



**The Smart Solution to Grow your Sports & Fitness Business**

## **USER GUIDE**

BETA V.1.0.

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Thank you for joining uDare Family. Kindly follow the simple steps illustrated in this User Guide to set up your Venue Account and please do not hesitate to contact us at [hello@udaresports.com](mailto:hello@udaresports.com) should you need any assistance.

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*Coming Soon*

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Posts & Followers

08

Staff & Roles

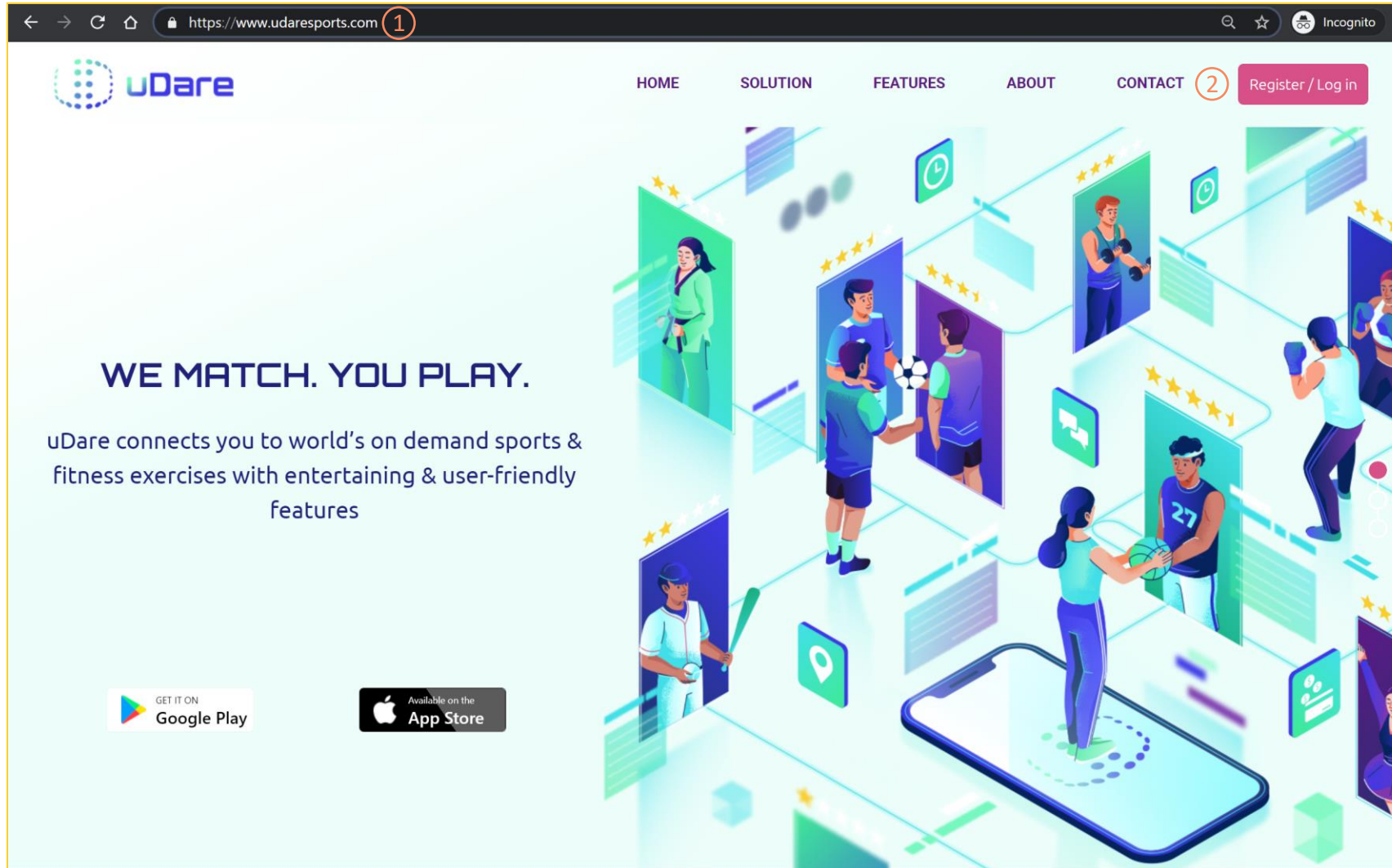
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# 01. Log In



① Go to [www.udaresports.com](https://www.udaresports.com)

② Click on **Register / Log in**

# 01. Log In



**SPORT VENUES**  
**We warmly welcome you to join uDare Family**

We provide solutions to all the essentials that you need in order to manage and grow your Sports & Fitness business.

- Branded Admin. Website Panel & App
- Online Bookings & Payments
- Single & Multi Venue Management
- Memberships & Single Pass
- Promotional Videos
- Venue Sports Feed
- Customer Reviews & Ratings
- Staff & Roles Management
- Financials & Reports

**Email** ①

**Password** ②

Forgot your password? ③

☐ Remember Me

**Log In**

Create a new account in quick and easy steps.

- ① Enter registered Email address
- ② Enter password
- ③ Reset password

## 02. Profile

The screenshot shows a web application interface for a profile management system. On the left is a blue sidebar with a 'Management' menu containing options like Profile, Basic Info., Bank Info. & Docs., Sports, Gallery, Trainers, Memberships & SP, and Zones & Slots. The 'Basic Info.' option is highlighted with a red circle 1. The main content area has a header with a user profile and a 'Basic Information' section with 'SAVE' and 'CLOSE' buttons. Below this is a 'Venue Info.' section with a 'Hide' button (annotated with red circle 2) and form fields for Venue Name, Email, Country, City (annotated with red circle 3), Contact Number, and Bio (annotated with red circle 4). The 'Sections & Facilities' section has a 'Hide' button (annotated with red circle 5) and two dropdown menus for 'Sections' (annotated with red circle 6) and 'Facilities' (annotated with red circle 7). At the bottom are 'Timings' and 'Address' sections, each with a 'Show' button.

Management

Profile

1 Basic Info.

Bank Info. & Docs.

Sports

Gallery

Trainers

Memberships & SP

Zones & Slots

welcometoudare

Basic Information

SAVE CLOSE

Venue Info. 2 Hide

Venue Name welcometoudare

Email welcometoudare@gmail.com

Country United Arab Emirates

City Location 3

Contact Number 023052417

Bio (Max: 150) 4

Sections & Facilities 5 Hide

Sections Sections 6

Facilities Facilities 7

Timings Show

Address Show

① Click on **Management** → **Profile**  
→ **Basic Info.**

② Click on **Venue Info.**

③ Select city

④ Enter biography

⑤ Click on **Sections & Facilities**

⑥ Select sections

⑦ Select facilities

# 02. Profile

Management

Profile

Basic Info.

Bank Info. & Docs.

Sports

Gallery

Trainers

Memberships & SP

Zones & Slots

Basic Information

Venue Info.

Sections & Facilities

Timings

Address

SAVE

CLOSE

Show

Show

1 Hide

Show

Monday	<div><div></div></div>	2	--:-- --	--:-- --
Tuesday	<div><div></div></div>		--:-- --	--:-- --
Wednesday	<div><div></div></div>		--:-- --	--:-- --
Thursday	<div><div></div></div>		--:-- --	--:-- --
Friday	<div><div></div></div>		--:-- --	--:-- --
Saturday	<div><div></div></div>		--:-- --	--:-- --
Sunday	<div><div></div></div>		--:-- --	--:-- --

- 1 Click on *Timings*
- 2 Set up operating days & timings

## 02. Profile

The screenshot displays the UDARE profile management interface. On the left is a blue sidebar with a 'Management' menu containing options like Profile, Basic Info., Bank Info. & Docs., Sports, Gallery, Trainers, Memberships & SP, and Zones & Slots. The main content area has a header with a user profile 'welcometoudare' and a green bar with a notification bell, power icon, and email 'welcometoudare@gmail.com'. The 'Basic Information' section is active, showing fields for Venue Info., Sections & Facilities, Timings, and Address. The Address field is highlighted with a red circle '1' and a 'Hide' button. Below it is a map interface with a search bar 'Enter a location' (circled in red with '2'), 'Map' and 'Satellite' tabs, and a map of the United Arab Emirates showing major cities and roads. A red circle '3' is placed near the 'SAVE' and 'CLOSE' buttons at the top right of the Basic Information section.

① Click on **Address**

② Enter location

③ Click on **Save**

*Note: ensure that your address is registered in Google Maps*

## 02. Profile


The screenshot shows the 'Bank Information & Documents' form in the UDARE system. The form is titled 'Bank Information & Documents' and includes the following fields and buttons:

- Bank Name\*** (Field 2) with an **UPLOAD** button.
- Bank Branch Name\*** (Field 3) with an **UPLOAD** button.
- Bank Account Holder's Name\*** (Field 4) with an **UPLOAD** button.
- Bank Account Number\*** (Field 5) with an **UPLOAD** button.
- Swift Code\*** (Field 6) with an **UPLOAD** button.
- IBAN Number\*** (Field 7) with an **UPLOAD** button.
- Trade License\*** (Field 8) with an **UPLOAD** button.
- Trade License Expiry Date\*** (Field 9) with a date picker and an **UPLOAD** button.
- Copy of Owner's Passport** with an **UPLOAD** button.
- Bank Account Confirmation Letter** with an **UPLOAD** button.
- Copy of Owner's ID** with an **UPLOAD** button.

The form is numbered 1 through 10, indicating the sequence of steps to complete it. The form is titled 'Bank Information & Documents' and includes a 'SAVE' button and a 'CLOSE' button in the top right corner.

- ① Click on **Management** → **Profile** → **Bank Info. & Docs.**
- ② Enter bank name
- ③ Enter bank branch name
- ④ Enter bank account holder's name
- ⑤ Enter bank account number
- ⑥ Enter swift code
- ⑦ Enter IBAN number
- ⑧ Upload trade license
- ⑨ Enter trade license expiry date
- ⑩ Click on **Save**





Management

Profile

Basic Info.

Bank Info. & Docs.


**1** Sports




Gallery

Trainers

Memberships & SP

Zones & Slots

welcometoudare

welcometoudare@gmail.com

Sports

CLOSE

uBalance [Lifestyle]

Gym Yoga Zumba **2** ×

uBoost [Combat Sports]

Category

uBounce [Ball Games]

Category

uFly [Sky Sports]

Category

uFreeze [Winter Sports]

Category

uSelect [Many More!]

Category

uSplash [Water Sports]

Category

**3** + Request

- ① Click on **Management** → **Profile** → **Sports**
- ② View of sports that your Venue currently provides services
- ③ Click on **+ Request** to request in adding more sports

## 02. Profile

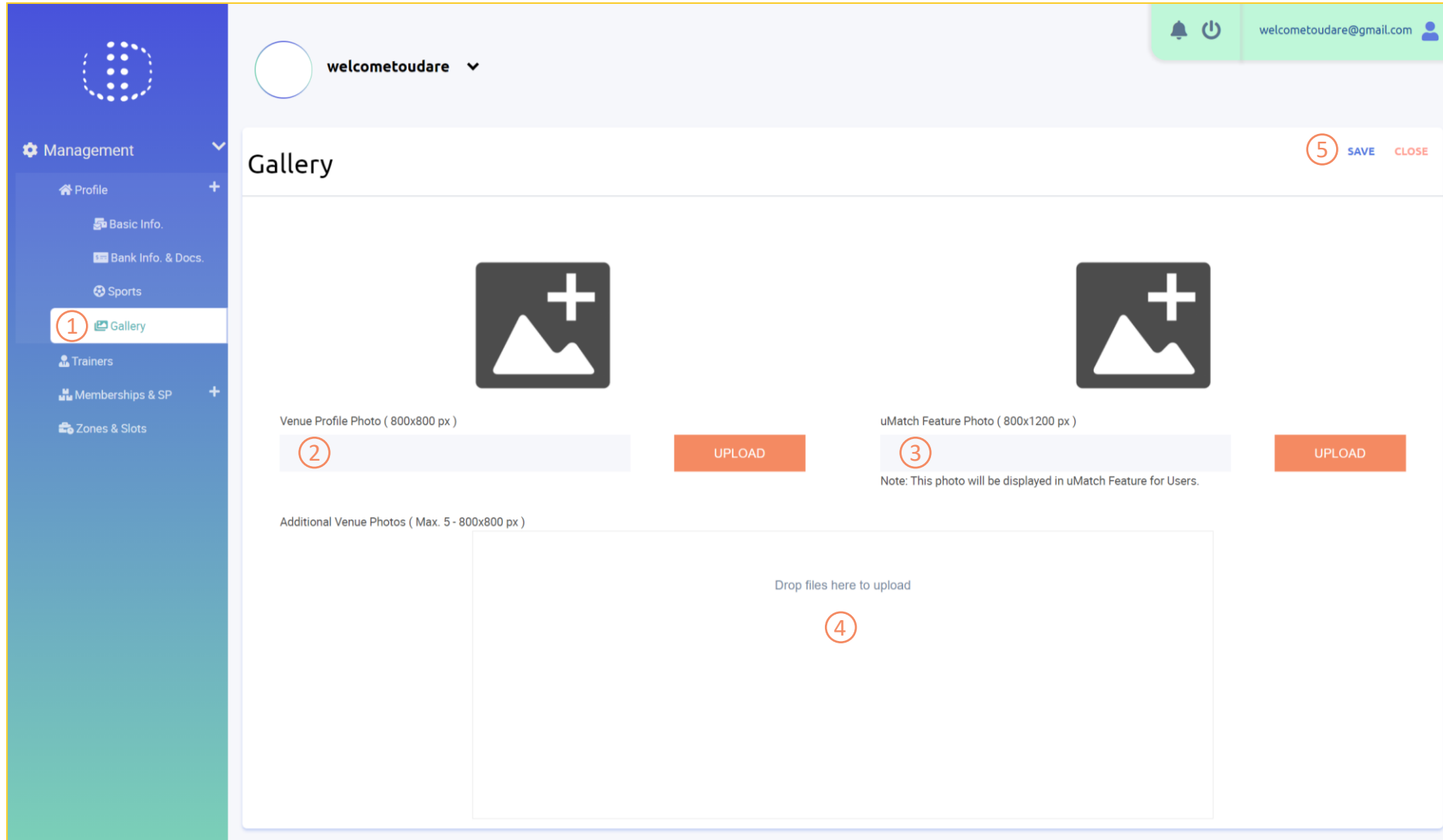
① For requesting to add sports in your Venue, select from uDare Category

② For requesting non-existing sports in uDare Platform, you may manually request in 'Request for New Sports' field – it will be evaluated & response will be provided via Email

③ Click on **Submit**

*Note: adding sports in your Venue requires an amendment of existing contract with uDare Team*

## 02. Profile




① Click on **Management** → **Profile**  
→ **Gallery**

- ② Upload venue profile photo
- ③ Upload uMatch Feature photo
- ④ Upload additional venue photos
- ⑤ Click on **Save**

*Note: follow the recommended pixel*

# 03. Trainers




Management



Profile

1 Trainers

Memberships & SP

Zones & Slots

welcometoudare

welcometoudare@gmail.com

Trainers 0

2 + New

EXPORT

NAME	PHONE	EMAIL	SPORTS	EXPERTISE
No data available in table				

Showing 0 to 0 of 0 entries

- 1 Click on **Management** → **Trainers**
- 2 Click on **+ New** to add trainers

## 03. Trainers

The screenshot shows the 'New Trainer' form in the UDARE management system. The form is titled 'New Trainer' and includes fields for Name, Email, Phone, Language, Bio, Expertise, Venue, Sport, Status, and a Photo upload area. Numbered callouts 1 through 10 indicate the sequence of steps to complete the form.

1 Enter name

2 Enter Email address

3 Enter phone number

4 Enter language

5 Enter biography

6 Enter expertise

7 Select relevant sports

8 Configure status


9 Upload photo

10 Click on **Submit**

- 1 Enter name
- 2 Enter Email address
- 3 Enter phone number
- 4 Enter language
- 5 Enter biography
- 6 Enter expertise
- 7 Select relevant sports
- 8 Configure status
- 9 Upload photo
- 10 Click on **Submit**

*Note: follow the recommended pixel*

# 03. Trainers




Management



Profile

Trainers

Memberships & SP

Zones & Slots

welcometoudare

welcometoudare@gmail.com

Trainers 0

+ New

EXPORT

	NAME	PHONE	EMAIL	SPORTS	EXPERTISE
<input checked="" type="checkbox"/>	Trainer ABC	XXXXXXXX	ABC@gmail.com	Gym	Weight Loss, Core Balance

Showing 1 to 1 of 1 entries 1 row selected

Edit

Delete

1

1 Edit/Delete trainers

# 04. Memberships & Single Pass



- ① Click on **Management** → **Memberships & SP** → **Memberships & SP**
- ② Click on **+ New** to create Memberships & Single Pass

## 04. Memberships & Single Pass

The screenshot shows the 'Create New Membership' form in the UDARE system. The form is titled 'Create New Membership' and includes the following fields and sections:

- Name** (1): A text input field.
- Type** (2): A dropdown menu with 'MembershipType' selected.
- Status** (3): A dropdown menu with 'Status' selected.
- Price** (4): A text input field.
- Discount Percentage** (5): A text input field.
- Discount Days** (6): A text input field.
- Discounted Price**: A text input field.
- Description (Max: 150)** (7): A text input field.
- Sport & Trainers**: A section containing a **Sport** (8) dropdown menu, an **Add Trainer** (9) button, and a **remove** button.

The form is annotated with numbered red circles 1 through 10, corresponding to the instructions on the right.

- ① Enter name
- ② Select type
- ③ Configure status
- ④ Enter price
- ⑤ Enter discount % (if applicable)
- ⑥ Enter discount days (if applicable)
- ⑦ Enter description
- ⑧ Select relevant sport
- ⑨ Select relevant trainer & enter price (if applicable)
- ⑩ Click on **Submit**



# 04. Memberships & Single Pass

Management

Profile

Trainers

Memberships & SP

Memberships & SP

Zones & Slots

welcometoudare

Memberships & SP

Active 2 | Expired 0

Membership

6 Months

2021 New Year Promotion

2

500.00

450.00

Single Pass

1 Day


Day Pass for All Sessions

40.00

Admin Admin

- 1 View **Active & Expired**
- 2 Click on created Memberships or Single Pass to edit

# 05. Zones & Slots



Management

Profile

Trainers

Memberships & SP

1

Zones & Slots

welcometoudare

welcometoudare@gmail.com

Zones & Slots

2

+ New

EXPORT

NAME	CAPACITY	STATUS
No data available in table		


Showing 0 to 0 of 0 entries

<

>

- ① Click on **Management** → **Zones & Slots**
- ② Click on **+ New** to create a zone

# 05. Zones & Slots




Management



Profile


Trainers

Memberships & SP

Zones & Slots

welcometoudare



welcometoudare@gmail.com

Create New Zone

Zone Name

Max. Capacity

Status

1

2

3


4

SUBMIT

RESET

- 1 Enter zone name
- 2 Enter maximum capacity
- 3 Configure status
- 4 Click on **Submit**

# 05. Zones & Slots



Management

Profile

Trainers

Memberships & SP

Zones & Slots

welcometoudare

▼

Zones & Slots

NAME

CAPACITY

STATUS

✓

Studio #1

12

Active

Showing 1 to 1 of 1 entries 1 row selected

+ New

EXPORT

⋮


Edit

Delete

1

1 Edit/Delete zones

# 05. Zones & Slots



Management

Profile

Trainers

Memberships & SP

Zones & Slots

welcometoudare

Zone

SAVE

CLOSE

Zone Info.

Hide

Zone Name

Studio #1

Max. Capacity

12

Status

Active

Gallery

Hide

Main Photo ( 800x800 px )

1

UPLOAD

Additional Photos (Max. 5)

2

Drop files here to upload

- ① Upload main photo
- ② Upload additional photos

*Note: follow the recommended pixel*

# 05. Zones & Slots

Management

▼

Profile

+

Trainers

+

Memberships & SP

+

Zones & Slots

welcometoudare

▼

🔔

🔌

welcometoudare@gmail.com

Zone

SAVE

CLOSE

Zone Info.

Show

Gallery

Show

Slots

Hide

mm/dd/yyyy

📅

clear

1

+ New

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Sunday

EXPORT

⌵

⋮

START TIME

END TIME

SPORT

DESCRIPTION

BREAK TIME

PRICE

MIN

MAX

SECTIONS

TRAINERS

STATUS

No data available in table

Showing 0 to 0 of 0 entries

Previous

Next

① Click on **+ New** to create slots

## 05. Zones & Slots

The screenshot shows a web application interface for managing zones and slots. A modal window titled "Zones & Slots" is open, displaying a form with 17 numbered fields. The form is organized into two columns. The left column contains fields for Start Date, Day, Start Time, Recurring Time, Price, Min. Required Participants, Expertise Level, Status, and Description. The right column contains fields for End Date, Sport, End Time, Break Time, Zone Capacity, Max. Allowed Participants, Sections, and Trainer. The form also includes a "SAVE" button at the bottom right and a "CLOSE" button at the bottom left. The background shows a sidebar with "Management" and "Zones & Slots" options, and a main area with "Zone Info", "Gallery", and "Slots" sections.

- ① Select start date
- ② Select end date
- ③ Select day(s)
- ④ Select sport
- ⑤ Enter start time
- ⑥ Enter end time
- ⑦ Enter recurring time
- ⑧ Enter break time
- ⑨ Enter price
- ⑩ Enter minimum required participants
- ⑪ Enter maximum allowed participants
- ⑫ Select expertise level
- ⑬ Select sections
- ⑭ Configure status
- ⑮ Select trainer
- ⑯ Enter description
- ⑰ Click on **Save**

# 05. Zones & Slots

Management

welcometoudare

welcometoudare@gmail.com

Zone

SAVE

CLOSE

Zone Info.

Show

Gallery

Show

Slots

Hide

01/04/2021

clear

+ New

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Sunday

EXPORT

	START TIME	END TIME	SPORT	DESCRIPTION	BREAK TIME	PRICE	MIN	MAX	SECTIONS	TRAINERS	STATUS
1	11:00	12:30	Yoga	Yoga Class for Beginners!		250	6	12	Unisex	Trainer ABC	Active

Showing 1 to 1 of 1 entries

1 Edit/Delete slots

Edit

Delete

Previous

1

Next