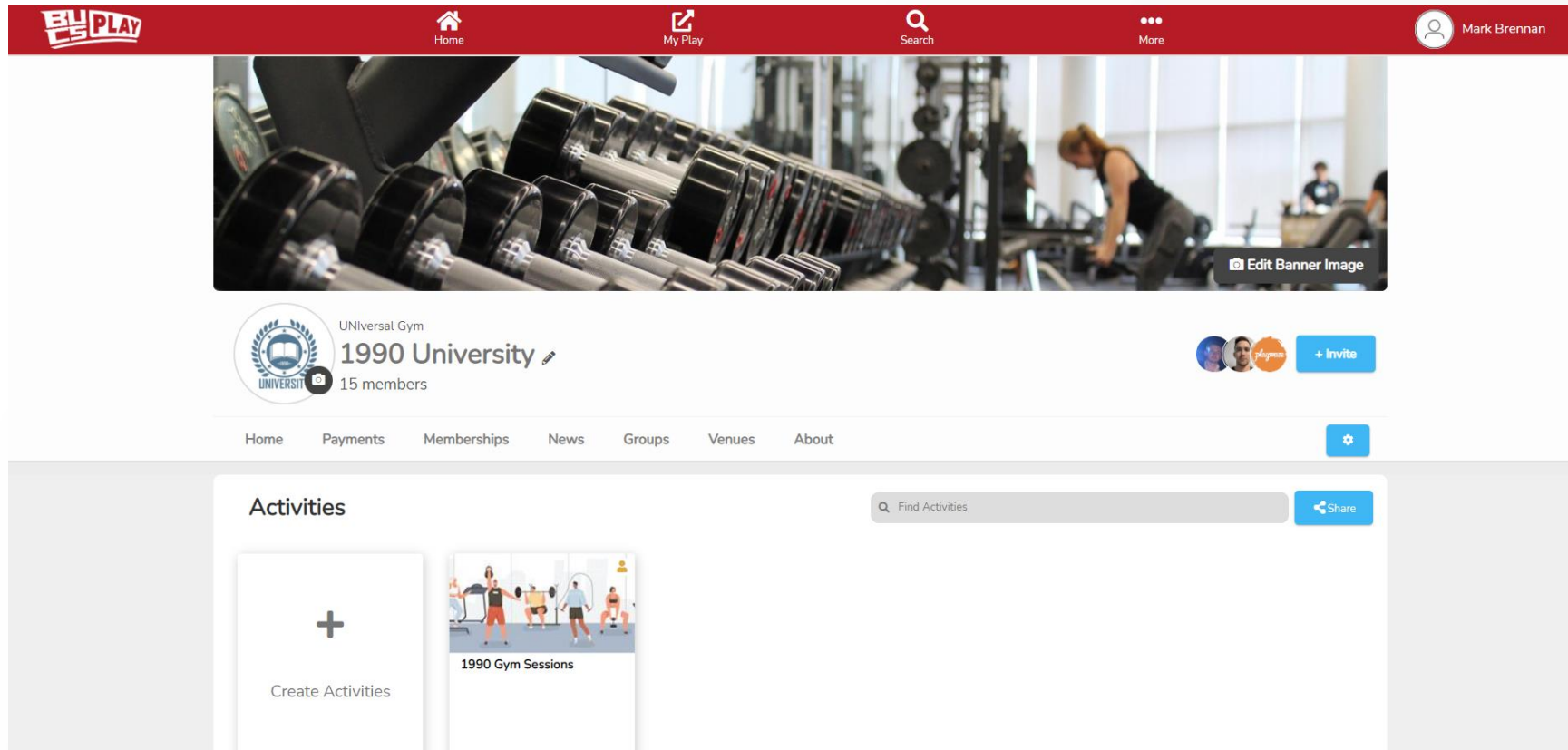




UNiversal Gym

How to set up your UNiversal Gym sessions.



From your Community click 'create activities'



playmaze

- 1 ACTIVITIES TYPE
- 2 ACTIVITIES DETAILS
- 3 DESCRIPTION
- 4 PARTICIPANTS
- 5 SCHEDULING
- 6 PAYMENTS
- 7 PARTICIPANT ELIGIBILITY
- 8 QR CODE
- 9 NOTIFICATIONS
- 9 PROMOTION AND PUBLISHING

What type of Activities do you want to create?

Physical Activity

Live Streamed Activity
Any activity delivered live over a streaming service on specific dates and times.

On Demand Content

Continue

Activity Type – Select **Physical Activity** then click Continue.



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- ✓ ACTIVITIES TYPE
- 2 ACTIVITIES DETAILS
- 3 DESCRIPTION
- 4 PARTICIPANTS
- 5 SCHEDULING
- 6 PAYMENTS
- 7 PARTICIPANT ELIGIBILITY
- 8 QR CODE
- 9 NOTIFICATIONS
- 9 PROMOTION AND PUBLISHING

Please give us some details about your Activities.



Activities title*

1990 UNiversal Gym Sessions

Select a category

General

Lets classify your activity with the most appropriate activity type, this will help us promote your activity in the right places and to the right people. You can either select from a defined list of sports/physical activities, or if your activity does not suit any of those options provided try select Other. If you want to suggest any new options or have a hard to define activity, please contact us.

Search physical activities

Other

or [Other activities](#)

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

Previous

Continue

Activity Details – Fill in the details relevant to your Session and Upload an Image. Select ‘**General**’ as the Category. Leave Physical Activities as ‘**Other**’. Then click Continue.



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- ✓ ACTIVITIES TYPE
- ✓ ACTIVITIES DETAILS
- 3 DESCRIPTION**
- 4 PARTICIPANTS
- 5 SCHEDULING
- 6 PAYMENTS
- 7 PARTICIPANT ELIGIBILITY
- 8 QR CODE
- 9 NOTIFICATIONS
- 9 PROMOTION AND PUBLISHING

Great. Now please add a description of your Activities

Give us a short description of your Activities that we can display to your participants. Remember the more detail you provide the more likely it is people will like the sound of it and want to attend. Useful information includes what happens at your Activities, who it is suitable for, and what participants should bring if they attend

Please enter your description here

Link to a video

Upload a video

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

Enter video link here

Previous

Continue

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



playmaze

- ✓ ACTIVITIES TYPE
- ✓ ACTIVITIES DETAILS
- ✓ DESCRIPTION
- 4 PARTICIPANTS**
- 5 SCHEDULING
- 6 PAYMENTS
- 7 PARTICIPANT ELIGIBILITY
- 8 QR CODE
- 9 NOTIFICATIONS
- 9 PROMOTION AND PUBLISHING

✕

Customise who your Activities are targeted at and suitable for

Specify who you want to reach with your activity so we can advertise your Activities to the right people.

Difficulty
Unspecified ▾

Gender
Mixed ▾

Disability
▾

Age range
_____ to _____

Previous Continue

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.



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- ✓ ACTIVITIES TYPE
- ✓ ACTIVITIES DETAILS
- ✓ DESCRIPTION
- ✓ PARTICIPANTS
- 5 SCHEDULING**
- 6 PAYMENTS
- 7 PARTICIPANT ELIGIBILITY
- 8 QR CODE
- 9 NOTIFICATIONS
- 9 PROMOTION AND PUBLISHING

Time to add the scheduling information for your Activities

Repeating One Off

Schedule the frequency of your activity by selecting, daily, weekly, bi-weekly or monthly and then confirm the days it takes place on.

Frequency Weekly ▼ On Monday Tuesday Wednesday Thursday Friday ▼

Activities start time* 09:00 🕒

[+ Add New Schedule](#) 📌

Series

Set the dates for when you want your activity series to take place from. You can also include booking deadlines, a limit on the number of participants, as well as your venue address

Series start date* 15/11/2021 📅 Series end date 22/12/2021 📅

Previous Continue

Scheduling – Choose when you would like your sessions to run: Dates, Times, and whether it is a Repeating or One-Off session. 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).



To set up multiple time periods within the same session, click '**+Add New Series**'. 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 also 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.

Two common scheduling options you may wish to consider:

Repeating Every Day – if you would like the gym to be available every day during a period of time. For example, UNiversal Gym is available from 1 November - 31 December, every day from 9am-5pm.

Repeating Every Week – a weekly reoccurring session within a specific timeframe. For example, every Monday, 9am to 5pm and Tuesday 10am to 4pm from 1 November - 31 December.



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- ✓ ACTIVITIES TYPE
- ✓ ACTIVITIES DETAILS
- ✓ DESCRIPTION
- ✓ PARTICIPANTS
- ✓ SCHEDULING
- 6 PAYMENTS**
- 7 PARTICIPANT ELIGIBILITY
- 8 QR CODE
- 9 NOTIFICATIONS
- 9 PROMOTION AND PUBLISHING

Would you like to take payments for your Activities?

No, I'm not taking any payments

Yes, I need to take payments


Add-ons

Make additional items available for your participants when they book onto your activity.

Add-on

Item Name

Max no. of items

Add Add-on 

Previous

Continue

Payments – Select '**No, this is a free activity**'. Then click Continue.



playmaze

- ✓ ACTIVITIES TYPE
- ✓ ACTIVITIES DETAILS
- ✓ DESCRIPTION
- ✓ PARTICIPANTS
- ✓ SCHEDULING
- ✓ PAYMENTS
- 7 PARTICIPANT ELIGIBILITY**
- 8 QR CODE
- 9 NOTIFICATIONS
- 9 PROMOTION AND PUBLISHING

Using Groups, automatically control participant eligibility for your Activities

Using Groups, you can fully control who can and cannot join your activity. You can create and edit your own Groups, and each Group can have a set of rules that you define. Based on your Group's rules, we then automatically manage who can and cannot join and attend your activity. This is commonly used where a membership is needed to attend but can also be based on other participant information, like age (to stop adults joining junior activities), or gender (to prevent males joining female only activities).

No, allow anyone to join

Yes, let's set it up

Participants must be in **ALL** of the following groups

UNiversal Gym Membership 2021-22

+ UNiversal mandatory data

-

-
Participants can be in **ANY ONE** of the following groups

-

+

-

Previous

Continue

Participant Eligibility – Ensure that '**Yes, let's set it up**' is selected. The necessary groups should be prepopulated. Ensure '**UNiversal Gym Membership**' is listed which will only allow UNiversal Gym Members to sign up to the session. You may wish to set up further eligibility criteria/custom obligatory data needed to join the session (although for the Pilot, we will not be setting up custom data fields).



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- ✓ ACTIVITIES TYPE
- ✓ ACTIVITIES DETAILS
- ✓ DESCRIPTION
- ✓ PARTICIPANTS
- ✓ SCHEDULING
- ✓ PAYMENTS
- ✓ PARTICIPANT ELIGIBILITY
- 8 QR CODE
- 9 NOTIFICATIONS
- 9 PROMOTION AND PUBLISHING

Would you like to take QR Code for your Activities?

Send QR codes to the organiser

Send QR codes to participants

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

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.

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.



playmaze

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- ✓ PARTICIPANTS
- ✓ SCHEDULING
- ✓ PAYMENTS
- ✓ PARTICIPANT ELIGIBILITY
- ✓ QR CODE
- 9 NOTIFICATIONS**
- 9 PROMOTION AND PUBLISHING

When would you like us to send our automated notifications

Notifications are sent via email or app notifications, based on each person's preference settings. These notifications are designed to engage your participants, act as free marketing for your activity and reduce your administration promoting and managing your activity.

We can automatically send your participants a notification requesting their availability for your activity each time it occurs. This not only acts as a reminder that your activity is taking place, but if they click to attend you will also know how many participants to expect; if a payment is required it will also get them to book their place and pay at that point.

We recommend sending the availability request notification 5 days before the activity.

Send the invitation and availability request notification days before the Activities.

We can automatically remind your participants that have expressed their intention to attend as a reminder notification.

We recommend sending the reminder 1 or 2 days before the activity.

Send reminder notification to participants that are attending days before the Activities.

We can also send an automated notification to your organiser reminding them to track attendance.

Send reminder notification to organiser to track attendance at your activity hours before each Activities

☐ Notify organiser when someone makes themselves unavailable

Previous

Continue

Notifications – This allows you to automatically send reminders to the participants who have booked to attend a session.



playwaze

- ✓ ACTIVITY TYPE
- ✓ ACTIVITY DETAILS
- ✓ DESCRIPTION
- ✓ PARTICIPANTS
- ✓ SCHEDULING
- ✓ PAYMENTS
- ✓ PARTICIPANT ELIGIBILITY
- ✓ NOTIFICATIONS
- 9 PROMOTION AND PUBLISHING

✕

Where would you like us to publish and promote your activity?

You can tell us where you would like us to promote your activity; either on your own website via your Playwaze-powered widget, and/or via public activity finders.

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

☐ I would like this activity to be published and promoted on all public activity finders.

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

Need help?

Previous FINISH

Promotion and Publishing – Select where you wish to promote your activity. Ensure that top option is ticked and then click **'Finish'**