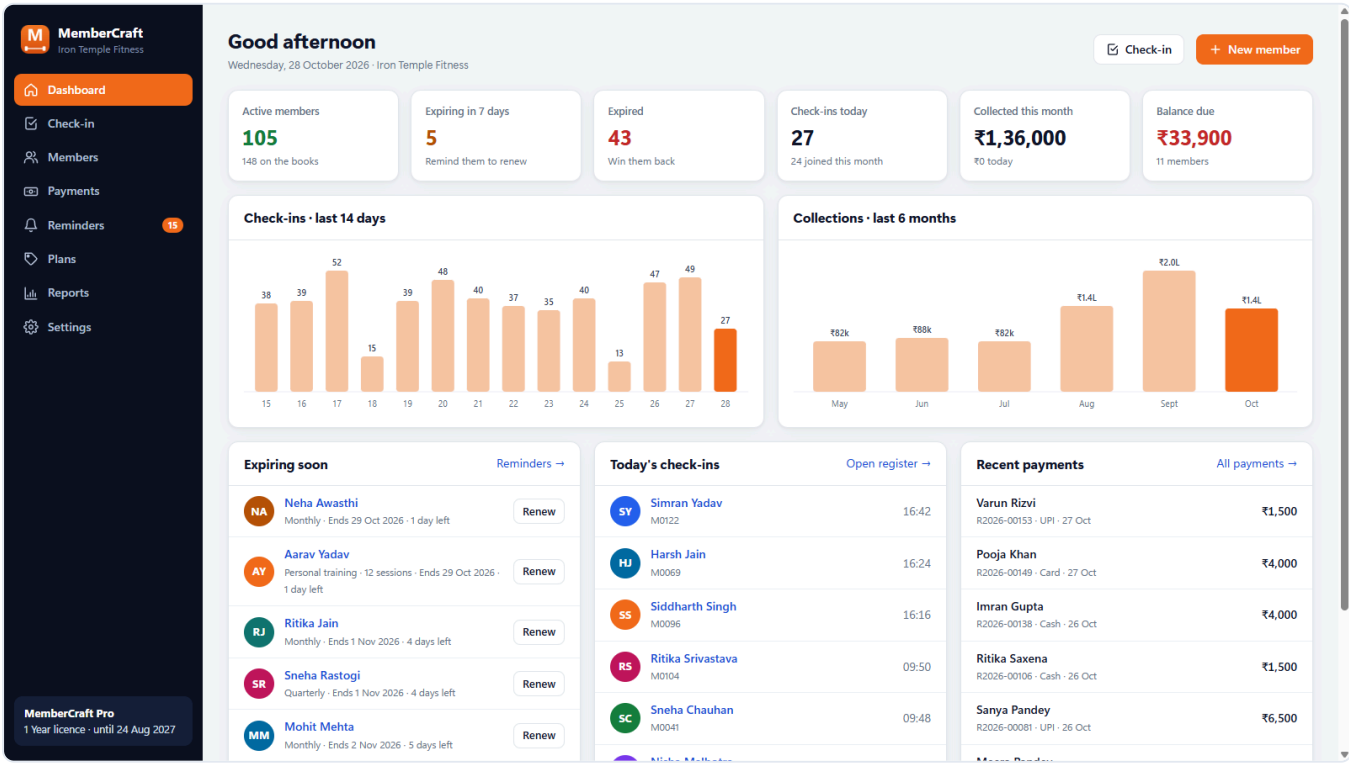
CODE CRAFT · USER GUIDE · VERSION 1.0

MemberCraft

Gym & studio membership software for Windows. Members, plans, renewals, fees with receipts, front-desk check-in, reminders, reports and backups. Everything stays on your PC and works without internet.



1. Install

1. Download **MemberCraft-Setup.exe** from your Code Craft account or the link in your order email (the zip contains the installer and this guide).
2. Double-click it. Windows may show "*Windows protected your PC*" because the installer is new: click **More info → Run anyway**.
3. Choose a folder (the default is fine) and finish. A **MemberCraft** shortcut appears on the desktop.

Needs: Windows 10 or 11 (64-bit), 4 GB RAM, about 400 MB of disk space. Internet is needed only once, to activate a licence key.

2. First start

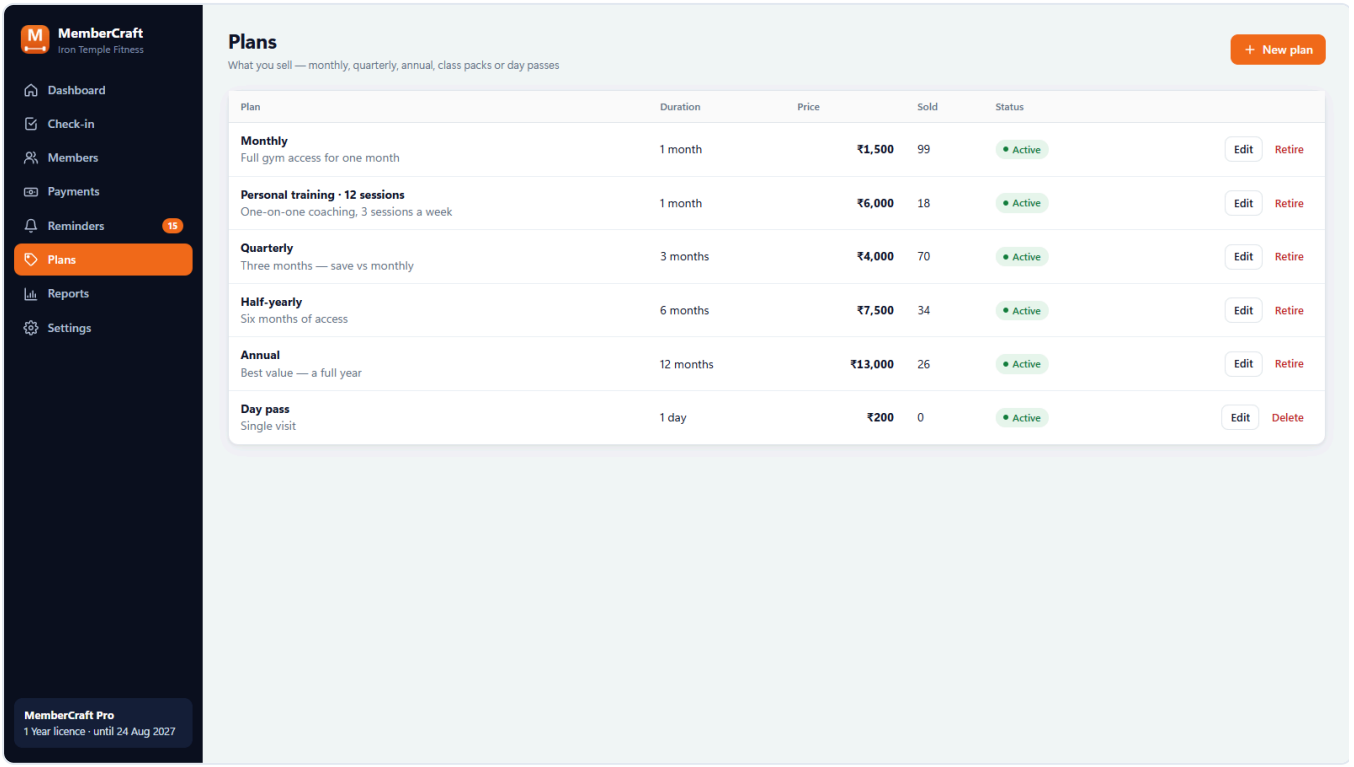
Enter your business name, phone, address, currency (₹, $, £, AED, A$, C$ or €), your country calling code for WhatsApp and, if you charge it, your tax name and rate (for example GST 18% or VAT 20%). Prices are entered **including** tax and the receipt shows the tax part.

MemberCraft adds five starter plans priced for your currency — Monthly, Quarterly, Half-yearly, Annual and Day pass. Change or delete them under **Plans**.

3. Plans

A plan is what you sell: a duration in months or days and a price. Examples: *Monthly*, *Yoga 12 classes* (1 month), *Summer camp* (30 days), *Day pass* (1 day).

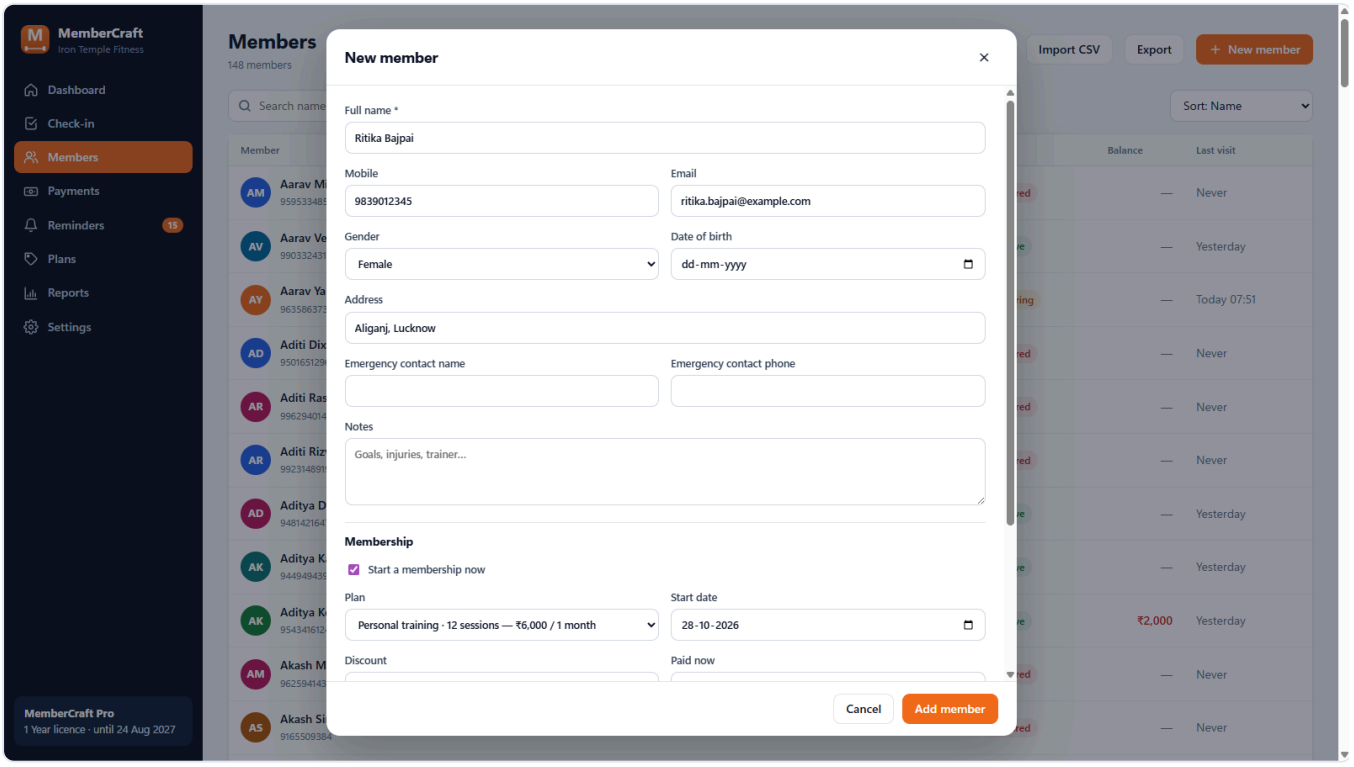
A plan that has been sold can't be deleted — it is **retired** instead, so past memberships and receipts keep its name.



Plans screen

4. Add a member (admission)

Click **New member** (or press `Ctrl + N`). Fill in name and mobile; everything else is optional. Leave *Start a membership now* ticked to choose a plan, a start date, a discount and the amount paid today. MemberCraft shows the dates covered and the amount to pay, gives the member a code like `M0042` and records a receipt.

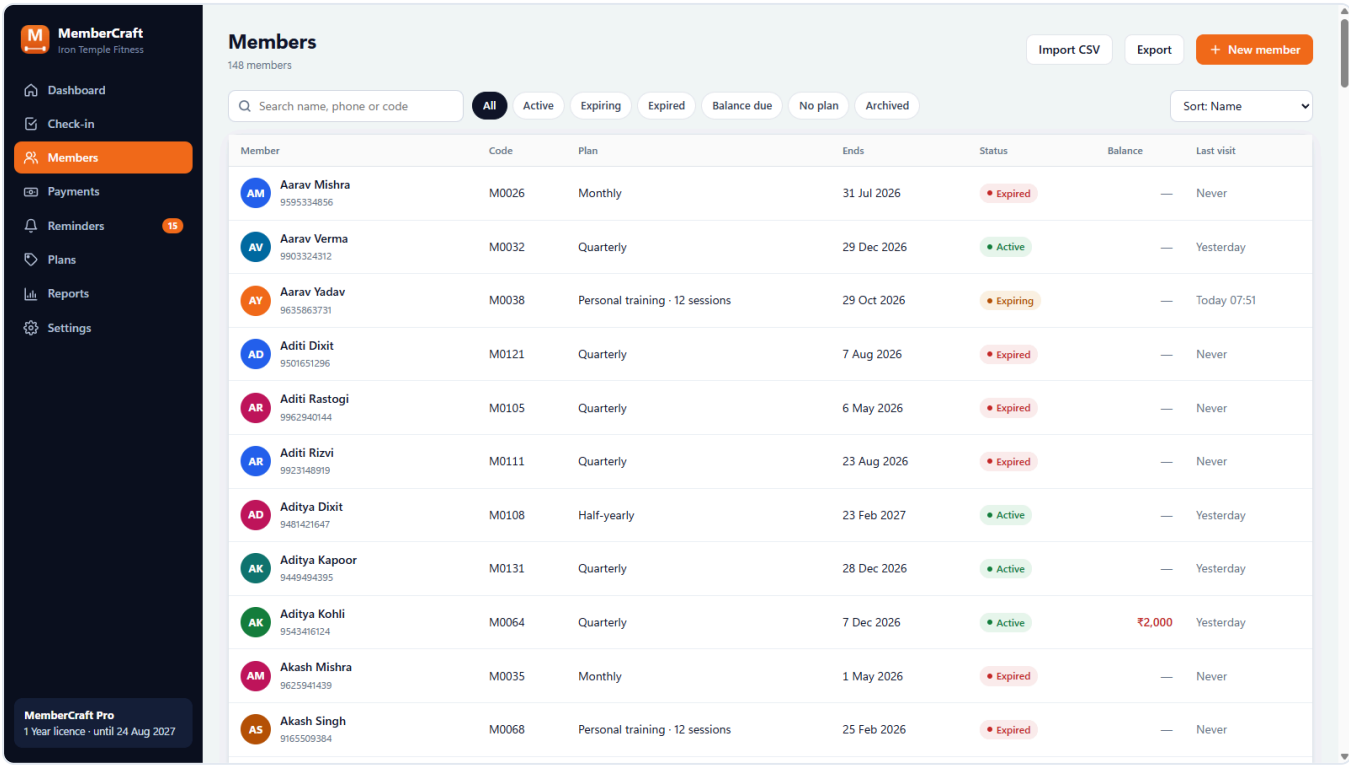


Admission form

Already have a list in Excel? Save it as CSV and use **Members** → **Import CSV**. Columns that are recognised: `name, phone, email, gender, dob, address, joined_on, notes`, and optionally `plan` (must match a plan name) with `start_date`. Dates as `YYYY-MM-DD`.

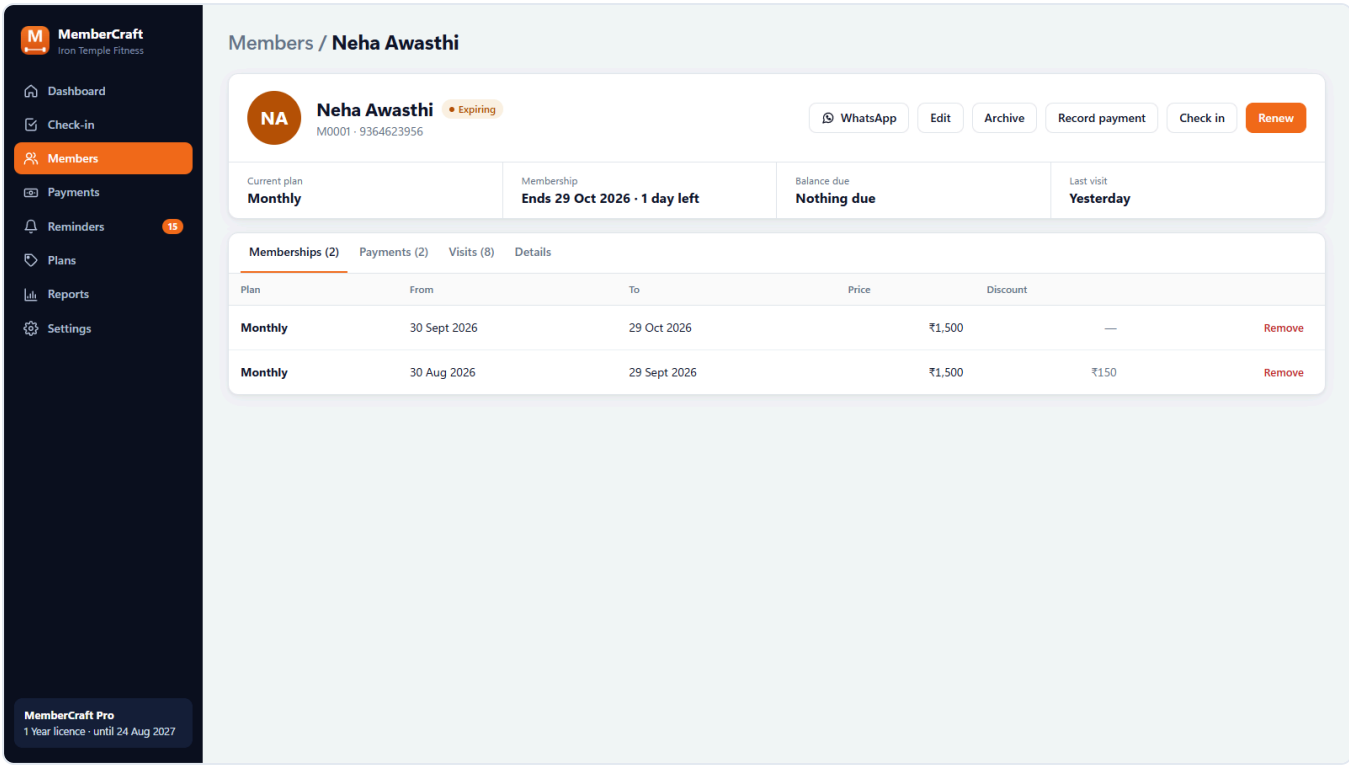
5. Members

Search by name, phone or code. The chips filter **Active, Expiring, Expired, Balance due, No plan** and **Archived**; sort by name, expiry date, newest or balance. **Export** saves the list as a CSV that opens in Excel.



Members list

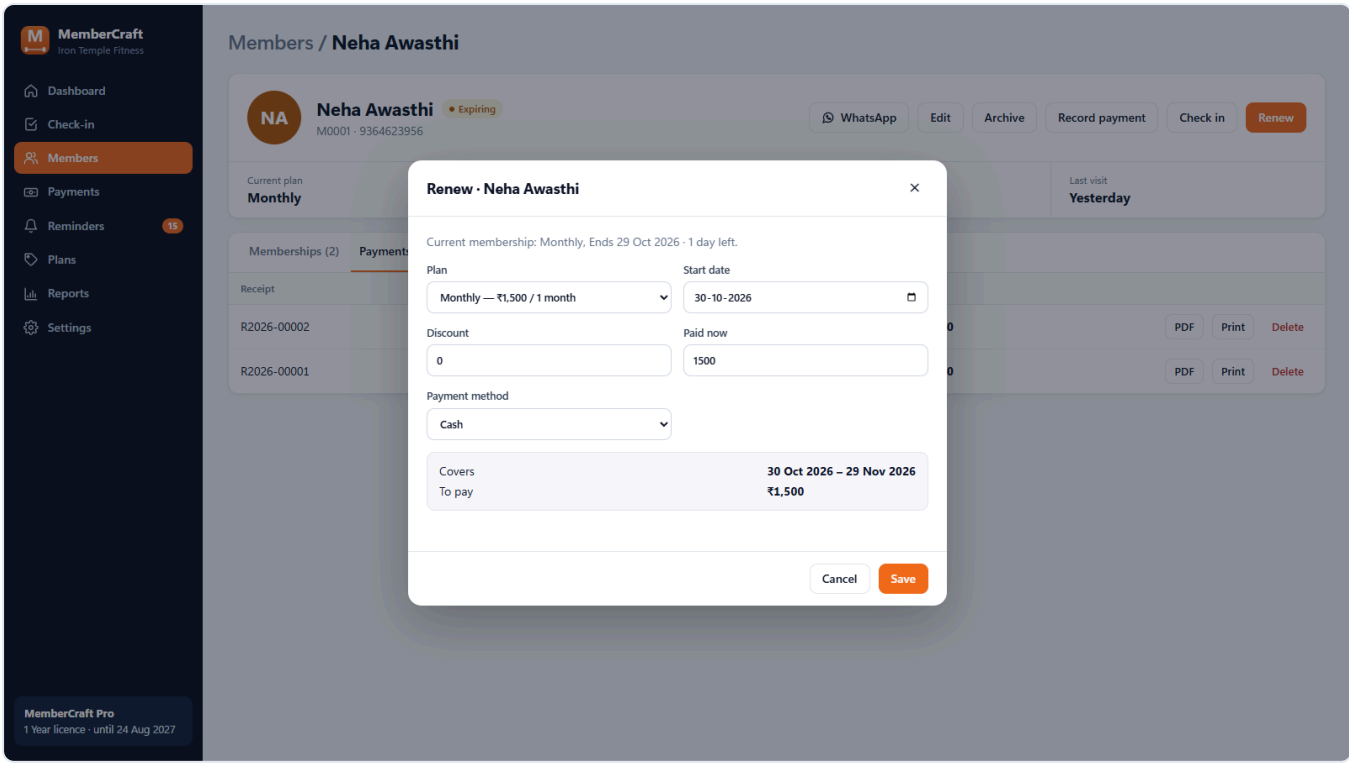
Click a member to open their profile: current plan, days left, balance, last visit, and tabs for memberships, payments, visits and details. From here you can renew, record a payment, check them in, send a WhatsApp message, edit, archive (keeps history, frees a place in the free edition) or delete.



Member profile

6. Renewals

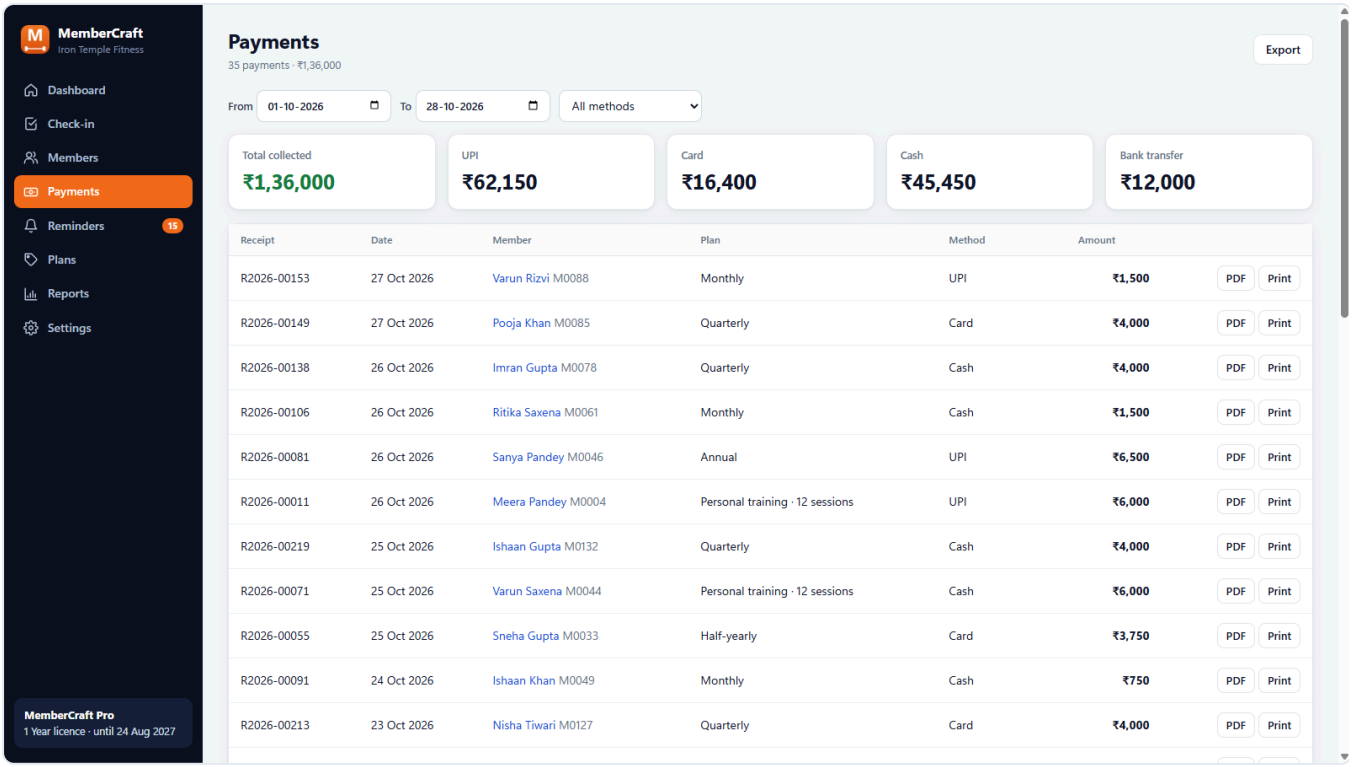
Click **Renew** on the profile, the dashboard or the reminders screen. The new membership starts the day after the current one ends, so nobody loses days by renewing early; if it has already lapsed it starts today. You can change the start date, give a discount and enter what is paid now.



Renewal

7. Payments & receipts

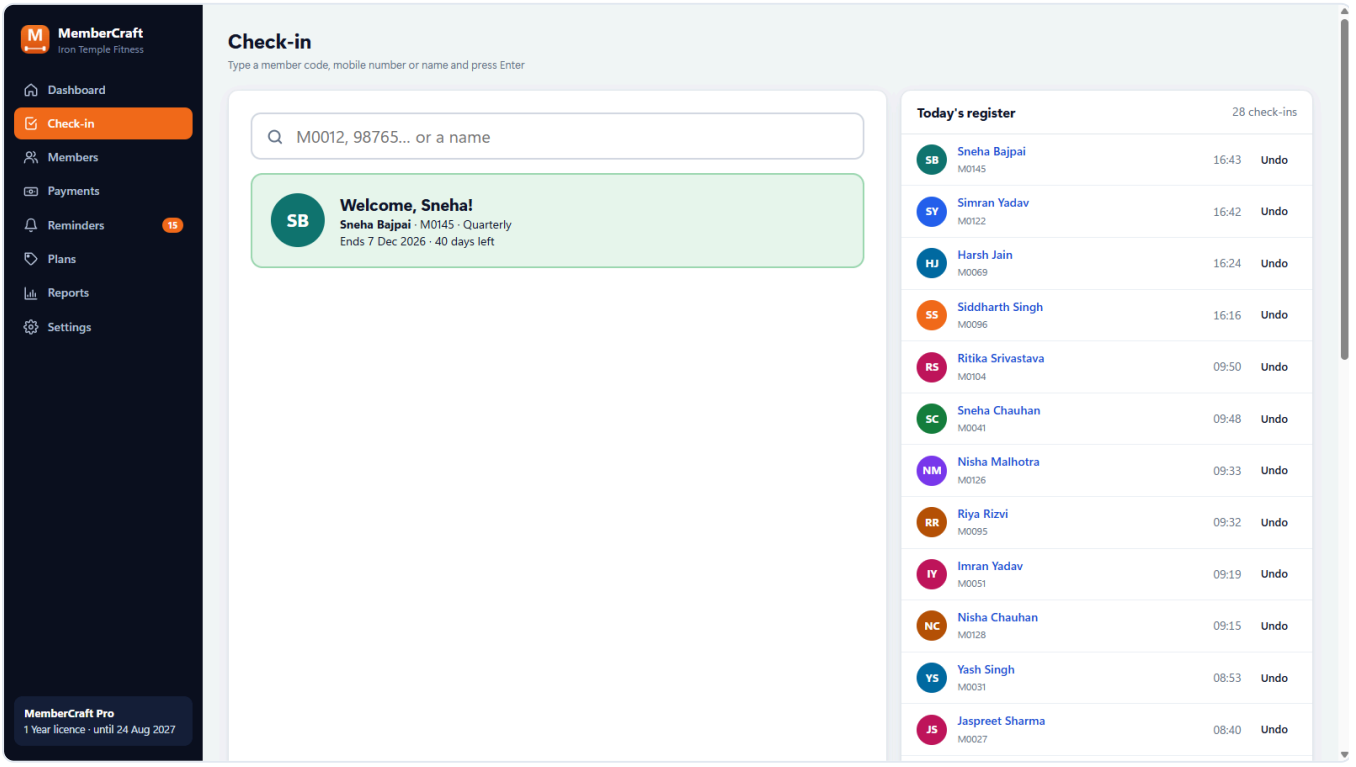
Every payment gets a receipt number (`R2026-00001` …). On the profile's **Payments** tab or on the **Payments** screen click **PDF** to save an A5 receipt, or **Print**. Part payments are fine: the member's balance is the total of their plans minus everything they have paid, and it shows in red everywhere.



Payments with totals per method

8. Check-in

Open **Check-in** (or press `F2`), type a member code, mobile number or name and press **Enter**. Green means all good; amber means the plan ends soon or there is a balance; red means expired or no plan — with a **Renew** button right there. A member can be checked in once a day; **Undo** removes a mistaken entry.



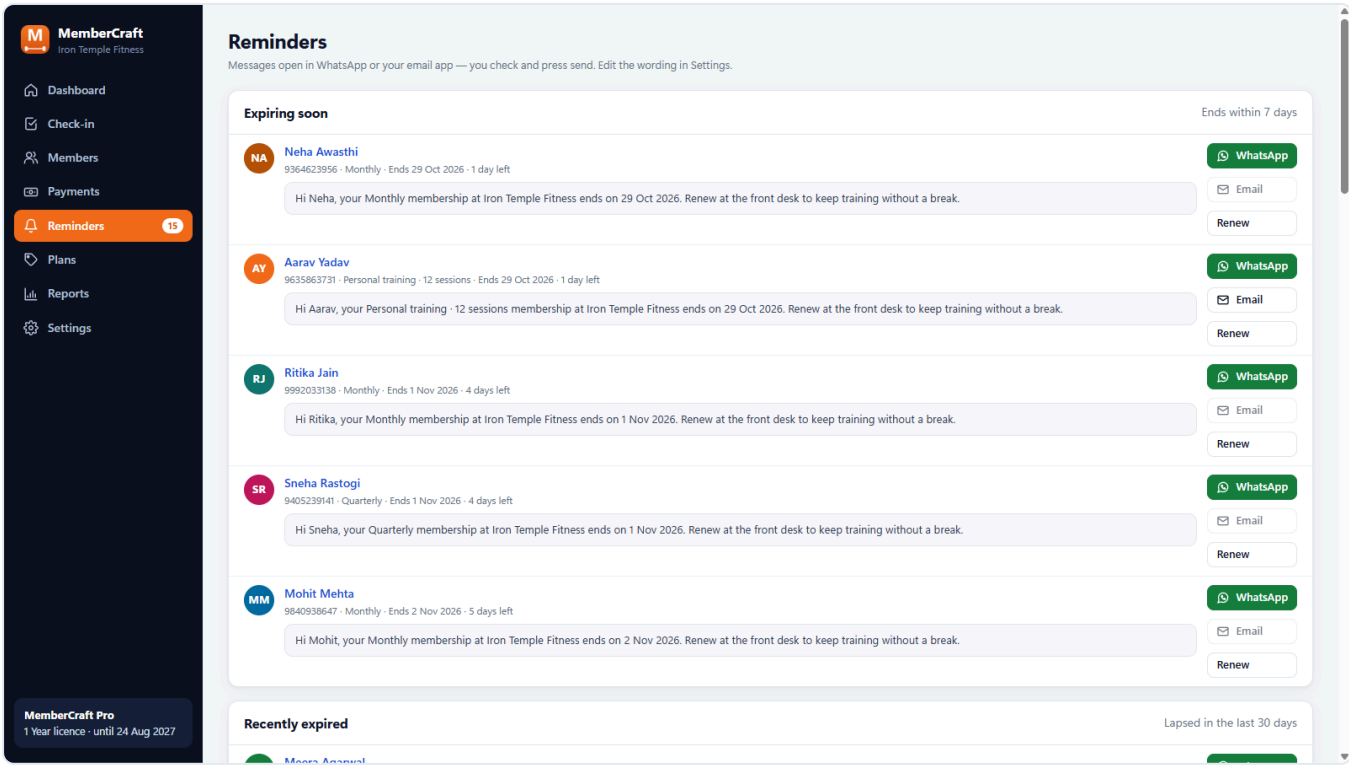
Front-desk check-in and today's register

9. Reminders

The **Reminders** screen lists members whose plan ends within your reminder window (7 days by default), those who lapsed in the last 30 days, and anyone with a balance. **WhatsApp** opens WhatsApp (app or web) with the message filled in; **Email** opens your email app. You read it and press send — MemberCraft never sends anything by itself.

Change the wording in **Settings** → **Reminders**. Placeholders: `{name}` `{full_name}` `{plan}` `{end_date}` `{business}` `{due}` `{due_line}`.

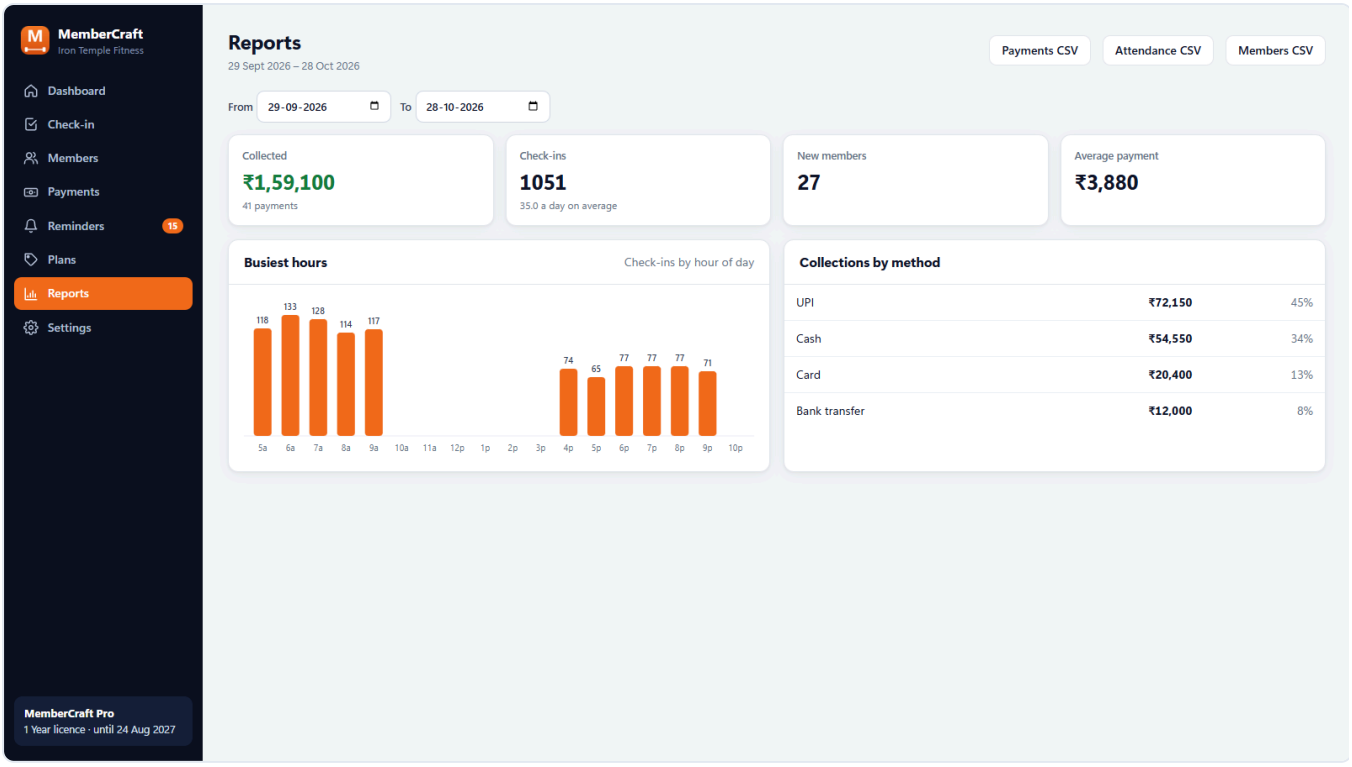
> Only message people who gave you their number for this, and follow your country's rules on marketing messages.


MemberCraft
Iron Temple Fitness
Dashboard
Check-in
Members
Payments
Reminders
15
Plans
Reports
Settings
MemberCraft Pro
1 Year licence · until 24 Aug 2027
Reminders
Messages open in WhatsApp or your email app — you check and press send. Edit the wording in Settings.
Expiring soon
Ends within 7 days
NA
Neha Awasthi
9364623956 · Monthly · Ends 29 Oct 2026 · 1 day left
Hi Neha, your Monthly membership at Iron Temple Fitness ends on 29 Oct 2026. Renew at the front desk to keep training without a break.
WhatsApp
Email
Renew
AY
Aarav Yadav
9635863731 · Personal training · 12 sessions · Ends 29 Oct 2026 · 1 day left
Hi Aarav, your Personal training · 12 sessions membership at Iron Temple Fitness ends on 29 Oct 2026. Renew at the front desk to keep training without a break.
WhatsApp
Email
Renew
RJ
Ritika Jain
9992033138 · Monthly · Ends 1 Nov 2026 · 4 days left
Hi Ritika, your Monthly membership at Iron Temple Fitness ends on 1 Nov 2026. Renew at the front desk to keep training without a break.
WhatsApp
Email
Renew
SR
Sneha Rastogi
9405239141 · Quarterly · Ends 1 Nov 2026 · 4 days left
Hi Sneha, your Quarterly membership at Iron Temple Fitness ends on 1 Nov 2026. Renew at the front desk to keep training without a break.
WhatsApp
Email
Renew
MM
Mohit Mehta
9840938647 · Monthly · Ends 2 Nov 2026 · 5 days left
Hi Mohit, your Monthly membership at Iron Temple Fitness ends on 2 Nov 2026. Renew at the front desk to keep training without a break.
WhatsApp
Email
Renew
Recently expired
Lapsed in the last 30 days

Reminders

10. Reports

Pick a date range to see money collected, check-ins per day, new members, average payment, busiest hours and collections by payment method. Export payments, attendance or members as CSV for your accountant.



Reports

11. Backups & moving to a new PC

- MemberCraft saves a backup automatically once a day and keeps the last 14 (**Settings** → **Open backups folder**).
- Once a week, use **Settings** → **Save a backup…** to put a copy on a USB drive or in a Google Drive / OneDrive folder.
- To move: on the old PC save a backup and click **Licence** → **Release this PC**. On the new PC install MemberCraft, use **Settings** → **Restore…**, then activate your key.

Your data lives in `%APPDATA%\MemberCraft\membercraft.db`. Code Craft never receives it.

12. Licence

	Free	Pro
Members	up to 50	unlimited
All features	✓	✓
Receipts	small "free edition" line	your branding only
PCs per key	—	Monthly / 1 Year: 1 · Lifetime: 3

After buying, your key (it looks like `GM-XXXX-XXXX-XXXX`) arrives by email. Open **Licence**, paste it and click **Activate**. MemberCraft checks the key with coodecraft.com every few days when online; offline it keeps working for 30 days between checks.

13. Troubleshooting

"Could not reach the licence server"	Check the internet connection and that the PC's date and time are correct, then try again.
"Site limit reached"	The key is active on another PC. Release it there (Licence → Release this PC) or email us.
WhatsApp opens the wrong country	Set your country calling code in Settings, or save numbers with the country code.
A wrong payment or plan	Delete it from the member's Payments or Memberships tab and enter it again.

Support: **codecraftlko@gmail.com** · coodecraft.com