

# YOUR FERNWOOD ONBOARDING CHECKLIST

KEY POINTS TO COVER	
Introduce members to each other	
Check that all members have access to MyFernwood - if not have a staff member assist them following the group induction	
Show them how to view MyPassport in MyFernwood	
Shown how to use 3 pieces of cardio equipment and explain the benefits of cardio training - why do we do it, recommended duration etc. - Treadmill, Bike, Cross Trainer, Rower, Stepper	
Reminder of 24-hour security procedures	
Reminder of hygiene procedures	
Promote benefits of various classes including group fitness, cycle and wellness and show them how to book on the Fernwood APP and purchase sessions  (If your club offers virtual fitness, explain how this works and the benefits)	
Briefly explain different features of the APP - What are MOVEs and the club ranking (promote HRM and Polar HR belt benefits) - My Movement section for tracking workouts - Results section for viewing body scan results (if applicable) - Profile section settings - Show them where to book in and purchase Personal Training	
Explain what FIIT30 and FIITRIGHT sessions are, the benefits and differences and how to book their 3 complimentary sessions in	
Invite them to the next new member event and why it is beneficial to come along	
Ensure all members have booked their Health & Wellness Check In	