

MEMBERSHIP AGREEMENTS

1. Signing up a member with their membership:

A. When a member picks their membership option they would like to take advantage of going to ABC computer and hover your mouse over MENU and Click WRITE NEW AGREEMENT. Choose the membership option.

B. Once the Tabs on the left appear navigate down the tabs and fill in all necessary information regarding them, barcode, picture, and billing information.

C. After information is inputted PDF will pop up and will ask for initials and signatures for the required zones.

D. Go over the electronic membership agreement, understand what everything it says as you will be responsible for explaining to new members. Always ask if a member has any questions.

A few things to be very specific with when explaining agreements are:

- The Minimum Term of agreement (if any) and Cancellation Policy.
 - Cancellation Policy: Members can cancel by coming into the club and sign an electronic cancellation form or send a written certified letter to the club. All cancellations require a 30 day notice.
- The Club Enhancement Fee amount and date.
 - \$42.53 (after tax) Billed 90 days out from join date.
- The Courtesy buyout Fee is \$89 to cancel before the term of the agreement is met (if applicable). After the term, the membership continues billing on a month to month basis until the member should choose to cancel.

AGREEMENT EXPLANATION: (VIEW THE VIDEO)

1. Payment Plan/Membership chosen (Asks for initials that cancellation and terms were explained.

A. Your membership is for a period of (number of months) months in which it is billed (Biweekly price) every 2 weeks. After the initial term of (number of months) membership will go on a monthly basis in which you can cancel anytime with a 30 day notice. Your membership price is grandfathered and is not subject to change. If you agree INITIAL ON PAD.

2. What they are paying and when payments will start (Asks for signature of member acknowledgment)

A. You want to give a member a brief description of what they are paying today and the breakdown of all their payments.

Enrollment fee (if associated) which is a 1 time payment

Processing fee (\$10) this covers your scan card and any future scan card replacements

First biweekly payment (if associated)

Total Contract price: Everything above plus taxed. (This is what they are paying today)

1st pay schedule: When their Biweekly billing will start this is what they will see recurring every 2 weeks.

Club Enhancement Fee: \$42.53. Billed 90 days out and is 1x year for the general upkeep of our facility since our membership costs are so low. This fee goes to the club for renovations, new club additions, and new equipment.

3. Credit Card/ EFT billing signature. (Members signature)

A. This is where they sign for authorization of use of their CC or EFT for their membership billing.

4. Liability. (Initials)

A. You want to explain to them that this part is for liability on the facility. They assume all risks and are responsible for following all rules in the club etc.

5. Credit Card/ EFT billing authorization for POS purchases and billing.

A. This is back up for their CC authorization.

After you explain their agreement and they agree with everything you stated to them. You click on the finishing signing button at the top right and Then click on pay at the bottom. This will go to the POS for their initial payment for their membership.

After you will Book a Gameplan with a trainer for their goals and get them set up with VITABOT AND GET REFERRALS FOR MORE MEMBERSHIPS. Explain the Perkville reward systems