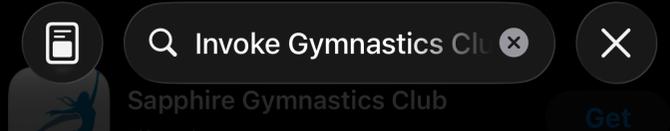
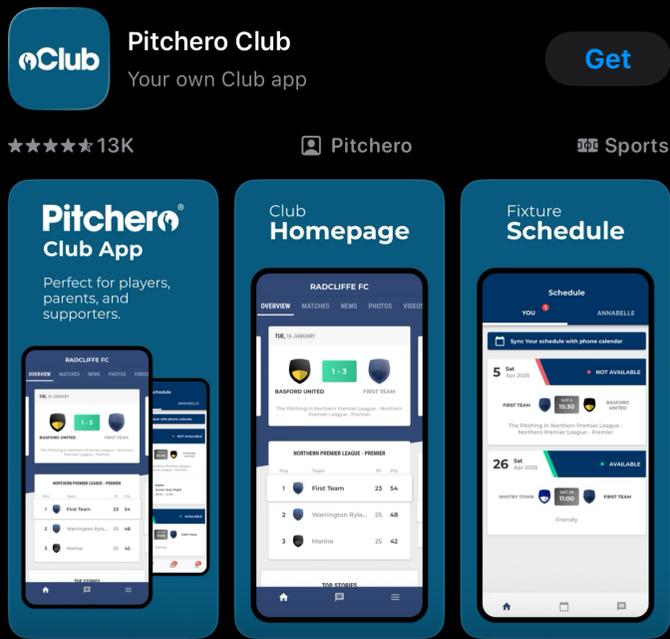
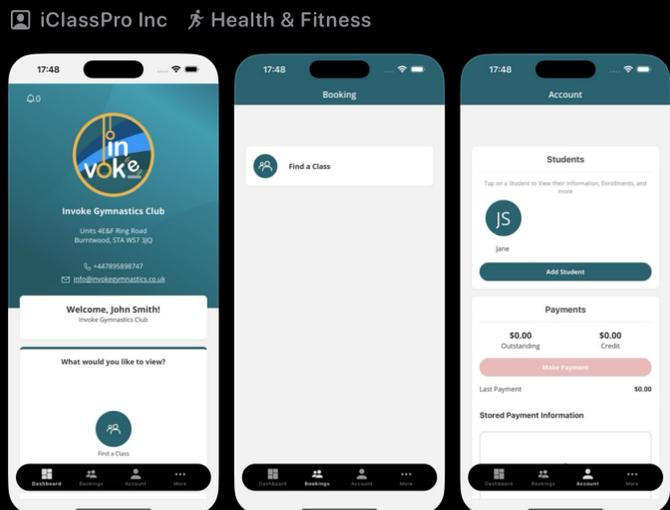
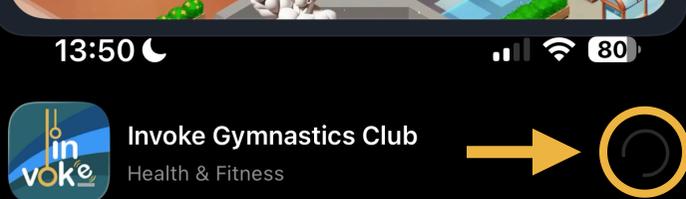




App User Guide for New Customers

*Follow our step-by-step instructions
and yellow arrow/circle directions*



Step 1: Download the App

Head over to your mobile devices App Store, and search:

'Invoke Gymnastics Club'

Click to download (the app is free to download) and install it on your device.



Invoke Gymnastics Club

Log In

→ Create an Account

Browse as Guest



Step 2: Create an Account

Click on the App to open it and select 'Create an Account'

Don't worry, you won't have to log in every time you use the App, it will keep you logged in unless you choose to sign out.



To create an account, please review the items below and enter the email address that will be used as your login. An email will be sent to this address in order to continue the account creation process.

Login Email Address *



I CERTIFY THAT I AM AT LEAST 18 YEARS OLD AND I CONSENT TO THE SOFTWARE VENDOR'S [PRIVACY POLICY](#) and [TERMS OF USE](#) and [COOKIE POLICY](#)

Submit



Step 2: Continued

Fill out your email in the 'Login Email Address' section. If both parents want to access the app, you will all need to use this email address to access the account.

Have a read through the Policies and check the tick box.

Select: 'Submit'



An email has been sent to
andy@invoicegymnastics.co.uk
Please enter the code from the email below.

Validation Code

Enter Code

Verify



Step 3: 🔍 Verify your Account

You will receive an email with a
6 validation code.

Enter it into the box and select
'Verify'

Please note: This code expires
after 20 minutes, so you'll need
to verify straight away.



What's your name?

First Name *

Last Name *



Next →



Step 4: 🖋️ Your Information

Fill out your first name and last name in the boxes and select 'Next'.

Please note: This is your information as Parent/Guardian. We'll add the gymnasts information later on in the process.



Andrew Cooper-Hall

What is your relationship to the student?

*

Care Taker

Father

Grandparent

Guardian

Mother

Other

Step Father

Step Mother

Teacher

← Back



Next →



Step 4: 🖋️ Continued

Select your relationship to the gymnast.

For the purpose of this software, your child is referred too as the 'student'.

Select 'Next'



Andrew Cooper-Hall

Where can we reach you?

Email *

andy@invokegymnastics.co.uk

Email Type



Yes, please send me emergency and informational emails in regards to my student's classes or events. *

No, I do not wish to receive emails related to my student's classes or events, nor would I like to receive emergency or informational emails. I only want to receive enrollment confirmations, receipts, and statements. *

Primary Phone #



Phone Type



Receive Texts

← Back

Next →



Step 4: ✍️ Continued

Follow the on screen instructions, selecting the 'Email Type', ticking 'Yes' to communications, adding in your 'Primary Phone' number and the type of number this is.

We recommend selecting the 'Receive Texts' box.

Then select 'Next'



Andrew Cooper-Hall

Let's put a lock on this.

Password *

Re-enter Password *

← Back

Next →



Step 4: 🖋️ Continued

Add a password to your account and retype it again.

Don't worry, you won't have to enter your password every time you open the app.

Then select 'Next'



Andrew Cooper-Hall

Family Custom Fields

← Back



Next →



Step 4: 🖊️ Continued

Follow the on screen prompts by selecting 'Next' to move forward to the next page.



Andrew Cooper-Hall

Create your account.

Note: Please review the family policies in the following screen to gain full access.

I certify that I am at least 18 years old and I consent to the software vendor's [Privacy Policy](#) and [Terms Of Use](#)

Yes, I agree.

→ Create Account

← Back



Step 4: 🖋️ Continued

Review the 'Privacy Policy' and the 'Terms of Use'.

Tick the 'Yes, I agree' box.

The Select 'Create and Account'

That's your account set up.



Great, you've created your account!

In order to sign up for a class or event, you'll need to create a student.

Would you like to create a student?

 **Yes, Create a Student**

No Thanks, Return Home



Step 5: 🧒 Create a Student

Now you've set up your account, it's time to enter your gymnasts details.

Don't forget, your gymnast is referred too as the 'Student' in this App.

Select 'Yes, Create a Student'

General Information

First Name *

Test

Last Name *

Gymnast

Date Of Birth *

12 Jan 2019



Gender



Male



Female

Allergies / Special Health Conditions



Yes



No

Student Custom Fields

Emergency Contact *

Mum - 01543 212043

**Step 5: 🧑 Continued**

Follow the on screen instructions, completing your students name, when adding the date of birth, don't forget to include the year!

In 'Student Custom Fields' add the name and emergency contact. You'll need to scroll down to select 'Save'

Family Policies



Before using our facilities, you must first accept our policies as stated below. Please review these policies and check "I accept" to each of the policy sections to record your electronic signature.

Appointments

I Accept

"Invoke Gymnastics Club"
Would Like to Send You
Notifications

Notifications may include alerts,
sounds and icon badges. These can
be configured in Settings.

Don't Allow

Allow

I Accept

Waiver

I Accept



Step 5: 🧑 Continued

You should be met with a push notifications option at this stage (this may vary by device) it's important you select 'Allow' so we are able to send in app notifications to reduce your need to keep checking emails.

Family Policies



Before using our facilities, you must first accept our policies as stated below. Please review these policies and check "I accept" to each of the policy sections to record your electronic signature.

Billing Authorization

 I Accept

Rules, Terms and Conditions

 I Accept

Waiver

 I Accept

Step 5: 🧑 Continued

There will be 4 policies to read and accept; 'Appointments', 'Billing Authorisation', 'Rules, Terms and Conditions' and a 'Waiver'

Select 'I accept' to continue to complete gymnast set up! (If you have another gymnast, we can add them later on).



Invoke Gymnastics Club

Units 4E&F Ring Road
Burntwood, STA WS7 3JQ

✉ info@invokegymnastics.co.uk

Welcome, Andrew Cooper-Hall!

Invoke Gymnastics Club



Happy Birthday!
We hope Test Gymnast has a great birthday!

What would you like to view?



Dashboard



Bookings



Account



More

Ages 7+



Step 6: Payment Method

Now you've created your account and your student, we need to add a payment method on the account before enrolling them into their class.

From the home page, select 'Account' from the black menu bar.

Payments

£0.00

Outstanding

£0.00

Credit

Make Payment

Apply Credit

Last Payment

£0.00

Stored Payment Information



Add Payment Method

View Transaction History

Responsible Parties



Dashboard



Bookings



Account



More



Step 6: Continued

Scroll down until you see the '+ Add Payment Method' section.

You'll need to click in that white box and have the card details of the bank account you wish for your fees to be taken from.

Account

Outstanding

Credit

Make Payment

Apply Credit

Last Payment

£0.00

Add Payment Method

Payment Method Credit CardSet as Default This payment method is authorized for recurring billing

Add

Close

Responsible Parties

Andrew Cooper-Hall
andy@invokegymnastics.co.uk

01543212043



Dashboard

Bookings

Account

More

Step 6:  Continued

Default information will pop up on screen, don't worry, credit card and debit card are the same thing in this system (it's American software)

'Authorised Billing' consent will already be ticked as it's needed for monthly fees. Select 'Add'

By providing your debit card, credit card, or bank account information and opting in to recurring payments, you certify that you have the authority to authorize debits or charges to the payment information identified here and you authorize Invoke Gymnastics Club to electronically debit or charge the payment information on a recurring basis in the amount due on or after the due date for your payment.

Your authorization will remain in effect until you notify us that you wish to revoke this authorization and we have a reasonable opportunity to act on your notice. You may opt out of recurring billing by accessing your account online at www.invokegymnastics.co.uk or on your device by using The iClassPro app. You may print this authorization or store it electronically and keep it for your records. By clicking "Confirm", you will be redirected to our secure payment form.

**Confirm**

Dashboard



Bookings



Account



More



Step 6: Continued

You'll need to read through our bank account authorisation page, and select

'Confirm'

To be able to continue



← Click here to cancel and return to previous page

This form expires in 09:53

Secure, fast checkout with Link

Card number

1234 1234 1234 1234

VISA

Expiry date

MM / YY

Security code

CVC

123

Country

United Kingdom

Postal code

WS11 1DB

By providing your card information, you allow iClassPro, Inc. to charge your card for future payments in accordance with their terms.

Submit



Step 6: Continued

A pop-up screen will appear from a securely site. Here you will need to fill out your card details as instructed by the on screen prompts.

At the bottom, select 'Submit'

That's your payment method added 🎉



Find a Class



Backflip Masterclass



Club Competition



Front Somersault Masterclass



InclusiveGym



PlayGym



Step 7: Class Enrolment

This is where we enrol you can choose to have a free trial, or enrol in a lesson.

Select 'Bookings' and click on 'Find a Class' at the top of the page.



Dashboard



Bookings



Account



More

Who do you wish to enroll?



TG

Test Gymnast
7y Male



See Classes

Add New Student



Dashboard



Bookings



Account



More



Step 7: Continued

Your gymnast will appear at this stage for you to select, you can add another gymnast later on in the 'Accounts section'.

Select 'See Classes'



Q Search



Reset 1 Filter

Test > X

Programs >

Day

For Test

18 Classes Found

**Monday 5.00pm GymClub 2**

Available for Test

Mon | 5:00PM - 6:00PM

Open



Dashboard



Bookings



Account



More



Step 7: Continued

A limited amount of classes will show, based on the age range set within the class. On the rare occasion your child attends a class outside their age range, you will need to email us to manually do this for you.

Find a class you would like to trial in, or enrol in.



Monday 5.00pm GymClub 2



Enroll Now!

Request a Trial

Available for Test

OPEN

Schedule: Mon | 5:00PM - 6:00PM

Program: GymClub 2

Tuition: £35.00

Description:

GymClub is our after-school programme for children from a beginner to an intermediate level. Gymnasts make use of

Step 7:  Continued

'Enrol Now'

If you want to join without a trial, or have already trialled, this process secures your space.

'Request a Trial'

You can a free trial in any day you see, but this does **not** secure you a place in that class.

14:30

5G 72



Cart

Reserved, cart expires in **14m 50s**

1 Cart Item: £0.00

Monday 5.00pm GymClub 2



19 Jan 2026
for Test Gymnast

Mon | 5:00PM - 6:00PM

Price: £0.00
Item Total Due: £0.00

Apply Promo Code

Enter Promo Code

Apply

Tax: £0.00



Dashboard



Bookings



Account



More



Step 7: Continued

The next stage will show in 'Cart' and you'll need to complete this process in 15 minutes. The price will calculate the proration charge for the rest of the month.

You will also see a club membership fee of £20 added soon after.

Scroll to the bottom of the page.



Thank you for choosing Invoke Gymnastics Club



Notice

If you are enrolling for recurring lessons or sessions, charges will recur automatically each month or session unless your enrollment is dropped. To avoid future charges, please review the Returns, Refunds & Cancellation Policy on this page for cancellation requirements.

 **Complete Transaction**

*By clicking 'Complete Transaction', I agree to the **Terms & Conditions** and **Returns, Refund & Cancellation Policy** for this transaction.*



Dashboard



Bookings



Account



More



Step 7: Continued

Once you've scrolled down to the bottom of the 'Cart':

Have a look through the notice, and then select

'Complete Transaction'

✓ Thank you for your purchase



Thank you!

Transaction Completed Successfully

→ Great



Step 7: Continued

If you have 1 gymnast with us, there is nothing else to do, you can relax, put your feet up and chill, you did it 🥳

If you have another gymnast, it's not over yet! 😓 Select 'Account' and view the last page below.

Students

Tap on a Student to View their Information, Enrollments, and more



Test



Add Student

Payments

£0.00

Outstanding

£0.00

Credit

Make Payment

Apply Credit

Last Payment

£0.00

Stored Payment Information

Credit Card

mastercard x9559



Dashboard



Bookings



Account



More



Step 8: 🧑 + Another Student

Select account on the black menu bar at the bottom, and select 'Add Student'

Then follow steps 5 and 7 again

Once you've finished that, it's your turn to relax, put your feet up and chill, you did it 🎉



Invoke Gymnastics Club
HOMESCREEN ICON

Thank you