



## British Universities & Colleges Sport

### UNIversal Gym

## Institutions - Frequently Asked Questions

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#### **How do we sign up for UNIversal Gym?**

You will be required to set up your UNIversal Gym community and activities via BUCS Play. For help guides and to discuss further, please contact Sean Harris on [sean.harris@bucs.org.uk](mailto:sean.harris@bucs.org.uk).

#### **Are we still using UNIversal Gym cards?**

No, UNIversal Gym has now been digitalised and membership is now approved via BUCS Play.

#### **If we have previously been part of the scheme, do we need to follow the online process?**

Yes, membership requests, booking and monitoring will all now take place via BUCS Play.

#### **What type of gym membership does an applicant require for UNIversal Gym?**

They require a gym membership with their university of study or work. UNIversal Gym membership can be incorporated into any gym membership you offer. If the member cancels their membership, they also need their UNIversal Gym membership to be de-activated via BUCS Play.

#### **How do we approve new UNIversal Gym memberships?**

Within your UNIversal Gym community page, under "UNIversal Gym Membership 2021-22 you will have the view to click on "pending". This will allow you to approve pending memberships.

#### **Can we make the gym available at specific days/times for UNIversal Gym members?**

Yes, absolutely! You can set this through the scheduling of activities within your UNIversal Gym community on BUCS Play.

#### **Can we set up one administration log-in for our UNIversal Gym community and share with reception staff?**

Yes, new admin accounts can be set through the membership section on your UNIversal Gym community page. You can also set up multiple accounts as administrators if required.

#### **Do institutions need to approve every time a member books a session?**

No, the attendee will receive a confirmation e-mail as well as a QR code if the institution is utilising that tool. The attendee then will be required to evidence booking on attendance.

#### **How do we record attendance via the attendee's QR code?**

You will need to be logged into your UNIversal Gym administrators' profile via BUCS Play. Then scan the QR code via a smart phone or tablet, using the camera function which will then confirm attendance via BUCS Play.

#### **How do we record attendance without a QR code?**

Through your activity set up on BUCS Play, select the required date and then the "manage bookings" tab. This will then bring up a list of those who have booked, and you can record attendance.