The Dance *Studio-Pro*
Quick Start Guide

The world’s best dance studio management software™

You’ll be up and running in less than 10 minutes

Dance*Studio-Pro.com*
What is DanceStudio-Pro?

DanceStudio pro makes running your dance studio easier. With this tool, you are able to do what you really love, while letting the software handle the rest. Collections, Reminders, Communication… DanceStudio Pro is not just another online database.
Signing-Up

To get started you will need to go to [http://dancestudio-pro.com/sign-up/](http://dancestudio-pro.com/sign-up/) to register for your free account. You will not need a credit card. You only need to enter a valid email address, phone number and your studio name. You will be emailed your username and password to access the system.

After 30 days you will be asked to subscribe to continue using DanceStudio-Pro. This service is $30/month and is billed automatically.

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Sign-Up

You can use the same username and password to login to the iPhone and iPad mobile app.
Go to http://dancestudio-pro.com/apps to login. Enter the email address and password that you were assigned during setup.

If you have lost your password, simply click the Forget your password link.
Navigation

1. Return to the Home Screen from any page
2. Search for students, classes, parents, reports and help
3. Lists and actions for Student, Classes, Events and Staff
4. Access System Settings and special tools
5. Quick Links and Access to the Messaging System
6. Access the Help system
7. Log out of DanceStudio-Pro
1. Quick Create tools. Add a new student, event, class or staff member. These links appear on every page but the home page
2. Quick Actions: Send a Robo-Dial or Email to a group.
1. The More menu gives you access to system settings and special tools like the iPad Class manager, The executive dashboard, Reports, Automatic Tuition posting and parents.
1. Almost all system settings can be found under the More→ Settings menu item.
Common Settings (Password and Basic Data)

1. One of the first things you will want to do is change your password to something you can remember.
2. Upload your studio logo. It will appear in the online registration system and various communications that are using in the system.
3. Be sure to completely fill out your account information. This includes your system currency, time zone and other important information.
4. Use the Save Changes button to apply your data.
Common Settings – (Add a Location)

1. From the Settings page, use the menu on the left to access even more settings. Use the Dance Studios link to add multiple studio locations.
2. Click the Add a Studio button to get started.
Tuition

1. From the Settings page, use the tuition option to configure your tuition settings. This includes:
   - Multi-Student Family Discounts
   - Multi-Class Discounts
   - Set Tuition Rates by Hours of Classes
   - Registration Fees

2. Note: For special cases you can by-pass these tuition calculations by setting a tuition for an individual student or marking a student as No-Charge.

3. Note: Special classes can be setup, that are excluded from the discounts.
Adding Students

1. To add a new student either use the Actions drop-down on the home screen or use the Quick Links menu item to add a new student.
Adding Students

1. To add a new student, just enter the basic data. The location dropdown comes from the Dance Studios that you created in the Settings section.
2. If no Location is defined, you will see “Main”
3. Enter the name, date of birth and gender and click save student.
4. You will be automatically taken to the student detail screen where you can add more information about the student
1. The student detail view allows you to add more details about the student.
2. On the left side of the screen, you will see additional types of information that you can collect about the student.
3. You can assign classes, record medical notes, store pictures and file and well as review sizing and financial transactions.
Adding Students – Special Features

1. Touch or Click the keypad beside the student’s phone number to send a message via phone call directly to this student.
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Adding Classes

1. Adding new classes functions exactly the same way as adding a new student. Use the Pop-up window to enter the basic class details. You will then be taken to a more detailed view so that you can enter even more information about the class.
Adding Classes

1. Just like with students. You can see all the available options for information you can store and use with a class.
2. Keep in mind that if you use the hourly tuition billing model, then you will need to make sure that you select a start time and end time for the class. The system will take care of the rest.
Adding Teachers

1. You guessed it. Adding teachers works just like adding students and classes.
2. Be sure that you include a valid phone number and email address for your staff members. DanceStudio-Pro automatically reminds them 24 hours before they are due to teach a class.
Online Registration

1. Go to More → Settings and then click the Online Registration link in the menu on the left.
2. This page shows you how to allow students and parent to both register and pay for classes online. We even provide you with the code snippets to add the online registration links to your website.
3. You will want to watch the help video for more details. Just search for the word *online* in the search box. This will return the help video.
Online Payments

1. You can accept tuition payments and sales order payments with DanceStudio-Pro.
2. From the More→ Settings page, enter your PayPal email address and then you will see buttons on the students page for one time payments as well as parents can see the pay with paypal option on the Parent’s portal.
Robo-Dialer™

1. Robo-Dialer™ is a tool developed by DanceStudio-Pro that will call students, teachers and parents whenever you decide. Robo-Dialer™ is ideal for:
   - Class Cancelations
   - Reminders about events
   - Registration
   - Collections

2. Robo-Dialer™ can call individual students or an entire class.

3. Select Robo-Dialer™ from any of the actions menu.

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1. Select who Robo-Dialer™ should call.
2. Type the message that Robo-Dialer™ needs to say when she calls.
3. Click the **Test** button to have Robo-Dialer™ call you first with the message. You can do this multiple times until you are satisfied with the call.
4. Once you are happy with the message, click the **Call** button. Everyone in the list you selected will be called that second.
5. **Make sure you have entered your phone number in More->Settings for the test button to work.**

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Personal Assistants

1. Personal Assistants are tools within DanceStudio-Pro that are designed to make your life easier.
2. Go to More → Settings and Click the Personal Assistants link in the left menu.
3. Collections helpers call, text or email everyone on the day you select that has an open balance and reminds them they should be paying you.
4. Teacher helpers reminds teachers 24 hours prior to a class that they are scheduled to teach.
Go Play

At this point, you should feel comfortable enough to go explore the system. You should also have a basic understanding of how the overall system works.

I bet if I asked you “Where can I add a dance room to a location?” You would probably guess “Somewhere in the More ➔ Settings section.”

This is really an easy system to use. If you need help, click the More ➔ Help link and we are right there with you.

Thanks from everyone at the DanceStudio-Pro Team!