

Gym Program Billing Spreadsheet

- [illegible]

Best Practices and Troubleshooting

- Download Excel file *Gym Visit Tracking Document* from the Hometown Health website (see instructions included). This will open as an Excel file for your convenience.
- Spreadsheet has 33 columns, consisting of:
 - Member's Name (Optional) (first column)
 - Member's Identification Number (second column)
 - 31 Date-Ready columns to enter each member's visit date throughout the logged month. Each date must be entered into a separate column. Duplicate dates will be ignored.
- Dates must be entered as MM/DD/YYYY. If this format is not followed, the download may be inaccurate and visits may be missed.
- Blank spaces, commas, or other characters can cause errors during the load process.
- DO NOT ADD OR REMOVE ROWS OR COLUMNS. This can cause the file to error out, which can delay your membership payment from Hometown Health.

Should you need further assistance, please feel free to reach out to me. I have also included our business information below.



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Hometown Health Office Hours:

Monday - Friday, 8:00 am - 5:00 pm

Live Person Telephone Hours:

Monday - Sunday, 7:00 am - 8:00 pm

775-982-3232

24 Hour Recorded Assistance:

Toll Free 800-336-0123

775-982-3232 | Toll Free 800-336-0123

Información en español 775-982-3242 | TTY Relay Service 711

10315 Professional Circle, Reno, NV 89521 | [Get Directions](#)

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