

GYM ADMIN ESSENTIALS CHECKLIST

CONTRACTS

- ☐ Membership contracts with clear terms (fees, cancellation, freeze options)
- ☐ Parent/guardian signatures for under 18s
- ☐ Renewal reminders set up

WAIVERS & LEGAL

- ☐ Liability waivers signed by all members
- ☐ Separate event/seminar waivers
- ☐ Digital storage (Google Drive or CRM)

CRM (MEMBER MANAGEMENT SYSTEM)

- ☐ Member profiles with contact info
- ☐ Attendance tracking
- ☐ Automated reminders for renewals or missed classes

INVOICING & PAYMENTS

- ☐ Monthly invoices sent automatically (email/WhatsApp)
- ☐ Debit orders or EFT options
- ☐ Payment tracking dashboard

BOOKING SYSTEM

- ☐ Online class bookings to control mat space
- ☐ Waitlist function for full classes
- ☐ Easy cancellation & reschedule system

COMMUNICATION

- ☐ WhatsApp group for updates
- ☐ Email newsletter (events, promos, birthdays)
- ☐ Emergency contact info updated

GROWTH EXTRAS

- ☐ Google Business profile set up and updated
- ☐ Reviews requested from happy members
- ☐ Social media handles linked on website



PRO TIP

Don't try to set up everything at once. Start with contracts + waivers, then add invoicing and CRM for smoother growth.