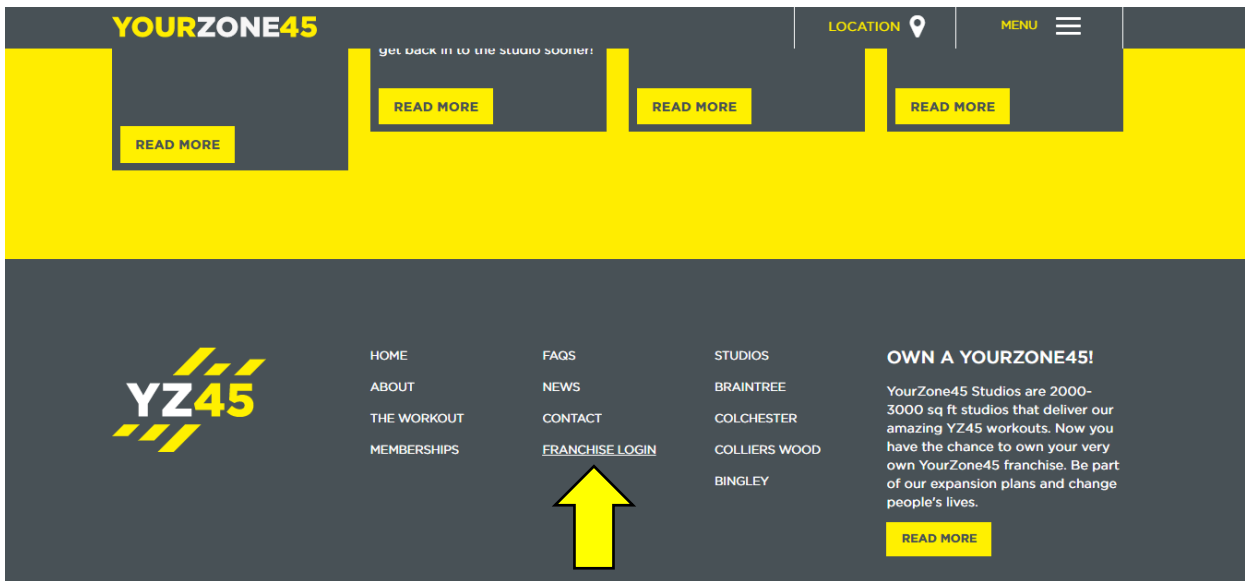




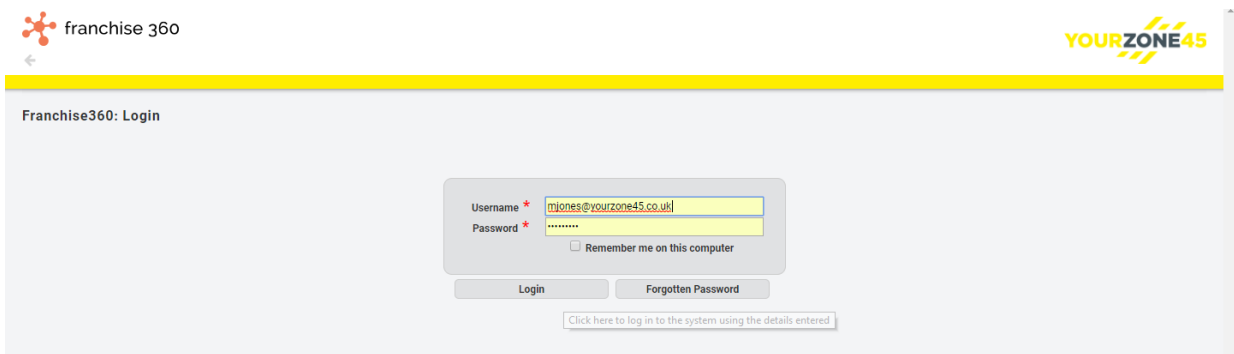
**YZ45 Hub Manual**

10.01.2018

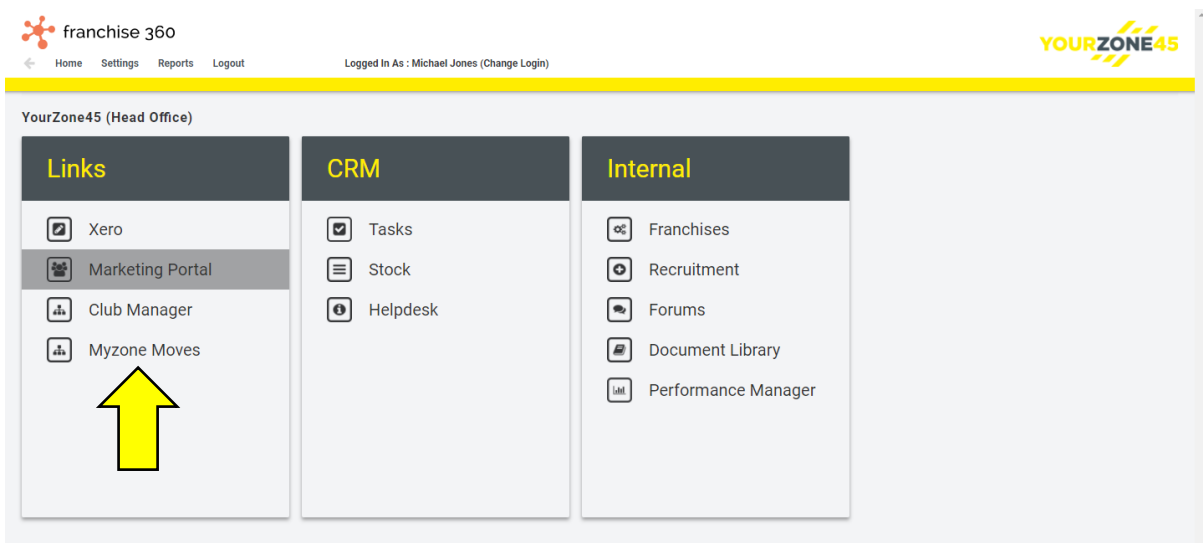
- Visit [www.yourzone45.co.uk](http://www.yourzone45.co.uk) and locate Franchise Login at the bottom of the page

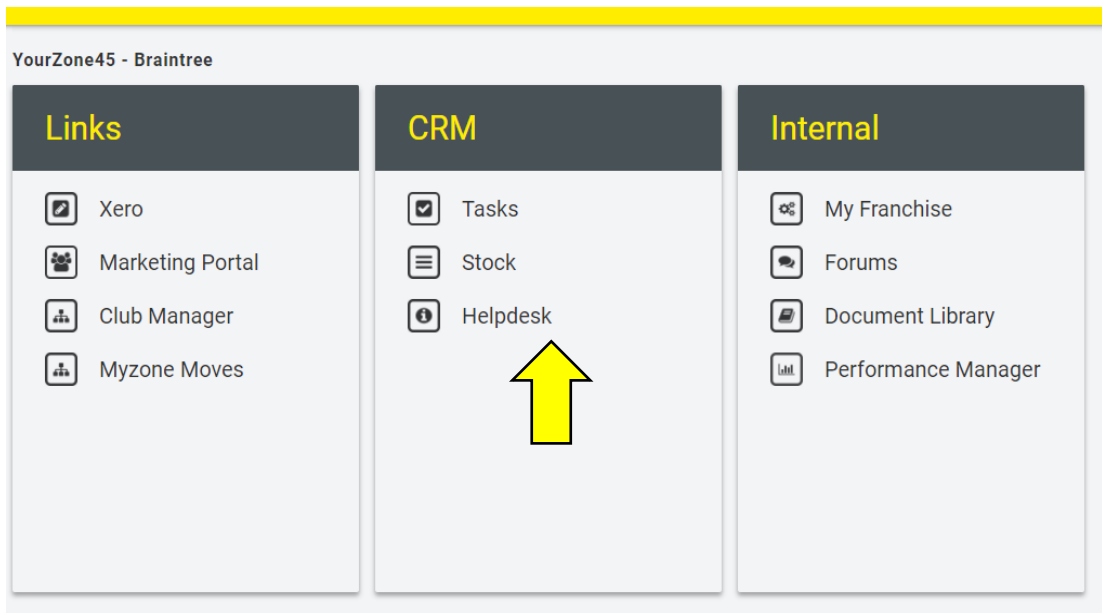


- Log in with your user details

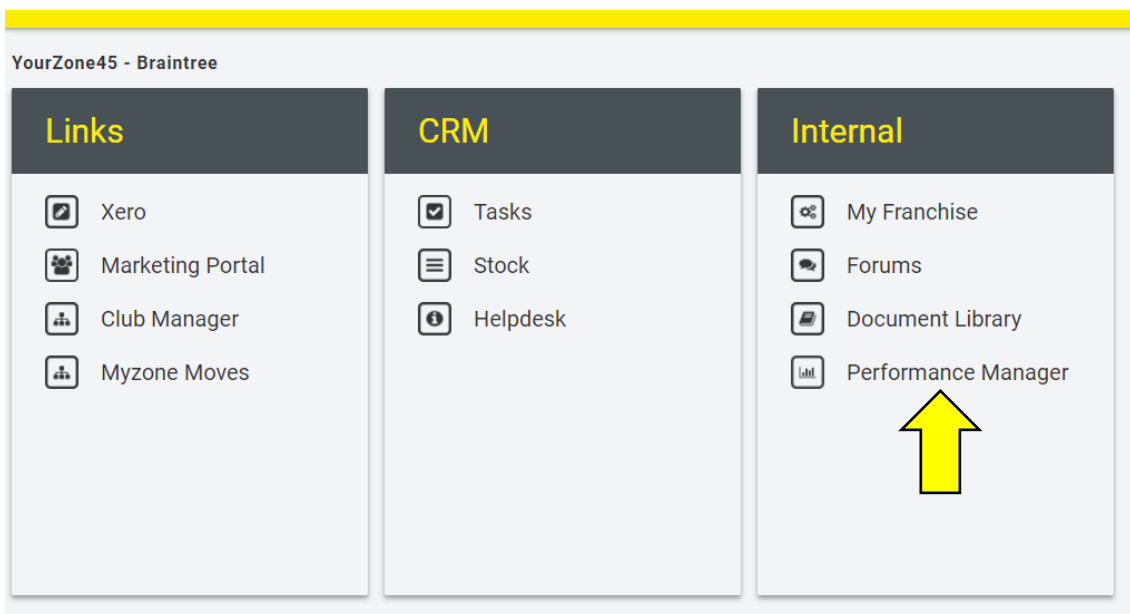


- The menu on the left contains external links to various external websites and tools frequently accessed by YZ45 Franchisees. This includes Xero (Accounts), Marketing Portal (Print Marketing and Stationery), Club Manager (Member Database) and Myzone Moves. Individual Manuals have been produced to detail how to effectively use these websites.





- The central menu contains:
  - **Tasks** set by Franchisor
  - Ordering **Stock** such as staff uniforms, water bottles and merchandise
  - Requesting support from head office through the **Helpdesk**



- The right-hand menu contains:
  - Your Franchise details
  - **Forums** to connect with other Franchisees
  - **Document Library** where you can locate operations manuals, social media library, trackers, planners and useful tools and the weekly workouts. (Refer to separate manual)
  - **Performance Manager** where you can enter your monthly KPIs (refer to separate manual)