

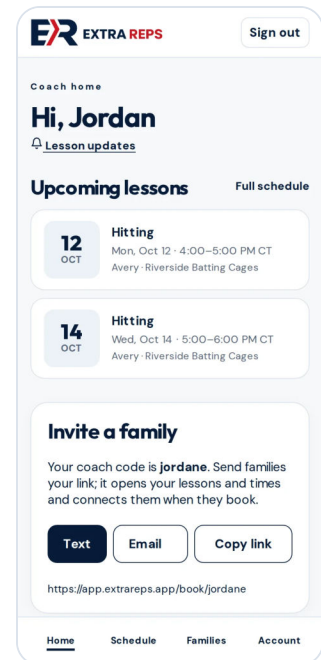
Coach guide: manage lessons, places and hours

After setup, everything you offer lives in two places: **Schedule** for when you coach, and **Account** for your lessons, places, payouts and profile. Lessons that are already booked keep the details they were booked with.

STEP 1

Find your way around

The menu at the bottom takes you to **Home** (upcoming lessons), **Schedule** (your calendar and weekly hours), **Families** and **Account**.

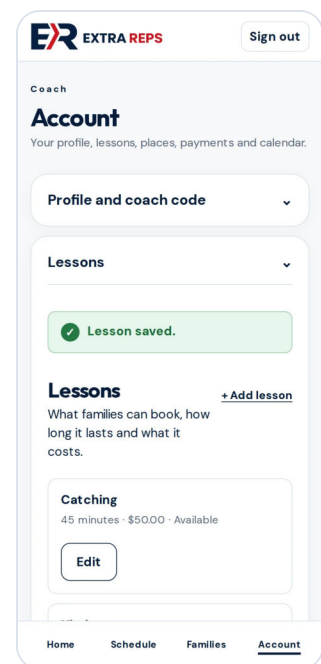


STEP 2

Add or change a lesson

Go to **Account** and open **Lessons**. Tap **+ Add lesson** for a new one, or **Edit** on an existing lesson to change its name, price or length.

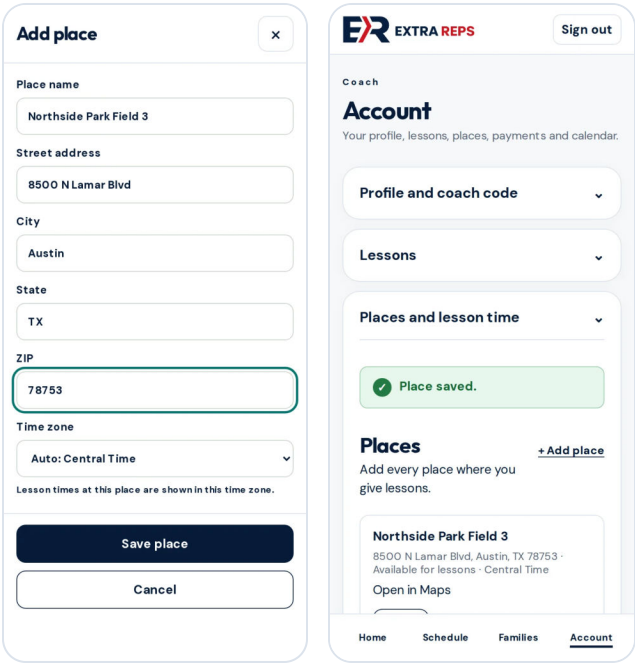
The editor shows the card total a family pays. Tap **Save lesson**.



STEP 3

Add or change a place

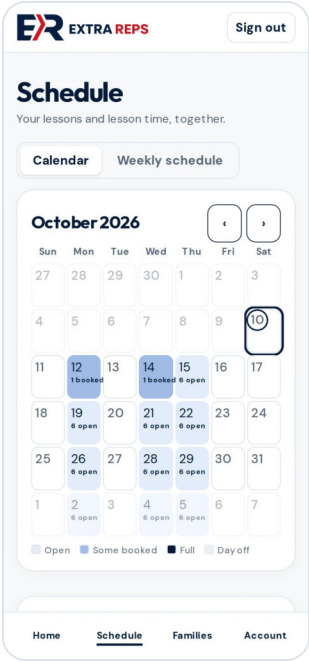
In **Account**, open **Places and lesson time** and tap **+ Add place**. Enter the name and address. The time zone is set from the ZIP code. Tap **Save place**.



STEP 4

See your month

Schedule opens on your calendar. Each day shows whether it's open, partly booked, full or a day off. Tap any day to see its lessons and open times.

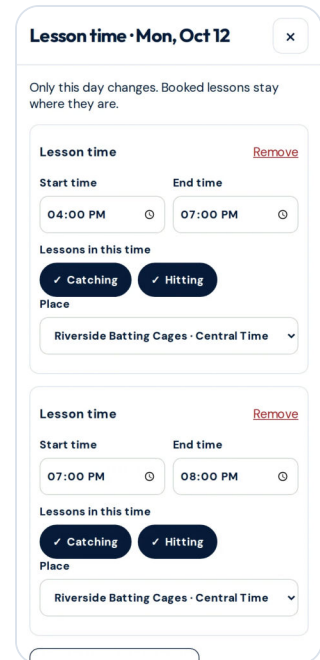
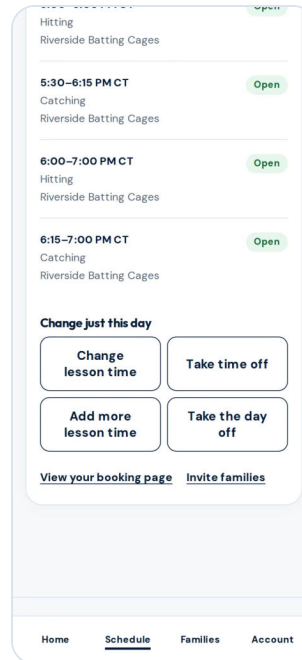


STEP 5

Change a single day

Tap a day, then choose **Change lesson time**, **Take time off**, **Add more lesson time** or **Take the day off**.

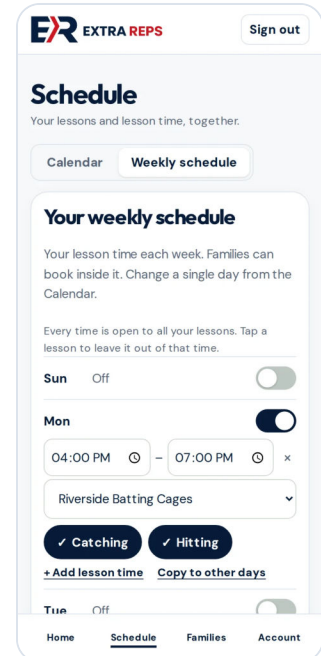
Only that day changes. Booked lessons stay where they are. Tap **Save hours** when you're done.



STEP 6

Set your weekly schedule

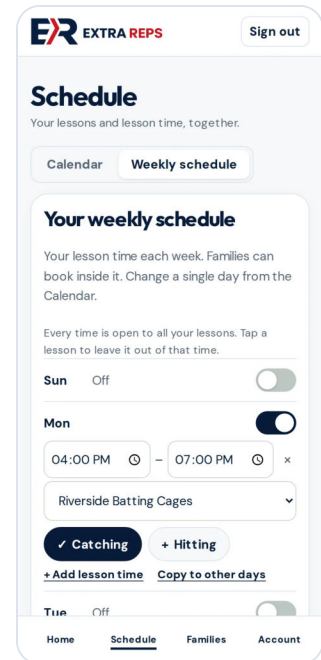
In **Schedule**, tap **Weekly schedule**. Switch days on or off and set the start and end time. Use **+ Add lesson time** for a second block on the same day, and **Copy to other days** to repeat it. Tap **Save weekly schedule**.



STEP 7

Choose which lessons each time is for

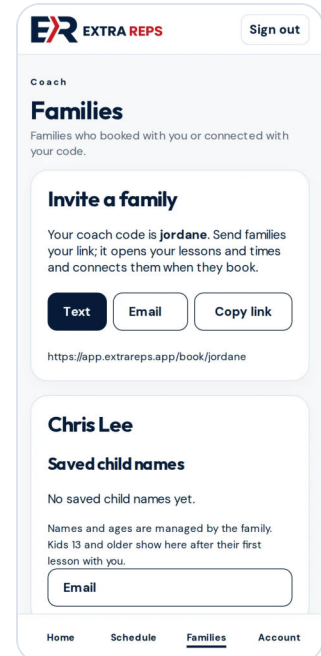
When you offer more than one lesson, each time shows your lessons underneath. A ✓ means families can book that lesson in that time. Tap a lesson to switch it off or back on, for example Catching only on Mondays. Then save.



STEP 8

Families and invites

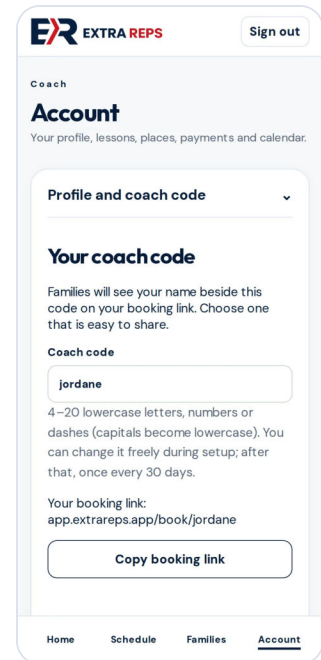
Families lists everyone who has booked with you or connected with your code, with their saved child names. Invite a new family with **Text**, **Email** or **Copy link**.



STEP 9

Your profile and coach code

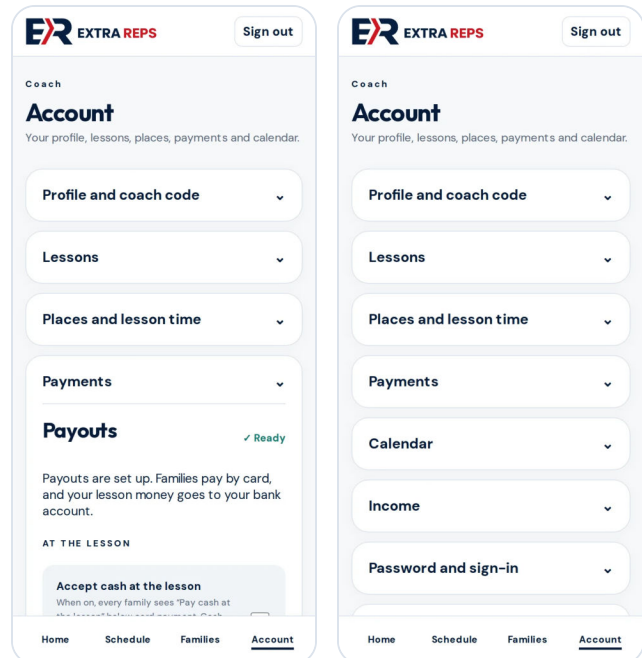
In **Account**, open **Profile and coach code** to edit what families read about you, or to change your coach code. Codes are 4–20 lowercase letters, numbers or dashes. You can change it freely during setup; after that, once every 30 days.



STEP 10

Payments and the rest of Account

Payments shows your payout status and lets you accept cash at the lesson. Account also holds **Calendar** (add lessons to Google Calendar), **Income**, **Password and sign-in**, **Phone** and **Delete account**.



Questions? Email info@extrareps.app.