FitFlow

Gym Management System

User Guide

Member Management   Plans & Memberships   Check-In System   Reports & Analytics

Version 1.0 | 2025

Table of Contents

Quick Start

Core Features

Dashboard

Your central hub for monitoring gym operations at a glance.

Key Metrics

→ **Active Members:** Current count of members with active memberships

→ **Today's Check-Ins:** Real-time check-in counter

→ **Monthly Revenue:** Current month earnings

→ **Expiring Soon:** Memberships expiring in the next 7 days

Quick Actions

Add New Member: Quickly register a new gym member with or without immediate subscription

Quick Check-In: Fast member check-in using barcode scanning or manual search

Revenue Chart

Visual representation of monthly revenue trends. Track your gym's financial performance over the last 6 months.

Expiring Memberships Alert

Proactive list of members whose subscriptions are ending soon. Take action to retain members before expiration.

First-Time Setup

Welcome to FitFlow! Follow these steps to get your gym management system up and running quickly.

Step 1: Configure Gym Information

Navigate to Settings: Go to the Settings section from the main navigation

Enter Gym Details:

→ Gym Name (displayed on reports and member cards)

→ Phone Number

→ Address

→ Gender Restrictions (Mixed/Male Only/Female Only)

→ Preferred Language (English/Arabic)

Step 2: Create Your First Plans

Set up membership plans before adding members. Common plans include monthly, quarterly, and annual subscriptions.

Go to Plans Section: Click on "Plans" in the navigation

Add Plans: Create at least 2-3 basic plans (e.g., Monthly - 30 days, Quarterly - 90 days)

Step 3: Add Your First Members

Start building your member database. You can import existing members or add them one by one.

Step 4: Enable Auto Backup

Data Protection

FitFlow automatically creates daily backups when you launch the app. Backups are stored in Documents/FitFlow/Backups and kept for 30 days.

You're Ready!

Your gym management system is now set up. Start by adding members, creating subscriptions, and tracking check-ins. Explore the dashboard to monitor your gym's performance.

Member Management

Adding New Members

Step 1: Click "Add New" button in Members section

Step 2: Fill in member details:

→ Name (required)

→ Phone (required, unique)

→ Email (optional)

→ Gender

→ Address (optional)

→ Join Date

→ Notes (optional)

Step 3: Optionally add subscription immediately

Step 4: Click "Add Member"

Member Features

→ **Unique Barcode:** Auto-generated for each member

→ **Member Card:** Printable with barcode for quick check-ins

→ **Full History:** View all memberships and check-ins

→ **Status Tracking:** Active (has valid membership) / Inactive (never had membership) / Expired (had memberships, all expired)

Editing Members

Click the edit icon on any member row. Update details and save changes.

Viewing Member Details

Click member name to view complete profile including:

→ Personal information

→ Active and past memberships

→ Check-in history

→ Payment records

Plans Management

Creating Plans

Step 1: Navigate to Plans section

Step 2: Click "Add New Plan"

Step 3: Configure plan:

→ Plan Name

→ Duration (days)

→ Price

→ Features (optional)

→ Description (optional)

Step 4: Save the plan

Plan Types Examples

Plan Name	Duration	Typical Price
Monthly	30 days	Variable
Quarterly	90 days	Discounted
Annual	365 days	Best Value
Student	30 days	Discounted

Managing Plans

→ **Edit:** Modify plan details (price changes don't affect existing memberships)

→ **Deactivate:** Hide plans from new subscriptions while keeping historical data

→ **Filter:** View active or all plans

Memberships Management

Creating Memberships

Step 1: Go to Memberships section or Member profile

Step 2: Click "Add New Membership"

Step 3: Select member and plan

Step 4: Set dates:

→ Start Date

→ End Date (auto-calculated based on plan)

Step 5: Enter payment details:

→ Amount Paid

→ Payment Method (Cash/Card/Bank Transfer)

→ Payment Date

→ Notes (optional)

Step 6: Save membership

Membership Status

→ **Active** Currently valid subscription

→ **Upcoming** Starts in the future

→ **Expired** Past end date

Renewing Memberships

From member profile, create a new membership with start date after current expiration.

Filtering Memberships

→ Filter by status (Active/Expired/All)

→ Search by member name

→ Sort by date or member

Check-In System

Quick Check-In Widget

Method 1 - Barcode Scan: Scan member's barcode card for instant check-in

Method 2 - Manual Search: Search by name or phone number

Method 3 - Member ID: Enter member ID directly

Check-In Validation

→ **Active Membership:** Member must have valid subscription

→ **Warning:** Shows warning if member already checked in today

→ **Real-time:** Instant feedback on success/failure

Check-In History

View complete check-in log with:

→　Member name

→　Check-in date and time

→　Member status at check-in

→　Filter by date range

→　Export to PDF report

Member Check-In Card

Print member cards directly from member profile. Cards include:

→　Member name

→　Unique barcode

→　Member ID

→　Professional design

Reports & Analytics

Available Reports

1. Members Report

→ Complete member list

→ Status (Active/Inactive/Expired)

→ Join dates

→ Contact information

2. Memberships Report

→ All subscriptions

→ Active vs expired

→ Plan distribution

→ Revenue breakdown

3. Check-Ins Report

→ Daily/weekly/monthly attendance

→ Member activity patterns

→ Peak hours analysis

→ Date range filtering

4. Revenue Report

→ Payment collection summary

→ Payment method breakdown

→ Date range analysis

→ Month-over-month comparison

Generating Reports

Step 1: Select report type

Step 2: Apply filters (dates, status, etc.)

Step 3: Preview on screen

Step 4: Export to PDF

Settings & Configuration

General Settings

Gym Information

→ Gym Name

→ Phone Number

→ Address

→ Displayed on reports and member cards

Gender Restrictions

→ **Mixed:** Accept all members

→ **Male Only:** Restrict to male members

→ **Female Only:** Restrict to female members

Language

→ English

→ Arabic (RTL support)

→ Instant UI switch

Backup & Restore

Manual Backup

Step 1: Go to Settings

Step 2: Click "Create Backup"

Step 3: Choose save location

Step 4: Backup file created with timestamp

Auto Backup

→ Automatically runs on app launch

→ Creates daily backup

→ Keeps last 30 backups

→ Stored in Documents/FitFlow/Backups

Restore from Backup

Step 1: Click "Restore Backup"

Step 2: Select backup file

Step 3: Confirm restoration

Step 4: App restarts with restored data

Tips & Best Practices

🎯 Daily Operations

→ Check dashboard first thing every morning

→ Review expiring memberships weekly

→ Use quick check-in for efficiency

→ Print member cards for new members immediately

💰 Financial Management

→ Record payments immediately

→ Generate monthly revenue reports

→ Track payment methods for reconciliation

→ Review plan pricing regularly

🔒 Data Security

→ Create manual backups before major changes

→ Keep backup files in multiple locations

→ Test restore process periodically

→ Never delete backup files

📊 Growth Strategies

→ Monitor check-in trends to identify peak hours

→ Track member retention through renewal rates

→ Use expiring list for retention campaigns

→ Analyze plan popularity to optimize pricing

Keyboard Shortcuts

Action	Shortcut
Quick Check-In	Focus on barcode input (always active)
Search Members	Click search box
Add New Item	Click "Add New" button

Support & Contact

Common Issues

Check-in not working

→ Verify member has active membership

→ Check barcode is scanning correctly

→ Try manual search instead

Member shows as inactive

→ Check membership end date

→ Create new membership if expired

→ Verify payment was recorded

Backup fails

→ Check disk space

→ Verify write permissions

→ Close the app and restart

System Requirements

→ **Operating System:** Windows 10/11 (64-bit)

→ **RAM:** 4GB minimum, 8GB recommended

→ **Storage:** 500MB free space