

# Gym Owner Registration Process Documentation

Gymivida allows gym owners to publish their gyms on our platform so users can discover them, subscribe, and engage with their services. This document outlines the full registration and onboarding process for gym owners, from initial plan selection to final gym activation.

## 1. Discover Gymivida Plans

The registration journey starts on our [marketing website](#).

Here, gym owners can explore the available subscription plans:

- Basic
- Standard
- Enterprise

Each plan includes different features, levels of visibility, and management tools. The owner should review these options and choose the plan that best suits their gym's needs.

## 2. Request Registration Link

Once the admin or gym owner chooses a plan, they proceed by checking the box:

✓ “Send me a complete registration link”

By selecting this option, the owner requests to receive an email containing a personalized registration link to open their Gymivida account and onboard their gym.

## 3. Complete Gym Registration Form

After submitting the request, the gym owner receives an email with a secure link directing them to the full registration form.

The registration form consists of several steps:

### **3.1 Owner Account Information**

The owner enters their personal account details, including: Full name, Email address, Password, Phone number

This account will serve as the primary administrative login.

### **3.2 Gym Information**

Next, the owner provides essential gym data: gym name (English & Arabic), location full address, city and country, short description (English & Arabic), logo upload, additional branding images (optional), social media links (if available)

### **3.3 Gym Operational Details**

The owner then selects appropriate operational attributes:

- Gym Type: men only, women only, mixed (single branch or separate male/female branches)
- Amenities: (e.g., parking, showers, locker rooms, sauna, pool, etc.)
- Target Audience: (e.g., adults, kids, seniors, athletes, families)

**Once all details are completed, the owner submits the application.**

## **4. Submission Review (Within 2 Working Days)**

After submission: Our team reviews the provided information and verifies ownership and credibility.

In some cases, we may request additional documents, such as:

- Government-issued ID
- Proof of gym ownership or operating license
- Additional details required for verification

The review process typically takes 2 working days.

## **5. Acceptance or Rejection**

Based on the review, the owner receives one of the following:

- Acceptance Email – The gym is approved and ready for the final activation step.
- Rejection Email – The application did not meet requirements; reasons or additional steps may be provided.

## 6. Payment or Free Trial Activation

If the gym is accepted, the owner will be one step away from having their gym published.

### If a Free Trial Is Available

- Gymivida typically provides a 30-day free trial for new gyms.
- No payment is required during registration.
- A payment email or invoice link will be sent 7 days before the trial ends, giving the owner time to continue the subscription without interruption.

### If No Free Trial Is Available

- The owner receives a payment link immediately after acceptance and must complete payment before the gym is activated.

## 7. Gym Activation and Access

Once payment is confirmed—or if the free trial is active—the gym is published on Gymivida.

The owner will receive a confirmation email containing:

- **Admin Dashboard Access Link:** allows the owner to manage gym branches, subscriptions, trainers, classes, offers, and more.
- **Public Gym Page Link:** the user-facing page where customers can view and interact with the gym.

### Login Credentials

- The owner can log in using the email and password they set during registration.
- If the password is forgotten, they can reset it via the “Forgot Password” page on the website.

**This completes the Gymivida gym owner registration and activation process.**