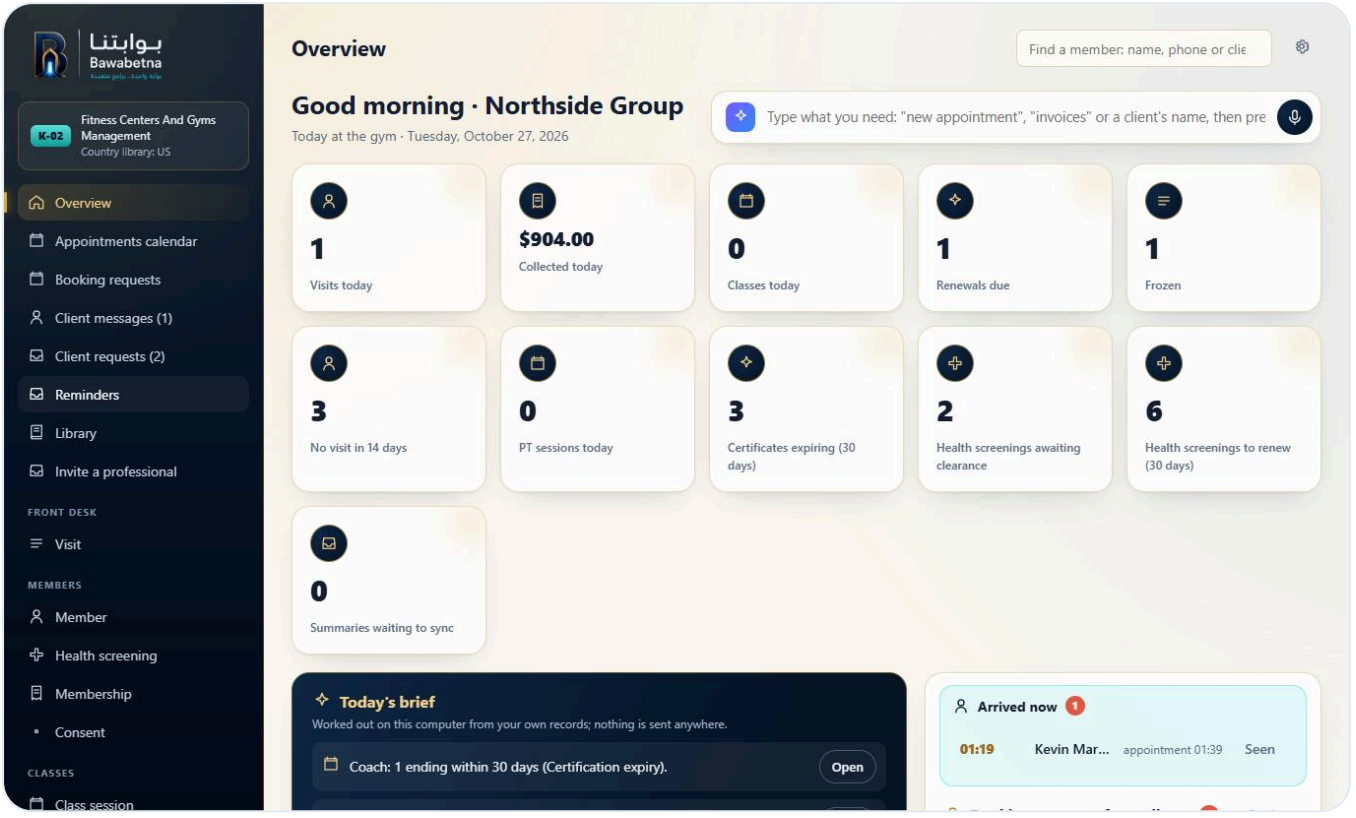
Bawabetna · User guide

Fitness Centers And Gyms Management

Every screen and every button, with real screens from the program.

Guide version 2026-10-27



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Getting started

Download the program from bawabetna.com or the Microsoft Store and install it. On first opening, sign in with your Bawabetna account. The first month is free with every feature.

The first-run assistant asks for a few details, then the program is ready:

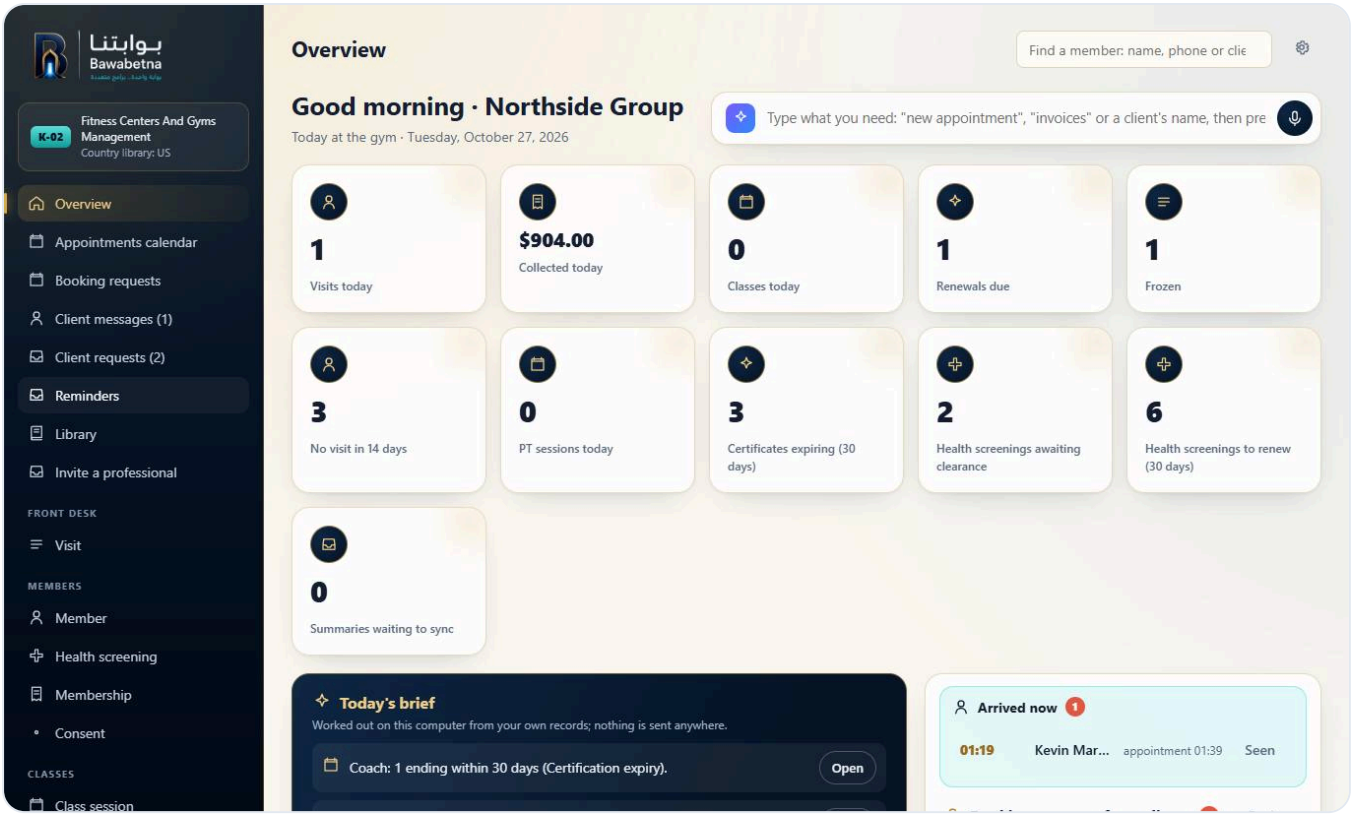
1. **Gym**: Name, License number, Country, Default currency
2. **Branch**: Name, Phone
3. **Coach**: Full name, Coach type

Each person signs in with their own role and sees only the screens of that role:

- Coach
- Front desk
- Gym manager
- Gym owner
- Manager

The home screen

The home screen shows today's work at a glance: counts, today's schedule, what is waiting and requests from clients. The command bar at the top opens any screen from a short sentence, such as a client's name or "new appointment".

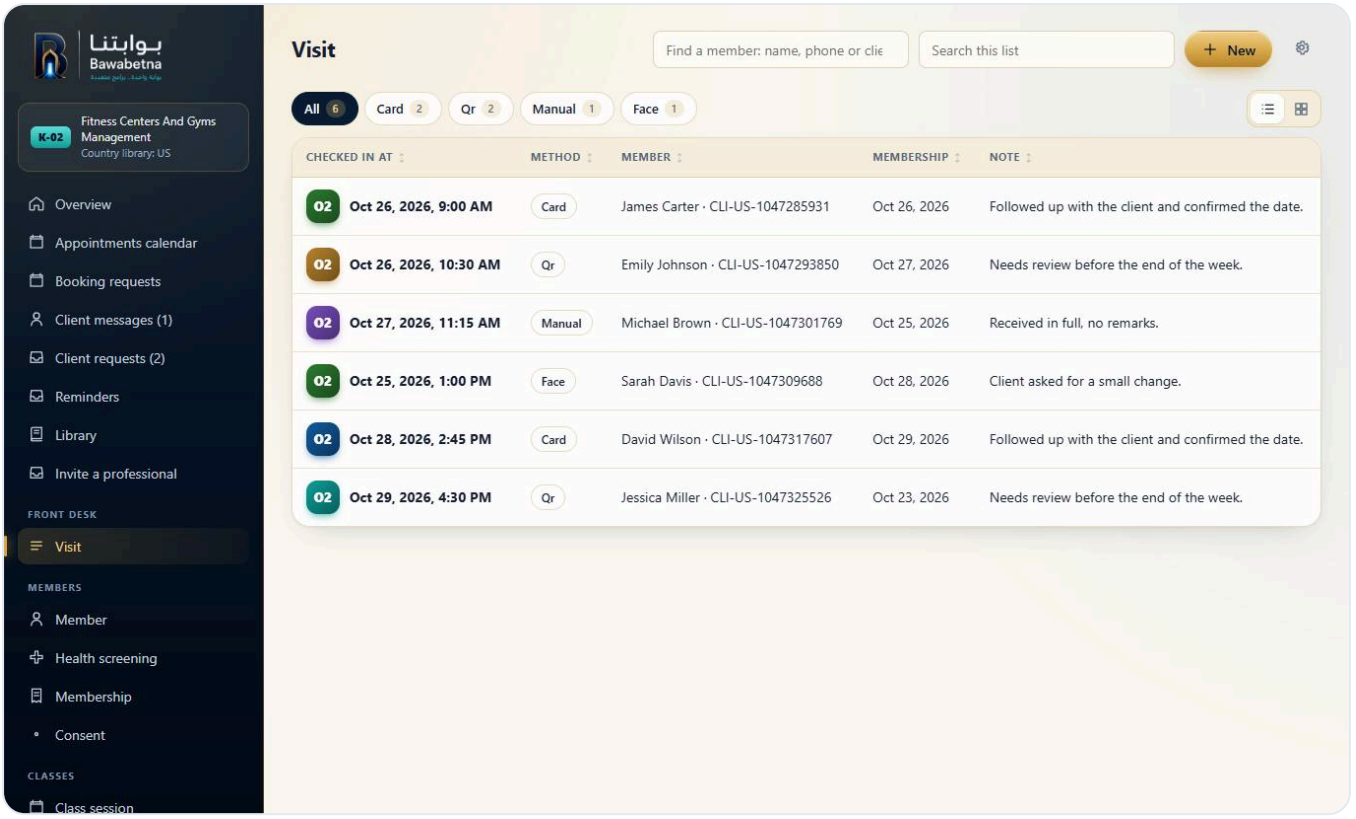


The home screen

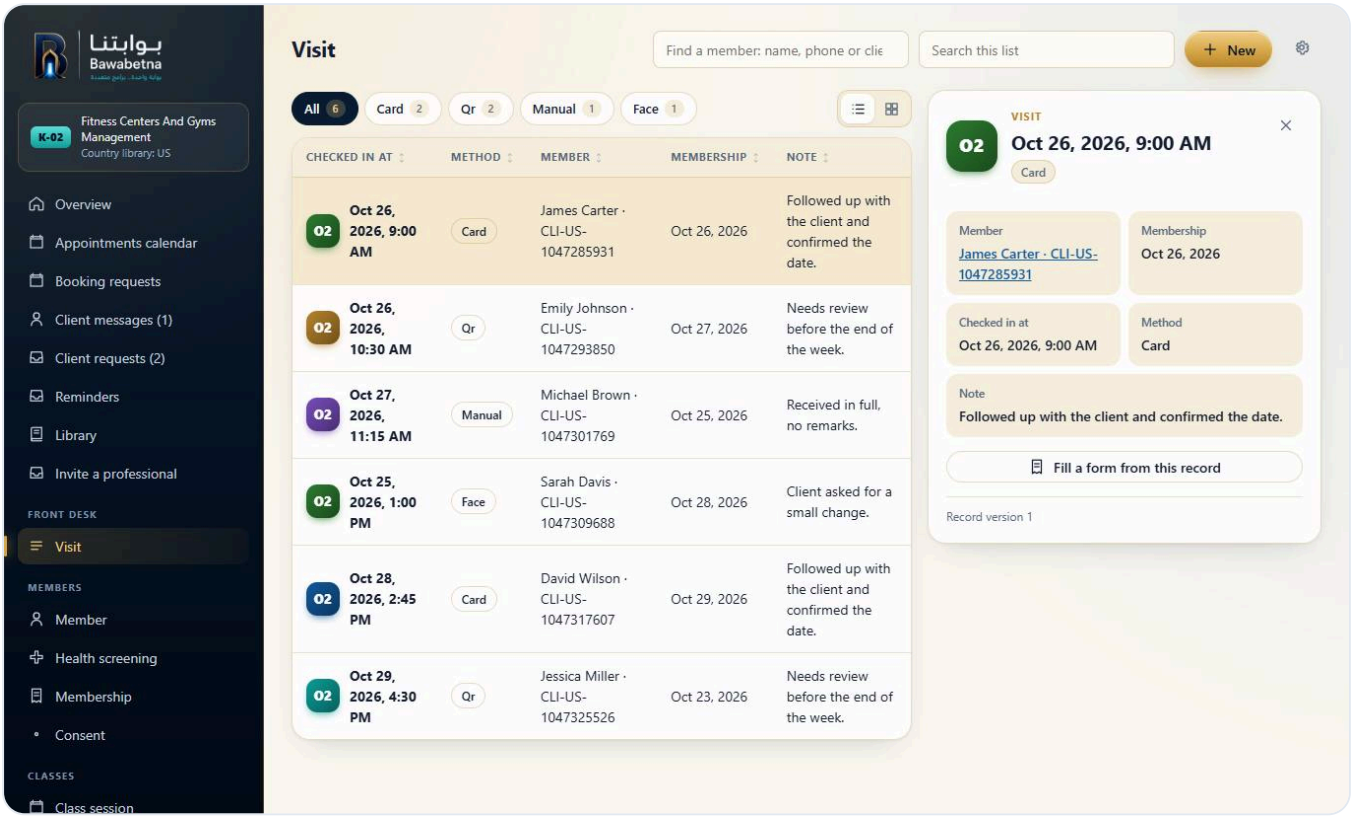
Screens and what you record in them

The side menu groups the screens by kind of work. Each screen lists its records: New adds one, a click opens it, and the buttons at the bottom of a record move it to its next stage.

Front desk



Visit

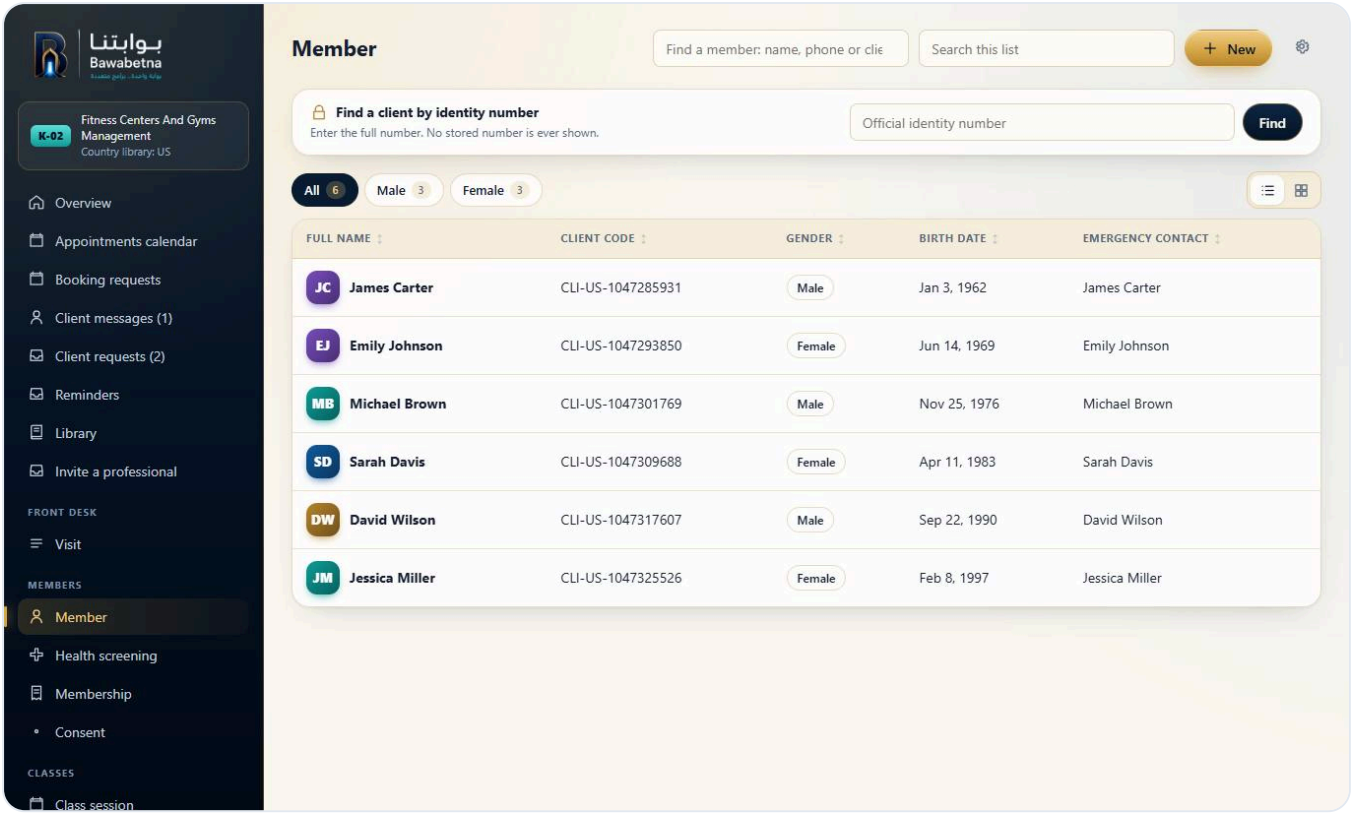


A record open for editing

Visit

What you record: Member (required), Membership (required), Checked in at (worked out by the program), Method, Note

Members



Member

Member

What you record: Full name (required), Gender (required), Birth date, Emergency contact, Health notes, Goal, Access card number, Last visit (worked out by the program), Visit due (worked out by the program), Phone, Client code, Ecosystem registration, Identity country, Official identity number (required), Notes

Health screening

What you record: Member (required), Screened on (required), Heart condition, Chest pain, Dizziness or fainting, Chronic condition, Takes medication, Bone joint problem, Pregnant or recent birth, Advised supervised only, Yes answers (worked out by the program), Fit without clearance (worked out by the program), Clearance files, Clearance date, Restrictions, Review on (worked out by the program), Status (required)

Stages: A new record starts as "Open".

Not cleared → Cleared | Open → Fit to train | Open → Cleared | Open → Not cleared

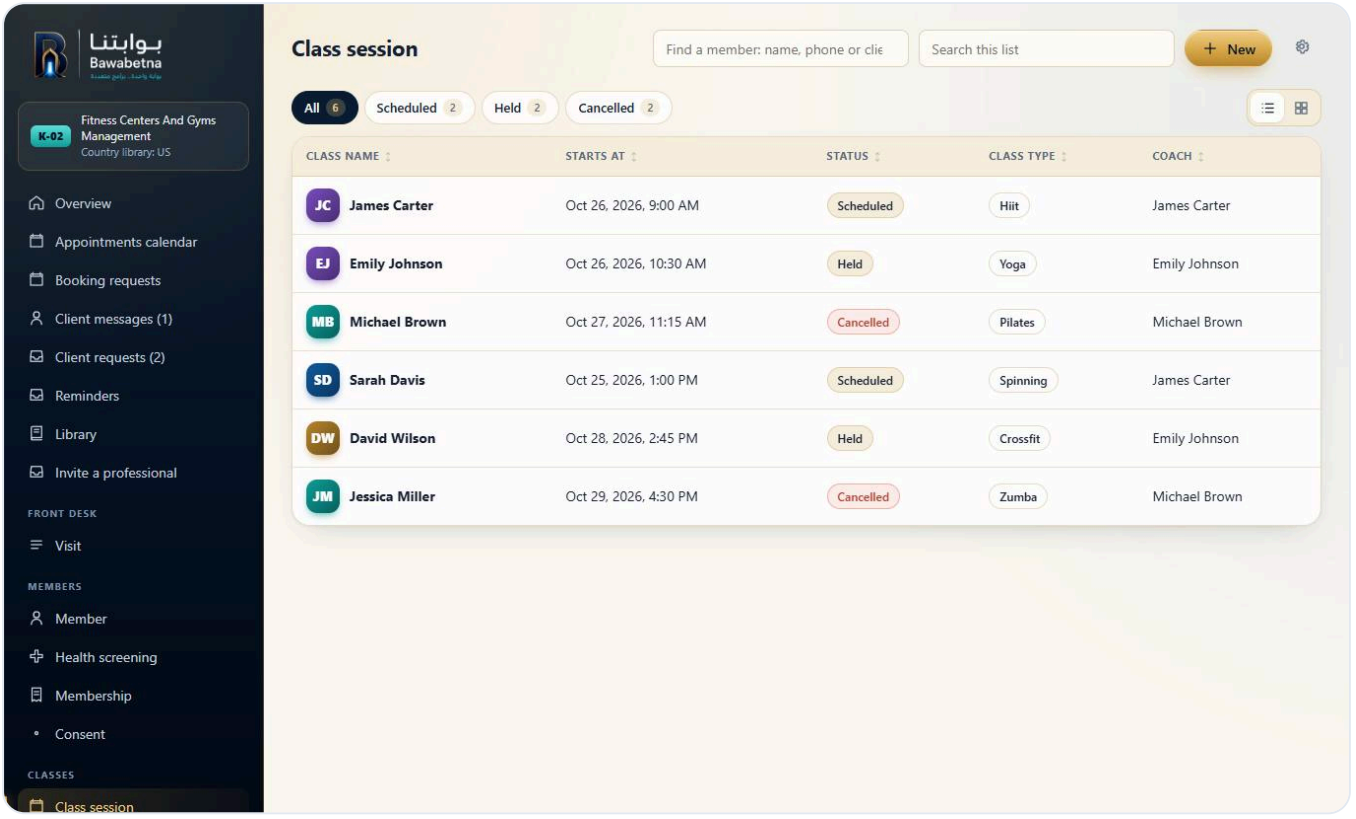
Membership

What you record: Member (required), Plan (required), Start date (required), End date (required), Price (required), Freeze days used, Sales person, Status (required)

Stages: A new record starts as "Pending payment".

Active → Frozen | Active → Expired | Active → Cancelled | Expired → Active | Frozen → Active | Frozen → Cancelled | Pending payment → Active | Pending payment → Cancelled

Classes



Class session

Class session

What you record: Class name (required), Class type (required), Coach (required), Studio, Starts at (required), Duration minutes (required), Capacity (required), Status (required), Override reason

Stages: A new record starts as "Scheduled".

Scheduled → Held | Scheduled → Cancelled

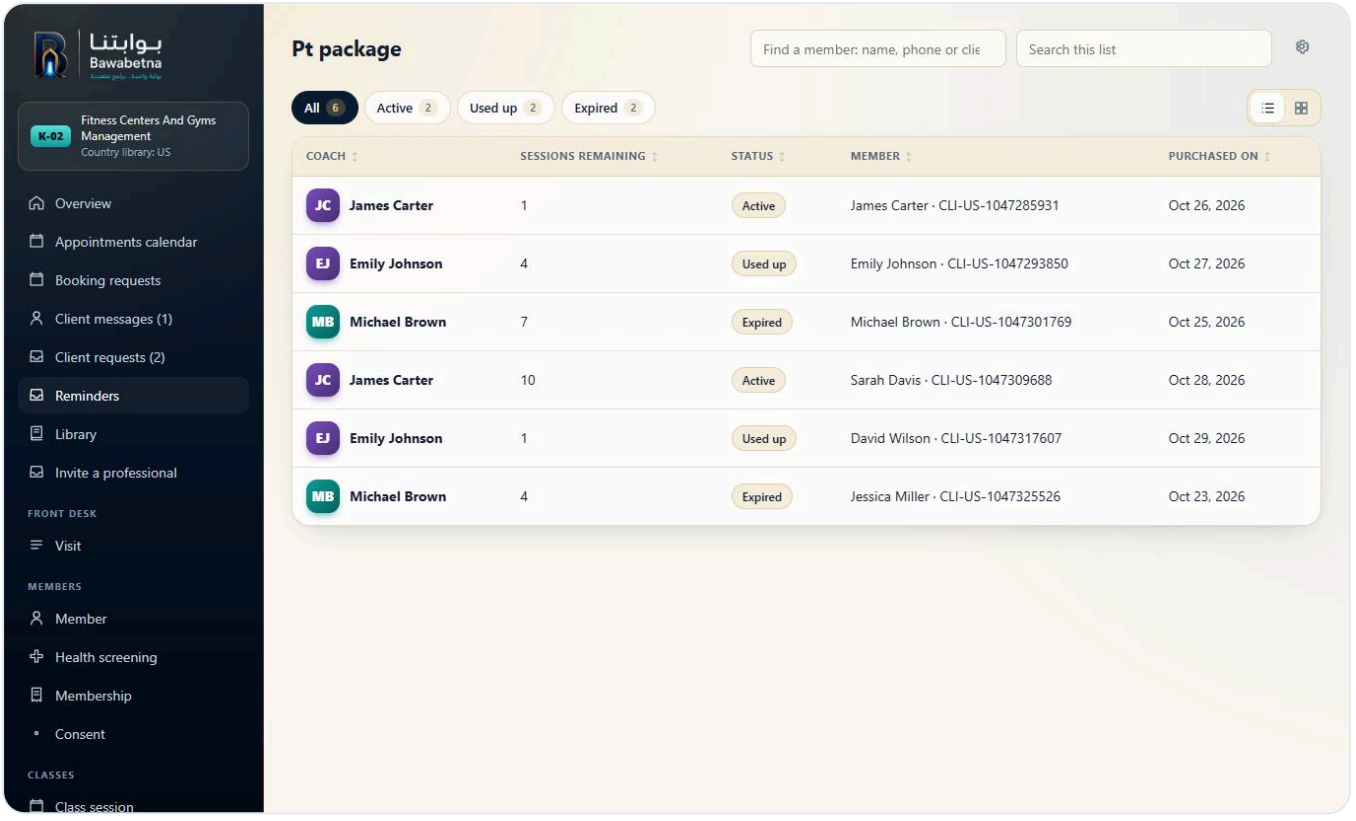
Class booking

What you record: Class session (required), Member (required), Status (required)

Stages: A new record starts as "Booked".

Booked → Attended | Booked → No show | Booked → Cancelled | Waitlisted → Booked | Waitlisted → Cancelled

Training



Pt package

Pt package

What you record: Member (required), Coach (required), Purchased on (required), Expires on, Sessions total (required), Sessions used (worked out by the program), Sessions remaining (worked out by the program), Price, Status (required)

Stages: A new record starts as "Active".

Active → Used up | Active → Expired

Pt session

What you record: Member (required), Coach (required), Pt package, Starts at (required), Duration minutes (required), Workout, Visit mode, Meeting link, Status (required), Override reason

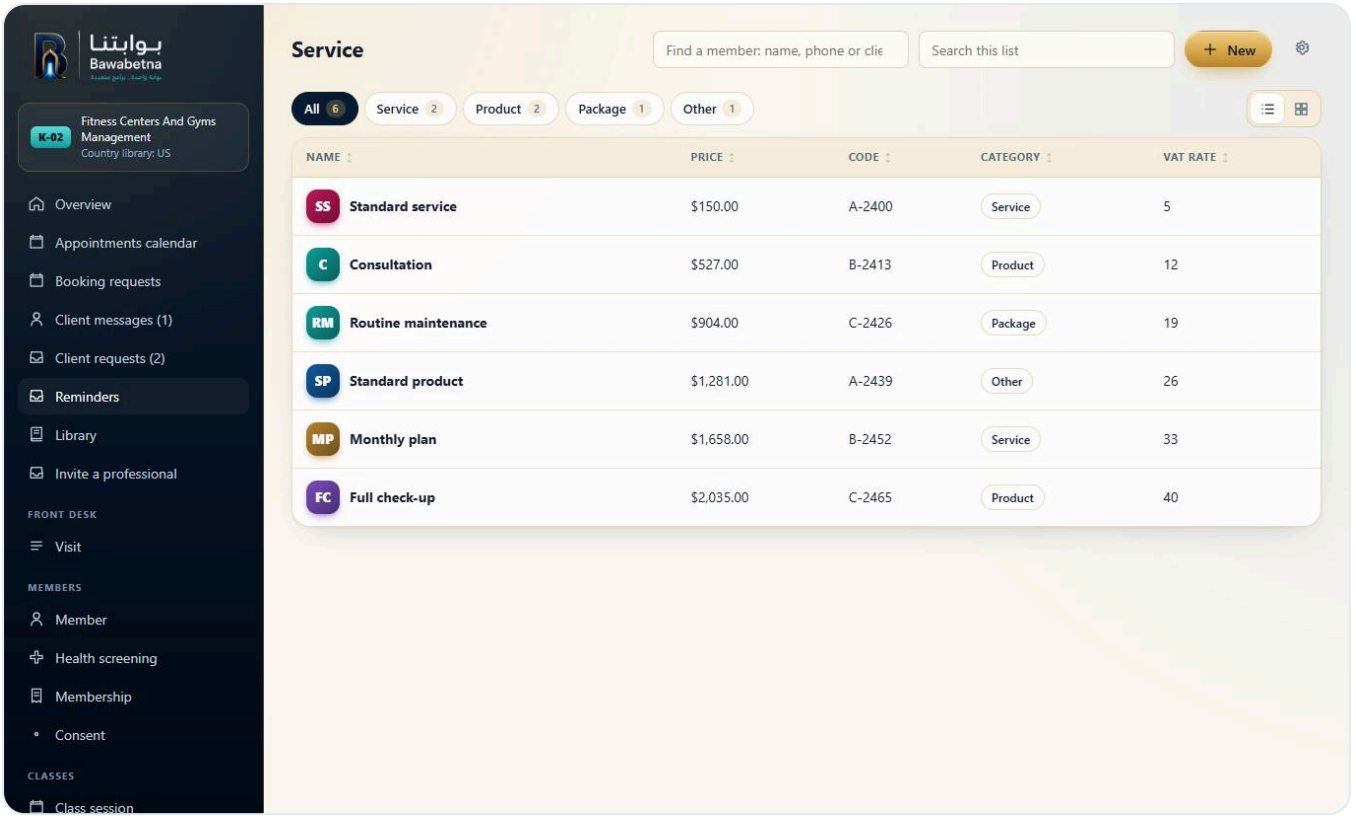
Stages: A new record starts as "Scheduled".

Scheduled → Done | Scheduled → Missed | Scheduled → Cancelled

Body measurement

What you record: Member (required), Measured on (required), Weight kg (required), Height cm (required), Bmi (worked out by the program), Body fat percent, Muscle mass kg, Waist cm, Note, Coach

Billing



Service

Service

What you record: Code, Name (required), Category, Price (required), Vat rate (required), Active

Invoice

What you record: Invoice number (worked out by the program), Member (required), Membership, Currency (required), Issued at (worked out by the program), Subtotal (worked out by the program), Tax total (worked out by the program), Total (worked out by the program), Paid (worked out by the program), Refunded (worked out by the program), Net paid (worked out by the program), Balance (worked out by the program), Status (required), E invoice reference, Notes

Stages: A new record starts as "Draft".

Draft → Issued | Draft → Voided | Issued → Voided | Refunded → Reconciled | Settled → Reconciled

Invoice line

What you record: Invoice (required), Service, Description (required), Quantity (required), Unit price (required), Discount, Vat rate (required), Line net (worked out by the program), Line tax (worked out by the program), Line total (worked out by the program)

Payment

What you record: Receipt number (worked out by the program), Invoice (required), Amount (required), Method (required), Transaction reference, Paid at (worked out by the program)

Refund

What you record: Refund number (worked out by the program), Payment (required), Invoice (worked out by the program), Amount (required), Reason (required), Refunded at (worked out by the program)

Setup

Gym

What you record: Name (required), License number, Country (required), Tax number, Default currency, Whatsapp enabled, Online meeting link, Payment link, Review link, Ai assistant enabled, Ai model, Ai endpoint

Branch

What you record: Gym (required), Name (required), Address, Phone

Coach

What you record: Branch (required), Full name (required), License number, Phone, Coach type, Certification, Certification expiry, Active

Plan

What you record: Name (required), Duration days (required), Price (required), Freeze days allowed, Access, Classes included, Active

Studio

What you record: Name (required), Capacity, Active

Reports

Reports are worked out on your computer from your records. Choose a period, see the chart and the table, then print or export them. The reports of this program:

- Memberships by status
- Active memberships by plan
- Visits by day
- Class bookings by status
- PT sessions by coach
- Revenue by month
- Revenue by service
- Collections by payment method
- Outstanding balances by client
- Receivables aging (days since issue)

Working with your clients

A client with a Bawabetna Client Code can, from the free client app: book an appointment, write to you, send requests and documents, sign documents, see what they owe and pay you directly, tell you they have arrived, ask for an earlier time and see their points. Everything reaches this program with its next sync.

Your data

Your records are kept encrypted on your own computer; only a short summary of each transaction is sent to Bawabetna. Make a backup from Settings; it is encrypted with your recovery key.

Help

Write to info@bawabetna.com or use the contact page at bawabetna.com/contact.