



Admin Getting Started Guide

The first 3 sections of this guide are required for Class Creation.

Creating Sessions

Sessions help you manage classes. They allow you to have a session for different times of year or just one for the entire year. They also allow you to keep historical data of previous years. A session is required for new class creation.

1. Under Admin Menu Click Sessions
2. Click Add New Session
3. Type in a Session Name, start and end dates
4. Check Enrollment Allowed if you would like for this session to show in the enrollments screen.

Creating Categories

Categories are used to group classes into types. If you prefer not to categorize your classes you can just create a generic one. Categories are required for new class creation.

1. Under Admin Menu Click Categories
2. Click New
3. Type in a category name
4. Click Submit

Creating Levels

Levels are used to group your classes into skill or age level. If you prefer not to categorize your classes you can just create a generic one. Levels are required for new class creation.

1. Under Admin Menu Click Levels
2. Click New
3. Type in a name
4. Type in start and end ages (these are required but you could put 1 to 100 if you want everyone)
5. Click Submit

Adding Employees / Teachers

During sign up the main account for the site was created and you will see it in the list. You can add other logins for your users. While it is not required usernames are best to be an email address as there is less chance of a conflict. Also strong passwords should be used to ensure safe access to your data.

1. Under Admin Menu Click Users/Teachers
2. Click New
3. Enter the required information
4. A password is required but can be changed by user once they login.
5. Set users permission level, users not at the admin level will not have access to the admin menu.
6. Click Submit

Creating Studios

This can be used for more than one physical location, as well as more than one dance room. This is will allow you to break down classes based off which dance room or studio they are located in. During creation a new studio with the name Main is created. You can rename this if you like.

To add a new one

1. Under Admin Menu Click Studios
2. Click New
3. Type in a name
4. Click Submit