

Our billing process has been a struggle since we started. As much as we have tried to automate it, it has been very time consuming. We finally decided to purchase a fully integrated billing/scheduling system, Zen Planner.

You should receive an email within an hour with the subject 'Milestone CrossFit - Your website login information'. There will be a link to <https://milestonecrossfit.zenplanner.com> along with your username & PW.

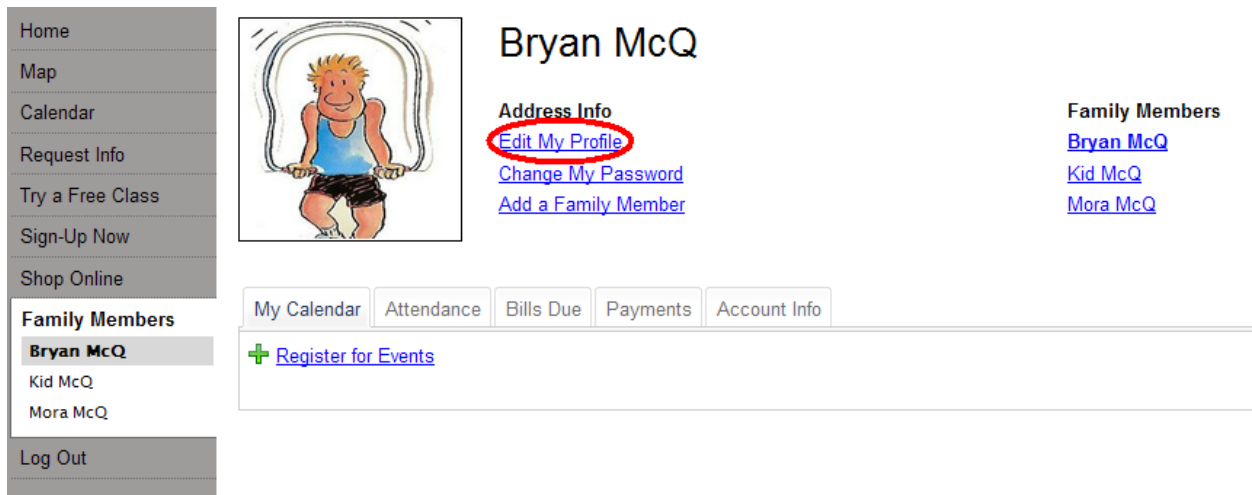
This system will be a huge relief to all of us! Please let us know if you have any problems with it especially if there are any billing/pricing errors. Timely payments will make things much easier on us but we're also a big family, so don't hesitate to contact us if something comes up.

2012 is off to a great start! If you haven't heard, Ben will be giving his notice to UPS within a few weeks and will be full-time at Milestone CrossFit. Ben, Amber, Conrad & Julie have some big plans over the next few months.

None of this could happen without the support from our amazing members.

Thank you,
Brian McCue

Step 1: Edit your profile (add missing info/correct any mistakes)



The screenshot displays a user profile page for Bryan McQ. On the left is a vertical navigation menu with options: Home, Map, Calendar, Request Info, Try a Free Class, Sign-Up Now, Shop Online, Family Members (with a sub-menu for Bryan McQ, Kid McQ, and Mora McQ), and Log Out. The main content area features a profile picture of a man with spiky hair jumping rope. To the right of the picture is the name 'Bryan McQ' and a section titled 'Address Info' containing three links: 'Edit My Profile' (circled in red), 'Change My Password', and 'Add a Family Member'. Further right is a 'Family Members' section with links for 'Bryan McQ', 'Kid McQ', and 'Mora McQ'. Below the profile picture and name are several tabs: 'My Calendar', 'Attendance', 'Bills Due', 'Payments', and 'Account Info'. At the bottom of the profile area is a green plus sign followed by the text 'Register for Events'.

Home
Map
Calendar
Request Info
Try a Free Class
Sign-Up Now
Shop Online

Family Members

Bryan McQ
Kid McQ
Mora McQ

Log Out

Bryan McQ: Edit Profile

Personal Info

First Name
Middle Name
Last Name
Date of Birth

Account Access

Email Address
Password [Change My Password](#)

Phone Numbers

Mobile Phone
Home Phone
Work Phone

Addresses

Home Address
Work Address

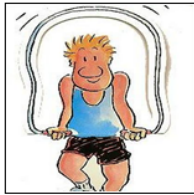
Step 2: Add method of payment

Click on 'Bills Due'

Then click on 'add a payment account'

If you want to pay by cash or check, leave this blank, we just ask that you pay at the first class of each new 4 weeks.

- Home
- Map
- Calendar
- Request Info
- Try a Free Class
- Sign-Up Now
- Shop Online
- Family Members**
- Bryan McQ**
- Kid McQ
- Mora McQ
- Log Out



Bryan McQ

Address Info
[Edit My Profile](#)
[Change My Password](#)
[Add a Family Member](#)

Family Members
[Bryan McQ](#)
[Kid McQ](#)
[Mora McQ](#)

- My Calendar
- Attendance
- Bills Due**
- Payments
- Account Info

This page lists all of the bills due for your family. You can make a payment now by checking the bills to be paid and selecting your payment information at the bottom of the page. [add a payment account now](#) can be used in the future.

Due Now: \$265.00

	Date	Person	Description	Amount
<input type="checkbox"/>	3/22/12	Mora McQ	#1031 3 Classes per Week w/ AutoPay	\$90.00
<input type="checkbox"/>	3/22/12	Bryan McQ	#1030 5 MetCon/SWOD Classes per Week w/ AutoPay	\$175.00

Payment Information

We will use the payment information that you have on file:

Account #1 ending in [edit account](#)

[+ add another account](#)

[Pay Checked Bills](#) or [add a payment account](#) without paying these bills.

Complete Billing Address info and then select payment method **Credit Card or e-Check**:

Add Payment Account

Billing Address

First Name	<input type="text"/>	(account holder info)
Last Name	<input type="text"/>	
Street Address 1	<input type="text"/>	
Street Address 2	<input type="text"/>	
City	<input type="text"/>	
State/Province	Texas	<input type="button" value="v"/>
Postal Code	<input type="text"/>	

Account Information

Account Label	<input type="text"/>	(to identify your account later)
Account Type	Credit Card	<input type="button" value="v"/>
	Visa, Mastercard, Amex and Discover only.	
Card Number	<input type="text"/>	
Expiration Date	(01) January	<input type="button" value="v"/> 2012 <input type="button" value="v"/>

Account Information

Account Label	<input type="text"/>	(to identify your account later)
Account Type	e-Check	<input type="button" value="v"/>
	Where do I find my bank account info?	
Bank Name	<input type="text"/>	
Account Type	Checking	<input type="button" value="v"/>
Routing Number	<input type="text"/>	Where do I find my bank account info?
Account Number	<input type="text"/>	