

Dance Boss

Basic Functionality

Please review Admin Getting Started Guide Prior to this guide.

Families

Adding a Family

1. From the main menu click families
2. Click Add New Family Link
3. In the window complete the fields
4. Note that Email and Password are used for access to the Customer Portal. (Discussed in a separate guide)
5. Click Submit

Editing a Family

1. From the main menu click families
2. Click Edit Next to the name of the family you would like to edit.
3. Change Data
4. Click Submit

View Family

1. From the main menu click families
2. Click View next to the family you would like to view.
3. This will show you overall information for the family.

Students

Adding Student from Family View

1. Under families click view on the family you want to add a student to
2. Next to students in family there is a link for new student.
3. Click that link
4. Fill in required information
5. Click Submit

Adding Student from Student Menu

1. Click students from the main menu.
2. Click New
3. Fill in required information
4. Click Submit

Editing a Student

1. Under student or family view Click Edit next to student name
2. Update Information
3. Click Submit

Printing Student Registration

1. To print a registration form select Print Registration to the far right for the student
2. The liability waiver that is present on the form can be setup under Admin / Settings

Classes

Adding a Class

1. Click Classes on Main Menu
2. Click Add New Class
3. Select Following information.
4. Click Submit

Enrollment

Enrollment can be done from several places in the product.

Enrolling from Enrollment Menu

1. Click enrollment from main menu.
2. Select the session from the drop down list for which you are registering.
3. Click on a class in the list under classes.
4. Select from the students not in class list and click the right arrow to move them to the class. You can select one or multiple. To select multiple drag over the items with your mouse or hold down control and click each one you would like to add.
5. From this same screen you can remove students from a class by following the same procedure except you will select from the students in class list and click the left arrow.

Enrollment from the Student Class List

You can access the Student Class list from two different places

- From Family View (Under Families Click view on the specific family)
- From Students Page (Click Classes on the grid for the student)

1. Once in this list you can select the class from the available classes drop down list
2. Then click enroll
3. You can also remove them from a class by clicking remove from the grid.

Attendance

1. Click attendance from the main menu
2. Select the date you are reporting for.
3. The classes for that day within the current session will populate in the class drop down list
4. Select the class from the list which will populate a grid with the students that are in that class.
5. Click the check box on each row if they are in attendance and click save.
6. You can return to this list to make updates at any time, the ones entered will be saved.