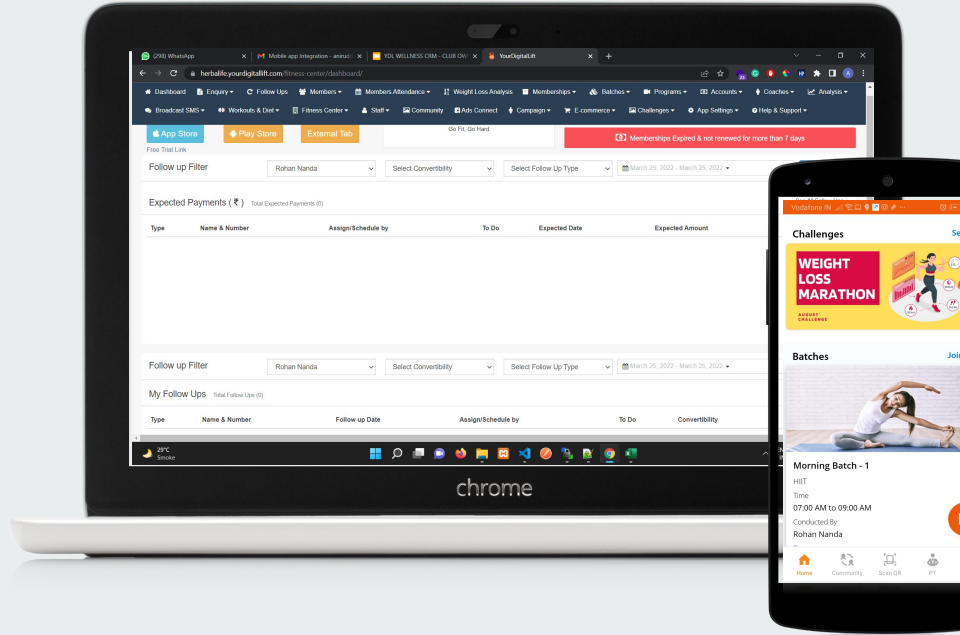




**YOUR DIGITAL LIFT**

# YDL WELLNESS CRM

Getting Started - For Admin Club  
Owners



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# Outline

STEP 1 : Add Membership Plans

STEP 2 : Add Programs

STEP 3 : Add Batches

Step 4 : Add Coaches

Step 5 : Send Coach Creds to your  
respective Coaches.

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# STEP 1: Add Membership plans

**The Very First step for all the Admin Club Owners is to add their membership plans.**

Admin Login URL:

<https://www.herbalife.yourdigitallift.com/fitness-center/login/>

The Owners should login to their panels and Click on Membership -> Membership Plans -> Create Memberships

**These memberships will be visible to your coaches in their coach dashboard. The Coaches can assign these membership to their clients and create bills.**

**Membership plans can be created as given examples below**

1. Happy to Help
2. Virtual Universal Members

**Please follow the given video below to add subscription.**

[https://www.youtube.com/watch?v=safuBK\\_2lOo&ab\\_channel=YourDigitalLift](https://www.youtube.com/watch?v=safuBK_2lOo&ab_channel=YourDigitalLift)

<input type="checkbox"/>	Happy to Help( free trail)	YD-9283	Maa Tarini Nutrition Point	Personal Training	Active	1 Days	₹ 0	₹	SUMANTA KUMAR PRADHAN	<a href="#">View</a> <a href="#">Edit</a>
Paid Memberships										
<input type="checkbox"/>	Happy to Help( free trail)	YD-9283	Maa Tarini Nutrition Point	Personal Training	Active	1 Days	₹ 0	₹	SUMANTA KUMAR PRADHAN	<a href="#">View</a> <a href="#">Edit</a>
<input type="checkbox"/>	3 DAY TRAIL MEMBERSHIP	YD-10229	Maa Tarini Nutrition Point	Personal Training	Active	2 Days	₹ 800	₹	SUMANTA KUMAR PRADHAN	<a href="#">View</a> <a href="#">Edit</a>
<input type="checkbox"/>	PHYSICAL UNIVERSAL MEMBERSHIP	YD-8553	Maa Tarini Nutrition Point	Personal Training	Active	29 Days	₹ 6400	₹	SUMANTA KUMAR PRADHAN	<a href="#">View</a> <a href="#">Edit</a>
<input type="checkbox"/>	Virtual Universal Membership	YD-8550	Maa Tarini Nutrition Point	Personal Training	Active	29 Days	₹ 6969	₹	SUMANTA KUMAR PRADHAN	<a href="#">View</a> <a href="#">Edit</a>

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## Step 2: Add Programs

**Add all of your programs.**

Programs are where you can add your all of sessions and start the session from the panel.

**Once you start the session all of your clients will get the notification and their attendance will be marked.**

## Programs are example as below

1. MORNING FIT HOUR (JANUARY 2022) TIME- 6:00AM
2. HAPPY TO HELP (JANUARY 2022) TIME:- 6:45 Pm

## To add a program

1. Goto Programs
2. Add Programs
3. Enter the Program Name, Zoom Meeting link
4. Select the days of the Program and time
5. Click on save & close

Search  Search

[Add Program](#) [Activate](#) [Deactivate](#)

To start the Live session

<input type="checkbox"/>	Program Name	Status	Action	
<input type="checkbox"/>	MORNING FIT HOUR (JANUARY 2022) TIME- 6:00AM	Active	<a href="#">Edit</a>	<a href="#">Start Live Session</a>
<input type="checkbox"/>	HAPPY TO HELP (JANUARY 2022) TIME:- 6:45 Pm	Active	<a href="#">Edit</a>	<a href="#">Start Live Session</a>
<input type="checkbox"/>	WELLNESS COACH TRAINING TIME:- 4:00 Pm PASSCODE:- 456123 SIT WITH SMILE AND PPP(PEN, PAPER & PRESENCE OF MIND)	Active	<a href="#">Edit</a>	<a href="#">Start Live Session</a>
<input type="checkbox"/>	FAMILY DAY Passcode: 135246	Active	<a href="#">Edit</a>	<a href="#">Start Live Session</a>
<input type="checkbox"/>	special session 3 pm	Active	<a href="#">Edit</a>	<a href="#">Start Live Session</a>
<input type="checkbox"/>	Associate activation program webinar TIME :6 PM JOIN QUICKLY! LIMITED SEATS ONLY	Active	<a href="#">Edit</a>	<a href="#">Start Live Session</a>
<input type="checkbox"/>	HAPPY TO HELP FEBRUARY 2022	Active	<a href="#">Edit</a>	<a href="#">Start Live Session</a>





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## Step 3

# Add Batches

### Add batches

Batches help you create groups of your Clients, coaches, Supervisors etc.

**While going live , you can select these batches and go live with only those clients.**

**You can also view attendance according to thoses batches.**

**Batches are example as below**

1. FIT HOUR
2. VIRTUAL CLUB
3. Supervisor and above

**Please follow the give video below**

**[https://www.youtube.com/watch?v=SoeUIHoM\\_wQ](https://www.youtube.com/watch?v=SoeUIHoM_wQ)**

Search [ ] Search [ ] View Batchwise Members Add Batch Activate Deactivate Delete

Batch Name	Start Time	End Time	Trainers	Days	Action
<input type="checkbox"/> FIT HOUR <span>Active</span> Batch-1391	6 a.m.	7 a.m.	SUMANTA KUMAR PRADHAN	Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, Sunday	<input type="button" value="Edit"/>
<input type="checkbox"/> PHYSICAL CLUB <span>Active</span> Batch-1313	6 a.m.	8:30 p.m.	SUMANTA KUMAR PRADHAN, Sumit Kumar	Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, Sunday	<input type="button" value="Edit"/>
<input type="checkbox"/> VIRTUAL CLUB <span>Active</span> Batch-1314	6 a.m.	8:30 p.m.	SUMANTA KUMAR PRADHAN	Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, Sunday	<input type="button" value="Edit"/>
<input type="checkbox"/> MIW/WLP <span>Active</span> Batch-1315	5:30 p.m.	7 a.m.	SUMANTA KUMAR PRADHAN	Tuesday, Saturday	<input type="button" value="Edit"/>
<input type="checkbox"/> WELLNESS COACH <span>Active</span> Batch-1318	2:15 p.m.	6:30 a.m.	SUMANTA KUMAR PRADHAN	Sunday	<input type="button" value="Edit"/>

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## Step 4

# Add Coaches

## Add Coaches

The Final step is to add your Coaches

**When you add your coaches in the system, each coach gets a unique Referral Code.**

**The Coach can share this code with his clients on onboarding.**







## How to add a coach

1. Go to Trainer.
2. Go to Add Trainers.
3. Fill all mandatory field (marked with \*).
4. Click on Save & Next.

Please follow the give video below

<https://www.youtube.com/watch?v=tRxWgzWaJi4>

This code is to be given to the Coach along with their Register number and Password set during adding them in the system

Coach Name	Phone No.	Star Trainer	Status	Action
 SUMANTA KUMAR PRADHAN None Male	TT-3246	<input type="radio"/> Not In the Club	Active	<a href="#">Edit</a> <a href="#">View</a>
 SUMIT KUMAR Male	CH TT-3309	<input type="radio"/> Not In the Club	Active	<a href="#">Edit</a> <a href="#">View</a>
 PRADEEP SAHU Male	General Trainer TT-3329	<input type="radio"/> Not In the Club	Active	<a href="#">Edit</a> <a href="#">View</a>
 SANDEEP JENA Male	Personal Trainer TT-3330	<input type="radio"/> Not In the Club	Active	<a href="#">Edit</a> <a href="#">View</a>
 LAXMIDHAR GHIVELA Male	Personal Trainer TT-3331	<input type="radio"/> Not In the Club	Active	<a href="#">Edit</a> <a href="#">View</a>
 JAGYASENI KUJUR	CH TT-3332	<input type="radio"/> Not In the Club	Active	<a href="#">Edit</a> <a href="#">View</a>

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# Step 5

## Send Coaches Creds

### Send Coach Credentials

The Final Step is to send the credentials to all of you coaches along with your

1. Coach App link
2. Coach Dashboard link  
(<https://www.herbalife.yourdigitallife.com/trainer-dashboard/login/>)
3. Coach Referral Codes
4. Username & Password

# Support

Please Follow the give video below on how to raise a ticket

To raise a ticket with Support Team from Admin Dashboard, please watch the video - <https://youtu.be/hc8oIC4PPGw>

