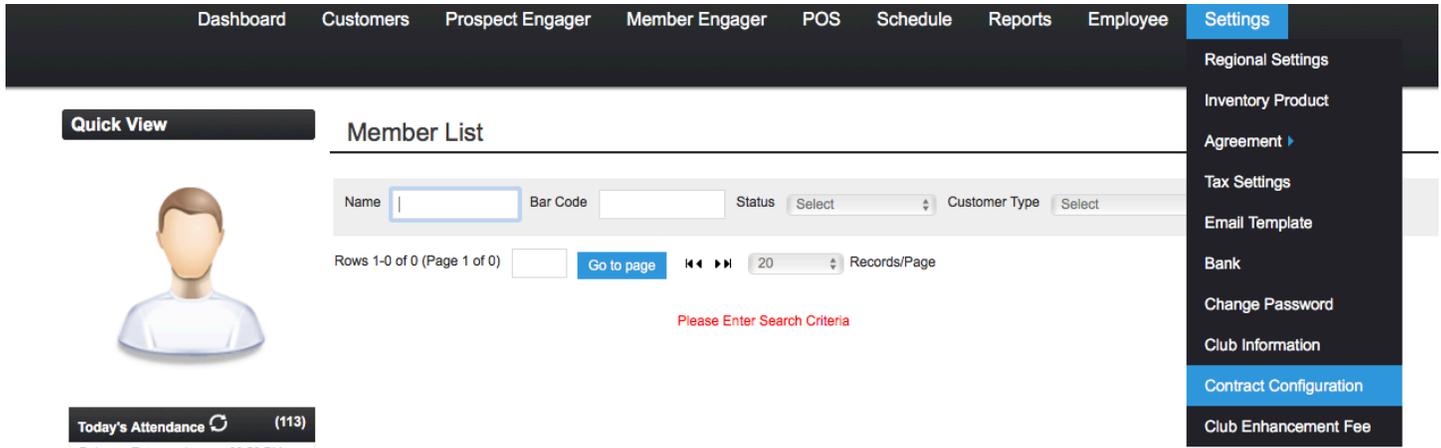


# Club Configuration Training Document

1. To access the club configuration page you will need to log into your club side of Fitware → Settings → Club Configuration



2. Click on the blue Membership Terms and Conditions box.

## Contract Configuration

### Select Contract Type

### Membership Terms and Conditions

Use this tool to configure your Club's Membership Terms and Conditions. The primary member for each membership will sign these terms, which contain membership and payment details.

3. Please read the terms of use at the top and go through each section and fill out.

When you click on either the Membership Agreement Document and Club Usage Terms icon it will bring up what the standard agreements will look like. \*\*Only the primary member on an account will need to sign the membership agreement document. The primary member and any secondary members on the membership will need to sign the Club Usage Terms document. \*\*



View All Config

Field(s) marked with \* are mandatory

Terms of Use

Before using the online Membership and Club Usage Terms and Conditions Configuration Tool, you must agree to the Terms of Use. We can't emphasize enough your need to comply with state and local laws and the importance of having your legal counsel review this document before you use it.

Definition

"I" refers to the Snap Fitness franchisee or designated representative accessing the Configuration Tool on this site.

I understand that the Configuration Tool accessible here is provided by Snap Fitness, Inc. to configure my own Membership and Club Usage Terms and Conditions. It is my responsibility to check with state, municipal and other appropriate authorities to ensure that my Membership and Club Usage Terms and Conditions comply with local statutes and regulations. I understand that Snap Fitness, Inc., is not responsible for reviewing my state and local laws and regulations. It is my responsibility to do so. I am responsible for contacting Snap Fitness, Inc. to request changes to these documents. I voluntarily waive my right to make a legal or equitable claim of any sort against Snap Fitness, Inc., and all of its affiliates, employees, agents, successors and assigns, including but not limited to claims for damages or contribution, arising out of or in any way related to my use of this Tool to conduct business as a Snap Fitness franchisee.

I agree with the above Terms of Use

Contract Document Template Membership Terms and Co \*

Preview Membership Agreement Document
Preview Club Usage Terms

Business Registration Number

This is your business (non-U.S.) or health club/spa registration number (required in some but not all states). This number will appear on your agreements.

Franchisee Business Name Snap Fitness Development, LLC

This is the legally registered name of your Franchisee Corporation or LLC Business.

Bond Surety/Bank Name

If you are required to post a bond in your state, insert your Bond Surety or Bank Name

Bond Surety/Bank Address

If you are required to post a bond in your state, insert your Bond Surety or Bank Address

Bond Surety Amount

If you are required to post a bond in your state, insert the amount.

Early Cancellation Fee 75.00 \*

This fee is charged if a member is signed under a 12-month agreement and cancels early. Typical cancellation fee is \$75. (All agreements display month-to-month, prepaid and 12-month membership options. You are only required to offer month-to-month agreements to members, however, prepaid and 12-month agreement options are highly recommended as they increase member retention.)

Cancellation Notice Days 30 \*

This is the number of days members have to cancel their agreement without penalty (typically between 3 and 10 days). Check with your local governing agency.

Minimum Age 16 \*

This is the minimum age you will permit to work out with no adult supervision (no younger than 16 years).

Freeze Fee 3.00 \*

The monthly processing fee you charge for a frozen membership (typically \$3 to \$7 per month).

Decline Fee 20.00 \*

This fee is charged to the member each month that their payment defaults.

Age Considered Adult: 18 \*

Age at which a member is considered an adult member

Age for Own Access Card 16 \*

Age at which a non-adult member can have their own access card

Age For Tanning Access 18 \*

Age at which a member is allowed tanning access

Club Opening Date

If your club is not open and you plan to offer pre-sales, insert the date your club will open.

Save Cancel

Below is a description on what each section on the club configuration means. The values or amounts you enter in for these section are what will reflect on your electronic membership agreement.

**Business Registration Number:** This is your business (non U.S.) or health club/spa registration number (required in some states, but not all). This number will appear on your agreement.

**Franchisee Business Name:** This is the legally registered name of your Franchisee Corporation or LLC Business.

**Bond Surety/Bank Name:** If you are required to post a bond in your state, insert your Bond Surety or Bank Name.

**Bond Surety/Bank Address:** If you are required to post a bond in your state, insert your Bond Surety or Bank Address.

**Bond Surety Amount:** If you are required to post a bond in your state, insert the amount.

**Early Cancellation Fee:** This fee is charged if a member is signed under a 12-month agreement and cancels early.

**Cancellation Notice Days:** This is the number of days' members have to cancel their agreement without penalty (typically between 3 and 10 days). Check with your local governing agency.

**Minimum Age:** This is the minimum age you will permit members to work out in your gym with no adult supervision (no younger than 16 years).

**Freeze Fee:** The monthly processing fee you charge for a frozen membership (typically \$3 to \$7 per month).

**Decline Fee:** This fee is charged to the member each month that their payment defaults, also known as NSF fee.

**Age Consideration Adult:** Age at which a member is considered an adult member.

**Age for Own Access Card:** Age at which a non-adult member can have their own access card.

**Age for Tanning Access:** Age at which a member is allowed tanning access.

**Club Opening Date:** If your club is not yet open and you plan to offer pre-sales, insert the date your club will open.

4. Once you finish filling in all of the required fields please click the 'Save' icon on the bottom right of the form.

A blue rectangular button with the word "Save" written in white text.