Safe Gym Software Migration Checklist

☐ **Review current system** — list all features, data, and integrations you currently use.

☐ **Export all data** — download member data, memberships, payments, bookings, and reports.

☐ **Backup everything** — keep secure copies of all exported data before starting migration.

☐ **Clean the data** — remove duplicates and outdated member records.

☐ **Map data fields** — match old system fields with the new software structure.

☐ **Import test data** — upload a small sample to check if everything works correctly.

☐ **Check integrations** — reconnect payment gateways, access control, apps, and other tools.

☐ **Train staff** — show your team how to use the new system before the switch.

☐ **Inform members** — notify customers if bookings, apps, or payments may change.

☐ **Run parallel systems** — keep the old system active for a short time during transition.

☐ **Verify everything** — confirm memberships, payments, and bookings migrated correctly.

☐ **Fully switch systems** — move operations completely after confirming everything works.