

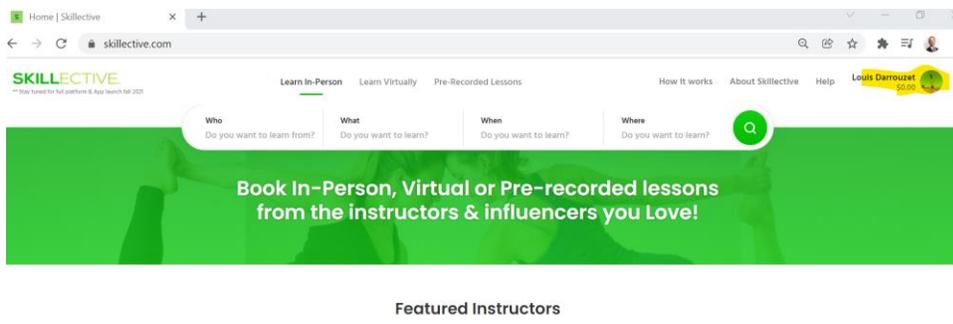
How to: Setup & Sell In-Person Lessons, Privates, Clinics, or Workshops

Step 1: Login to your Skillective account

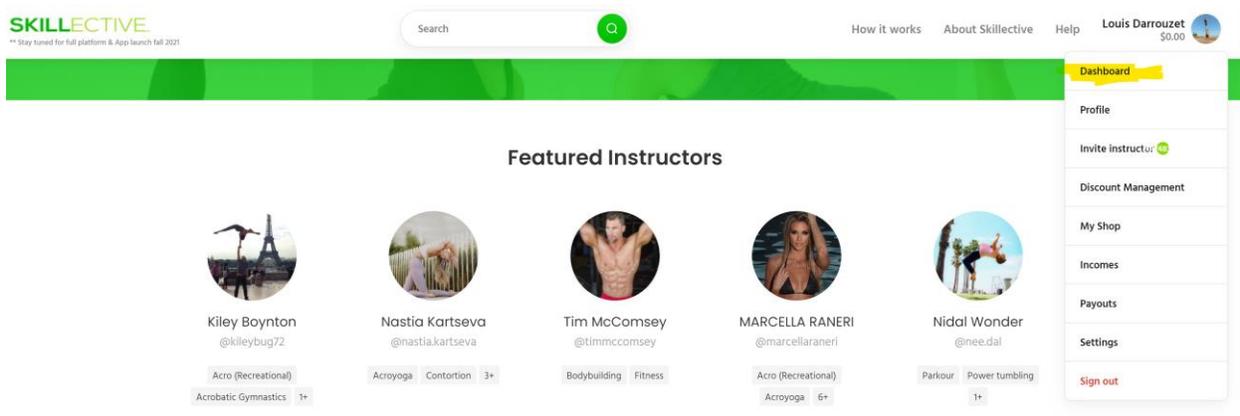
After logging in, make sure you have the following in place:

- 1) A Profile Picture
- 2) Media in your Profile Gallery
- 3) Payouts Account set up in Settings (your Bank Account for you to get paid)

Step 2: Click on your Profile Picture



Step 3: Click on Dashboard in the dropdown



Step 4: Click on the +Add Time Button on your Calendar or in the Header

com/instructor/dashboard

all 2021

Search **Add lesson time** Dashboard Schedule Bookings Clients Gallery

Total income

Period: 2022

\$0.00 = **Earned** + **Booked**
\$0.00 + \$0.00

Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec

Incomes | Payouts [Update Goal](#)

Schedule

+ Add Time Export Embed Calendar

Week **Month**

← January 2022 →

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Step 5: Fill out the Information for your lesson time in the pop-up

Information for Picture below:

- 1) Genre
- 2) Lesson type (Virtual or **In-person**, Client or **Instructor determined**)
- 3) Add the Location
- 4) Select the start Date
- 5) Select the start and stop times
- 6) Set a price for the lesson (must be \$0.99 or greater)
- 7) Set the maximum number of students you want for the lesson
- 8) Add a description for the lesson
- 9) Click add Lesson button at the bottom of the pop up.

Add Lesson Time



Add lesson

Select your Lesson, clinic or workshop Genre. i.e., What skillset you are teaching.

Genre

Type of Lesson

In Person Location (Instructor Determined)

Select the type of lesson as In-person, and select the location to be instructor or Client determined

Select the address where the lesson, clinic or workshop will take place

Location

Enter a location

Date from

January

31st

2022

Select the date the lesson will start and enable overnight if the event goes past midnight

 Enable overnight

Select the start time and the end time of the lesson, clinic or workshop

Time from

Start Time

Time to

End Time

 Enable time intervals Enable recurring

Set your price for the lesson. (This is the amount you keep per person)

Price

\$

Per lesson

Max students

Select the Maximum number of students between 1 and 50.

Description



Fill in a description of what you will be teaching here

Instructor is responsible for collecting any and all applicable taxes for the location in which the lesson takes place.

Add lesson

Step 6: Now the Lesson is live and is available to be booked.

Step 7: the client selects and books the lesson from your profile

@louisdarrouzet
Louis Darrouzet | Dallas TX 75230
51 Lessons Held [Request Time](#)

About instructor: 21 Years of Stunting & Tumbling Coaching Experience
Lesson Rates: \$1.00 - \$80.00

- Cheer Athletics Wildcats - 1999-2001
- NCA & UCA AS Partner Stunt National Champion - 2001
- Georgia Tech Cheerleader 2001-2004
- Cheer Athletics Elite Stunting and Tumbling Coach 2012-2017

Genres:
Acro (Recreational) Acrobatic Gymnastics Acrobatics
Acroyoga All-Girl Stunts (Cheer) Cheerleading
Partner Stunts (Cheer) Trampoline

Upcoming locations
Dallas, TX Feb 01, 2022 [View lessons](#)

Video lessons

Step 8: After the client has booked the lesson and submitted payment, the lesson will need to be approved by the instructor. You should receive an email and/or text notification depending on how your notifications are set to approve the lesson. Also, you will see a green notification bug on the booking tab.

skillective.com/instructor/dashboard

SKILLECTIVE [Add lesson time](#) Dashboard Schedule **Bookings** Clients Gallery Louis Darrouzet \$0.00

Total Income Period: 2022
\$0.00
Earned: \$0.00 Booked: \$0.00

Schedule [Add New](#) [Export](#) [Embed Calendar](#) Week Month
January 2022
Sun Mon Tue Wed Thu Fri Sat
1
2 3 4 5 6 7 8

Step 9. Click the bookings tab and then click the drop-down arrow on your lesson. You will be able to approve or cancel the booking from the client here:

Bookings

All Pending (1) Approved Past Client Booking Requests (0) Start date ▾

Date Bookings

01/31/22

Acro (Recreational) \$10

1 of 5 Clients Bookings Join Lesson

Virtual Lesson

January 31 3:00 PM - January 31 3:30 PM, \$10.00/client

02/03/22

Acrobatic Gymnastics \$0

1 of 25 Clients Bookings 1 New Bookings

12345 Inwood Road Dallas, TX, 75244

February 03 1:00 PM - February 03 1:30 PM, \$5.00/client

New bookings (1) Cancellation (0)

Photo	Student	Email	Phone	
	Lou Anthony	louis.darrouzet@mcbadf...	+1 (931) 398 4092	Approve Cancel

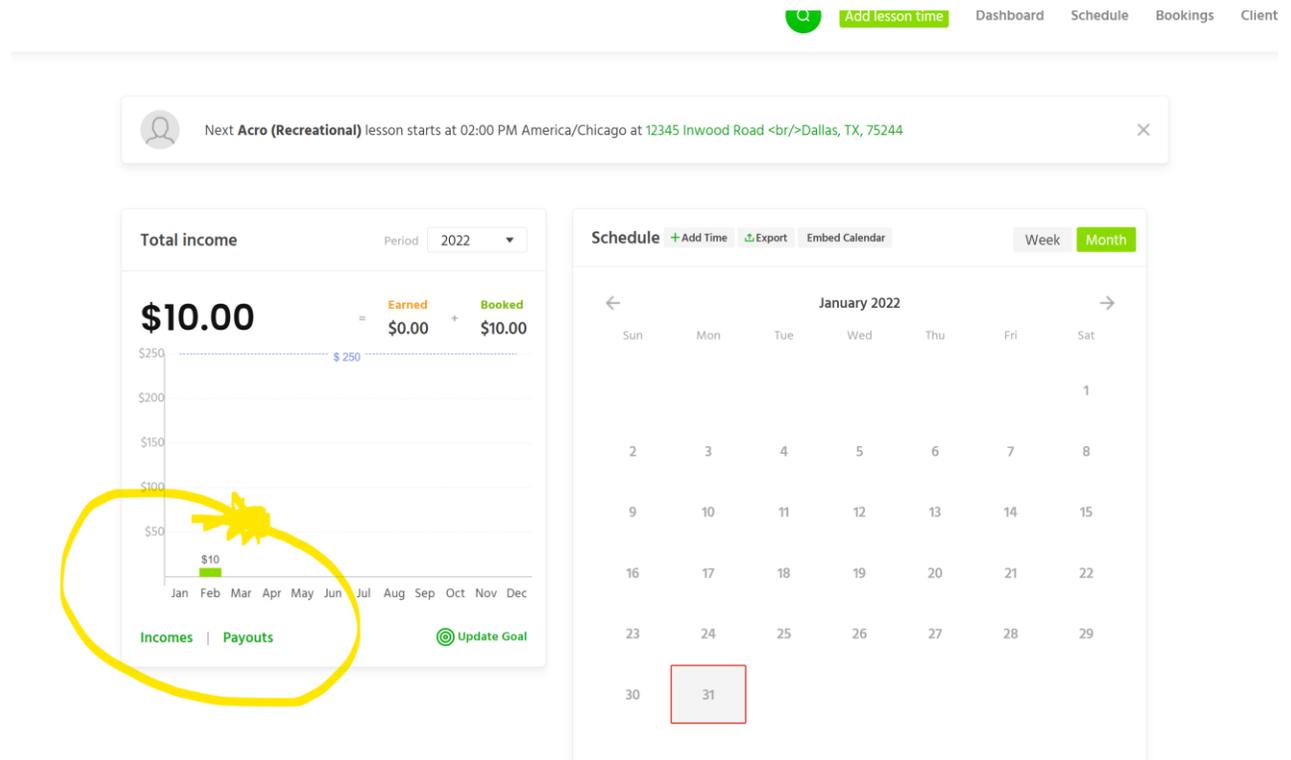
Approved Bookings (0)

Photo	Student	Email	Phone
-------	---------	-------	-------

Step 10. After the Lesson is approved the payment will be captured by Braintree (PayPal) and held until 8 hours after your lesson. The client's information will be added to your master client list and the payment will be sent out after the lesson. If the client is someone you don't want to work with, you can always click cancel here as well to remove that client.

The screenshot shows a web interface for managing bookings. At the top, there are tabs for 'Bookings' and 'Clients'. Below the tabs, there are filter buttons: 'All' (highlighted in green), 'Pending (1)', 'Approved', and 'Client Booking Requests (0)'. A 'Start date' dropdown menu is on the right. The main content area is titled 'Acrobatic Gymnastics' with a '\$5' price tag and an upward arrow. It shows '1 of 25 Clients Bookings' and provides details: '12345 Inwood Road Dallas, TX, 75244' and 'February 03 1:00 PM - February 03 1:30 PM, \$5.00/client'. There are buttons for 'New bookings (0)' and 'Cancellation (0)'. Below this is a table with columns 'Photo', 'Student', 'Email', and 'Phone'. Underneath, there is a section for 'Approved Bookings (1)' with a 'Notify clients' button. A table lists one booking for 'Lou Anthony' with email 'louis.darrouzet@mcb...' and phone '+1 (931) 398 4092'. There are 'Notify' and 'Cancel' buttons for this booking. A large yellow redaction box covers the bottom right portion of the interface.

Step 11. As with other lessons, the client's information will be added to your master client list and the payment will be sent out after the lesson. Depending on the credit card used it can take 2-3 business days to deposit into your bank. However, you should already see the booked funds on your total income tracker displayed on your dashboard, shown below:



Now you are all set for selling In-Person Lessons, privates, clinics, & workshops! Let us know if you have any questions!

Louis Darrouzet
Louis@skillective.com