DanceStudio-Pro Setup Guide

Get started with the world's best dance studio software!

www.dancestudio-pro.com

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WELCOME

Welcome to DanceStudio-Pro! We are excited to get you started!

DanceStudio-Pro is a robust management system that will transform how your run your business.

With over 4,000 customers, we know the key to getting started is simplicity.

We've created this easy-to-follow guide with instructional videos and articles to teach you how to navigate the system and operate the fundamental features of DSP.

This guide is designed to help you master the basics so you can be up and running quickly.

DanceStudio-Pro is a comprehensive system that can do MUCH more than what we've listed here.

If you need more help, inside your software is a comprehensive database of articles and FAQs to direct you further.

We also have a knowledgeable and friendly Support Team that can quickly answer any questions you have. You can contact them through chat inside your DSP software or via email at Support@DanceStudio-Pro.com.

Let's get started!

GETTING STARTED

For the smoothest setup experience, we recommend you gather the following materials before getting started:

- [ ] Class schedules, flyers, etc.

- [ ] List of location(s)

- [ ] List of available studio rooms

- [ ] Tuition structure

- [ ] Registration information required from families

- [ ] Waivers and policies for all aspects of business

This is all information that you will enter into your DanceStudio-Pro software.
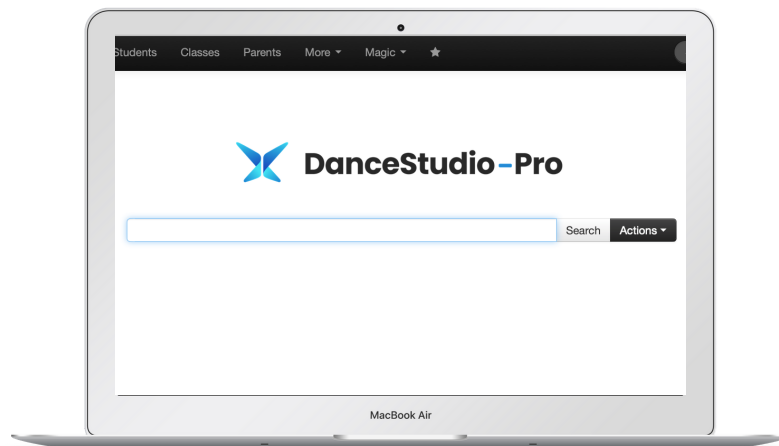
SETUP SERVICES

For an additional fee, we offer a New Account Setup Service where we will get your studio open for online registration in 1 week.

It includes:
- A 1 hr meeting with your New Account Specialist to discuss studio operations and go through settings
- Tuition, discounts, and registration fees setup
- Class settings
- Online registration setup
- Portal design
- Import of current student lists if formated with the DSP Excel file
- Studio best practices for DSP usage

Want to learn more or request a quote?

Click here to schedule a call with our New Account Specialist.
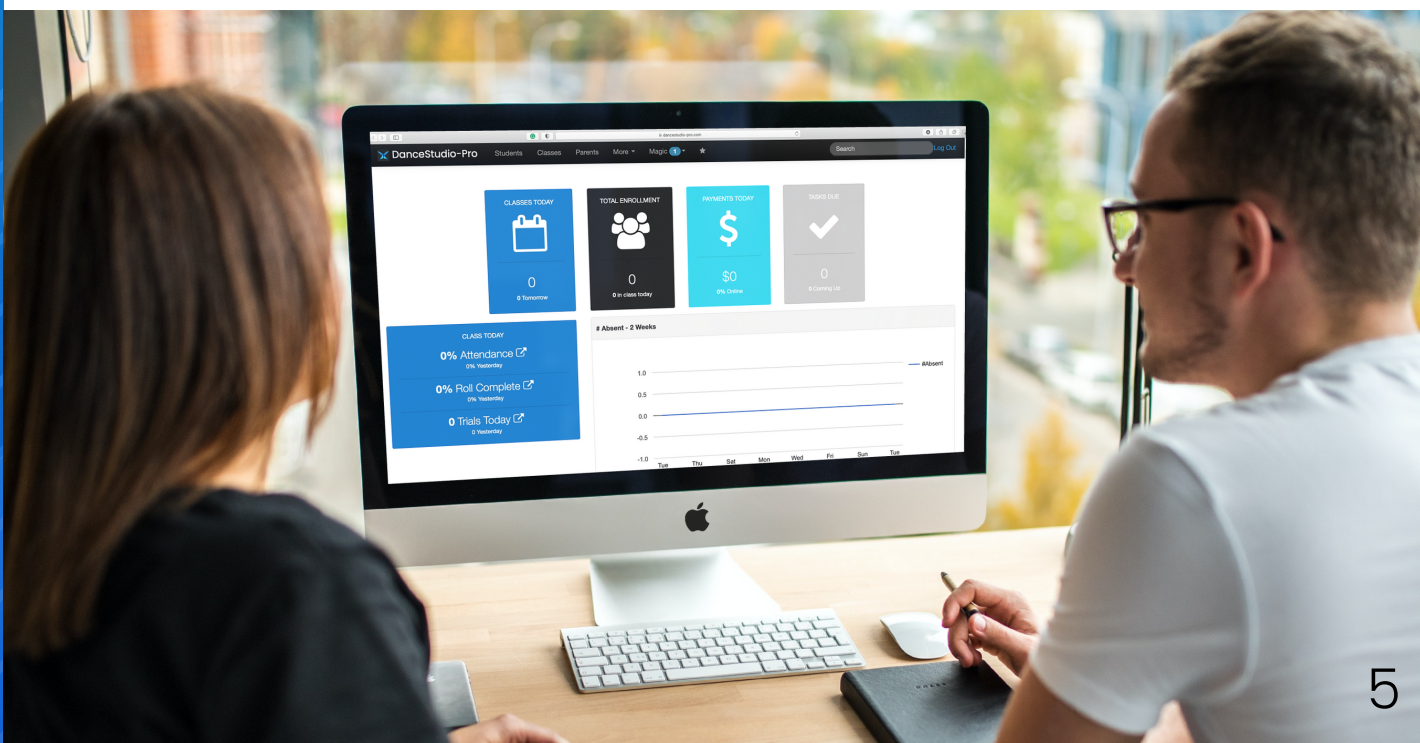
Entering Your Account Settings

In this <u>video</u>, we show you how to enter your account settings in your DanceStudio-Pro system.

You'll learn how to enter your:
- Account details
- Location
- Studio rooms
- And more!

Adding a Student, Season, and Class

In this <u>video</u>, we show you how to put your schedule and your customers into your DanceStudio-Pro software.

You'll learn how to create:
- A student
- A parent
- A class
- A season

Adding a Staff Member

In this <u>video</u>, we show you how to add a staff member.

This will allow you to:
- Assign classes to certain instructors when building your class schedule
- Log their rate by the hour or by class
- Select if parents can communicate with them via the parent portal
- Color code your class schedule by teacher
- And much more!

Importing Your Data

In this <u>video</u>, we show you how to upload your customer data to your DanceStudio-Pro software.

By using our CSV template, you will be able to save tons of time. This is a great option for those migrating from another software or for those trying to avoid manually inputting all of their studio's information.

PAYMENT PROCESSING

Adding a Payment Processor

In this <u>video</u>, we show you how connect a payment processor to your account. You have several options for payment processing:

- DSP Merchant Services powered by Stripe
- Stripe
- Paypal
- Authorize.Net
- Ezidebit

With a payment processor connected to your DSP account, you will be able to accept payments online via credit card or ACH. This will make collecting tuition, costume fees, etc. convenient for you and your families.

INTRO TO TUITION

DanceStudio-Pro's most used feature is our Tuition and Payment Collection options.

Our robust system provides a variety of tuition structures to meet your studio's needs.

In DanceStudio-Pro, you can set up tuition in four ways:
1. Hourly Count Rates
2. Class Count Rates
3. Fixed Tuition by Student
4. Fixed Tuition by Class

For further customization, you can also add:
- Registration Fees
- Discounts
- Late Fees
- Payment Terms

In the next section of the Setup Guide, we will review all these options so you can use what works for your business.
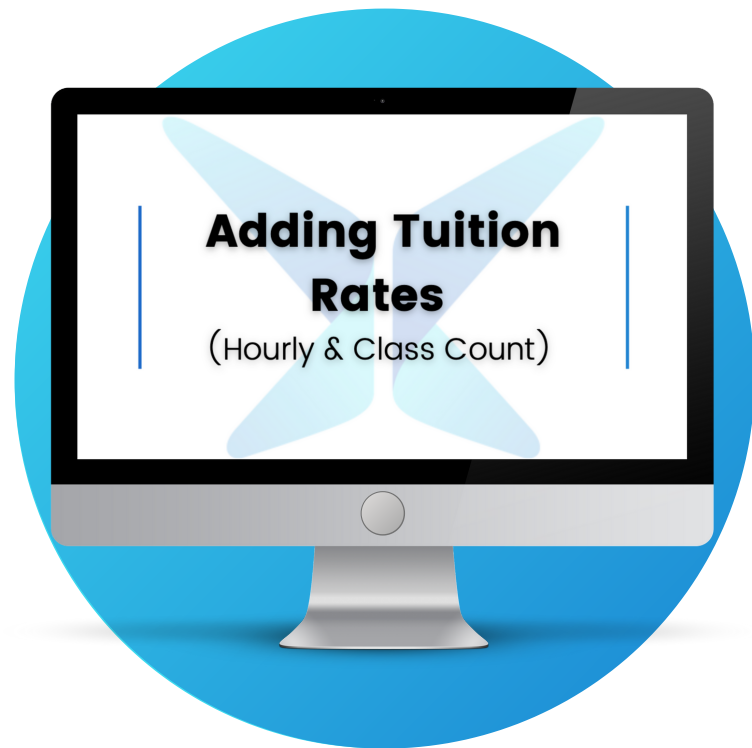
If you have any questions or need help with setting up your tuition, please contact Support@DanceStudio-Pro.com.

Adding Tuition Rates
(Hourly & Class Count)

In this <u>video</u>, we show you how to set up hourly and class count tuition rates.

Adding Tuition Rates
(Hourly & Class Count)

Adding Tuition Rates
(Fixed Tuition)

In this <u>video</u>, we show you how to set up your rates within each class or by student.

Adding Tuition Rates
(Fixed Tuition)

FEES

Registration Fee

In this video, we show you how to add a registration fee.

Late Fee

In this article, we share how to set up a late fee policy that can be automatically applied to a charge.

Discounts

In this video, we show you the multiple ways you can set up tuition discounts.

Payment Terms

In this article, we share how to set up payment terms for customers who pay within a certain time frame.

Setting Up Auto-Pay

In this <u>video</u>, we show you how to set up auto-pay, so you can collect funds from accounts that have enrolled in the service through the Parent Portal.

Setting Up Auto-Pay

Running Auto-Pay

In this <u>video</u>, we show you how to post monthly tuition along with running Auto-Pay to receive payments.

Running Auto-Pay

Due Dates and Transaction Codes

In this video, we show you how to set up due dates and transaction codes.

Transaction codes can be assigned when you create a credit or a debit on a student account. This will group similar transactions, so you can run reports and keep track of important information about your business.

Due Dates and
Transaction Codes

Posting Tuition

In this article, we show you how to post tuition. This will make the system apply the calculated tuition for each student enrolled in classes.

Running this program will create a debit entry on the student's statement.
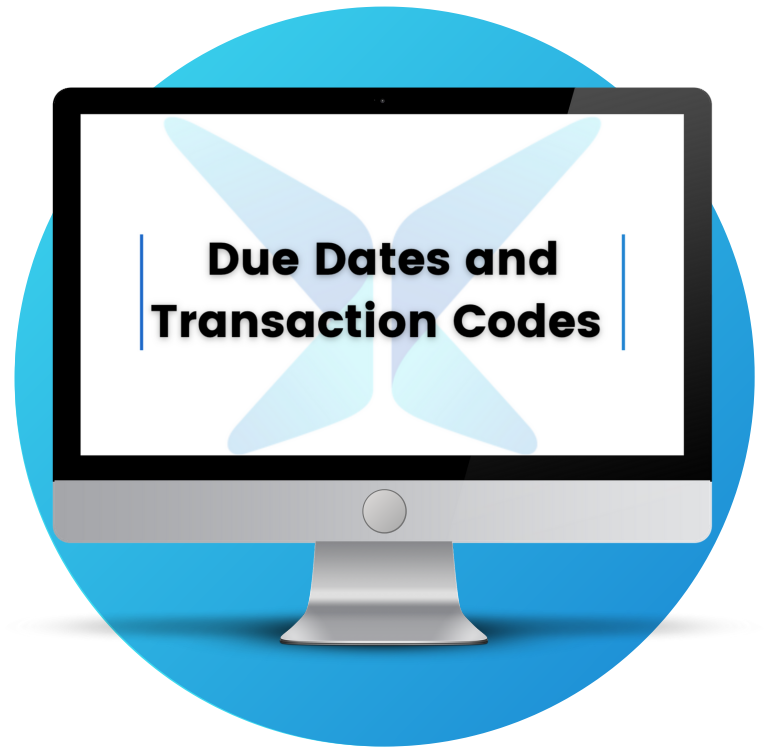
Posting Tuition

Enrolling Students

In this video, we show you two ways to enroll students in classes from the admin side:

- Entering manually
- Using the Registration Manager

Enrolling Students

Using the Parent Portal

In this video, we show you the basics of our Parent Portal. This incredible tool gives parents access to:

- Class schedule
- Payments
- Registration
- Waivers
- Bulletin board
- Shared files
- And more!

Using the Parent Portal
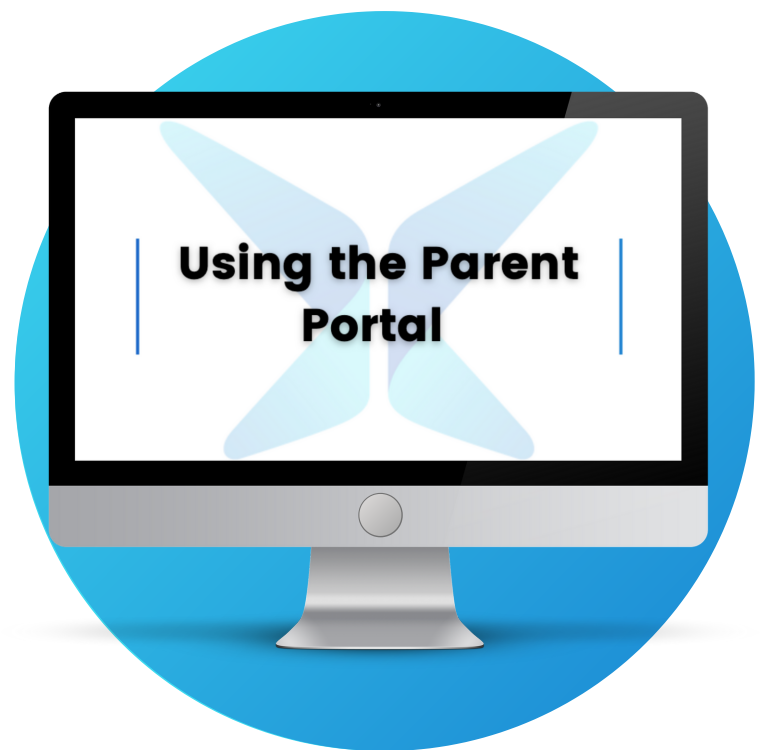
COMMUNICATION

Personal Assistant

In this video, we show you how to use the Personal Assistant feature.

It can automate important reminders via phone, email, and text, such as:

- Late tuition
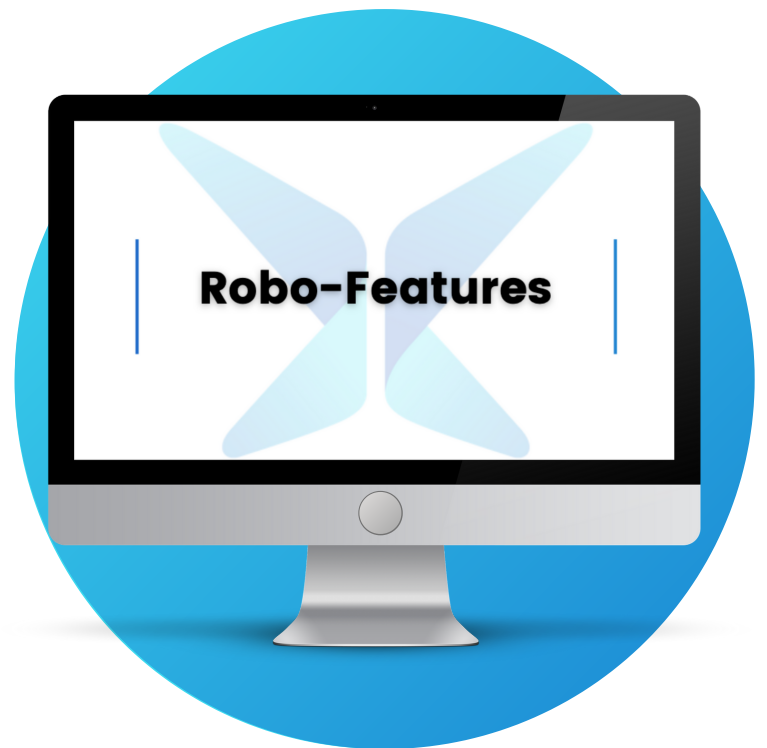- Teachers' schedule
- Birthdays
- And more!

Robo-Features

In this video, we show you how to use our Robo-Features:

- Robo-Mailer
- Robo-Dialer
- Robo-Texter

These are great tools for effective and streamlined communication with families.

IPAD CLASS MANAGER

iPad Class Manager

In this <u>video</u>, we show you how to use the iPad Class Manager. It is a total classroom management tool designed just for teachers that can be accessed from any device.

This feature allows teachers and staff to access important data they need without them having to be inside of the DanceStudio-Pro system, such as:

- The mobile timeclock
- Attendance
- Lesson plans
- Notes and files
- Costume sizes
- And more!

Using the Online Store

In this <u>video</u>, we show you how to set up your online store.

With this feature, you can sell items within the Parent Portal using the online store or in person using the point of sale system.

This allows your customers to purchase items directly from the parent portal and pay online. This makes selling items like tights, leotards, shoes, etc. convenient for you and your customers.

Tickets and Events

In this <u>video</u>, we show you how to manage events and sell tickets online with DanceStudio-Pro.

Our system allows you to easily sell tickets online for your event and use the Recital Wizard feature to:
- Create your recital's playbook
- Add volunteers
- Communicate seamlessly with your customers
- And so much more!

Tickets and Events

Costume Console

In this <u>video</u>, we show you how to manage costumes using the Costume Console.

This feature makes the tedious task of organizing and keeping track of your costumes a breeze!

Costume Console

HELP CENTER

Inside your DSP software, you can access our Help Center by going to More > Help.

Inside you'll find:

Hi there! Welcome to the help center. Ask me a question.

Example: How do I share files on the portal

Top 20

A list of docs that DSP users have accessed the most all-time

Trending

Check out which FAQs studio owners are using the most right now

Pro-Guide

Articles covering the most important features of DSP.

Want to speak to someone from our Support Team?

Contact us via:

Email

Email our support team and we'll get right back to you ASAP.

Chat

Support agents are available to chat online right now!

Support@DanceStudio-Pro.com