



# App User Guide for Existing Customers

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



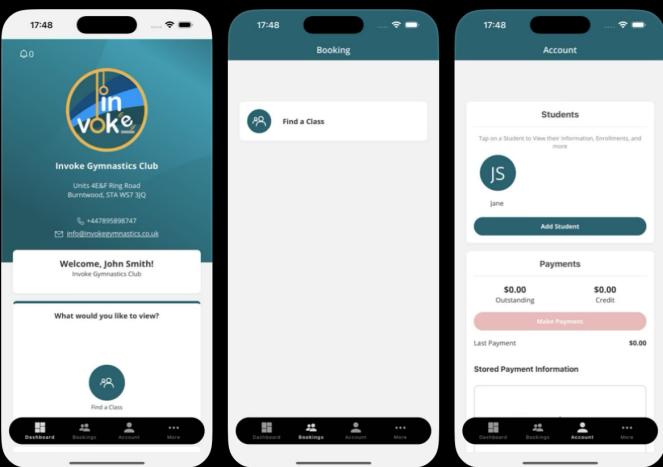
13:50

80



Invoke Gymnastics Club  
Health & Fitness

iClassPro Inc Health & Fitness



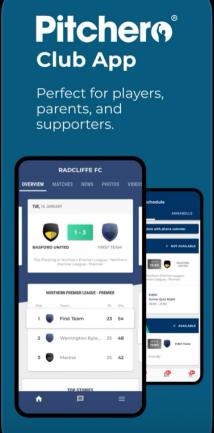
Pitchero Club  
Your own Club app

Get

★★★★★ 13K

Pitchero

Sports



Invoke Gymnastics Clu

X

Get

Sapphire Gymnastics Club



## 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@invokegymnastics.co.uk](mailto:andy@invokegymnastics.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 gymnast's details.

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

Select 'Yes, Create a Student'

[Back](#)

New 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.

## Account

## 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

01543212043



## 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

&gt;



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'

## Add Payment Method

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](http://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

securepay.unifiedbusiness.com



← 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 

Expiry date: MM / YY  Security code: CVC 

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.



## 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 

## Booking



Find a Class



Backflip Masterclass



Club Competition



Front Somersault Masterclass



InclusiveGym



PlayGym



Dashboard



Bookings



Account



More



## Step 7: Class Enrollment

This is where we enrol your child into their current class.

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

Enroll

Who do you wish to enroll?

Test Gymnast  
7y Male**See Classes**

Add New Student



Dashboard



Bookings



Account



More



## Step 7: JUL 17 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'

## Classes

Search

Reset 1 Filter

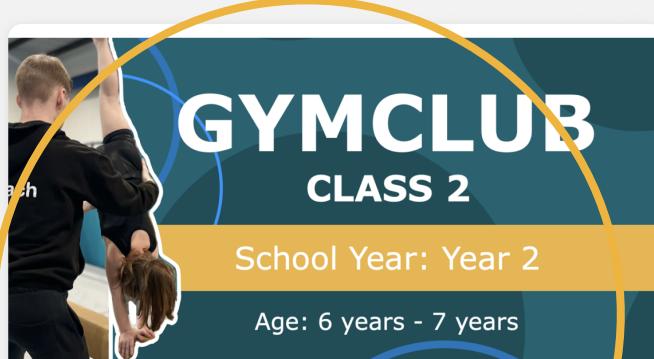
Test &gt; X

Programs &gt;

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 the class your child is already attending and click on it.

## Class Details



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: JUL 17 Continued

Once you've found your Childs class and clicked on it, select:

'Enrol Now!'

Please do **not** select 'Request a Trial' as this feature is for new members.

⌚ 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



## Step 7: **Continued**

The next stage will show in 'Cart' and you'll need to complete this process in 15 minutes. The price is listed as £0.00 as the club will manually add your monthly membership once we have ported you from the old membership system.

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.

Account

**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