

Simple User Guide

Collect fees, send WhatsApp reminders, and track attendance — all in one place.

Getting Started — 6 Easy Steps

Set up business



Pick a plan



Add members



Reminders



QR code



Collect fees

1

Set up your business

Type your business name (like [Apex Academy](#) or [FitZone Gym](#)) and pick your type. FeesHub adjusts the words to match — “Students” for tuition, “Members” for gym.

2

Pick a plan

Choose a plan that fits your member count. Pay monthly, or yearly to save 20%. New here? Start the free trial and use everything right away.

3

Add your members

Go to **Members** → **+ Add Member**. Enter name, WhatsApp number, monthly fee, due date, and language. Click **Save**.

4

Turn on reminders

Go to **Reminders** and switch **Auto-Reminders ON**. Members get a reminder before the due date and a notice after, only between 8 AM–8 PM.

5

Print your QR code (optional)

Go to **Attendance** → **Door QR** → **Print**. Stick it at your entrance. Members scan, type their number, and tap Check In or Check Out.

6

Collect fees daily

When someone pays, go to **Fees**, find them, and click **Mark Paid**. The fee turns green, reminders stop, and a WhatsApp receipt is sent automatically.

Members

- **Add a member:** name, WhatsApp number, monthly fee, due date, and language.
- **View a member:** see full payment history, dues, and attendance in one place.
- **Update many at once:** change fees, languages, or turn members on/off in bulk.

| Fees & Payments

Each fee has a simple colour status:

● **Due — not paid yet**

● **Partial — part-paid**

● **Overdue — past due date**

● **Paid — done**

Accept **cash, UPI/GPay/PhonePe, bank transfer, or cheque**. The moment you mark a fee Paid, the member gets an instant WhatsApp receipt.

| WhatsApp Reminders

- **Automatic:** reminders send on their own, before and after the due date — only during safe daytime hours (8 AM–8 PM).
- **Manual:** message one member or a whole group any time from the **Reminders** page.
- **Any language:** English, Tamil, Hindi, Telugu, Malayalam, or Kannada.

| Attendance (QR Check-In)

- Print a **door QR code** — no app needed for members.
- Members scan and enter their number to check in; scan again to check out.
- See **who's here right now** live on your dashboard.
- Parents get an **absent alert** in the evening, and you get a daily summary.
- Download the full month's attendance as an **Excel file** any time.

| Money In & Out

- Add your expenses (rent, salaries, electricity, and more).
- FeesHub subtracts them from fees collected to show your **profit** live.
- Your software subscription cost is included automatically.

Multiple Branches

- Run more than one location under one login.
- Switch between them from the dropdown at the top right.
- Add a new branch with + **Add New Center**.

Common Questions

How do I turn on automatic reminders?

Go to **Reminders** and switch **Auto-Reminders ON**.

What if someone pays early?

Mark them **Paid** — all their reminders for that month stop automatically.

Where can I find this guide again?

Click **User Manual** in the sidebar to open this PDF any time.