A person in athletic wear is stretching on a road at sunrise. The scene is bathed in a warm, golden light, with the sun low on the horizon, creating a long shadow of the person on the road. The road has white lane markings and a guardrail on the left side. The background shows a line of trees and a clear sky.

# A NEW DAWN

RELEASE 1.0

## **UPDATING TURNSTILE & GATE ENTRY POINTS FOR BOOKINGS**

### **HOW TO GUIDE**

JUNE 2020



## Updating Turnstile & Gate Entry Points for Bookings

Entry Point access can be controlled based on the member's Status, Subscription, Bookings, Product and Site.

Typically, leisure sites would allow access to the facility based on a subscription. For example, a member may have a current Direct Debit subscription and attend a site. Upon swiping their card or wristband at a turnstile, the Gladstone system will grant access.

As a direct result of the COVID-19 epidemic, there may be a requirement to restrict the number of members onsite at times. In these circumstances, an alternative solution is to grant Entry Point access to customers based on an existing booking, rather than their membership.

**Note:** There is no need to update the Reception, Bookings, Web (Connect) or Kiosk Entry points.

# Updating Turnstile & Gate Entry Points for Bookings

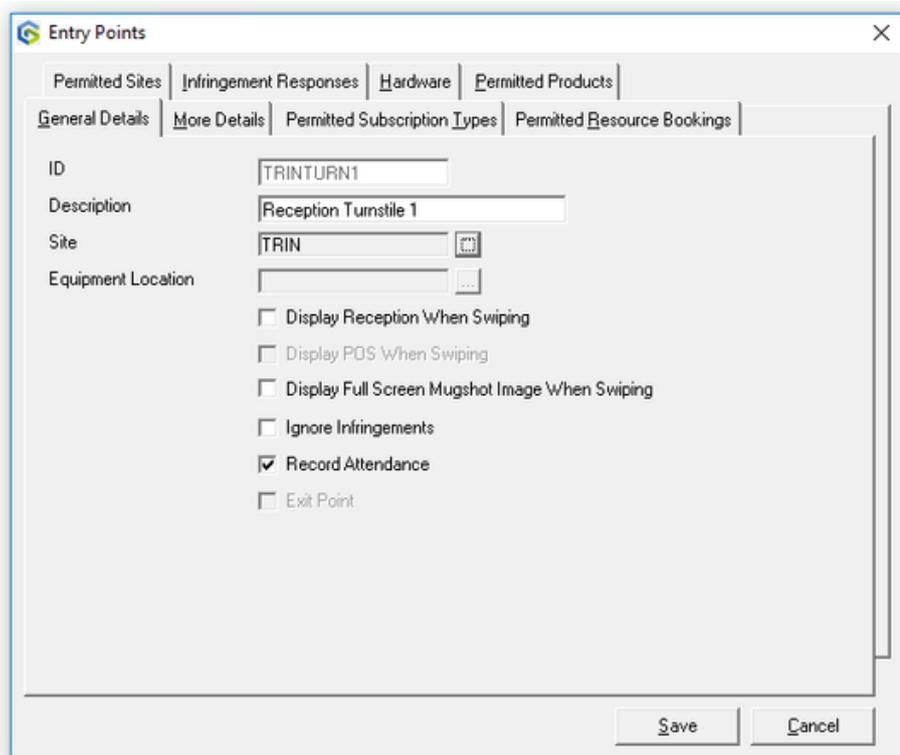
## Configure Entry Points for Bookings

Each Entry Point must be configured independently. To reconfigure your Entry Point for bookings, follow the instructions below:

Sign into Plus2 and navigate to **Configuration > System > Entry Points**.

*Entry Point configuration can also be managed in the Gladstone Management Console (GMC)*

Locate the appropriate Entry Point (E.g. Reception Turnstile, Gym Door, etc)



The screenshot shows a software window titled "Entry Points" with a close button (X) in the top right corner. The window has several tabs: "Permitted Sites", "Infringement Responses", "Hardware", "Permitted Products", "General Details", "More Details", "Permitted Subscription Types", and "Permitted Resource Bookings". The "General Details" tab is active. The form contains the following fields and options:

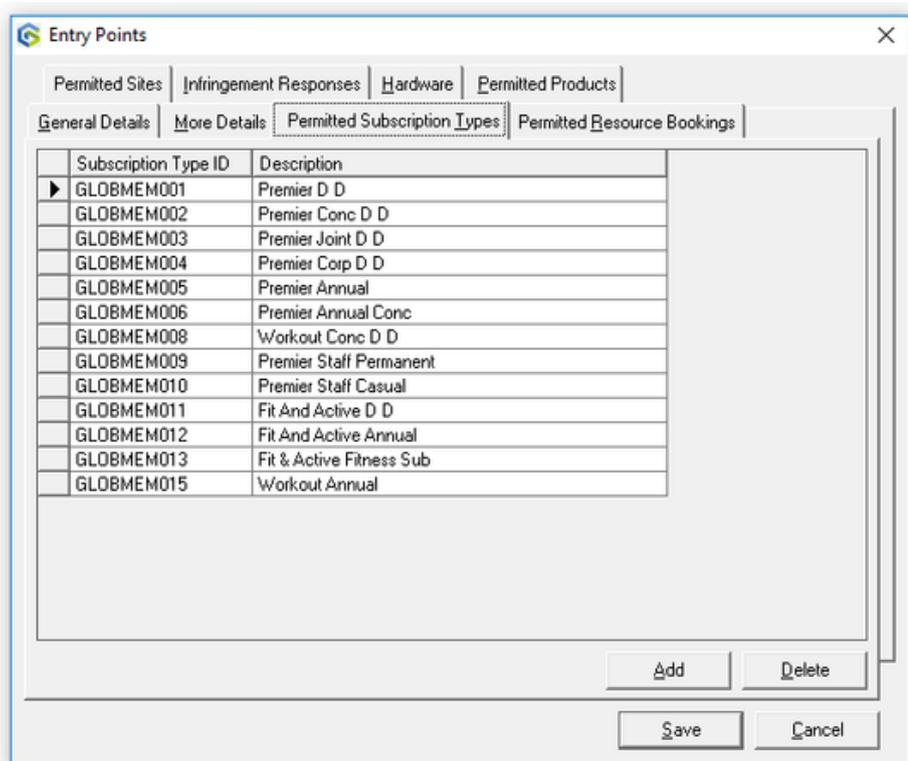
- ID: TRINTURN1
- Description: Reception Turnstile 1
- Site: TRIN
- Equipment Location: (empty field with a dropdown arrow)
- Display Reception When Swiping
- Display POS When Swiping
- Display Full Screen Mugshot Image When Swiping
- Ignore Infringements
- Record Attendance
- Exit Point

At the bottom of the window are "Save" and "Cancel" buttons.

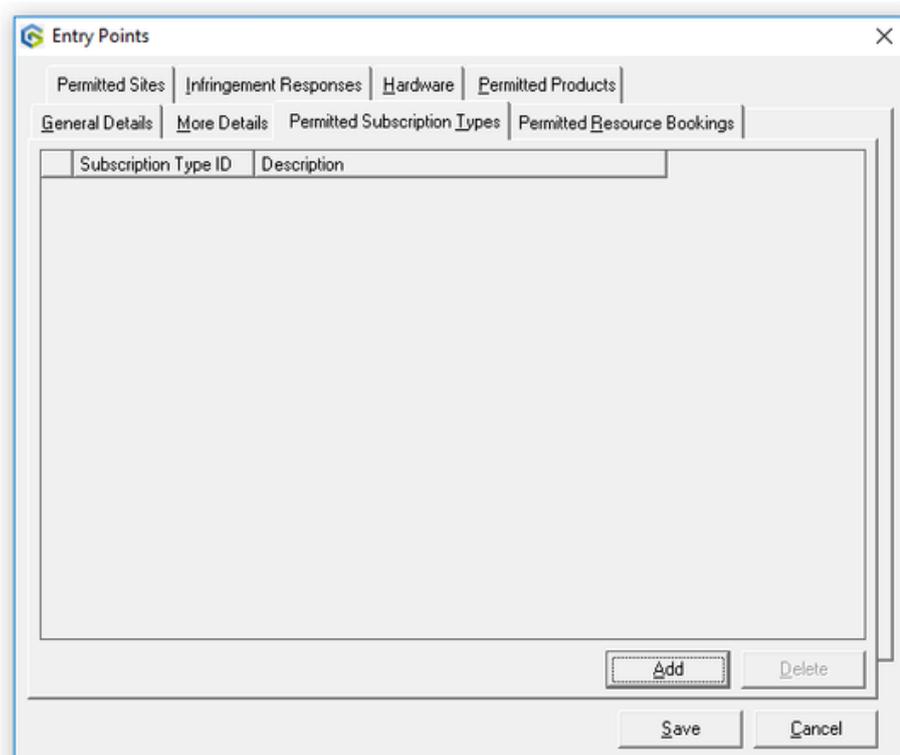


# Updating Turnstile & Gate Entry Points for Bookings

Navigate to the **Permitted Subscription Types** tab. Subscriptions that currently allow access will be displayed. Consider taking a screenshot or documenting the current configuration before proceeding to assist the reversal process if and when required.



Select each Subscription individually, and select the **Delete** button, until all Subscriptions have been removed.



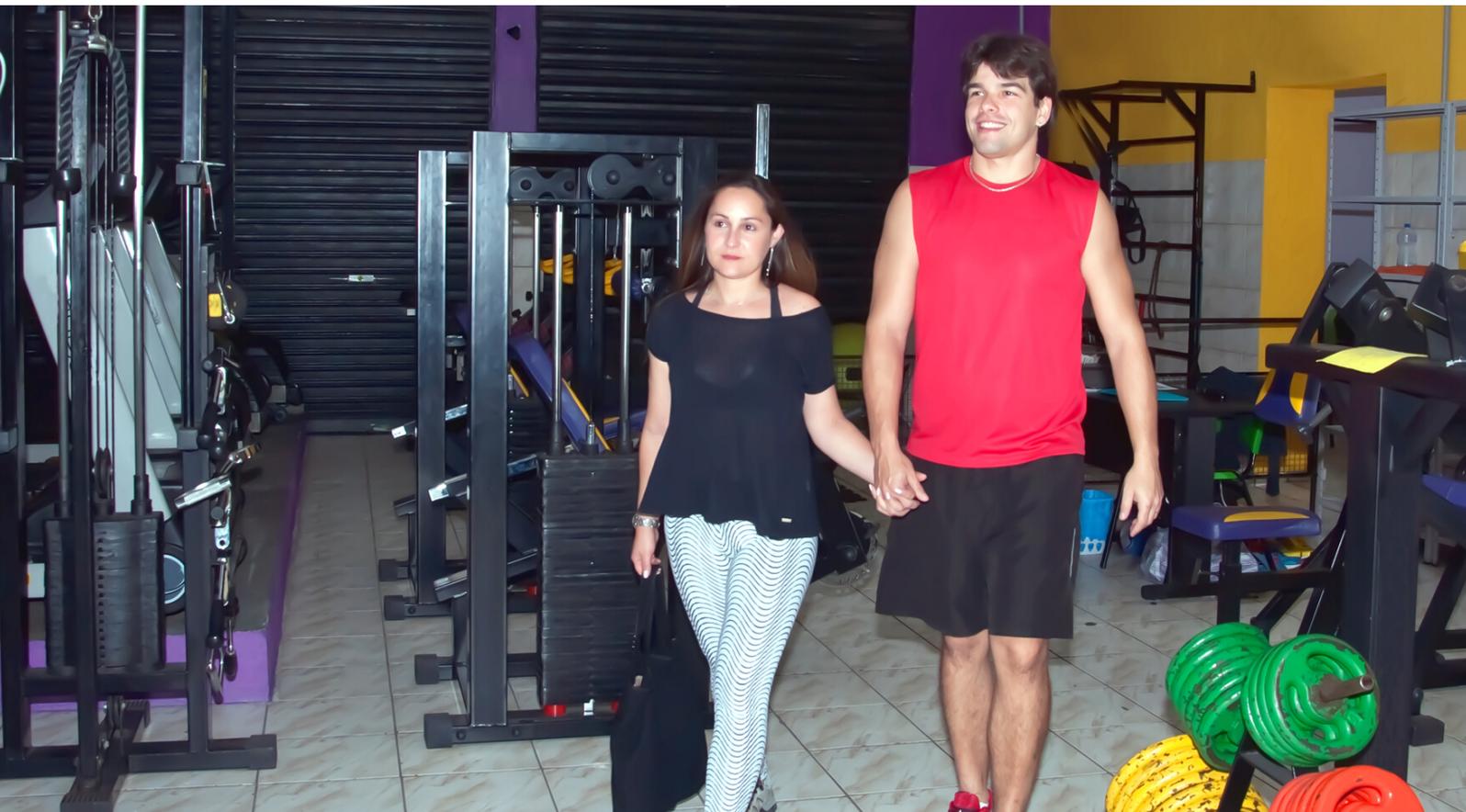
# Updating Turnstile & Gate Entry Points for Bookings

Navigate to the **Permitted Resource Bookings** tab.

Add the Resource Products (E.g. Sports Hall Court 1, Court 2, Gym, Studio, etc) that will grant access if the member has a booking in that area.

The screenshot shows a software window titled "Entry Points" with a close button (X) in the top right corner. Below the title bar are four tabs: "Permitted Sites", "Infringement Responses", "Hardware", and "Permitted Products". Under the "Permitted Products" tab, there are four sub-tabs: "General Details", "More Details", "Permitted Subscription Types", and "Permitted Resource Bookings". The "Permitted Resource Bookings" sub-tab is active, displaying a table with two columns: "Resource ID" and "Resource Description". The table contains 15 rows of data. Below the table are four buttons: "Add", "Delete", "Save", and "Cancel".

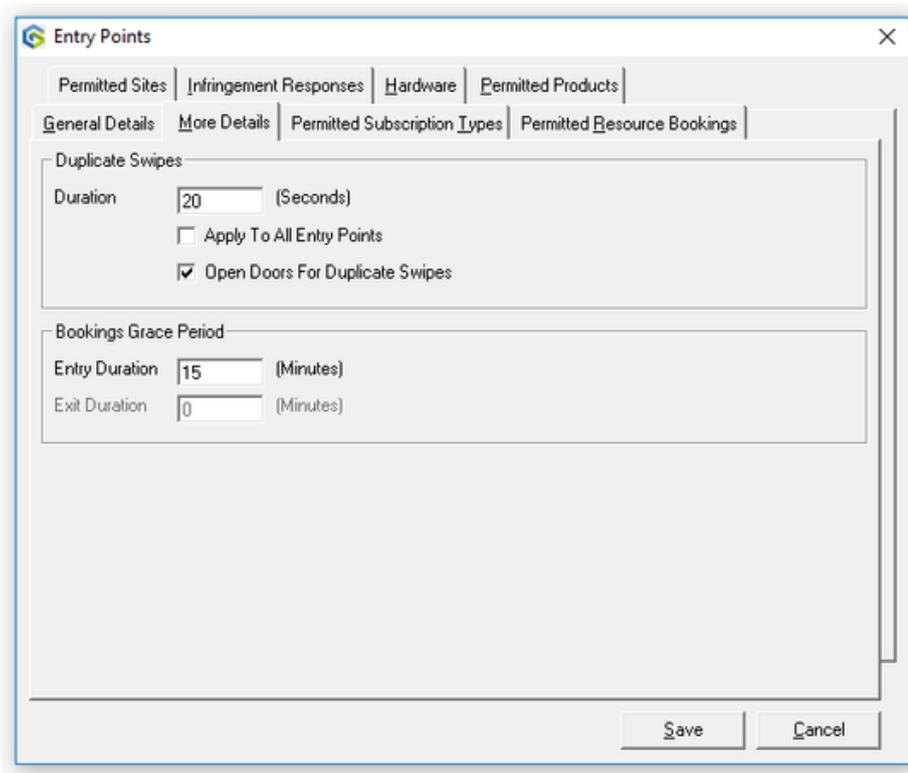
Resource ID	Resource Description
TRINZFIT01	Fitness Sessions Density
TRINZMUG01	Tennis Court 1
TRINZMUG02	Tennis Court 2
TRINZMUG03	Tennis Court 3
TRINZSPH01	Court 1
TRINZSPH02	Court 2
TRINZSPH03	Court 3
TRINZSPH04	Court 4
TRINZSTU01	Studio
TRINZSWM01	Lane 1
TRINZSWM02	Lane 2
TRINZSWM03	Lane 3
TRINZSWM04	Lane 4
TRINZSWM05	Lane 5
TRINZSWM06	Lane 6



# Updating Turnstile & Gate Entry Points for Bookings

Navigate to the **More Details** tab.

Locate the **Entry Duration** within the Bookings Grace Period section which is used to specify the amount of time in minutes that entry will be allowed prior to the start of a booking. In the example below, a member will be allowed access through the Entry Point 15 minutes before the booked Activity or Reservation.



The screenshot shows a software window titled "Entry Points" with a close button (X) in the top right corner. The window has several tabs: "Permitted Sites", "Infringement Responses", "Hardware", "Permitted Products", "General Details", "More Details", "Permitted Subscription Types", and "Permitted Resource Bookings". The "More Details" tab is selected. Inside the window, there are two main sections. The first section is "Duplicate Swipes", which contains a "Duration" input field set to "20" with "(Seconds)" next to it, a checkbox for "Apply To All Entry Points" which is unchecked, and a checked checkbox for "Open Doors For Duplicate Swipes". The second section is "Bookings Grace Period", which contains two input fields: "Entry Duration" set to "15" with "(Minutes)" next to it, and "Exit Duration" set to "0" with "(Minutes)" next to it. At the bottom right of the window, there are two buttons: "Save" and "Cancel".

Select **Save**.

Members will now only gain access based on bookings made (either in club or online using Connect or MobilePro), and NOT automatically based on their current Subscription. Thus allowing sites to restrict numbers based on the Max Bookees for each reservation (class) or Activity.

**For further information on creating or amending your booking sheets, please refer to supplementary How to Guides for which include:**

- [Density Bookings](#): How To Guide
- [Gym and Swim Reservations](#): How to Guide

**Gladstone  
Hithercroft Road  
Wallingford  
Oxfordshire  
OX10 9BT**

**[www.gladstonesoftware.co.uk](http://www.gladstonesoftware.co.uk)  
[Sales@gladstonesoftware.co.uk](mailto:Sales@gladstonesoftware.co.uk)**

