Jobber

Training Manual

Jobber- Background Information

Jobber is an online platform we use to manage our business operations —
from scheduling classes and managing staff to invoicing clients and
collecting payments.

Getting Started: Before your first class, you'll receive an email invitation to
set up your Jobber account. Please follow the instructions in the email and
download the mobile app.

Important Notes:
 • We'll create your Jobber account **after** we've scheduled a class (or
classes) for you to teach.
 • **Do not** create your own account. Always log in through the invitation
email sent from Jobber.

JOBBER

KEV'S GYM

How to use Jobber- Mobile App

Viewing Your Schedule: Once you've downloaded the mobile app, you'll see your daily calendar with all of your scheduled appointments. Tap any appointment to view full details — including the class description, duration, client information (such as the activities director's name), contact information, and location.
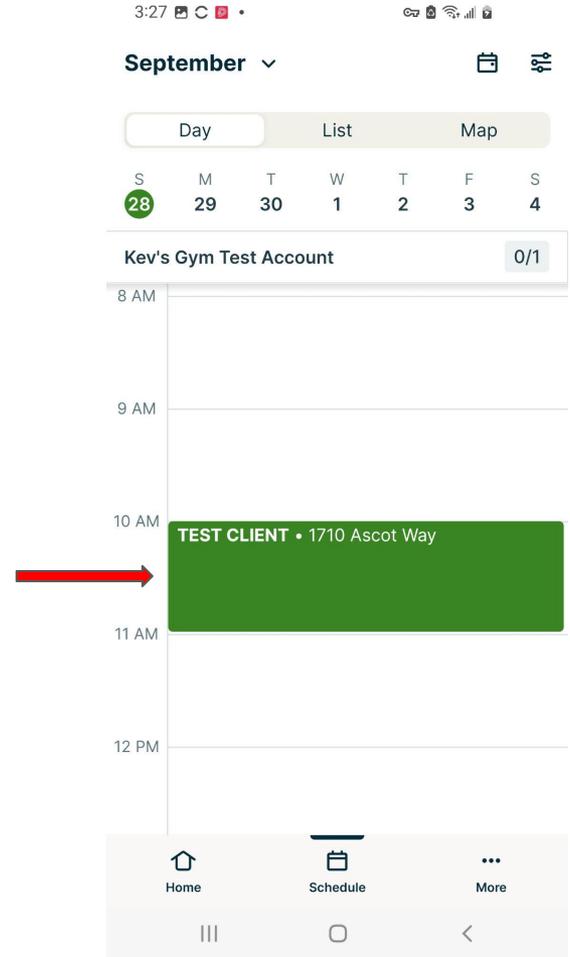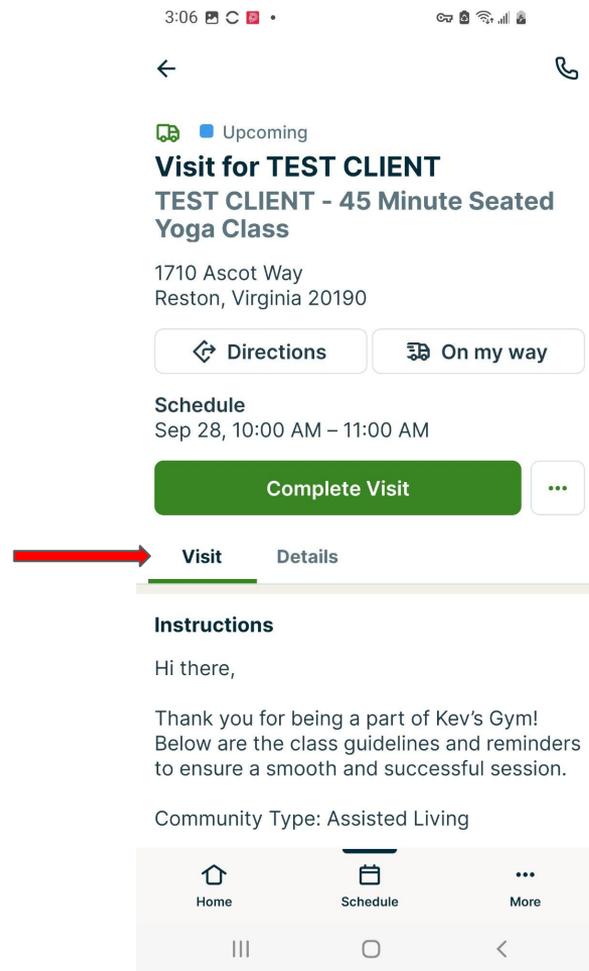
How to use Jobber- Mobile App

When you click on an appointment in the Jobber mobile app, you'll see **two tabs**: Visit and Details

- **Visit Tab** – This is your go-to area for class details and special instructions. Here you'll find:

  - Type of client or community (e.g., assisted living, memory care, country club)
  - Type of class requested (e.g., chair yoga, seated exercise)
  - Class Instructions
  - Parking information
  - Any special notes or instructions from the client

Use this information to ensure you're fully prepared before arriving at your class.

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How to use Jobber- Mobile App

The "Details" tab provides the client's contact information. If you need to notify the client about an emergency, delay, or any schedule change, this is where you can quickly find their phone number or email to reach out.
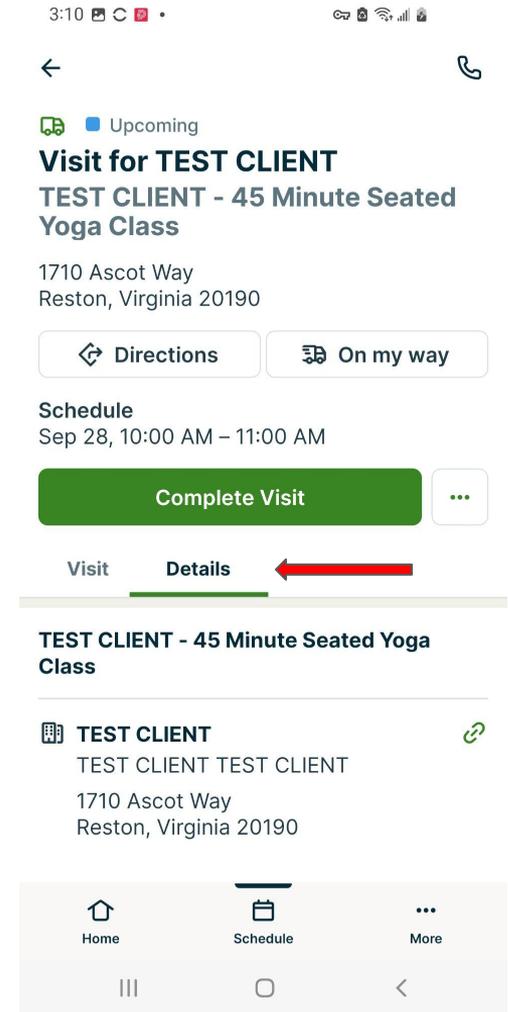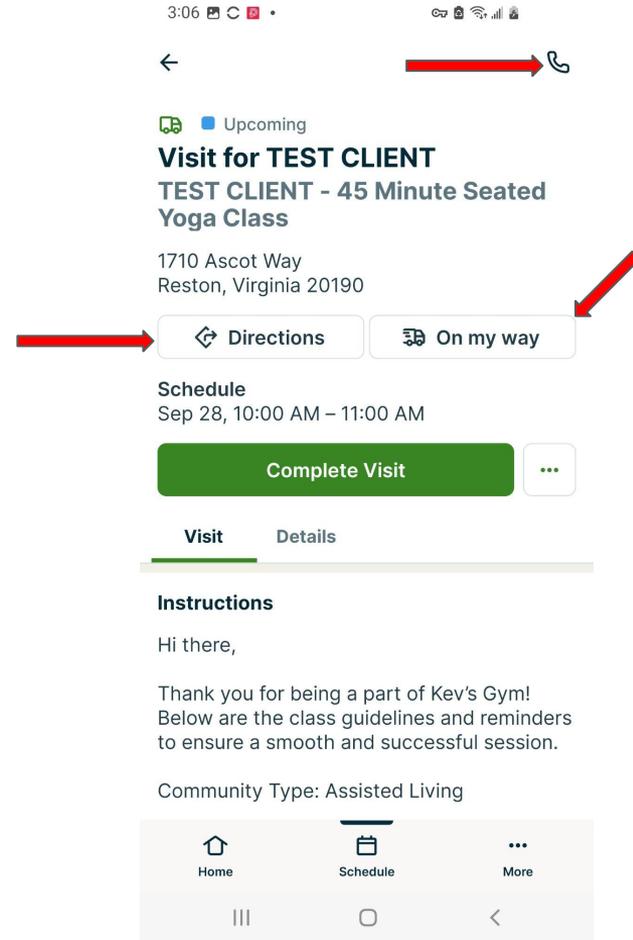
How to use Jobber- Mobile App

Phone Icon: Tap the phone icon in the top-right corner to call the client (for example, the activities director) directly.

Directions Button: Tap the Directions button to open GPS directions and navigate to the class location.

On My Way Button: Tap this button to instantly notify the client via text or email that you're on your way.

Jobber- Marking an appointment complete

After you finish your class, be sure to click the "Complete Visit" button. This step is essential because it lets us know which classes have been completed and are ready to invoice the client.

Important: If an appointment is not marked complete in Jobber and we have to send a reminder the following morning, a $3 fee will be deducted from your monthly invoice for each unmarked appointment.

Tip: Marking your appointments complete promptly ensures accurate billing and timely payment— we want to make sure you get paid! ✅
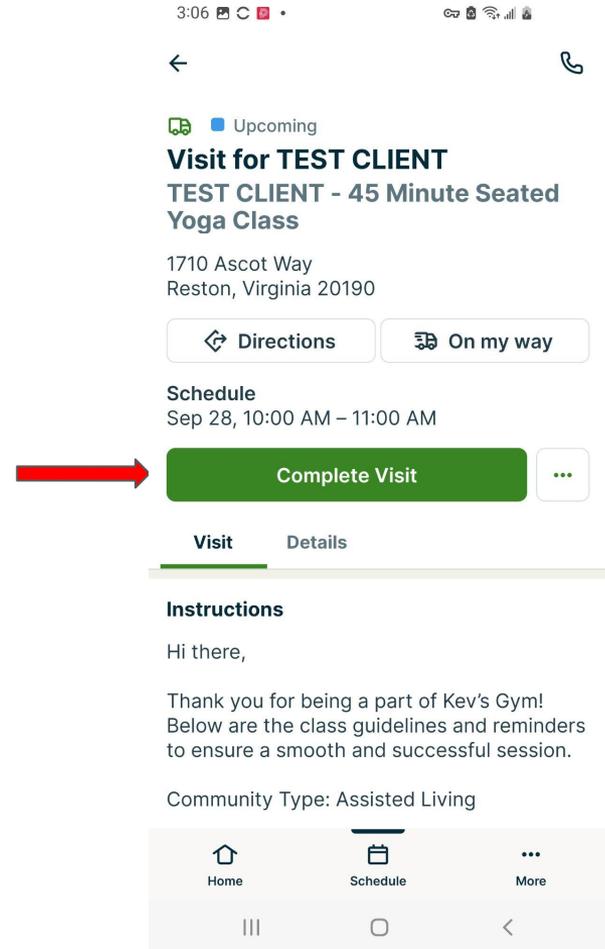
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Sync Your Personal Calendar with Jobber

If you'd like your Kev's Gym appointments to automatically appear on your personal calendar, you can sync your Jobber calendar. Simply visit this link to set it up — it's an easy way to stay organized and avoid missing appointments.

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Jobber- Summary

In a nutshell, please use the Jobber app on your mobile device for every scheduled class. The app provides detailed information about each class, including location, client details, and special instructions.

After completing your class, remember to tap the **"Complete Visit"** button. This ensures accurate billing and timely payment.

Need Help? If you have any questions, email us at support@kevsgym.com or visit Jobber's Help Center for support.

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