

F105: Selling PT Services and Additional Services

(Explains how to sell PT Services and Additional Services, both at time of sign-up, as well as later in the membership.)

1. Overview
2. Selling PT or Additional Services at Time of Membership Purchase
3. Selling PT or Additional Services Later in a Membership

Overview

1. *PT* refers to Personal Training. *Additional Services* refers to Plus, Tanning, Massage, etc.
2. These may be purchased by a member at the time of sign-up, or later in the membership - this course covers both situations.
3. This course covers selling of these services only.

Selling PT or Additional Services at Time of Membership Purchase

1. Enter the membership as usual.
2. When you arrive at the Point of Sale screen, you will see a **PT Service** button and **Additional Service** button at the upper-right corner:

POS/Add Invoice



Please click on Add Product/Service button to select Product or Service.

John Smith

Inventory Item **PT Service** Additional Service

Item Name	Category	Type	QTY	Price(\$)	Tax (%)	Total(\$)	Edit	Delete
Single - Reciprocal	Reciprocal	Membership Plan	1	19.29	Sales Tax(6.8750%)	20.62		
Membership Plan Sign up	Reciprocal	Membership Plan Sign up	1	29.00	Sales Tax(6.8750%)	30.99		
						Subtotal(\$)	48.29	
						Tax Total(\$)	3.32	<input type="checkbox"/> No Tax
						Grand Total(\$)	51.61	

Check Out

3. Click **PT Service** or **Additional Service**, and enter the information requested pertaining to the service you are selling (type of service, number of sessions, price per session, and so on).
4. As you add each PT Service or Additional Service, it appears as an item in the Shopping Cart.
5. After you have paid and checked out, the newly selected service(s) are automatically added to the member.

Selling PT or Additional Services Later in a Membership

1. Click **Member > View All**, then click on the member's name. This takes you to their member record.
2. Click the Point of Sale button in the Relate Bar:



3. You will see a **PT Service** button and **Additional Service** button at the upper-right corner:

POS/Add Invoice



Please click on Add Product/Service button to select Product or Service.

John Smith

Inventory Item

PT Service

Additional Service

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