

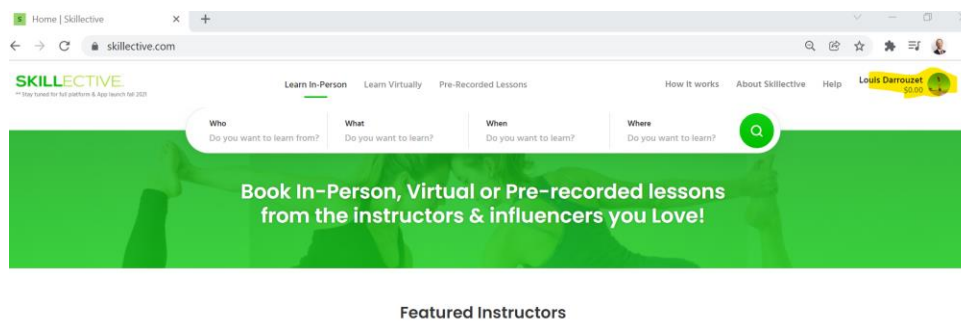
How to: Setup & Sell Virtual Lessons, Privates, Clinics, or Workshops

Step 1: Login to your Skillective account

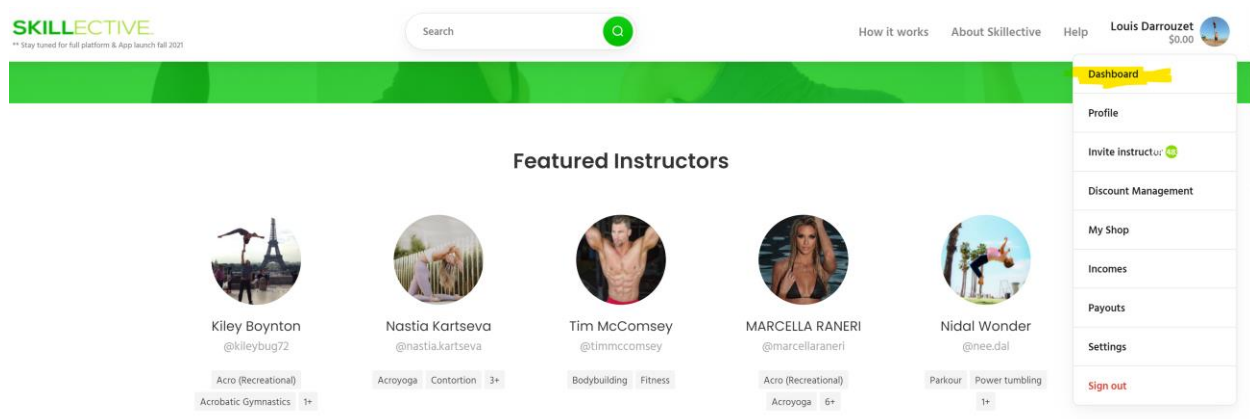
After logging in, make sure you have the following in place:

- 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) Select the time zone
- 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 (1 to 50)
- 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 are you teaching.

Genre

Type of Lesson

In Person Location (Instructor Determined)

Select the type of lesson as Virtual

Select the Time zone. Remember Chicago is Central or CST

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

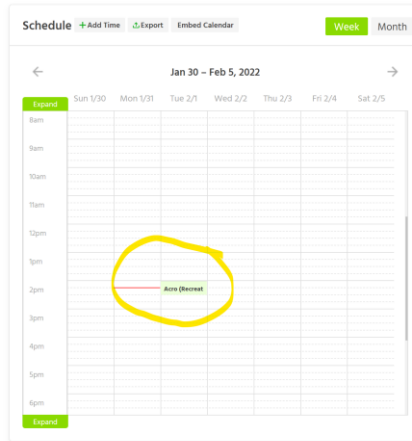
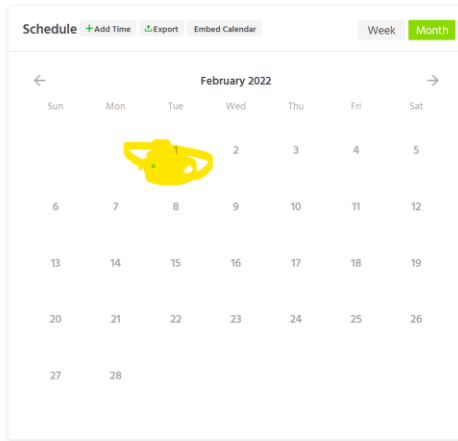
B **I** **S** **U**

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 by your clients



Step 7: The lesson can be changed at any time until the lesson time lapses. You can do this by clicking on the lesson on the calendar above:

Edit Lesson

Share link
<https://skillcollective.com/profile/12?lessonId=35291>

Genre
Acro (Recreational)

Type of Lesson
In Person Location (Instructor Determined)

Location
12345 Inwood Road
Dallas, TX, 75244

Date from
February 1st 2022

Enable overnight

Time from
2:00 pm

Time to
2:30 pm

Price
\$ 10.00 Per lesson

Max students
5

Description
this is example text of what you will learn in this clinic.

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

Save lesson

Share this link to let your clients know exactly which lesson to purchase. This link will take them directly to this lesson.

Any of the information can be changes and then hit save Lesson again

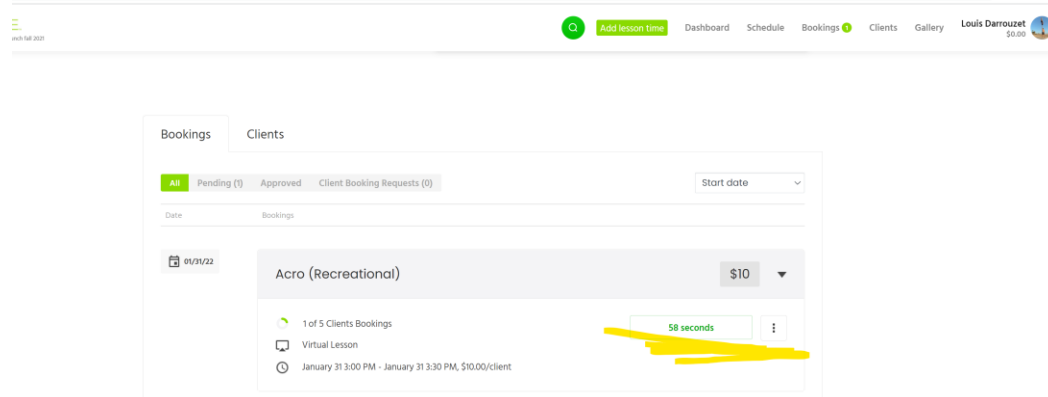
Step 8: the client selects and books the lesson from your profile

The screenshot shows an instructor profile for @louisdarrouzet. The profile includes a circular profile picture, a star rating, and contact information: Louis Darrouzet | Dallas TX 75230. It states "51 Lessons Held" and has a green "Request Time" button. The "About instructor" section lists "21 Years of Stunting & Tumbling Coaching Experience" and "Lesson Rates: \$1.00 - \$80.00". A list of achievements includes "Cheer Athletics Wildcats - 1999-2001", "NCA & UCA AS Partner Stunt National Champion - 2001", "Georgia Tech Cheerleader 2001-2004", and "Cheer Athletics Elite Stunting and Tumbling Coach 2012-2017". Genres listed include "Acro (Recreational)", "Acrobatic Gymnastics", "Acrobatics", "Acroyoga", "All-Girl Stunts (Cheer)", "Cheerleading", "Partner Stunts (Cheer)", and "Trampoline". Under "Upcoming locations", there is a listing for "Dallas, TX" on "Feb 01, 2022" with a "View lessons" link. A green notification bug is visible on the "Request Time" button.

Step 9: After they have booked the lesson and submitted payment, the lesson will automatically approve for virtual lessons. You should receive an email and text notification depending on what your notifications setting are set for. Also you will see this green notifications bug on the booking tab.

The screenshot shows the instructor dashboard on Skilllective. The URL is "skillective.com/instructor/dashboard". The dashboard includes a "Total Income" section for the period of 2022, showing "Earned \$0.00" and "Booked \$0.00". There is also a "Schedule" section for January 2022. A green notification bug is present on the "Bookings" tab in the top navigation bar, which is circled in yellow.

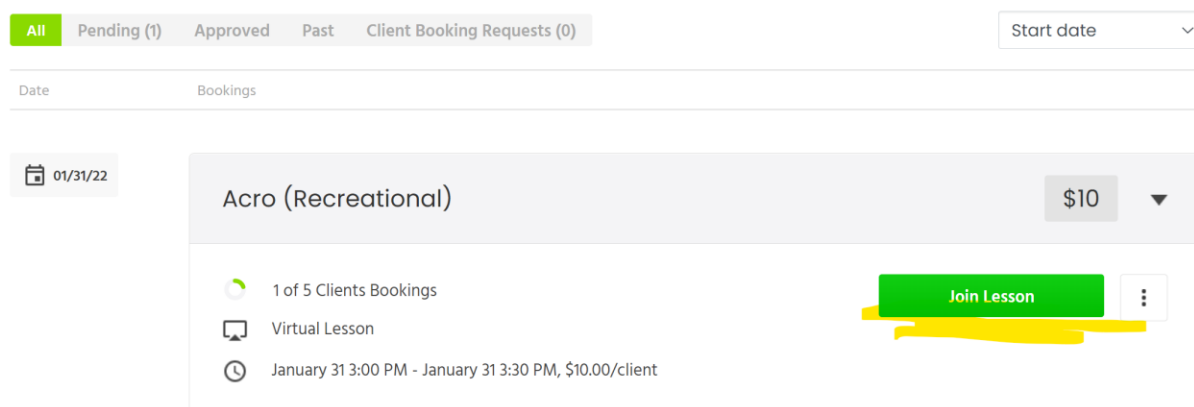
Step 10: Once you click on the bookings page you will see your lesson and see the countdown to when the virtual lesson starts.



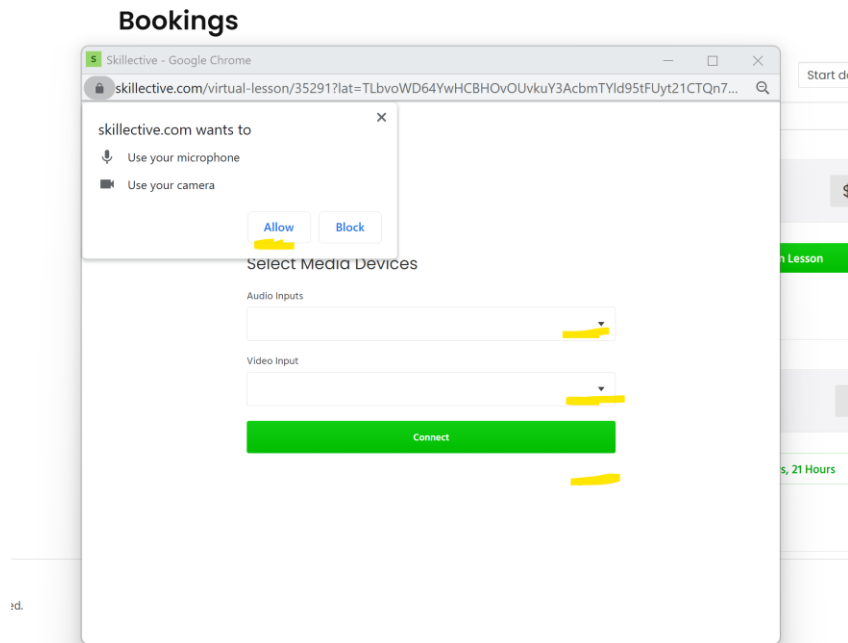
Step 11: The Lesson approves automatically for virtual lessons, and once approved the payment will be captured by Braintree (PayPal) and held until 8 hours after your lesson. The client's information will be added to your master client list and the payment will be sent out after the lesson. If the client is someone you don't want to work with, you can always click cancel here as well to remove that client.

Step 12: 5 minutes before the lesson time the button will turn green and say Join Lesson:

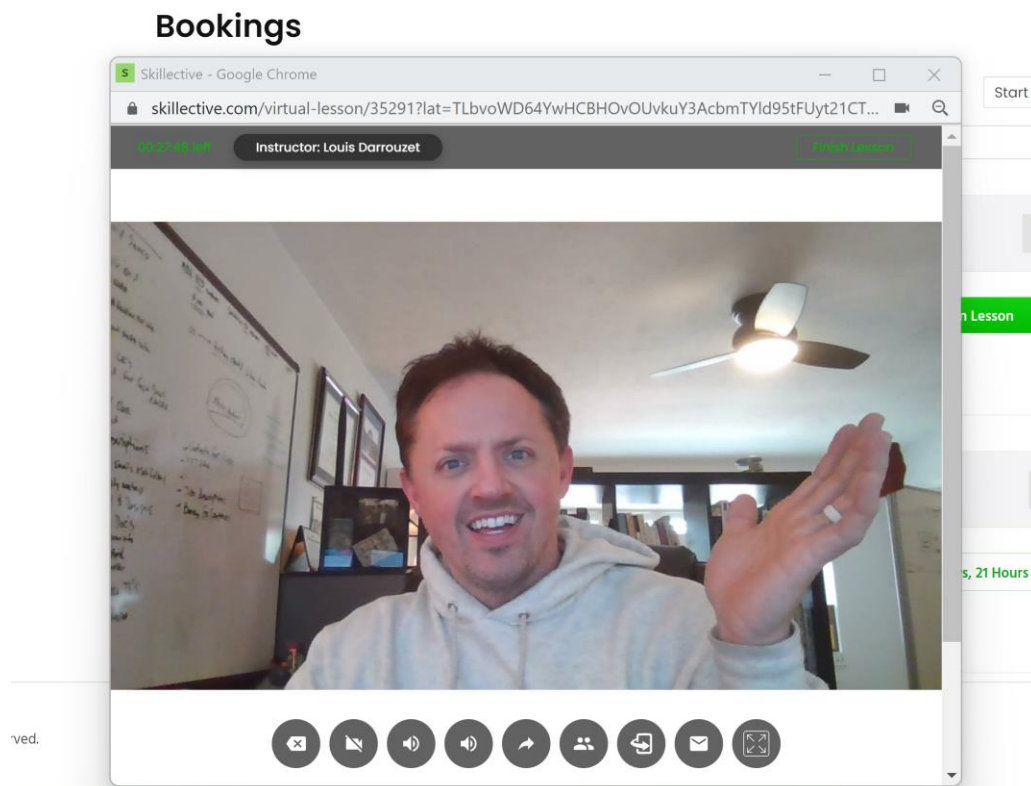
Bookings



Step 13 : When the button turns green it will allow you to click it and join the lesson. After you click the button, make sure to give Skillective access to your Camera and Microphone and select which audio and video inputs you prefer.



Step 14: once you hit connect, a new window will pop up and you will be in the lesson. You have all the normal functionality that you might find in zoom or google meets.

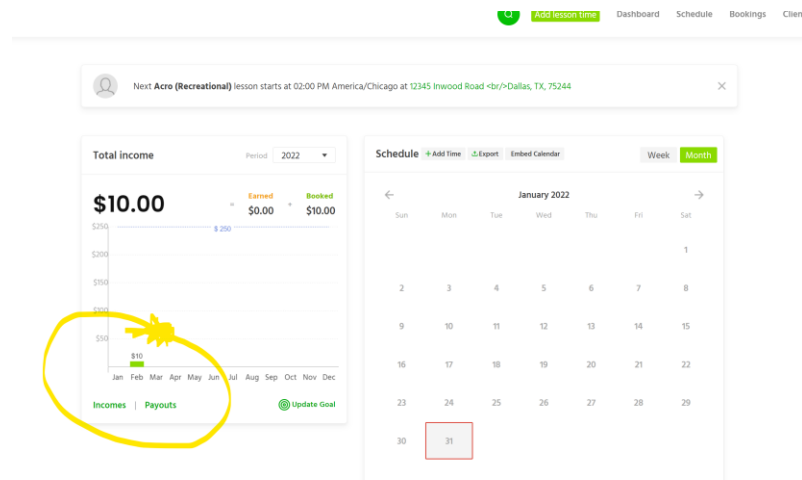


You can:

- Leave the lesson
- Return to the lesson
- Turn on and off your camera
- Mute yourself
- Mute everyone
- Mute one person
- Share your screen
- View your clients
- Rotate your camera to the mirror image
- Chat in the chat box
- Expand the lesson to full screen
- End the Lesson

You can also put your client on the main screen by clicking on the video icon when you hover over their video feed. There is a participant count and a timer to keep track of how many minutes are remaining.

Step 15: The lesson will automatically cut the video feed when the time is up. This way if the instructor has back-to-back lessons their schedule is preserved. 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. You should already see the booked funds on your total income tracker shown below.



Now you are all set for selling Virtual Lessons! Let us know if you have any questions!

Louis Darrouzet
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