

CSI > Programs > Contract > Contract List: Select Site. Click Add New.

Account: Account Verification

The Contract Wizard window will open as shown below. Enter new member’s Postal Code, Last Name, First Name and Middle Initial. Click Next when complete.

Search

Clear Search

Add New

Edit

Addendum

Find Member

Previous Pane

Next Pane

Programs

Member Management

Point of Sale

Check-In

CRM Management

A/R Entries

Inventory

Series Sales

Contract

Contract List

Lockers

Gift Cards

Case Management

Reports

Query Builder

Kid Care

Facility Management

Scheduler

Program Registration

Group X

Camp

Event Manager

Equipment Check-Out

Log Off Workstation

Corporate

Site Administration

Contract Wizard

AccountSub-AccountFinancialSummary

Account VerificationMembership SelectionAccount InfoUser Defined FieldsPicture

Account Verification Entry

Postal Code:

Last Name:

First Name:

MI:

Next

Contract Wizard

AccountSub-AccountFinancialSummary

Account VerificationMembership SelectionAccount InfoUser Defined FieldsPicture

Account Verification Entry

Postal Code:

Last Name:

First Name:

MI:

Next

The next screen will show a listing of members with same or similar names.
Disregard screen (even if matching name comes up)
**If Member is listed and Status is ACTIVE verify you are not signing up a current/active TAC Member.
Click Next.

Contract Wizard

Account

Sub-Account

Financial

Summary

Account Verification

Membership Selection

Account Info

User Defined Fields

Picture

Account Verification Results

First Name: Harry

Last Name: Potter

Postal Code: 99501

Did you mean one of these members?

Name	Rel.	Acct. No	Status	Site	Phone	Address
Hiroe Petrie	M	F094544	Inactive	FBKS Main	9074524732	322 Ketchikan Ave
Harry (Reed) Petrie	M	M20593	Inactive	TAC Main	(907) 538-0328	P.O.Box 242414

Previous

Next

A pop up window will appear asking if you want to skip account verification. Click Yes.

Skip Verification

An Existing Record wasn't selected. Do you want to skip account verification?

Yes

No

Account: Membership Selection

Select the Term for the appropriate membership type

12 Month: For members on a 12-Month Commitment Membership

Open Ended: For No Commitment / Month to Month, TEMP or REHAB Membership

To find the membership Type: Type in Membership Code (Example “120” for Gold Fitness Family, “125” for Gold Fitness Individual) or use the Next Page button to scroll through all available membership types

Contract Wizard

Account

Sub-Account

Financial

Summary

Account Verification

Membership Selection

Account Info

User Defined Fields

Picture

Membership Search

Membership Code:

Postal Code:

99501

Change

Membership Description:

Responsible Party

Physician

Search

Clear

110	Term	Initiation	Dues	Post Contract	Full Price
Gold Ten Fam	12 Month(s)	\$800.00	\$178.00	\$178.00	
	Open Ended	\$50.00	\$218.00	\$218.00	
115	Term	Initiation	Dues	Post Contract	Full Price
Gold Ten Ind	12 Month(s)	\$500.00	\$127.00	\$127.00	
	Open Ended	\$50.00	\$155.00	\$155.00	
120	Term	Initiation	Dues	Post Contract	Full Price
Gold Fit Fam	12 Month(s)	\$800.00	\$148.00	\$148.00	
	Open Ended	\$50.00	\$190.00	\$190.00	
125	Term	Initiation	Dues	Post Contract	Full Price
Gold Fit Ind	12 Month(s)	\$500.00	\$98.00	\$98.00	
	Open Ended	\$50.00	\$127.00	\$127.00	

Next Page

Previous

Next

Example for 120-Gold Fitness Family Membership

Highlight Term (do not select Full Price)

Click Next.

Contract Wizard

Account
Sub-Account
Financial
Summary

Account Verification
Membership Selection
Account Info
User Defined Fields
Picture

Membership Search

Membership Code:
Postal Code: 99501 Change
Search
Membership Description:
Responsible Party
Physician
Clear

110	Term	Initiation	Dues	Post Contract	Full Price
Gold Ten Fam	12 Month(s)	\$800.00	\$178.00	\$178.00	
	Open Ended	\$50.00	\$218.00	\$218.00	

115	Term	Initiation	Dues	Post Contract	Full Price
Gold Ten Ind	12 Month(s)	\$500.00	\$127.00	\$127.00	
	Open Ended	\$50.00	\$155.00	\$155.00	

120	Term	Initiation	Dues	Post Contract	Full Price
Gold Fit Fam	12 Month(s)	\$800.00	\$148.00	\$148.00	
	Open Ended	\$50.00	\$190.00	\$190.00	

125	Term	Initiation	Dues	Post Contract	Full Price
Gold Fit Ind	12 Month(s)	\$500.00	\$98.00	\$98.00	
	Open Ended	\$50.00	\$127.00	\$127.00	

Next Page

Previous
Next

Account: Account Info

Contract Wizard

Account
Sub-Account
Financial
Summary

Account Verification
Membership Selection
Account Info
User Defined Fields
Picture

Harry W Potter
Main

Membership: 120
Term: 12 Month(s)

Name
Salutation:
Last Name: Potter
First Name: Harry
Middle Initial: W

Personal Information
Date of Birth:
Gender: Male
Marital: Undisclosed
Social Security Number:
Emergency Contact:
Home:
Grade: None

Account Information
Account No:
Scan Code:
Join Date: 06/07/2017
Salesperson: E Samuelson
Referred By:
Home Site: TAC East

Address
Home (Primary Address)
Address:
City/State/Province: Anchorage, AK 99501
Postal Code: 99501

Telephone
Home:
Business:
Mobile:
Other:

Email
Email 1:

Contact Preferences
Do Not Solicit

Edit
Delete

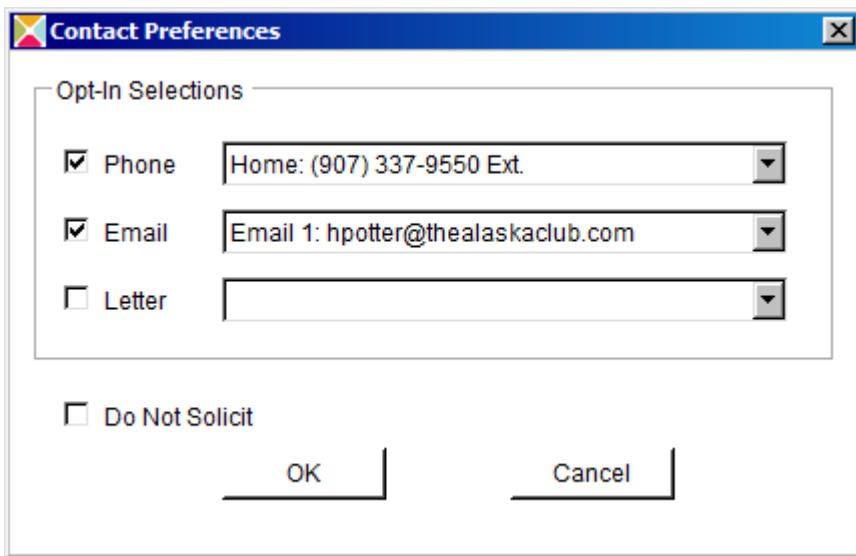
Previous
Next

Ask Member for Driver's License or ID (verify address information is valid)

- Add Salutation (Please specify Ms. If adult female unless otherwise requested)
- Enter Birthdate **Required Field/Enter correct Birthdate (must have valid/correct birthdate for Main Member. If Co-App or Dependent not present/Birthdate unknown enter **01/01/1900** & notify member they will be reminded to submit birthdate on first visit)
- Select Gender
- Select Marital Status: Single / Married / Undisclosed-if member does not wish to give info
- Enter Social Security Number: If member does not want to provide, skip and their Driver's License will be entered on later screen
- Enter Emergency Contact: Enter name and relationship (James Potter – Father)
- Enter Emergency Contact Phone Number
- Skip Grade
- Account Number: Enter next unused account number
- Scan Code: Enter scan code that will be assigned to them
- Join Date: Enter Join Date (either today or pushed out join date)
- Sales Person: Skip, Accounting will complete
- Referred By: If referred by current member, click "Referred By" and find/select referring member.
- Address **Home (Primary)**: Confirm Address on Driver's License/ID valid for Billing Address. If different, use current, local residence address. **If Member provides an out of State (or City more than 40 miles from Club) enter "Billing" address under Home and Local Residence Address Under
- Telephone: Enter Home number, with area code.
- Email: Enter email address. Confirm it is correct.
- Contact Preferences: should show 2 preferences Selected (Telephone and Email)

The screenshot displays the 'Contract Wizard' application window. The top navigation bar includes tabs for 'Account', 'Sub-Account', 'Financial', and 'Summary'. Below this, a secondary bar shows 'Account Verification', 'Membership Selection', 'Account Info' (which is active), 'User Defined Fields', and 'Picture'. On the left, a member profile card for 'Mr. Harry W Potter' shows 'Membership: 120' and 'Term: 12 Month(s)'. The main form area is divided into several sections: 'Name' (Salutation: Mr., Last Name: Potter, First Name: Harry, Middle Initial: W), 'Address' (Home: Primary Address, Address: 5201 E Tudor Road, City/State/Province: Anchorage, AK 99501, Postal Code: 99501), 'Personal Information' (Date of Birth: 01/01/1986, Gender: Male, Marital: Married, Social Security Number: [redacted], Emergency Contact: James Potter - Father, Home: (907) 365-7393 Ext. [redacted], Grade: None), 'Account Information' (Account No: TEST-62, Scan Code: 123456, Join Date: 06/07/2017, Salesperson: E Samuelson, Referred By: [redacted], Home Site: TAC East), 'Telephone' (Home: (907) 337-9550 Ext. [redacted], Business: (907) 330-0102 Ext. [redacted], Mobile: (907) 330-0100 Ext. [redacted], Other: [redacted]), and 'Email' (Email 1: hpotter@thealaskaclub.com). At the bottom right, a 'Contact Preferences' section indicates '2 Preferences Selected'. 'Edit' and 'Delete' buttons are at the bottom left, and 'Previous' and 'Next' buttons are at the bottom right.

Section	Field	Value
Name	Salutation	Mr.
	Last Name	Potter
	First Name	Harry
	Middle Initial	W
Address	Home	(Primary Address)
	Address	5201 E Tudor Road
	City/State/Province	Anchorage, AK 99501
	Postal Code	99501
Personal Information	Date of Birth	01/01/1986
	Gender	Male
	Marital	Married
	Social Security Number	[redacted]
	Emergency Contact	James Potter - Father
	Home	(907) 365-7393 Ext. [redacted]
	Grade	None
Account Information	Account No	TEST-62
	Scan Code	123456
	Join Date	06/07/2017
	Salesperson	E Samuelson
	Referred By	[redacted]
	Home Site	TAC East
Telephone	Home	(907) 337-9550 Ext. [redacted]
	Business	(907) 330-0102 Ext. [redacted]
	Mobile	(907) 330-0100 Ext. [redacted]
	Other	[redacted]
Email	Email 1	hpotter@thealaskaclub.com
	Contact Preferences	2 Preferences Selected



Contact Preferences

Opt-In Selections

☒ Phone Home: (907) 337-9550 Ext.

☒ Email Email 1: hpotter@thealaskaclub.com

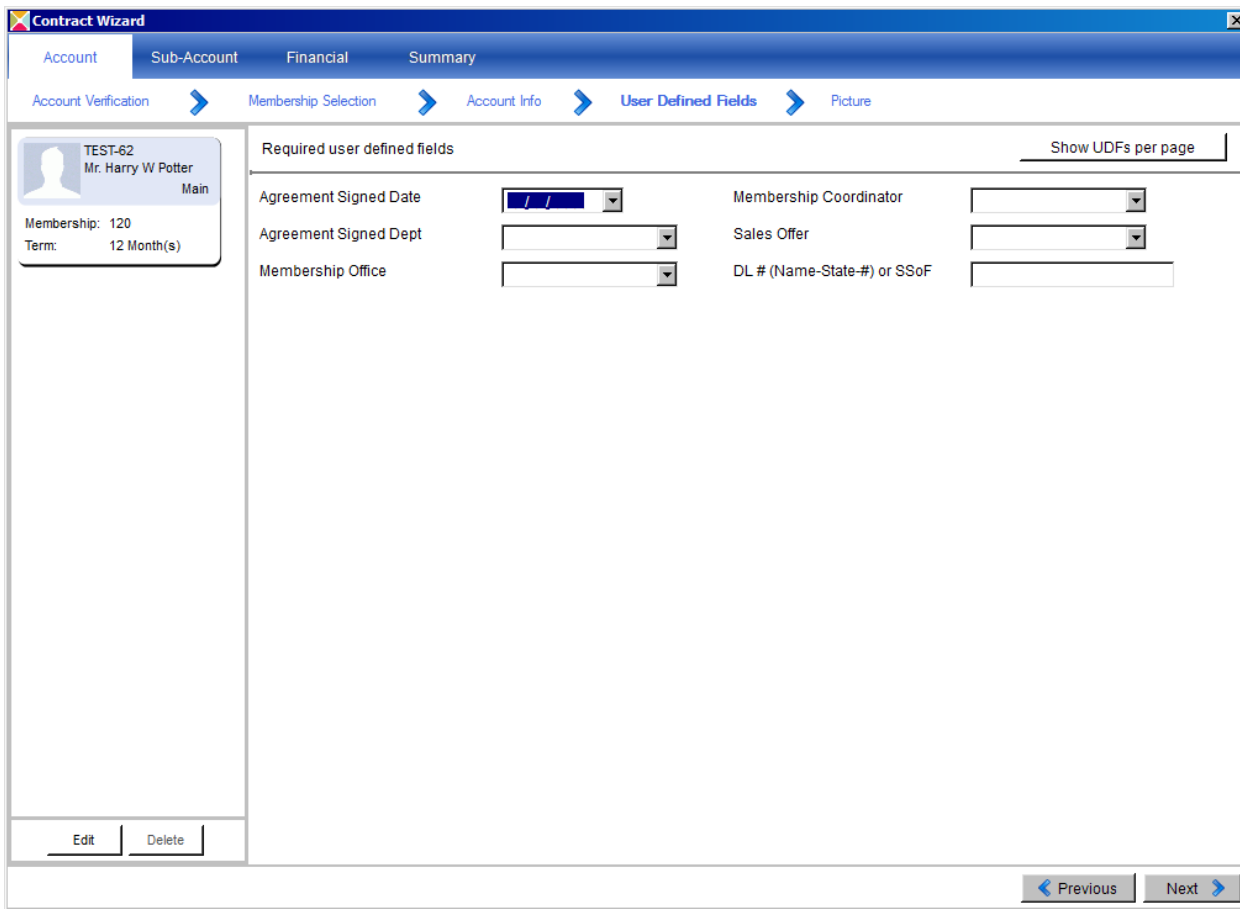
☐ Letter

☐ Do Not Solicit

OK Cancel

Click Next.

Account: User Defined Fields



Contract Wizard

Account Sub-Account Financial Summary

Account Verification > Membership Selection > Account Info > **User Defined Fields** > Picture

TEST-62
Mr. Harry W Potter
Main

Membership: 120
Term: 12 Month(s)

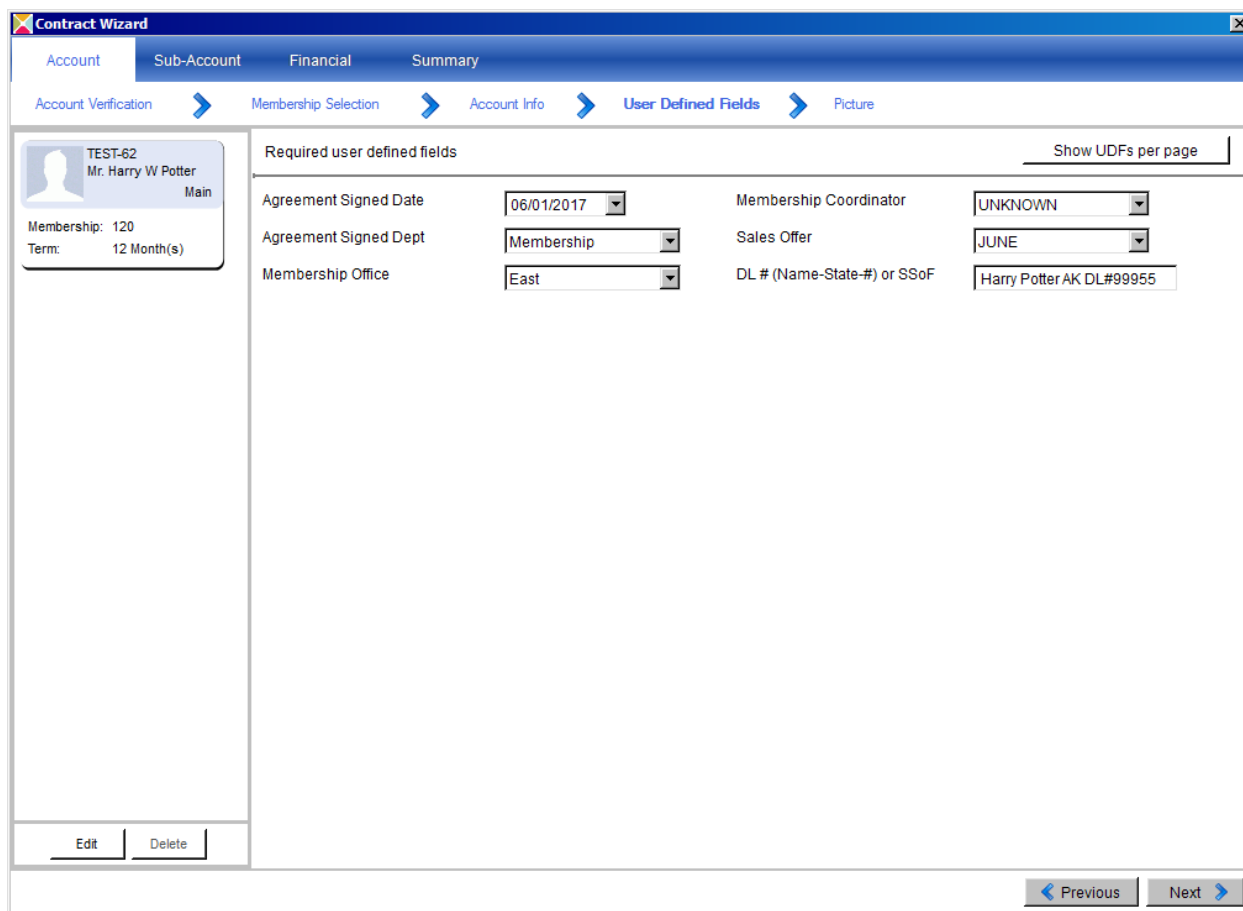
Edit Delete

Required user defined fields Show UDFs per page

Agreement Signed Date	/ /	Membership Coordinator	
Agreement Signed Dept		Sales Offer	
Membership Office		DL # (Name-State-#) or SSoF	

Previous Next

- Enter Agreement Signed Date (today's Date/Sale Date)
- Enter Agreement Signed Dept = Membership
- Enter Membership Office = East
- Enter your Name (drop down list) at Membership Coordinator. **If your name is not on the listing select UNKNOWN and send a request to Jenny Finch (Accounting Dept) have your name added to the listing.
- Enter Sales Offer
- Enter Member Name-DL # if member did not provide SS # (Example: Harry Potter DL#99955) if SS was provided enter "SSoF" for Social Security on File.
 - **If Out of State ID or Passport specify the State issued and provide a copy to Accounting.



The screenshot shows the 'Contract Wizard' application window. The 'Sub-Account' tab is selected in the top navigation bar. Below the navigation bar, a series of steps are shown: 'Account Verification', 'Membership Selection', 'Account Info', 'User Defined Fields' (current step), and 'Picture'. On the left, a member profile for 'TEST-62 Mr. Harry W Potter' is displayed with a 'Main' role and a '12 Month(s)' term. The main area is titled 'Required user defined fields' and contains several dropdown menus: 'Agreement Signed Date' (06/01/2017), 'Agreement Signed Dept' (Membership), 'Membership Office' (East), 'Membership Coordinator' (UNKNOWN), 'Sales Offer' (JUNE), and 'DL # (Name-State-#) or SSoF' (Harry Potter AK DL#99955). At the bottom right, there are 'Previous' and 'Next' buttons.

Click Next

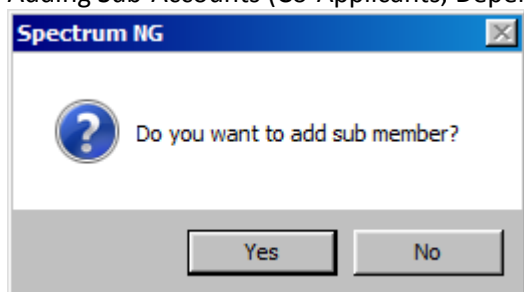
Picture

Click Take Picture

****Take photos of all members present. Photo must be of the member and should be a recognizable photo for identification purposes at check in.**

Click Next

Adding Sub-Accounts (Co-Applicants, Dependents)



The screenshot shows a dialog box titled 'Spectrum NG'. It contains a question mark icon and the text 'Do you want to add sub member?'. At the bottom, there are two buttons: 'Yes' and 'No'.

Click Yes if FAMILY/COUPLE membership

Click No if INDIVIDUAL membership (skip to Page 13, Financial Information)

****Note if Individual Membership for a Minor (under 18 years of age) the Parent/Guardian must be added as a Sub member and must sign all membership paperwork. The parent Guardian will not be "active" on the membership but must provide all contact and identification information (birthdate/SS or AK DL/Address/phone/email)**

Sub-Account: Account Verification

The screenshot shows a software window titled "Contract Wizard" with a blue header bar. Below the header, there are four tabs: "Account", "Sub-Account", "Financial", and "Summary". The "Sub-Account" tab is currently selected. Below the tabs, there is a navigation bar with five steps: "Account Verification", "Membership Selection", "Account Info", "User Defined Fields", and "Picture". The "Account Verification" step is highlighted with a blue arrow pointing right. The main area of the window contains a form titled "Account Verification Entry". The form has the following fields: "Postal Code:" with the value "99501", "Last Name:" with the value "Potter", "First Name:" (empty), "MI:" (empty), "Relationship:" with a dropdown menu showing "Spouse", and a checkbox labeled "Default main member's membership type" which is checked. At the bottom right of the window, there are two buttons: "Cancel Sub Entry" and "Next" with a blue arrow pointing right.

Contract Wizard

Account Sub-Account Financial Summary

Account Verification > Membership Selection > Account Info > User Defined Fields > Picture

Account Verification Entry

Postal Code: 99501

Last Name: Potter

First Name:

MI:

Relationship: Spouse

☒ Default main member's membership type

Cancel Sub Entry Next >

Enter Co-Applicants Last Name (will default to primary member, change if not same)

Enter Co-Applicants First Name (please use full legal name)

Enter Middle Initial

Select Relationship from Drop down listing (Spouse-Married, Partner-Unmarried Domestic Partner, Child-biological or adopted child, Other-for all other relationships Foster Child, Parent, Grandparent, Aunt/Uncle, Niece/Nephew, Legal Guardian-court appointed, etc.).

Always leave "Default to the main member's membership type checked"

Contract Wizard

Account Sub-Account Financial Summary

Account Verification > Membership Selection > Account Info > User Defined Fields > Picture

Account Verification Entry

Postal Code: 99501

Last Name: Potter

First Name: Ginevra

MI: W

Relationship: Spouse

☒ Default main member's membership type

Cancel Sub Entry Next >

Contract Wizard

Account Sub-Account Financial Summary

Account Verification > Membership Selection > Account Info > User Defined Fields > Picture

TEST-62
Mr. Harry W Potter
Main
Membership: 120
Term: 12 Month(s)

Ginevra W Potter
Spouse
Membership: 120
Term: 12 Month(s)

Name

Salutation: [v]
Last Name: Potter
First Name: Ginevra
Middle Initial: W

Address

Home [v] (Primary Address)
Address: 5201 E Tudor Road
City/State/Province: Anchorage, AK 99501
Postal Code: 99501 - [v]

Personal Information

Date of Birth: [v]
Relationship: Spouse
Gender: Male
Marital: Undisclosed
Social Security Number: [v]
Grade: None
Emergency Contact: James Potter - Father
Home [v] (907) 365-7393 Ext. [v]

Telephone

Home [v] (907) 337-9550 Ext. [v]
Business [v] () - - Ext. [v]
Mobile [v] () - - Ext. [v]
Other [v] () - - Ext. [v]

Account Information

Account No: [v]
Scan Code: [v]
Join Date: 06/07/2017
Referred By: [v]
Home Site: TAC East

Email

Email 1 [v] [v]

Contact Preferences Do Not Solicit

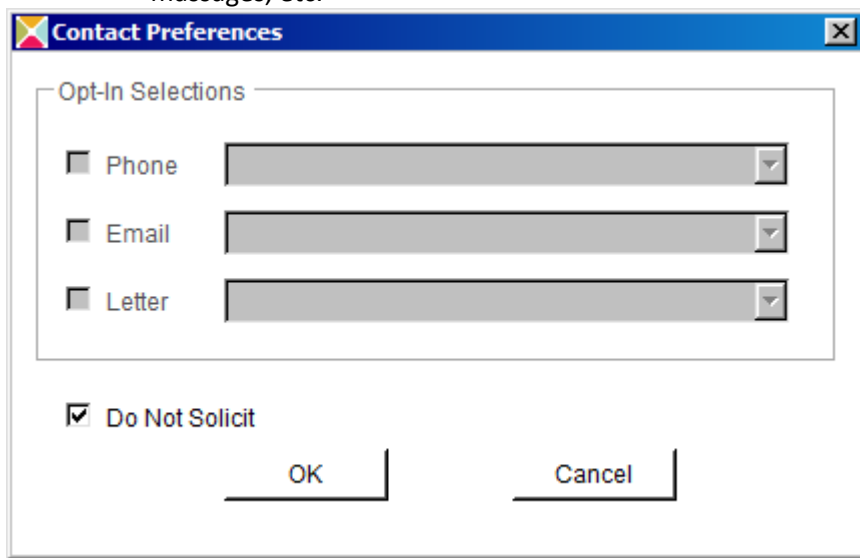
Edit Delete

Previous Next >

Ask Co-App/Dependent for Driver's License or ID (verify Co-App residence same as primary member)

- Add Salutation (Please specify Ms. If adult female unless otherwise requested)
- Enter Birthdate **Required Field/Enter correct Birthdate (If Co-App or Dependent not present/Birthdate unknown enter **01/01/1900** & notify member they will be reminded to submit birthdate on first visit)

- Select Gender
- Select Marital Status: Single / Married / Undisclosed-if member does not wish to give info
- Enter Social Security Number: If member does not want to provide, skip.
- Enter Emergency Contact: Will Default to the primary members information. If member would like to give an alternate contact Enter name and relationship (Ron Weasley – Brother)
- Enter Emergency Contact Phone Number
- Skip Grade
- Account Number: Enter Primary member number, add sub account
 - **A for Spouse/Partner X, X1, X2, etc. for Children/Other dependents
- Scan Code: Enter scan code that will be assigned to them
- Join Date: Enter Join Date (same as primary member)
- Sales Person: Skip, Accounting will complete
- Referred By: Skip
- Address **Home (Primary)**: Should be same as primary member.
 - **If members do not reside in same residence they are not eligible to be added to membership.
- Telephone: Home number will default to number provided by Primary member, enter business and or mobile for Co-Applicant with area code.
- Email: Enter email address. Confirm it is correct.
 - **If Co-App or dependent does not have their own copy primary members email into field.
- Contact Preferences: Uncheck Do Not Solicit, check Phone and Email, select each contact method from drop down.
 - This allows us to notify co-app via phone/email for any reservations/reservation changes. IE: Swim lessons, massages, etc.



Contact Preferences

Opt-In Selections

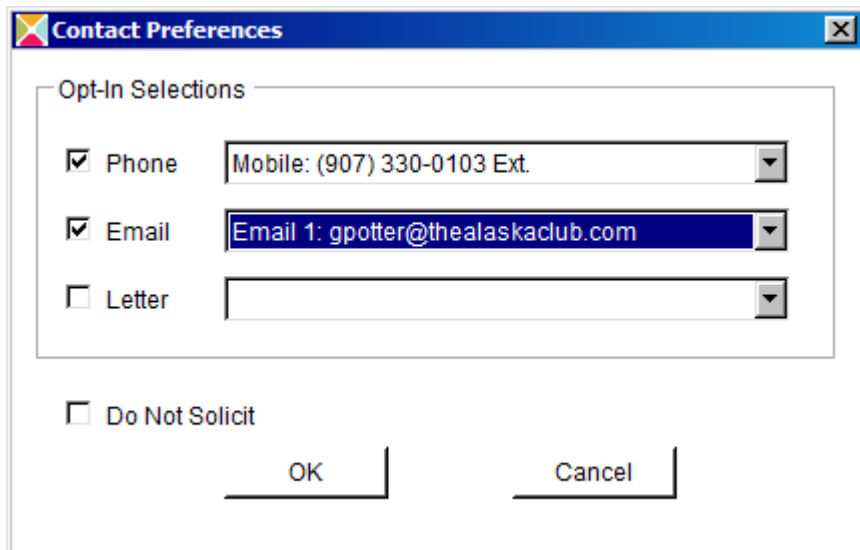
☐ Phone

☐ Email

☐ Letter

☒ Do Not Solicit

OK Cancel



Contact Preferences

Opt-In Selections

☒ Phone Mobile: (907) 330-0103 Ext.

☒ Email Email 1: gpotter@thealaskaclub.com

☐ Letter

☐ Do Not Solicit

OK Cancel

Click OK.

Contract Wizard

Account
Sub-Account
Financial
Summary

Account Verification
Membership Selection
Account Info
User Defined Fields
Picture

TEST-62
Mr. Harry W Potter
Main
Membership: 120
Term: 12 Month(s)

Ginevra W Potter
Spouse
Membership: 120
Term: 12 Month(s)

Name
Salutation:
Last Name: Potter
First Name: Ginevra
Middle Initial: W
Personal Information
Date of Birth:
Relationship: Spouse
Gender: Male
Marital: Undisclosed
Social Security Number:
Grade: None
Emergency Contact: James Potter - Father
Home: (907) 365-7393 Ext.
Account Information
Account No: TEST-62A
Scan Code: 123457
Join Date: 06/07/2017
Referred By:
Home Site: TAC East

Address
Home (Primary Address)
Address: 5201 E Tudor Road
City/State/Province: Anchorage, AK 99501
Postal Code: 99501 -
Telephone
Home (907) 337-9550 Ext.
Business () - Ext.
Mobile (907) 330-0103 Ext.
Other () - Ext.
Email
Email 1 gpotter@thealaskaclub.com
Contact Preferences 2 Preferences Selected

Edit
Delete

Previous
Next

Click Next

Contract Wizard

Account
Sub-Account
Financial
Summary

Account Verification
Membership Selection
Account Info
User Defined Fields
Picture

TEST-62
Mr. Harry W Potter
Main
Membership: 120
Term: 12 Month(s)

TEST-62A
Ginevra W Potter
Spouse
Membership: 120
Term: 12 Month(s)

Required user defined fields
Show UDFs per page

Edit
Delete

Previous
Next

There are no “required” user defined fields for sub accounts at this time.
Click Next.

Contract Wizard

Account Sub-Account Financial Summary

Account Verification Membership Selection Account Info User Defined Fields **Picture**

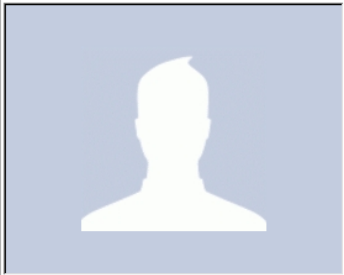
TEST-62
Mr. Harry W Potter
Main

Membership: 120
Term: 12 Month(s)

TEST-62A
Ginevra W Potter
Spouse

Membership: 120
Term: 12 Month(s)

Picture



Take Picture

Import Picture

Edit

Delete

Add Another Sub Account

Previous

Next

Picture

Click Take Picture

**Take photos of all members present. Photo must be of the member and should be a recognizable photo for identification purposes at check in.

If there are additional Dependents (children) click Add another Sub Account

***Repeat Instructions from Step

If all dependents added Click Next

Financial: Financial Information

Contract Wizard

Account Sub-Account **Financial** Summary

Financial Information > Draft Information

TEST-62
Mr. Harry W Potter
Main

Membership: 120
Term: 12 Month(s)

TEST-62A
Ginevra W Potter
Spouse

Membership: 120
Term: 12 Month(s)

Financial

Billing Group: 25th

Credit Limit: 0

Max Draft: 0

Charge to account

Rel	Name	Allow CTA
M	Harry Potter	No
S	Ginevra Potter	No

Billing Address

Addressee: Harry W Potter

Address: 5201 E Tudor Road

City/State/Zip: Anchorage, AK 99501

Postal Code: 99501

5201 E Tudor Road
Anchorage, AK 99501

Copy Primary Address

Correspond By

☒ Letter (Billing Address)

☐ Email

Edit Delete

Previous Next

Check Email, select email address from drop down listing.

****ALL OTHER INFORMATION SHOULD REMAIN AS LISTED.**

Contract Wizard

Account Sub-Account **Financial** Summary

Financial Information > Draft Information

TEST-62
Mr. Harry W Potter
Main

Membership: 120
Term: 12 Month(s)

TEST-62A
Ginevra W Potter
Spouse

Membership: 120
Term: 12 Month(s)

Financial

Billing Group: 25th

Credit Limit: 0

Max Draft: 0

Charge to account

Rel	Name	Allow CTA
M	Harry Potter	No
S	Ginevra Potter	No

Billing Address

Addressee: Harry W Potter

Address: 5201 E Tudor Road

City/State/Zip: Anchorage, AK 99501

Postal Code: 99501

5201 E Tudor Road
Anchorage, AK 99501

Copy Primary Address

Correspond By

☒ Letter (Billing Address)

☒ Email Email 1: hpotter@thealaskaclub.co

Edit Delete

Previous Next

Click Next

Financial: Draft Information

Contract Wizard

AccountSub-AccountFinancialSummary

Financial InformationDraft Information

TEST-62
Mr. Harry W Potter
Main
Membership: 120
Term: 12 Month(s)

TEST-62A
Ginevra W Potter
Spouse
Membership: 120
Term: 12 Month(s)

Billing Method: Statement

Credit Card Information

Card Number: Add Card

Card Type:

Expiration: (MMYY)

Cardholder Name

Address:

Zip Code:

Allow at POS: Yes

Bank Draft Information

Bank Name:

Account Type:

Account Number:

Name On Account:

ABA Number:

EditDelete

PreviousNext

Select Billing Method

Bank Draft or Credit Card (DO NOT select Statement as an option, will result in a Denied Membership)

Contract Wizard

AccountSub-AccountFinancialSummary

Financial InformationDraft Information

TEST-62
Mr. Harry W Potter
Main
Membership: 120
Term: 12 Month(s)

TEST-62A
Ginevra W Potter
Spouse
Membership: 120
Term: 12 Month(s)

Billing Method: Bank Draft

Credit Card Information

Card Number: Add Card

Card Type:

Expiration: (MMYY)

Cardholder Name

Address:

Zip Code:

Allow at POS: Yes

Bank Draft Information

Bank Name: !

Account Type: !

Account Number: !

Name On Account:

ABA Number: !

EditDelete

PreviousNext

For Bank Draft Complete all spaces with **BLUE !**

****Notes:** 1. Please supply Full Bank Name 2. Ask member if checking or savings account 3. Account Number = Bank Account Number 4. List name as listed on Bank Account/Checks 5. ABA Number = Bank Routing Number or Transit Routing Number.

Contract Wizard

Account Sub-Account **Financial** Summary

Financial Information **Draft Information**

TEST-62 Mr. Harry W Potter Main
Membership: 120
Term: 12 Month(s)

TEST-62A Ginevra W Potter Spouse
Membership: 120
Term: 12 Month(s)

Billing Method: **Credit Card**

Credit Card Information

Card Number: **Add Card**

Card Type:

Expiration: (MMYY)

Cardholder Name:

Address:

Zip Code:

Allow at POS: Yes

Bank Draft Information

Bank Name:

Account Type:

Account Number:

Name On Account:

ABA Number:

Edit Delete

Previous Next

For Credit Card click on Add Card Button next to **BLUE !**

Credit Card Entry

Card Number:

Card Type:

Expiration: (MMYY)

Cardholder Name:

Note: Entering a credit card billing address below can save processing fee for credit card drafts.

Address:

Zip Code:

Allow Card at POS: Yes

OK

Cancel

Complete ALL fields (Cardholder Name exactly as appears on bankcard)

Allow Card at POS. **Select Yes only if member would like their bankcard on file at POS for non-recurring fees (front desk purchases, swim lesson charges, etc.).

Click OK

The screenshot shows the 'Contract Wizard' application window. The 'Financial' tab is selected, and the 'Draft Information' section is active. On the left, there are two member profiles: 'TEST-62 Mr. Harry W Potter' (Main) and 'TEST-62A Ginevra W Potter' (Spouse), both with a membership of 120 and a term of 12 months. The main area contains a 'Billing Method' dropdown set to 'Credit Card'. Below this is the 'Credit Card Information' section with fields for Card Number (masked as ****0389), Card Type (Visa), Expiration (0520 (MMYY)), Cardholder Name (Harry W Potter), Address (1000 Diagon Alley), Zip Code (99588), and Allow at POS (Yes). There are 'Replace Card' and 'Remove Card' buttons. Below that is the 'Bank Draft Information' section with fields for Bank Name, Account Type, Account Number, Name On Account, and ABA Number. At the bottom left are 'Edit' and 'Delete' buttons, and at the bottom right are 'Previous' and 'Next' navigation buttons.

Account	Sub-Account	Financial	Summary
Financial Information > Draft Information			

TEST-62
Mr. Harry W Potter
Main

Membership: 120
Term: 12 Month(s)

TEST-62A
Ginevra W Potter
Spouse

Membership: 120
Term: 12 Month(s)

Billing Method: Credit Card

Credit Card Information

Card Number: ****0389 Replace Card

Card Type: Visa Remove Card

Expiration: 0520 (MMYY)

Cardholder Name: Harry W Potter

Address: 1000 Diagon Alley

Zip Code: 99588

Allow at POS: Yes

Bank Draft Information

Bank Name:

Account Type:

Account Number:

Name On Account:

ABA Number:

Edit

Delete

Previous

Next

**If a member wishes to have CC on file for POS purchases but would like their Auto Pay to process by Bank Draft follow these steps. Enter draft by Bank Draft and enter both Credit Card and Bank Account information (be sure have CC to Allow at POS=Yes).

Click Next.

Summary (Collecting Enrollment/Dues/FC Fees)

TEST-62

Mr. Harry W Potter

Main

Membership: 120

Term: 12 Month(s)

TEST-62A

Ginevra W Potter

Spouse

Membership: 120

Term: 12 Month(s)

Expiration Date:

First Draft Date:

6/26/2017

First Renewal Draft Date:

6/26/2018

Renewal Date:

06/25/2018

Last Draft Date:

5/26/2018

Recurring Dues

Member	Description	Price	Post Contract Price	Frequency		
Mr. Harry W Potter	0209 - Gold Fitness Family	\$148.00	\$148.00	Monthly		
Mr. Harry W Potter	0193 - ACH Draft Credit	(\$5.00)	(\$5.00)	Monthly		

Add

Options

Total Dues Investment:

\$143.00

Post Contract Dues:

\$143.00

Current Charges

Item Code	Item Description	Sales Person	Quantity	Price	Amount		
0101	Enrollment Fee: Gold Family	E Samuelson	1	\$800.00	\$800.00		
FTC002	Fitness Consultation Cpl/Fam Membership	E Samuelson	1	\$30.00	\$30.00		
0120	Enrollment Discount	E Samuelson	1	\$785.00	(\$785.00)		
SA001	Unmarried Affidavit	E Samuelson	1	\$0.00	\$0.00		
0209	Prorated Due - Gold Fitness Family	E Samuelson	1	\$266.40	\$266.40		
0193	Prorated Due - ACH Draft Credit	E Samuelson	1	\$4.00	(\$4.00)		
02883	50% Dues Credit	E Samuelson	1	\$74.00	(\$74.00)		

Add

Recurring Dues

Pay in Full

Sub Total:

\$233.40

Sales Tax:

\$0.00

Total Initial Investment:

\$233.40

Edit

Delete

Previous

Complete Contract

Save as Incomplete

Summary screen will show all possible options for the membership. You will need to edit to match the fees owed for the offer sold under.

Step 1: Review Recurring Dues.

- First item should be the monthly dues for the membership. Verify dues rate only, do not edit. If incorrect rate shown you have most likely selected the wrong membership type or terms (12-mth vs M2M).
- Second item will be the ACH Draft Credit repetitive. If the member did not select autopay by Bank Draft, delete this repetitive by clicking on the **RED X** to the right of the listing.

Step 2: Review/Edit Current Charges.

- Enrollment Fee should NOT be edited. These fees are preset based upon the membership Type and Terms. 12-Month will show charge full enrollment fee / Open Ended(M2M) will charge \$50
 - Exception to rule: If signing up a Month 2 Month membership during a special offer month where enrollment is \$0 or an amount different from our standard \$50 click on the pencil/pad button and edit the price to \$0 or current enrollment rate.
- Fitness Consultation Fee should not be edited. These fees are preset based upon the Membership type (Family/Individual/Couple).
 - Exception to rule: if your GM or VP of Membership & Personal Training has approved waiving the FC Fee for this member. Click on the RED X to remove it from the fees due. Forward the Email approval to wbaker@thealaskaclub.com (Data Entry Membership Applications Clerk).
- Enrollment Discount Fee will default to the full enrollment amount.
 - For Open Ended/Month 2 Month Click on the RED X to remove the discount.
 - For 12-Month sold under a \$0/zero enrollment offering, leave discount
 - For 12-Month sold under an offer with a discounted enrollment fee due click on the pen/pad button and edit the Enrollment Discount to match the offer.
 - Example: 12 month offer with \$15 enrollment on a Gold Family membership Enrollment Discount would be edited from \$800 to \$785
- Unmarried Affidavit is only applicable if signing up an Unmarried Couple. If couple is married click on RED X to delete this line item.
- Prorated Dues Fee will default to prorate dues through the end of month.

- For membership offers where prorated dues are owed for the current month you will collect the fee listed.
- For membership offers where prorated dues are not owed at joining (Example: 1 month free offers) you will click on the pencil/pad button and edit the \$ amount to \$0.
- For membership offers where the dues owed at joining are a special rate (Example: \$30 for 30 days, 1st month for \$15.99, etc.) click on the pencil/pad button and edit the \$ amount to match the offer.
- On the 22nd through End of Month prorated current dues and next month dues are owed. Calculate the full dues owed for current prorated and next month dues by adding the Recurring Dues Rate to the Prorated dues listed. Click on the pencil/pad button for Prorated dues and enter the combined \$ amount for currently owed dues.
 - Example 1: Gold Fitness Family recurring dues \$148.00 + Prorated dues 22-31 \$47.83 = \$195.83 new Prorated dues amount collected at joining.
 - Example 2: Special offers where 1st month is free leave Prorated dues as listed to collect for the next month dues owed. Gold Fitness Family 1st month free \$0 June 22-July 21 + Prorated dues July 22-31 \$47.83 as listed on Current Charge listing.
 - Example 3: Special offers where 1st month is a set rate add that amount to the listed prorated dues. Sold under \$30 for 30 days add \$30 + Prorated dues listed. Gold Fitness Family \$30 for June 22-July 21 + Prorated dues July 22-31 \$47.83 = \$77.83.
- Prorated Due – ACH Draft Credit will appear on the listing if you have not deleted the Recurring dues (double check to make sure member selected Autopay by Bank Draft). This item should be edited to \$0/zero by clicking on the pencil/pad button.
- Misc Charge items
 - Additional items may be listed pertaining to special offers through each month. The print screen above shows 50% Dues Credit for use in signing up Military Offer members. Please see the current TWIW for instructions for these special offers.

PLEASE REVIEW ALL FEES/CHARGES TO MAKE ABSOLUTELY SURE THAT FEES ARE CHARGED APPROPRIATELY.

Contract Wizard

Account
Sub-Account
Financial
Summary

Summary

TEST-62

Mr. Harry W Potter

Main

Membership: 120
Term: 12 Month(s)

TEST-62A

Ginevra W Potter

Spouse

Membership: 120
Term: 12 Month(s)

Expiration Date:

First Draft Date:

6/26/2017

First Renewal Draft Date:

6/26/2018

Renewal Date:

06/06/2018

Last Draft Date:

5/26/2018

Recurring Dues

Member	Description	Price	Post Contract Price	Frequency		
Mr. Harry W Potter	0209 - Gold Fitness Family	\$148.00	\$148.00	Monthly		
Mr. Harry W Potter	0193 - ACH Draft Credit	(\$5.00)	(\$5.00)	Monthly		

Total Dues Investment:

\$143.00

Post Contract Dues:

\$143.00

Current Charges

Item Code	Item Description	Sales Person	Quantity	Price	Amount		
0101	Enrollment Fee: Gold Family	E Samuelson	1	\$800.00	\$800.00		
FTC002	Fitness Consultation Cpl/Fam Membership	E Samuelson	1	\$30.00	\$30.00		
0120	Enrollment Discount	E Samuelson	1	\$800.00	(\$800.00)		
SA001	Unmarried Affidavit	E Samuelson	1	\$0.00	\$0.00		
0209	Prorated Due - Gold Fitness Family	E Samuelson	1	\$30.00	\$30.00		
0193	Prorated Due - ACH Draft Credit	E Samuelson	1	\$0.00	\$0.00		

Sub Total:

\$60.00

Sales Tax:

\$0.00

Total Initial Investment:

\$60.00

Recurring Dues

Pay in Full

Previous

Complete Contract

Save as Incomplete

12-month contracts: Enter the Commitment date at Renewal Date

Open Ended/Month to Month contracts: Leave the Commitment date empty (no date)

Click on Complete Contract

Save as Incomplete if you are not ready to collect funds from the member and have them sign their membership agreement.

Point of Sale

POS, Workstation: Elisa Samuelson, Operator: E Samuelson

File Actions Help

Find Member Clear Member Logout

Member Information

Search

Account No.: TEST-62

Last Name: Potter

First Name: Harry

Account No: TEST-62

Status: Inactive

Relationship: Main

Mr. Harry W Potter



120 - Gold Fit Fam

Balances

Current: \$0.00

30 Days: \$0.00

60 Days: \$0.00

90 Days: \$0.00

Total: \$0.00

Credit Limit: \$0.00

CTA: Not Allowed

Item Selection

Salesperson: [X]

Date: 6/14/2017

Search By: Item Code

Item Search: []

Series Sales Gift Card

Item Search Tip

Page 1 of 1

CAMP	Corporate Benefit Coupon	TANNING	GUEST				
New Member \$0 Payment	PLAYCENTER		GOOD LIFE				MEMBERSHIP PLUS

Item Code	Description	Salesperson	Quantity	Price	Amount
0101	Enrollment Fee: Gold Family	E Samuelson	1	\$800.00	\$800.00
FTC002	Fitness Consultation Cpl/Fam Membership	E Samuelson	1	\$30.00	\$30.00
0120	Enrollment Discount	E Samuelson	1	\$800.00	(\$800.00)
SA001	Unmarried Affidavit	E Samuelson	1	\$0.00	\$0.00

Line Items

Edit Discount

Prorate Refund

Install Delete

Transaction

Comment POA No Tax

Clear Screen No Sale Print Last

Tip-Out Invoice Refund

Payments

Subtotal: \$60.00

Sales Tax / Service: \$0.00

Payment on Account: \$0.00

Invoice Total: \$60.00

From the Point of Sale Screen first click on Comment (bottom left).

Enter your initials as well as any special notes for the member. For example: reminders to get co-applicant to sign documents, contact info if they need to return information to you, Appointment times for their Fitness Consultation. etc.

Comment

Comment

Your Fitness Consultation is scheduled for Wednesday, June 28 at 6pm with Professor Snape. Please remind your wife to sign the membership agreement and waiver. es

OK

Cancel

Click OK

Click Payments

Service Agreement List

File Actions Help

View/Signature ?

Service Agreements

Unmarried Affidavit

If you are signing up an unmarried couple the Service Agreement List will appear with the option to view/sign the unmarried Affidavit. Click on the Affidavit and then click on View/Signature.

ServAgrViewer

100 % 1/2 Backward Forward

TAC Main

Service Agreement

Item: Unmarried Affidavit (SA001) Date: Wednesday, June 14, 2017

Name: Harry Potter	Account No.: TEST-62	Scan Code:
Mailing Address: 5201 E Tudor Road Anchorage, AK 99501		DOB: 1/1/1986
		Age: 31
		Gender: Male
Home: (907) 337-9550	Business: (907) 330-0102	
Email: hpotter@thealaskaclub.com		

Affidavit for Family or Couple Membership (unmarried couple)

We, the applicant and co-applicant on this Membership Account, Request a Family Membership based on financial interdependency and declare that we meet the following eight criteria:

- 1. We have been in an exclusive personal relationship with each other for at least the last twelve months and intend to continue the relationship indefinitely; and,*
- 2. We have resided together at the same primary residence for at least the last twelve months and intend to reside together indefinitely; and,*
- 3. We consider ourselves to be members of each other's immediate family; and,*
- 4. We are not related to a degree of closeness such that Alaska law would preclude us from being married to each other, i.e. immediate family; and,*
- 5. Neither of us are married; and,*
- 6. We are at least 18 years old and are competent to enter into a contract; and,*
- 7. We are each responsible for the common welfare of the other; and,*
- 8. We share financial obligations including responsibility for each other; and,*

We meet at least one of the following criteria:

- * joint purchase or lease of real property;*
- * joint ownership of a motor vehicle;*
- * joint bank account or joint credit account;*
- * joint custody or legal guardian of children;*
- * the partner is named beneficiary for life insurance;*
- * the partner is named as primary beneficiary in the other's will;*
- * a marriage license*

Change in Financial Interdependent Relationship

We agree to notify the club office in writing within 30 days of any change in our status which would make us no longer eligible for Family Membership based on being financially interdependent (for example, if we no longer share the same principle residence). Either person may provide this notice.

Joint Responsibility for Membership and all Account Charges

We each agree to be jointly and severally liable for all membership dues owed on the Family Membership, for all account charges made by either of us in connection with the Family Membership, for any penalty for premature cancellation of the Family Membership and for any other charges or fees associated with the Family Membership. We agree The Alaska Club can enforce this agreement against either one of us or both of us, at its sole discretion, in the courts of Alaska. Credit reporting will affect both parties. I also understand that any person signing this affidavit will be individually responsible for any dues, charges, fee's or other indebtedness incurred on this joint membership.

Applicant:

Signature : X

Page 1 of 2

Scroll down to signature line (highlighted yellow) click on signature and have main member sign the first line using the signature capture pad.

Verify the signature is valid and somewhat legible (do not accept false names "mickey mouse") click on Accept if valid, click on Refresh Screen if we need the member to resign, click on Cancel if you need to go back to the original document without capturing the signature.

Contract Signature Capture

Agreement Section

Affidavit for Family or Couple Membership (unmarried couple)

We, the applicant and co-applicant on this Membership Account,
Request a Family Membership based on financial interdependency and
declare that we meet the following eight criteria:

1. We have been in an exclusive personal relationship with each other for at least the last twelve months and intend to continue the relationship indefinitely; and,
2. We have resided together at the same primary residence for at least the last twelve months and intend to reside together indefinitely; and,

Refresh Screen

Signature Received

A handwritten signature in black ink, appearing to read "Henry P. Attes", is displayed within a rectangular box.

Accept

Cancel

At top of screen go to page 2

ServAgrViewer

100 % 2/2 Backward Forward

1 2 3 4 5 6 7 8

TAC Main

Service Agreement

Item: Unmarried Affidavit (SA001) Date: Wednesday, June 14, 2017

Name: Harry Potter	Account No.: TEST-62	Scan Code:
Mailing Address: 5201 E Tudor Road Anchorage, AK 99501		DOB: 1/1/1986
		Age: 31
		Gender: Male
Home: (907) 337-9550	Business: (907) 330-0102	
Email: hpotter@thealaskaclub.com		

CoApplicant

Signature : X

Have CoApplicant sign on page 2 signature line.

****If the coapp is not present write an X and remind member that we will need the coapp to sign and return upon their first visit to the club** (Co-Apps Account will be Frozen until the signed documents are received. Check in messages will be placed on the account as well.

Click Accept

Contract Signature Capture

Agreement Section

CoApplicant

Refresh Screen

Signature Received

Accept

Cancel

Print a copy of the documents for the member.

Payment Screen

POS, Workstation: ElisaSamuelson, Operator: E. Samuelson

File Edit Actions Help

Find Member Clear Member Logout

Member Information

Search

Account No.:

Last Name:

First Name:

Account No: TEST-62

Status: Inactive

Relationship: Main

Mr. Harry W Potter

120 - Gold Fit Fam

Balances

Current: \$0.00

30 Days: \$0.00

60 Days: \$0.00

90 Days: \$0.00

Total: \$0.00

Credit Limit: \$0.00

CTA: Not Allowed

Page 1 of 1

\$1.00

\$5.00

\$10.00

\$20.00

\$50.00

\$100.00

CTA

XFer

CHECK

AMEX

BANKCARD MC/VISA/DISC

Gift Card

GIFT CERTIFICATE (EJS USE ONLY)

Payment Type

PaymentAmount

Payment Options

Delete

Comment

Reverse

Back

Print Receipt

Subtotal: \$60.00

Sales Tax / Service: \$0.00

Payment on Account: \$0.00

Invoice Total: \$60.00

Payment Total: \$0.00

Amount Due: \$60.00

Select payment type (include Check # if paid by check)

Click on Print Receipt (will automatically print if you select a bankcard option).

Email Receipt

POS email selection

Please select or enter an email address to send this receipt to.

☒ On File:

☐ Enter one:

Option to email member their receipt will appear. Click on Send to email receipt (if for some reason the member does not want the emailed receipt click on Cancel).

Membership Agreement

The membership Agreement will now appear ready for capturing signatures. Page 1 will include Member demographic info as well as a listing of recurring and current dues paid. **GO TO PAGE 2**

ContractViewer

Print... 100 % 1/5 Backward Forward

THE ALASKA CLUB **The Alaska Club Membership Application**

Membership Term - 12 Month Membership Membership Type - 120		Monthly Dues	
APPLICANT		0209 - Gold Fitness Family: \$148.00	
Member Name: Harry Potter	Account No: TEST-62	0193 - ACH Draft Credit: (\$5.00)	
Scan Code:		Total Monthly Dues: \$143.00	
Mailing Address: 5201 E Tudor Road Anchorage, AK 99501		Initial Investment	
Home: (907) 337-9550	Business: (907) 330-0102	Enrollment Fee - Gold Family: \$800.00	
Mobile: (907) 330-0100	Join Date: 6/7/2017	Fitness Consultation Cpl/Fam Membership: \$30.00	
Email Address: hpotter@thealaskaclub.com	Age: 31	Enrollment Discount: (\$800.00)	
Date of Birth: 1/1/1986	Gender: Male	Unmarried Affidavit: \$0.00	
Emergency Contact: James Potter - Father - (907) 365-7393		Prorated Due - Gold Fitness Family: \$30.00	
Referred by:	Salesperson: E Samuelson	Prorated Due - ACH Draft Credit: \$0.00	
CO-APPLICANT		Sub-Total: \$60.00	
Spouse Name: Ginevra Potter	Account No: TEST-62A	Amount Paid: \$60.00	
Scan Code:		Total Due Now: \$0.00	
Mailing Address:			
Home: (907) 337-9550	Business:		
Email Address: gpotter@thealaskaclub.com	Join Date: 6/14/2017		
Date of Birth: Age: 0	Gender: Male		
Emergency Contact: James Potter - Father - (907) 365-7393			
DL # (Name-State-#) or SSof: Harry Potter AK DL#99955			
Membership Begins: 6/7/2017		Membership Dues Start: 6/25/2017	Commitment Date: 6/6/2018
Membership Ends: Continual			

ContractViewer

Print... 2/5 Backward Forward

Membership Agreement and Waiver of Claims

This Membership Agreement ("Agreement") is between The Alaska Club, The Alaska Club Fairbanks, JRC/The Alaska Club ("Club") and the undersigned applicant(s) ("Applicant" or "Member").

ARTICLE I. WAIVER AND RELEASE OF CLAIMS Initials _____

The member expressly agrees that use of the Club's facilities, equipment and any transportation provided by the Club shall be undertaken by a member and his or her minor dependents at their sole risk. In consideration for membership in the Club, the member for himself/herself and on behalf of his/her heirs, successors and assigns, as well as on behalf of any minor dependents who utilize the Club's facilities, does hereby forever release and discharge the Club, its owners, officers, employees, agents, assigns and successors from all claims, demands, causes of actions, lawsuits and liability for any death, injury or damages of any nature whatsoever incurred while using the Club's facilities or equipment, or while participating in any Club sponsored activity, or while utilizing any transportation provided by the Club, including without any limitation, those injuries, deaths or damages resulting from acts of active or passive negligence on the part of the Club, its officers, agents or employees. This waiver and release of claims also covers any claim for personal injury or death resulting from a member's medical condition that was in any way caused, triggered or exacerbated by use of The Alaska Club's facilities or equipment. Further, in consideration for membership in the Club, the member releases and discharges the Club from any claim for personal property damaged, lost or stolen in or about the Club, or in lockers, or for loss or damages to any property including but not limited to automobiles and the contents thereof while on the Club's premises.

ARTICLE II. PAYMENT OF DUES, FEES AND CHARGES Initials _____

(a) The Club requires payment of dues and fees by Automatic Electronic Fund Transfers (ACH) or via a Credit Card. The terms and conditions of such recurring payments are set forth in a separate Payment Agreement whose terms are incorporated herein by reference.
 (b) Payments for charges incurred in Article V, or any other non-recurring charges at the Club require the use of a credit card, the details of which will be on file and maintained by the Club pursuant to the terms of the Payment Agreement.
 (c) Applicant, co-applicant, and/or dependents are authorized to use credit card on file for non-recurring charges.

	6/14/2017		6/14/2017
Signature of Applicant	Date	Signature of Co-Applicant	Date
Harry Potter	TEST-62	Ginevra Potter	
Applicant Name (print clearly)	Member #	Co-Applicant Name (print clearly)	
	6/14/2017		
The Alaska Club Authorized Signature	Date		

Page 2

Have member (and CoApplicant) initial at Article I and Article II

Have Main member sign at Signature of Applicant

Have Co-Applicant sign at Signature of CoApplicant (if not available write "X" and remind member to have spouse/partner sign and return documents)

YOU will sign at The Alaska Club Authorized Signature (full name please)

****REMINDER- PLEASE REVIEW EACH INITIAL/SIGNATURE FOR VALIDITY.**

Page 3

Have member read terms and conditions on page 3.

ContractViewer

Print... 100% 4/5 Backward Forward

Addendum to Membership Agreement for 12-Month Membership Commitment

Article IV. Enrollment Fees Dues and Charges. Article VI. Termination of Membership

In exchange for a twelve (12) month membership commitment, my Membership Agreement and Waiver and Release of Claims With The Alaska Club shall be amended as follows:

Article IV. Enrollment Fees Dues and Charges In exchange for a twelve (12)-month membership commitment, the Club has reduced the enrollment fee from \$ _____ to \$ _____, a difference of \$ _____.

Article VI. Termination of Membership. Section 1. Voluntary Resignation is amended to read:
My initial membership is for a 12-month term, ending on 6/13/2018. Membership does not automatically terminate at the end of the 12-month term but continues on a month to month basis after the initial 12-month term, subject to cancellation as provided in the Membership Agreement and/or this Addendum.
After 11 months of the initial term, I may give my 30 day written notice to terminate my membership with The Alaska Club. My voluntary resignation shall not be deemed effective until after the expiration of the 30-day notice period and after all required payments (dues or other charges) have been made by me to the Club. Subsequent to my voluntary resignation I shall not be subject to any further dues or other charges. Non-use of the Club is not considered notice of cancellation. Written notice shall be sent to the regional office in which your home club resides.

Anchorage/Mat-Su/Juneau/Fairbanks
accounting@thealaskaclub.com
Member Accounting
The Alaska Club
5201 East Tudor Road
Anchorage, Alaska 99507

If this membership is cancelled prior to the completion of the 12-month commitment, I (the member) agree to pay to The Alaska Club the lesser of (a) the remaining dues to fulfill the 12-month commitment, or (b) the full amount of the discount on the enrollment that was given in exchange for the commitment, which is \$ _____.

After six months of membership, if a member moves more than 40 miles from any location of the Club, The Alaska Club will waive the normal cancellation fee (12-month commitment) if proof of move is provided. The proof required is written certification of a new residence, such as a lease, deed or utility bill. The Alaska Club may independently verify this move. Written notice of cancellation 30 days in advance is also required.

If at any time during this initial membership term the member suffers a prolonged medical condition that prevents the member from using The Alaska Club facilities for the entire duration of the initial membership term, the member may cancel the membership without any penalty, provided the member provides the Club with a written doctor's certification verifying the member's inability to use Club facilities. The doctor's certification must be on the doctor's office letterhead or prescription pad. It must specify the reason and length of time for any exercise restriction. Conditions that are of indefinite or undetermined duration or that are for a period of time less than the remainder of the initial term will qualify for medical leave of absence and not cancellation without penalty. The member shall be responsible for all dues and fees incurred prior to receipt of the written doctor's order.

Article VI. Termination of Membership. Section 2. Involuntary Resignation is amended to include the following: If this membership is involuntarily cancelled prior to the completion of an initial twelve (12) month membership commitment, I (the Member) agree to pay to The Alaska Club the lesser of (a) the remaining dues to fulfill the twelve (12) month commitment, or (b) the full amount of the discount on the enrollment that was given in exchange for the commitment, which is \$ _____.

THIS 90-DAY COMFORT GUARANTEE DOES NOT APPLY TO ANYONE WHO HAS PREVIOUSLY BEEN A MEMBER OF THE ALASKA CLUB.

I Harry Potter understand that this membership may be cancelled with no cancellation fee between 90 and 100 days from the effective membership date if I am not satisfied with The Alaska Club. To qualify for this guarantee, some combination of the members on the membership must check in with an activated scan card and exercise at least 24 separate days and complete a Fitness Consultation appointment during the 1st through 90th day. Only one check in per day per individual/family member will be counted toward this total. Scan card activation may be done at any check in area at any club. Activation is my responsibility. Cancellation must be in writing and delivered to the Member Accounting Department between the 90th and 100th day of membership. All dues and charges must be paid in full to utilize this guarantee. No refunds of enrollment fees will be given. I also understand that there will be no deviation or allowances for any reason from the required number of 24 visits and that only visits after card activation are valid toward this total.

Page 4

For a 12-Month Membership this will be the Addendum to Membership Agreement for 12-Month Commitment. You will need to use the signature capture pad to hand write in the Enrollment, Discount, and Cancellation Fees in the first 5 lines highlighted yellow **PLEASE WRITE AS LEGIBLY AS POSSIBLE!!**

Line 1 = Enrollment Fee

Line 2 = Adjusted Enrollment (\$ Amount collected at joining)

Line 3 = Discount Amount

Line 4 = Discount Amount /Cancellation Fee

Line 5 = Discount Amount /Cancellation Fee

ContractViewer

Print... 100% 4/5 Backward Forward

Addendum to Membership Agreement for 12-Month Membership Commitment

Article IV. Enrollment Fees Dues and Charges. Article VI. Termination of Membership

In exchange for a twelve (12) month membership commitment, my Membership Agreement and Waiver and Release of Claims With The Alaska Club shall be amended as follows:

Article IV. Enrollment Fees Dues and Charges In exchange for a twelve (12)-month membership commitment, the Club has reduced the enrollment fee from \$ _____ to \$ _____, a difference of \$ _____.

Article VI. Termination of Membership. Section 1. Voluntary Resignation is amended to read:
My initial membership is for a 12-month term, ending on 6/13/2018. Membership does not automatically terminate at the end of the 12-month term but continues on a month to month basis after the initial 12-month term, subject to cancellation as provided in the Membership Agreement and/or this Addendum.
After 11 months of the initial term, I may give my 30 day written notice to terminate my membership with The Alaska Club. My voluntary resignation shall not be deemed effective until after the expiration of the 30-day notice period and after all required payments (dues or other charges) have been made by me to the Club. Subsequent to my voluntary resignation I shall not be subject to any further dues or other charges. Non-use of the Club is not considered notice of cancellation. Written notice shall be sent to the regional office in which your home club resides.

Anchorage/Mat-Su/Juneau/Fairbanks
accounting@thealaskaclub.com
Member Accounting
The Alaska Club
5201 East Tudor Road
Anchorage, Alaska 99507

If this membership is cancelled prior to the completion of the 12-month commitment, I (the member) agree to pay to The Alaska Club the lesser of (a) the remaining dues to fulfill the 12-month commitment, or (b) the full amount of the discount on the enrollment that was given in exchange for the commitment, which is \$ _____.

After six months of membership, if a member moves more than 40 miles from any location of the Club, The Alaska Club will waive the normal cancellation fee (12-month commitment) if proof of move is provided. The proof required is written certification of a new residence, such as a lease, deed or utility bill. The Alaska Club may independently verify this move. Written notice of cancellation 30 days in advance is also required.

If at any time during this initial membership term the member suffers a prolonged medical condition that prevents the member from using The Alaska Club facilities for the entire duration of the initial membership term, the member may cancel the membership without any penalty, provided the member provides the Club with a written doctor's certification verifying the member's inability to use Club facilities. The doctor's certification must be on the doctor's office letterhead or prescription pad. It must specify the reason and length of time for any exercise restriction. Conditions that are of indefinite or undetermined duration or that are for a period of time less than the remainder of the initial term will qualify for medical leave of absence and not cancellation without penalty. The member shall be responsible for all dues and fees incurred prior to receipt of the written doctor's order.

Article VI. Termination of Membership. Section 2. Involuntary Resignation is amended to include the following: If this membership is involuntarily cancelled prior to the completion of an initial twelve (12) month membership commitment, I (the Member) agree to pay to The Alaska Club the lesser of (a) the remaining dues to fulfill the twelve (12) month commitment, or (b) the full amount of the discount on the enrollment that was given in exchange for the commitment, which is \$ _____.

THIS 90-DAY COMFORT GUARANTEE DOES NOT APPLY TO ANYONE WHO HAS PREVIOUSLY BEEN A MEMBER OF THE ALASKA CLUB.

I Harry Potter understand that this membership may be cancelled with no cancellation fee between 90 and 100 days from the effective membership date if I am not satisfied with The Alaska Club. To qualify for this guarantee, some combination of the members on the membership must check in with an activated scan card and exercise at least 24 separate days and complete a Fitness Consultation appointment during the 1st through 90th day. Only one check in per day per individual/family member will be counted toward this total. Scan card activation may be done at any check in area at any club. Activation is my responsibility. Cancellation must be in writing and delivered to the Member Accounting Department between the 90th and 100th day of membership. All dues and charges must be paid in full to utilize this guarantee. No refunds of enrollment fees will be given. I also understand that there will be no deviation or allowances for any reason from the required number of 24 visits and that only visits after card activation are valid toward this total.

Initials: _____

6/14/2017	6/14/2017
Signature of Applicant	Signature of Co-Applicant
Harry Potter	Ginevra Potter
Applicant Name (print clearly)	Member #
	Co-Applicant Name (print clearly)
The Alaska Club Authorized Signature	Date
	6/14/2017

Have member and Co-App initial at 90-Day Comfort (regardless of past member status this area should always be initialed)

Have Main member sign at Signature of Applicant

Have Co-Applicant sign at Signature of CoApplicant

YOU will sign at The Alaska Club Authorized Signature (full name please)

ContractViewer

Print... 100 % 4/5 Backward Forward

After 11 months of the initial term, I may give my 30 day written notice to terminate my membership with The Alaska Club. My voluntary resignation shall not be deemed effective until after the expiration of the 30-day notice period and after all required payments (dues or other charges) have been made by me to the Club. Subsequent to my voluntary resignation, I shall not be subject to any further dues or other charges. Non-use of the Club is not considered notice of cancellation. Written notice shall be sent to the regional office in which your home club resides.

Anchorage MetNet/Juneau/Fairbanks
accounting@thealaskaclub.com
Member Accounting
The Alaska Club
5201 East Tudor Road
Anchorage, Alaska 99507

If this membership is cancelled prior to the completion of the 12-month commitment, I (the member) agree to pay to The Alaska Club the lesser of (a) the remaining dues to fulfill the 12-month commitment, or (b) the full amount of the discount on the enrollment that was given in exchange for the commitment, which is \$ _____.

After six months of membership, if a member moves more than 40 miles from any location of the Club, The Alaska Club will waive the normal cancellation fee (12-month commitment) if proof of move is provided. The proof required is written certification of a new residence, such as a lease, deed or utility bill. The Alaska Club may independently verify this move. Written notice of cancellation 30 days in advance is also required.

If at any time during this initial membership term the member suffers a prolonged medical condition that prevents the member from using The Alaska Club facilities for the entire duration of the initial membership term, the member may cancel the membership without any penalty, provided the member provides the Club with a written doctor's certification verifying the member's inability to use Club facilities. The doctor's certification must be on the doctor's office letterhead or prescription pad. It must specify the reason and length of time for any exercise restriction. Conditions that are of indefinite or undetermined duration or that are for a period of time less than the remainder of the initial term will qualify for medical leave of absence and not cancellation without penalty. The member shall be responsible for all dues and fees incurred prior to receipt of the written doctor's order.

Article VI. Termination of Membership. Section 2. Involuntary Resignation is amended to include the following: If this membership is involuntarily cancelled prior to the completion of an initial twelve (12) month membership commitment, I (the Member) agree to pay to The Alaska Club the lesser of (a) the remaining dues to fulfill the twelve (12) month commitment, or (b) the full amount of the discount on the enrollment that was given in exchange for the commitment, which is \$ _____.

THIS 90-DAY COMFORT GUARANTEE DOES NOT APPLY TO ANYONE WHO HAS PREVIOUSLY BEEN A MEMBER OF THE ALASKA CLUB.

I, Harry Potter, understand that this membership may be cancelled with no cancellation fee between 90 and 100 days from the effective membership date if I am not satisfied with The Alaska Club. To qualify for this guarantee, some combination of the members on the membership must check in with an activated scan card and exercise at least 24 separate days and complete a Fitness Consultation appointment during the 1st through 90th day. Only one check in per day per individual/family member will be counted toward this total. Scan card activation may be done at any check in area at any club. Activation is my responsibility. Cancellation must be in writing and delivered to the Member Accounting Department between the 50th and 100th day of membership. All dues and charges must be paid in full to utilize this guarantee. No refunds of enrollment fees will be given. I also understand that there will be no deviation or allowances for any reason from the required number of 24 visits and that only visits after card activation are valid toward this total.

Initials: HP

<u>Harry Potter</u>	6/14/2017	<u>Harry Potter</u>	6/14/2017
Signature of Applicant	Date	Signature of Co-Applicant	Date
Harry Potter	TEST-62	Ginevra Potter	
Applicant Name (print clearly)	Member #	Co-Applicant Name (print clearly)	
<u>Chris Smith</u>	6/14/2017		
The Alaska Club Authorized Signature	Date		

For an Open Ended/Month to Month this will be the Agreement for Payment of Membership Account

Page 5 for a 12-Month

ContractViewer

Print... 100 % 5/5 Backward Forward

Agreement for Payment of Membership Account

This Agreement is considered a part of the Membership Agreement whose terms are incorporated herein by reference. Please choose one of the following options for payment of your membership dues, charges and other fees.

Bank Name: Wells Fargo Bank Transit Number (ABA): 125200067
Account Number: 0000000759

Signature: _____ Date: 6/14/2017

Auto Pay Terms and Conditions

As an enrollee in this program, I understand that:

- I authorize The Alaska Club to electronically deduct any and all balances monthly from my account within the first 10 days of each month. The balance due may vary month to month and will include monthly dues, fees and any and all charges owing by me in connection with my membership. Electronic deductions will continue until my membership is terminated or cancelled; the remaining balance on my membership through the effective date of termination or cancellation are deducted or I advise The Alaska Club to discontinue automatic payments with a 30 day written notice. I further agree that cancellation of my Auto Pay by ACH or credit card does not cancel my membership. I agree that I am financially responsible for all members on this agreement.
- In the event my credit card is declined due to a change in expiration date and/or credit card number change, I authorize The Alaska Club and its payment processors to re-process my payment using an updater program to update an expiration date and/or credit card number update/has date is performed on a secure server in accordance with PCI compliance. I acknowledge that this re-processing may occur on any date within the month I agree that the expiration or cancellation of my credit card does not cancel my membership. If my Automatic Payment information changes for any reason including expiration dates, and cannot be auto updated by the aforementioned updater program, I will notify The Alaska Club the new account information. If I fail to provide this information prior to the due date and The Alaska Club is unable to process my payment, I will be responsible for an alternative payment arrangement and a \$20 return fee and any late fees which may result. If I cannot be contacted or do not make alternative payment arrangement, my membership will be subject to normal credit procedures for non-payment.
- Paperless Statements. My monthly statement will be available online at www.thealaskaclub.com. I will be responsible for reviewing my statement monthly and notifying The Alaska Club of any changes to my email address, mailing address or phone numbers. Email address must be provided.

Email Address: hpotter@thealaskaclub.com

I, the undersigned, authorize The Alaska Club to charge my club billing to the checking account or credit card indicated above. I agree to the automatic payment terms and conditions listed below.

Print Name: Harry Potter Member Number: TEST-62
Signature: _____ Date: 6/14/2017

I further authorize The Alaska Club to charge my non-recurring charges, and my co-applicant and dependents charges to my credit card on file for personal charges pursuant to the Membership Agreement. My failure to initial this section means I have declined the option for myself, co-applicant and/or any dependents to use a credit card on file to pay for non-recurring charges at the Club.

Initials: _____

Have Main Member sign at 1st & 2nd signature lines

Initials at the bottom are OPTIONAL. If the member would like Credit Card available at POS this line should be initialed, if they DO NOT want this option make an dot/ink spot "." and Accept as signature.

ContractViewer

Print... 100 % 5/5 Backward Forward

Agreement for Payment of Membership Account

This Agreement is considered a part of the Membership Agreement whose terms are incorporated herein by reference. Please choose one of the following options for payment of your membership dues, charges and other fees.

Bank Name: Wells Fargo Bank Transit Number (ABA): 125200057
Account Number: 0000000759

Signature: Harry Potter Date: 6/14/2017

Auto Pay Terms and Conditions

As an enrollee in this program, I understand that:

1. I authorize The Alaska Club to electronically deduct any and all balances monthly from my account within the first 10 days of each month. The balance due may vary month to month and will include monthly dues, fees and any and all charges owing by me in connection with my membership. Electronic deductions will continue until my membership is terminated or cancelled; the remaining balance on my membership through the effective date of termination or cancellation, are deducted or I advise The Alaska Club to discontinue automatic payments with a 30 day written notice. I further agree that cancellation of my Auto Pay by ACH or credit card does not cancel my membership. I agree that I am financially responsible for all members on this agreement.

2. In the event my credit card is declined due to a change in expiration date and/or credit card number change, I authorize The Alaska Club to process my payment through a secure server in accordance with PCI compliance. I acknowledge that this re-processing may occur on any date within the month. I agree that the expiration or cancellation of my credit card does not cancel my membership. If my Automatic Payment information changes for any reason including expiration dates, and cannot be auto updated by the aforementioned updater program, I will notify The Alaska Club of the new account information. If I fail to provide this information prior to the due date and The Alaska Club is unable to process my payment, I will be responsible for an alternative payment arrangement and a \$20 return fee and any late fees which may result. If I cannot be contacted or do not make alternative payment arrangement, my membership will be subject to normal credit procedures for non payment.

3. Paperless Statements: My monthly statement will be available online at www.thealaskaclub.com. I will be responsible for reviewing my statement monthly and notifying The Alaska Club of any changes to my email address, mailing address or phone numbers. Email address must be provided.

Email Address: hpotter@thealaskaclub.com

I, the undersigned, authorize The Alaska Club to charge my club billing to the checking account or credit card indicated above. I agree to the Automatic Payment terms and conditions listed below.

Print Name: Harry Potter Member Number: TEST-62
Signature: Harry Potter Date: 6/14/2017

I further authorize The Alaska Club to charge my non-recurring charges, and my co-applicant and dependents charges to my credit card on file for personal charges pursuant to the Membership Agreement. My failure to initial this section means I have declined the option for myself, co-applicant and or any dependents to use a credit card on file to pay for non-recurring charges at the Club.

Initials: HP

Print Card

Print Card

 **TEST-62**
Harry Potter
Main

 **TEST-62A**
Ginevra Potter
Spouse

Click on Skip.

Any additional forms required for joining/offer must be sent to Accounting. Example: Membership Plus, Member Acknowledgement, etc.