



Yo!Coach

Teacher User Manual

For Version 3

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Star (*) marked fields are compulsory and can't be left blank.

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Star (*) marked fields are compulsory and can't be left blank.

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Star (*) marked fields are compulsory and can't be left blank.

1. Teacher Registration

Yo!Coach supports one account, dual profile functionality, meaning that both teacher and learner profiles can be operated from a single account. Registering as a teacher on Yo!Coach is simple and can be done using two methods.

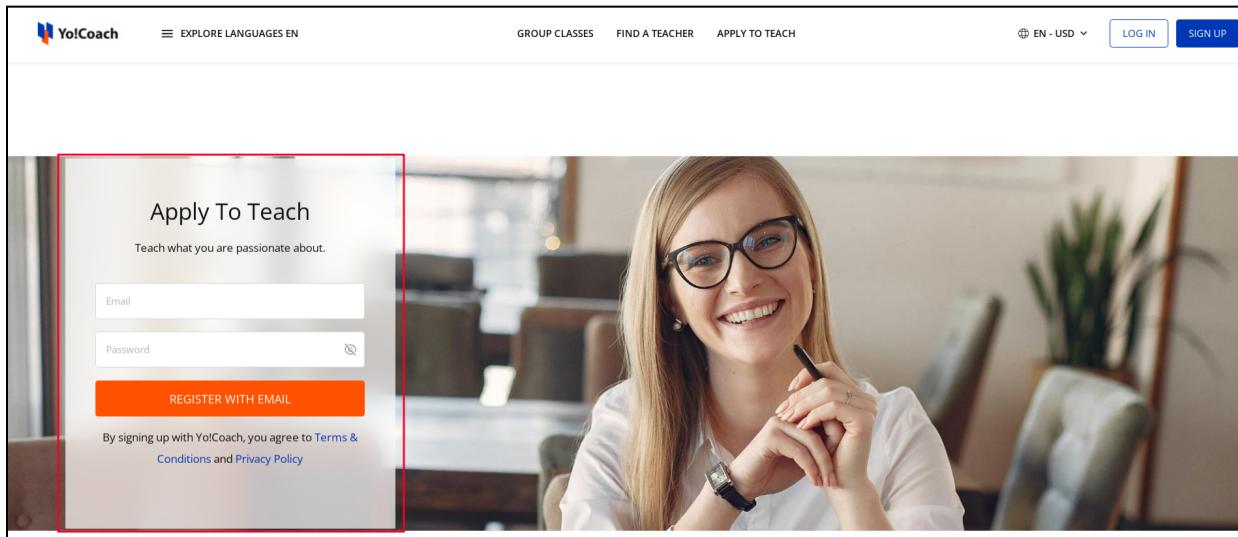
1.1 Registration Methods

I. Registration Method One - Register Directly As A Teacher

On the Yo!Coach home page, click on **Apply to Teach** from the page header.



You are redirected to the user application page where the **Apply To Teach** form is displayed with the following fields:



- **Email:** Enter a valid email address to be used for registration.

Star (*) marked fields are compulsory and can't be left blank.

- **Password:** Enter a strong password for your account.

Click on **Register with email** and the **Teacher Registration** page will open displaying the following tabs:

Teacher Registration	
<div style="border: 2px solid red; padding: 5px; text-align: center;"> 1 PERSONAL INFO </div> <div style="margin-top: 10px;"> 2 PROFILE MEDIA </div> <div style="margin-top: 10px;"> 3 LANGUAGES </div> <div style="margin-top: 10px;"> 4 RESUME </div> <div style="margin-top: 10px;"> 5 CONFIRMATION </div>	<p style="text-align: center;">Personal Information</p> <p>Please fill out the information below as completely and accurately as possible</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>First Name *</p> <input type="text" value="ct"/> </div> <div style="width: 45%;"> <p>Last Name</p> <input type="text"/> </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 45%;"> <p>Gender *</p> <input checked="" type="radio"/> Male </div> <div style="width: 45%;"> <input type="radio"/> Female </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 45%;"> <p>Phone Code *</p> <input type="text" value="Select"/> </div> <div style="width: 45%;"> <p>Phone Number *</p> <input type="text"/> </div> </div> <div style="margin-top: 10px;"> <p>Photo ID</p> <div style="display: flex;"> <input type="button" value="Choose File"/> <input type="text" value="No file chosen"/> </div> <p><small>(File max size 2.00 MB and allowed ext png, jpg, jpeg, txt, doc, docx, pdf)</small></p> </div> <div style="text-align: right; margin-top: 20px;"> <input type="button" value="Save"/> <input type="button" value="Next"/> </div>

a. Personal Info

Enter the following personal information in the provided fields:

- **First Name***: View/Edit your first name in the provided field. The name is pre-filled as derived from your email address.
- **Last Name**: Enter your last name.
- **Gender***: Select your gender from the provided radio buttons, **Male** or **Female**.
- **Phone Code***: Select the valid phone code from the drop down list.
- **Phone Number***: Enter your phone number.

Star (*) marked fields are compulsory and can't be left blank.

- **Photo ID:** Click on **Choose File** and upload a valid photo ID proof in the prescribed format.

Click on **Save** to save the entered details. Once saved, click on **Next** to move to the next tab.

b. Profile Media

To be easily identified on the platform, certain media upload options are available while registering. The following fields are displayed in this tab:

1 PERSONAL INFO

2 PROFILE MEDIA

3 LANGUAGES

4 RESUME

5 CONFIRMATION

Teacher Registration

Add Profile Photo, Video and Biography

Set up your professional presence by updating the recent versions of the information below that will be showcased on your profile.

C

Profile Picture *

(Image max size 2.00 MB and allowed ext png, jpg, jpeg, gif, bmp)

Introduction Video Video Description

Biography (Experts use videos to present their skillsets)

- **Profile Picture*:** Click on **Upload** and upload a profile picture in the prescribed format.

Star (*) marked fields are compulsory and can't be left blank.

- **Introduction Video:** Paste the link of your youtube video giving a brief about your personal information, experience and teaching skills.
- **Biography:** Enter a brief paragraph stating your experience, skills and any other information you want to share with the learners on the platform.

Click on **Save** to save the details and click on **Next** to move to the next tab.

Click on **Back** to move to the previous tab. You can also use the left navigation panel to move to any of the tabs directly.

c. Languages

To register on the platform, information about your language preference is necessary. Select the following details:

Yo!Coach

LOGOUT

1 PERSONAL INFO

2 PROFILE MEDIA

3 LANGUAGES

4 RESUME

5 CONFIRMATION

Tutor Registration

Add Languages as you teach and as you speak

Languages Section Desc

Language To Teach	Language I Speak
Swedish	Utrakhandi
Finnish	Afar
Hebrew-Israel	Abkhazian
Tamil	Avestan
Italian	Afrikaans
German	Amharic
English	Aragonese
Chinese	Arabic
Spanish	Assamese

Back Save Next

Star (*) marked fields are compulsory and can't be left blank.

- **Language To Teach:** From the provided languages list, select one or more languages you want to teach on the platform.
- **Language I Speak:** From the provided languages list, select one or more languages that you speak. Once you select a language, select your level of fluency from the list displayed.

Teacher Registration

Add Languages as you teach and as you speak

Adding the languages as per your level of expertise will allow more users to view your profile.

Language To Teach

Flag: Sweden	Swedish	<input checked="" type="checkbox"/>
Flag: Finland	Finnish	<input type="checkbox"/>
Flag: Israel	Hebrew-Israel	<input type="checkbox"/>
Flag: India	Tamil	<input type="checkbox"/>
Flag: Italy	Italian	<input checked="" type="checkbox"/>
Flag: Germany	German	<input type="checkbox"/>
Flag: United Kingdom	English	<input type="checkbox"/>
Flag: China	Chinese	<input checked="" type="checkbox"/>
Flag: Spain	Spanish	<input type="checkbox"/>

Language I Speak

Flag: Russia	Church Slavic, Slavonic	<input type="checkbox"/>
Flag: Russia	Chuvash	<input type="checkbox"/>
Flag: United Kingdom	Welsh	<input type="checkbox"/>
Flag: Denmark	Danish	<input type="checkbox"/>
Flag: Germany	German	<input type="checkbox"/>

I do not speak this Language

Total Beginner
Beginner
Upper Beginner
Intermediate
Upper Intermediate
Advanced
Upper Advanced
Native

Back

Save

Next

Star (*) marked fields are compulsory and can't be left blank.

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Click on **Save** to save the selected language details. Once saved, click on **Next** to move to the next tab.

d. Resume

Add your qualifications and experience details from the **Resume** tab.



Tutor Registration

[LOGOUT](#)

1 PERSONAL INFO
2 PROFILE MEDIA
3 LANGUAGES
4 RESUME
5 CONFIRMATION

Add your resumes & experiences

You have to add your resume, its a mandatory to create a profile as a tutor.



You have to add your resume, its a mandatory to create a profile as a tutor.

[Add Resume](#)

Accept Tutor Approval [Terms & Conditions](#)

[Back](#)
[Save](#)
[Next](#)

Click on **Add Resume** to open the **Add Your Experience** window form. Enter the work experience or educational qualification related details in the following fields:

Star (*) marked fields are compulsory and can't be left blank.

Add Your Experience

Experience Type *	Title *
<input style="width: 100%; height: 30px; border: 1px solid #ccc; padding: 5px;" type="text" value="Select"/>	<input style="width: 100%; height: 30px; border: 1px solid #ccc; padding: 5px;" type="text" value="Eg: B.a. English"/>
Institution *	Location *
<input style="width: 100%; height: 30px; border: 1px solid #ccc; padding: 5px;" type="text" value="Eg: Oxford University"/>	<input style="width: 100%; height: 30px; border: 1px solid #ccc; padding: 5px;" type="text" value="Eg: London"/>
Description	
<input style="width: 100%; height: 150px; border: 1px solid #ccc; padding: 5px;" type="text" value="Eg. Focus In Humanist Literature"/>	
Start Year *	End Year *
<input style="width: 100%; height: 30px; border: 1px solid #ccc; padding: 5px;" type="text" value="2022"/>	<input style="width: 100%; height: 30px; border: 1px solid #ccc; padding: 5px;" type="text" value="2022"/>
Upload Certificate	
<input style="width: 100px; height: 30px; border: 1px solid #ccc; padding: 5px;" type="text" value="Choose File"/> No file chosen	<input style="width: 150px; height: 30px; background-color: #0072BD; color: white; border: none; border-radius: 5px; font-weight: bold;" type="button" value="Save Changes"/>
<small>Note Allowed Certificate Extentions png,jpg,jpeg,txt,doc,docx, pdf!</small>	

- **Experience Type***
- **Title***
- **Institution***
- **Location***
- **Description**
- **Start Year***
- **End Year***
- **Upload Certificate**

Click on **Save Changes** to save the details.

Star (*) marked fields are compulsory and can't be left blank.

Tutor Registration

[LOGOUT](#)

Add your resumes & experiences

You have to add your resume, its a mandatory to create a profile as a tutor.

[Add Resume](#)

RESUME	STARTEEND	CERTIFICATE	ACTIONS
Understanding Child Psychology London University of Harvard	2018-2019	 wallpaper.png	 
B.A. London Oxford University	2015-2018	 photo150583201882350331d70d237.jpg	 

Accept Tutor Approval [Terms & Conditions](#)

[Back](#) [Save](#) [Next](#)

Click on **Add Resume** from the upper right corner of the section to add more qualifications or work experience details. The new experiences are displayed in the form of a list and the following action buttons are provided with them:

- **Edit** : Click on the edit icon button to open the **Edit Your Experience** window form. Make the required changes in the provided fields and click on **Save Changes**.

Star (*) marked fields are compulsory and can't be left blank.

Edit Your Experience

Experience Type *	Title *
Certification	Understanding Child Psychology
Institution *	Location *
University of Harvard	London
Description	
Child Psychology	
Start Year *	End Year *
2018	2019
Upload Certificate	
Choose File No file chosen	Save Changes
<small>Note Allowed Certificate Extentions png,jpg,jpeg,txt,doc,docx, pdf!</small>	

- **Delete** : Click on the delete icon button and follow the prompts to remove an entry.

Once all the experience details are added, accept the **Teacher Approval Terms and Conditions** by selecting the provided checkbox. Click on **Save** to save the details and click on **Next** to move to the next tab.

e. Confirmation

The page displays a confirmation for submission of your teacher application along with the application reference number. Your registration request is sent to the admin for approval. Once your request is approved, you are notified on your registered email.

Star (*) marked fields are compulsory and can't be left blank.



- 1 PERSONAL INFO
- 2 PROFILE MEDIA
- 3 LANGUAGES
- 4 RESUME
- 5 CONFIRMATION

Tutor Registration

LOGOUT

Application Awaiting Approval



Hello elonmusk

Thank You For Submitting Your Application

APPLICATION REFERENCE: 28-1652780245

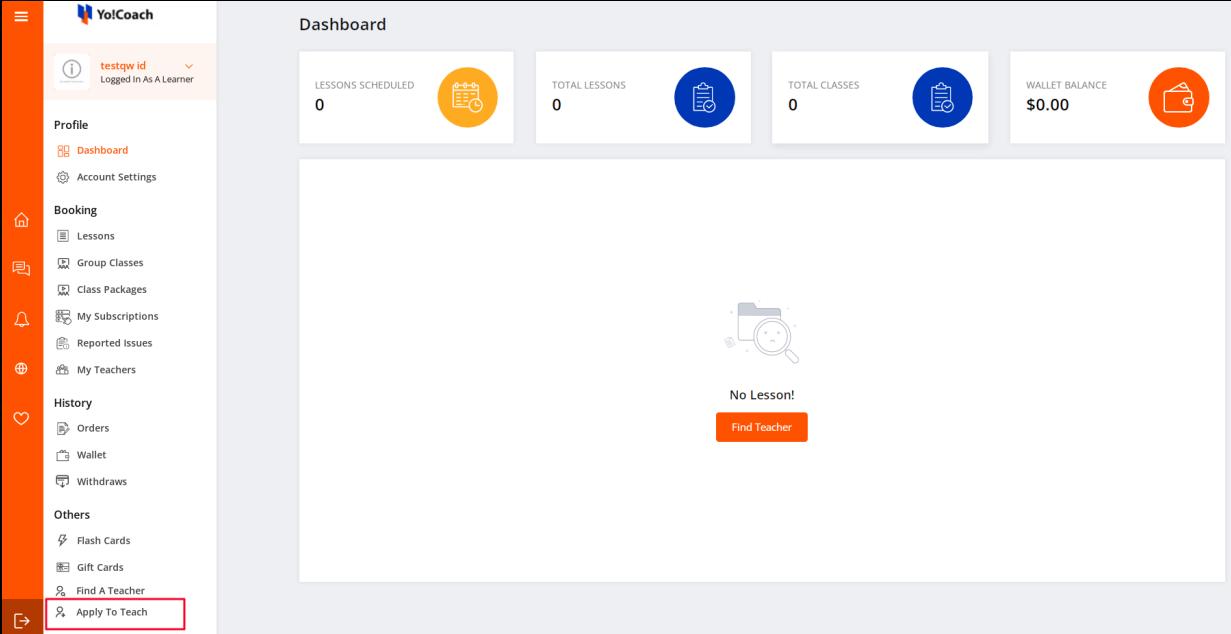
[Visit My Account](#)

! Every user registered as a teacher is also registered as a learner by default.

II. Registration Process Two - Already Registered As A Learner

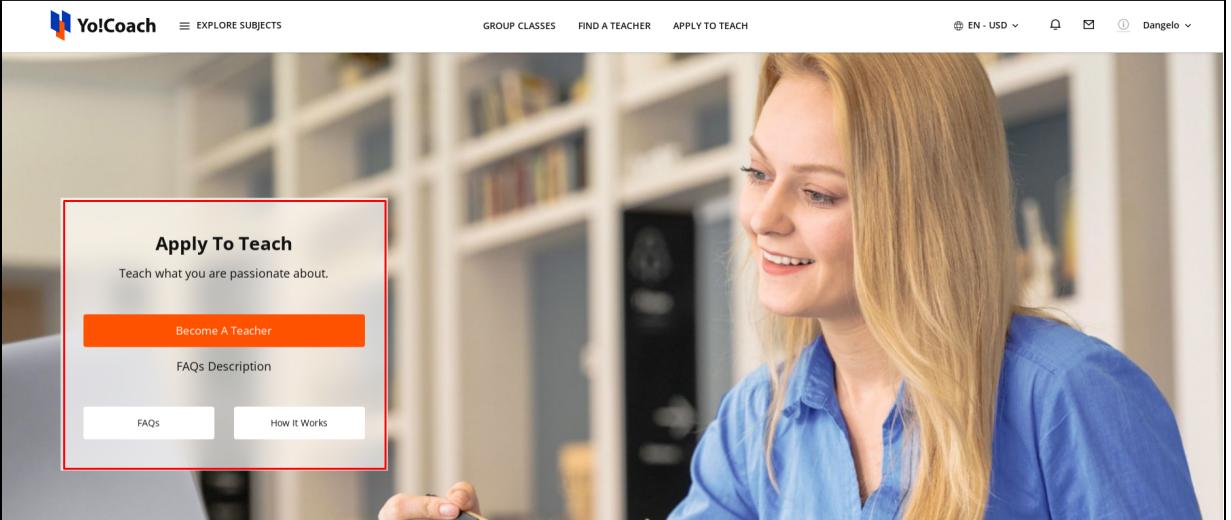
When you are formerly registered as a learner, Yo!Coach allows you to request registering as a teacher through a simple and straightforward process. From the side navigation menu on your learner **Dashboard**, click on **Apply To Teach**.

Star (*) marked fields are compulsory and can't be left blank.



The screenshot shows the Yo!Coach mobile application dashboard. On the left is a vertical navigation bar with sections: Profile, Booking, History, and Others. The 'Apply To Teach' button at the bottom of the navigation bar is highlighted with a red box. The main dashboard area has a title 'Dashboard' and four summary cards: 'LESSONS SCHEDULED 0' (orange icon), 'TOTAL LESSONS 0' (blue icon), 'TOTAL CLASSES 0' (blue icon), and 'WALLET BALANCE \$0.00' (orange icon). Below these cards is a large central area with a magnifying glass icon and the text 'No Lesson!' followed by a 'Find Teacher' button.

You are redirected to the **Apply To Teach** form page. To proceed, click on **Become A Teacher** from this page.



The screenshot shows the 'Apply To Teach' form page. At the top, there is a navigation bar with 'EXPLORE SUBJECTS', 'GROUP CLASSES', 'FIND A TEACHER', 'APPLY TO TEACH' (which is the active tab, indicated by a red box around the text), 'EN - USD', a notification bell, an envelope icon, and a user profile for 'Dangelo'. The main content area features a large image of a smiling woman in a blue shirt. On the left, a box contains the 'Apply To Teach' heading, a sub-instruction 'Teach what you are passionate about.', and two buttons: 'Become A Teacher' (highlighted with a red box) and 'FAQs Description'. Below these are two smaller buttons: 'FAQs' and 'How It Works'.

You are taken to the **Teacher Registration** form displaying different data tabs.

Star (*) marked fields are compulsory and can't be left blank.

1 PERSONAL INFO
2 PROFILE MEDIA
3 LANGUAGES
4 RESUME
5 CONFIRMATION

Teacher Registration

Personal Information

Please fill out the information below as completely and accurately as possible

First Name *	Last Name
<input type="text" value="Dangelo"/>	<input type="text" value="Hamill"/>
Gender *	
<input checked="" type="radio"/> Male	<input type="radio"/> Female
Phone Code *	Phone Number *
<input type="text" value="Croatia (+385)"/>	<input type="text" value="1-308-928-3658"/>
Photo ID	
<input type="button" value="Choose File"/> No file chosen	

(File max size 2.00 MB and allowed ext png, jpg, jpeg, txt, doc, docx, pdf)

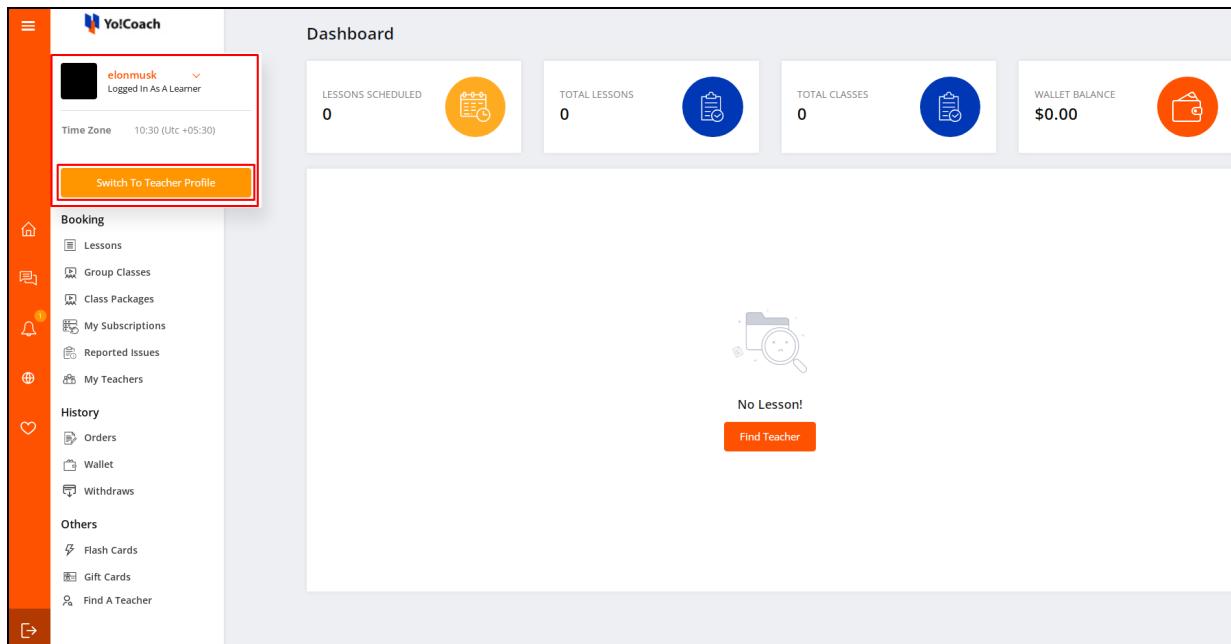
Save
Next

This form is the same as the **Teacher Registration** form displayed while registering directly as a teacher, as explained earlier. Follow the similar procedure and enter the required information to submit the teacher registration request. Once the admin approves your request, you are able to access your teacher dashboard. To switch to your teacher profile, hover over the **Role Switcher** section from the left navigation on your learner dashboard and click on **Switch to Teacher Profile**.

Star (*) marked fields are compulsory and can't be left blank.

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You are redirected to your **Teacher Dashboard**. As soon as you are registered as a teacher, the **Apply To Teach** button is removed from the side navigation menu on your learner dashboard.

1.2 Login

Once you are successfully registered as a teacher, you can simply log into and set up your account, and start hosting sessions.

Star (*) marked fields are compulsory and can't be left blank.



Tutor Request Status Update

Dear elonmusk

Here is an update regarding your Tutor request reference number - 28-1652780245.

The request processing is completed and it has been Approved.

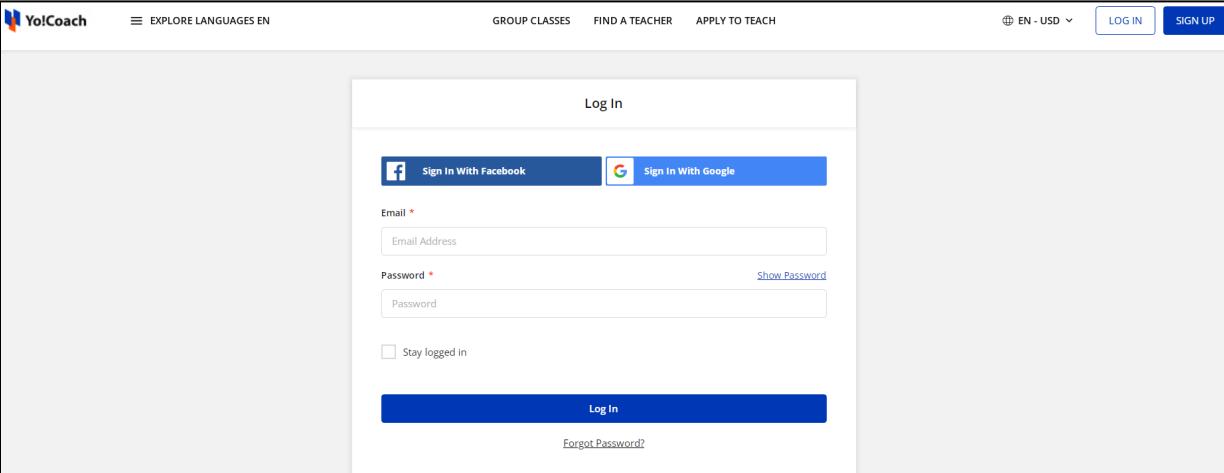
Admin Comments:

Need more help?
[We're here, ready to talk](#)

Be sure to add yocoach@dummyid.com to your address book or safe sender list so our emails get to your inbox.

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To log into your account, click on **Log In** from the upper right corner of the Yo!Coach home page. You are redirected to the **Log In** form where the following details are required:



The screenshot shows the Yo!Coach Log In page. At the top, there are links for 'EXPLORE LANGUAGES EN', 'GROUP CLASSES', 'FIND A TEACHER', 'APPLY TO TEACH', a language selector 'EN - USD', and 'LOG IN' (which is highlighted in blue) and 'SIGN UP' buttons. The main form is titled 'Log In' and contains two social sign-in options: 'Sign In With Facebook' and 'Sign In With Google'. Below these are fields for 'Email' (marked with a red asterisk) and 'Password' (marked with a red asterisk), with a 'Show Password' link. There is also a 'Stay logged in' checkbox and a 'Log In' button at the bottom. A 'Forgot Password?' link is located just below the 'Log In' button.

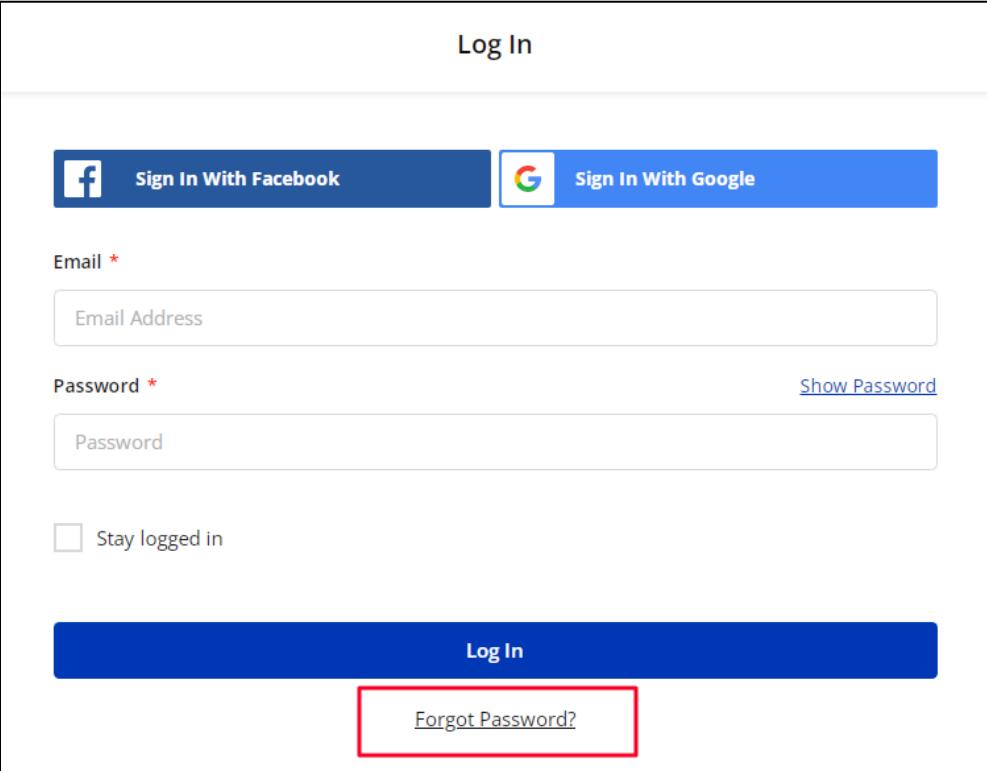
Star (*) marked fields are compulsory and can't be left blank.

- **Email***: Enter the registered email address.
- **Password***: Enter your profile password.

Click on **Log In** to log into your teacher account.

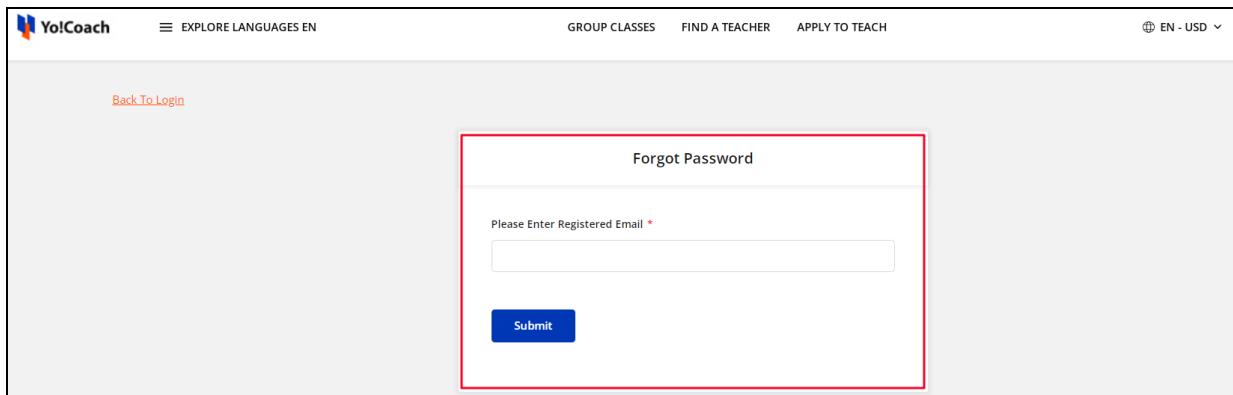
Forgot Password

Yo!Coach allows you to reset your profile password, if you can't recall it. From the **Log In** form, click on **Forgot Password?**.



You are redirected to the **Forgot Password** form page. Enter your registered email address in the provided field and click on **Submit**.

Star (*) marked fields are compulsory and can't be left blank.



Back To Login

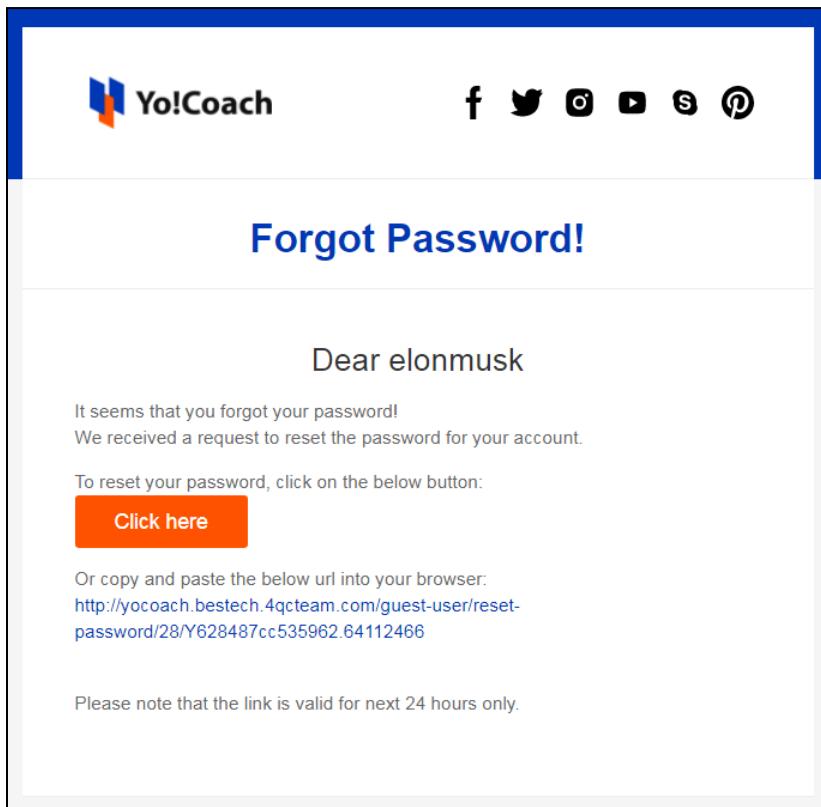
Forgot Password

Please Enter Registered Email *

Submit

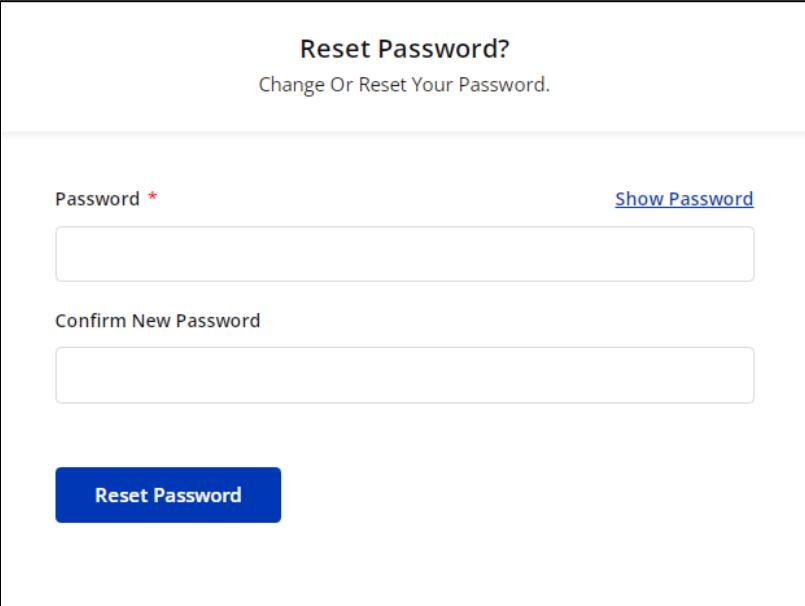
The reset password request details are mailed to you on your email address.

Find the system email from your inbox and proceed with the provided link to move to the **Reset Password** page.



Star (*) marked fields are compulsory and can't be left blank.

Enter the new password in the mandatory password field. Re-enter the new password and click on **Reset Password** to save. The reset password confirmation prompt displays on the screen.



The image shows a 'Reset Password?' form. At the top, it says 'Reset Password?' and 'Change Or Reset Your Password.' Below this, there is a 'Password *' field with a 'Show Password' link to its right. Below the password field is a 'Confirm New Password' field. At the bottom of the form is a blue 'Reset Password' button.

Enter the new credentials on the **Log In** form and click on **Log In** to log into your teacher profile.

Star (*) marked fields are compulsory and can't be left blank.

Log In

 [Sign In With Facebook](#)  [Sign In With Google](#)

Email *

Password * [Show Password](#)

Stay logged in

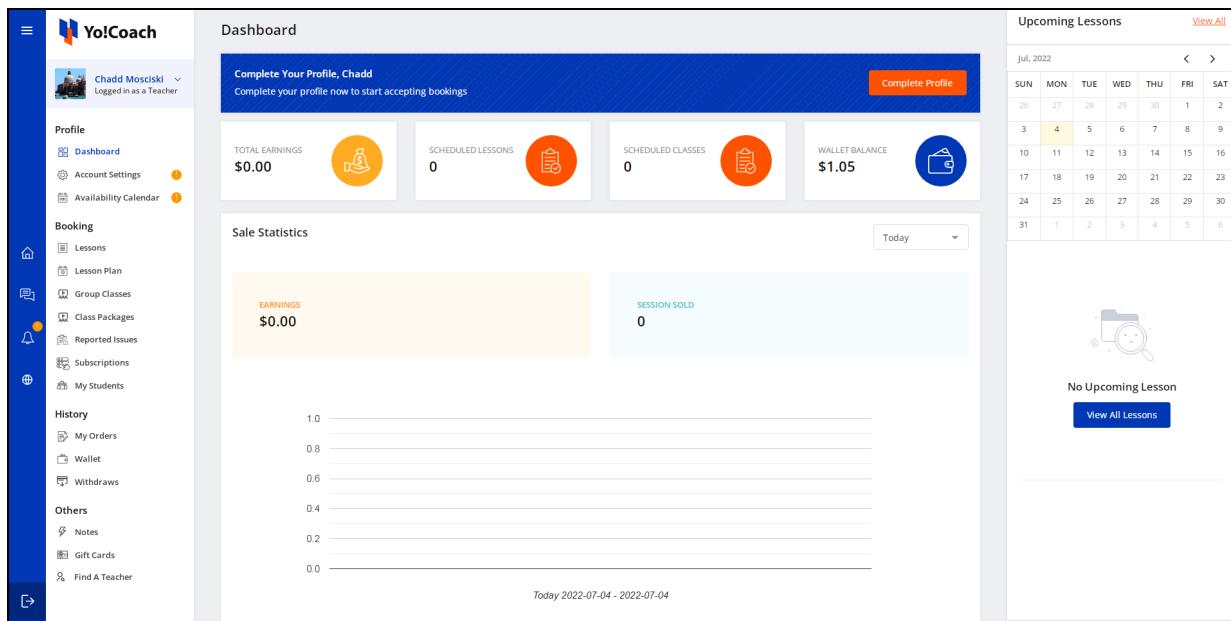
[Log In](#)

[Forgot Password?](#)

2. Dashboard

Dashboard gives a complete overview of the teacher profile through various sections. The top section displays the account summary such as, the total earnings, the number of lessons scheduled, the number of group classes scheduled, and the amount in the digital wallet. A graphical representation of sales revenue and number of sessions sold on the platform is also displayed. Your upcoming lessons in the calendar and list view can also be found on the right hand section of the **Dashboard**.

Star (*) marked fields are compulsory and can't be left blank.



The screenshot shows the Yo!Coach dashboard. The left sidebar contains a navigation menu with sections: Profile (Dashboard, Account Settings, Availability Calendar), Booking (Lessons, Lesson Plan, Group Classes, Class Packages, Reported Issues, Subscriptions, My Students), History (My Orders, Wallet, Withdrawals), and Others (Notes, Gift Cards, Find A Teacher). The main dashboard area features a 'Complete Your Profile, Chadd' banner, a 'Sale Statistics' chart showing 'EARNINGS \$0.00' and 'SESSION SOLD 0', and a line graph from July 4, 2022, to July 4, 2022. The right sidebar shows an 'Upcoming Lessons' calendar for July 2022, indicating no lessons are scheduled.

2.1 Shortcut Buttons

The left panel of the **Dashboard** displays the following sections:

a. Hamburger Menu 

Click on the hamburger menu to expand or contract the dashboard side navigation panel.

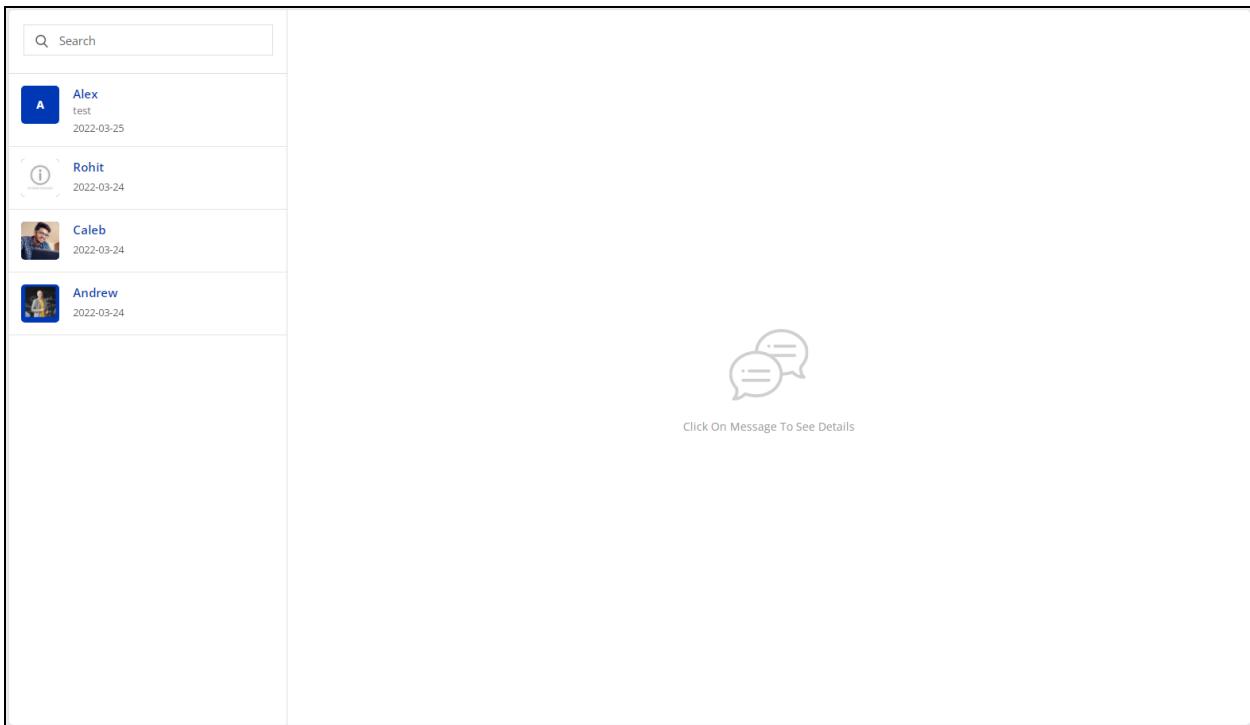
b. Home 

Click on the home icon button and you will be instantly redirected to the **Dashboard** page from any other teacher profile page.

Star (*) marked fields are compulsory and can't be left blank.

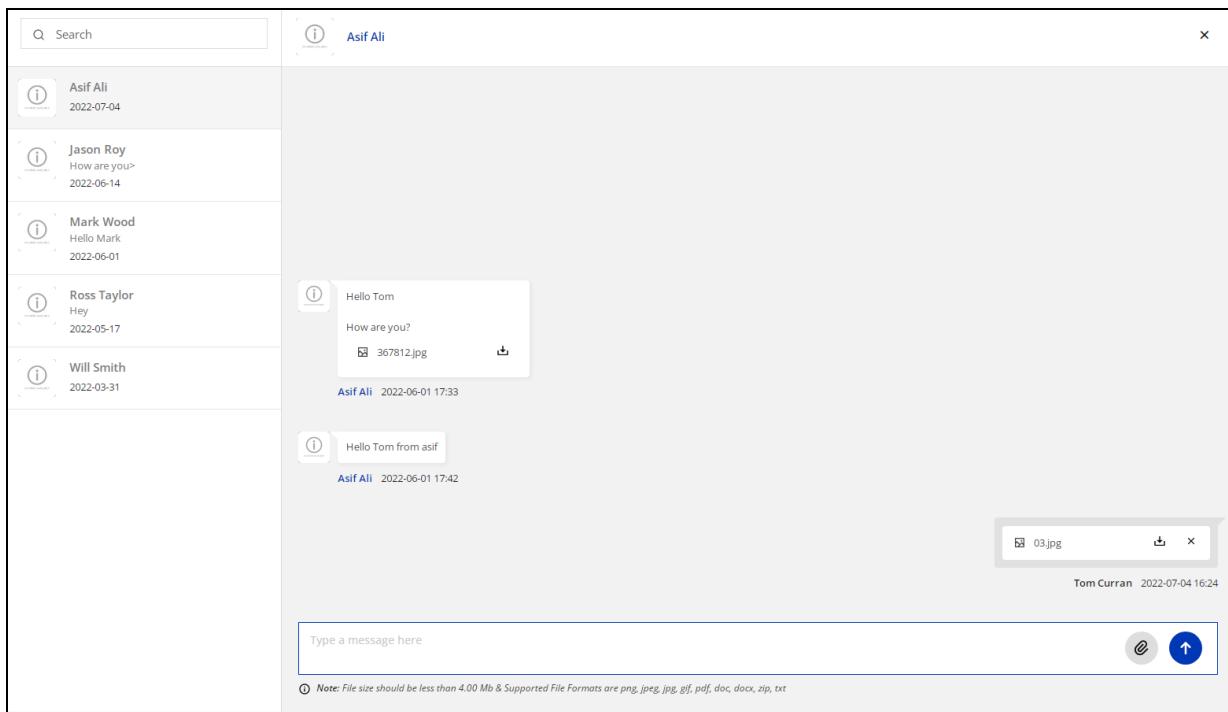
c. Messages

Click on the messages icon button to display the messages page. This page displays the ongoing communication threads with other users on the platform.



Click on any user communication thread and the messages are displayed on the right side of the page.

Star (*) marked fields are compulsory and can't be left blank.



Certain functionalities are available to you here:

- **Message Text Box:** Enter the message in the provided text box.
- **Attach Document:** Click on the attach icon  to insert a message attachment from your internal storage.



The attached file should be less than 8 Mb and the supported file formats are png., jpeg., gif., pdf, doc, docx, zip and txt. Contact Yo!Coach team for further support.

- **Send:** Click on the send icon  to send a message and/or file attachment.

Star (*) marked fields are compulsory and can't be left blank.

- **Download Document:** Click on the download icon  from the sent message attachment to download the sent file.
- **Delete Attachment:** Click on the delete icon  from the sent message attachment to delete it for both sender and receiver.



The time allowed to delete a message attachment is admin manageable. After the specified time, the sender cannot delete an attachment already sent.

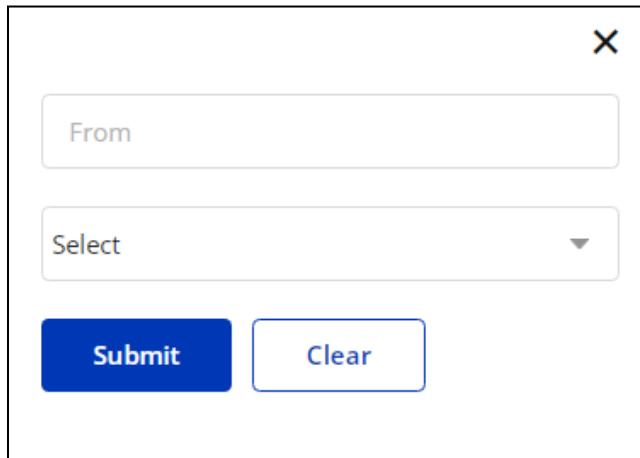


The sender can download or delete only one attachment at a time.



The recipient can download but can not delete a message attachment.

A search bar is provided at the top of the messages page.



The search bar interface consists of the following elements:

- A text input field labeled "From" for entering the sender's name.
- A dropdown menu labeled "Select" for choosing message status (Read or Unread).
- A blue "Submit" button for performing the search.
- A blue "Clear" button for resetting the search criteria.

Enter the name of the sender in the **From** field to perform a sender-specific search. Select the message status as **Read** or **Unread** from the provided drop down menu and click on **Submit** to display the search results. Click on **Clear** to display the complete list again.

Star (*) marked fields are compulsory and can't be left blank.

d. Notifications

Click on the notifications icon button to display the **My Notifications** page. The page displays the list of all actions that have an effect on your account. These may include wallet balance revisions, request updates, unread messages, new sessions booked or canceled, so on and so forth.

My Notifications

<input type="checkbox"/>						1 to 12 of 333			
<input type="checkbox"/>	Wallet Balance Updated	Your account has been debited with \$75.00				2022-06-27 12:47:23			
<input type="checkbox"/>	Withdrawal Request Update	Your withdrawal request is Declined by the admin				2022-06-24 13:45:12			
<input type="checkbox"/>	Wallet Balance Updated	Your account has been credited with \$500.00				2022-06-24 13:22:27			
<input type="checkbox"/>	Order Canceled	O001118 is canceled				2022-06-24 11:10:04			
<input type="checkbox"/>	Withdrawal Request Update	Your withdrawal request is Approved by the admin				2022-06-24 10:11:30			
<input type="checkbox"/>	Wallet Balance Updated	Your account has been credited with \$500.00				2022-06-24 10:08:42			
<input type="checkbox"/>	Issue Reported Status	Issue with 151 is escalated				2022-06-21 13:23:24			
<input type="checkbox"/>	Lesson Scheduled	Jason Roy scheduled the session with you, the lesson ID is 905				2022-06-21 09:50:36			

Certain functionalities are provided on this page:

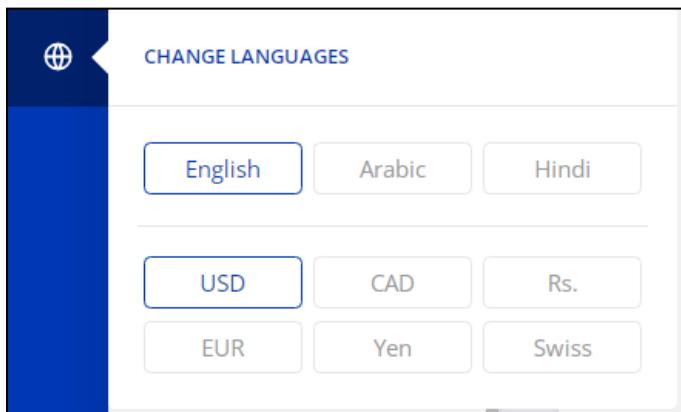
- **Select **: Use this checkbox to select a particular notification. To select all the notifications in one go, use the checkbox provided at the top of the list.

Star (*) marked fields are compulsory and can't be left blank.

- **Delete** : Click on the **delete** icon to permanently delete the selected notification.
- **Refresh** : Click on the **refresh** icon to refresh and reload the notifications page.
- **Mark As Unread** : Click on the **mark as unread** icon to mark a selected notification as unread.
- **Mark As Read** : Click on the **mark as read** icon to mark a selected notification as read.
- **Next** : Click on the **next** icon to move to the next notifications list page.
- **Previous** : Click on the **previous** icon to move to the previous notifications list page.

e. Languages/Currencies

Hover over the **Languages/Currencies** icon to display the **Choose Languages** box. Select your default language and currency from the enlisted languages and currencies.



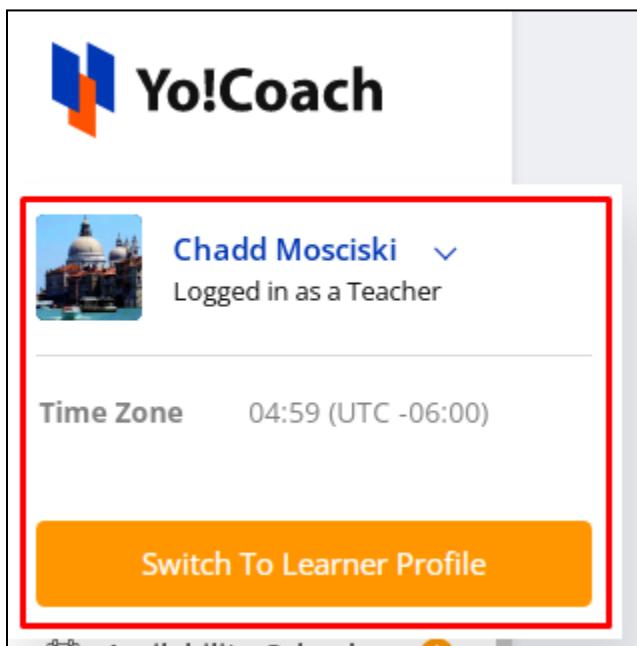
Star (*) marked fields are compulsory and can't be left blank.

f. Logout 

Click on the **Logout** icon button to log out of your account.

2.2 Switch Profile

The current profile orientation is displayed under the Yo!Coach logo on the dashboard side panel. Hover over the section to display additional details (such as, current location and timezone) and certain functionalities:



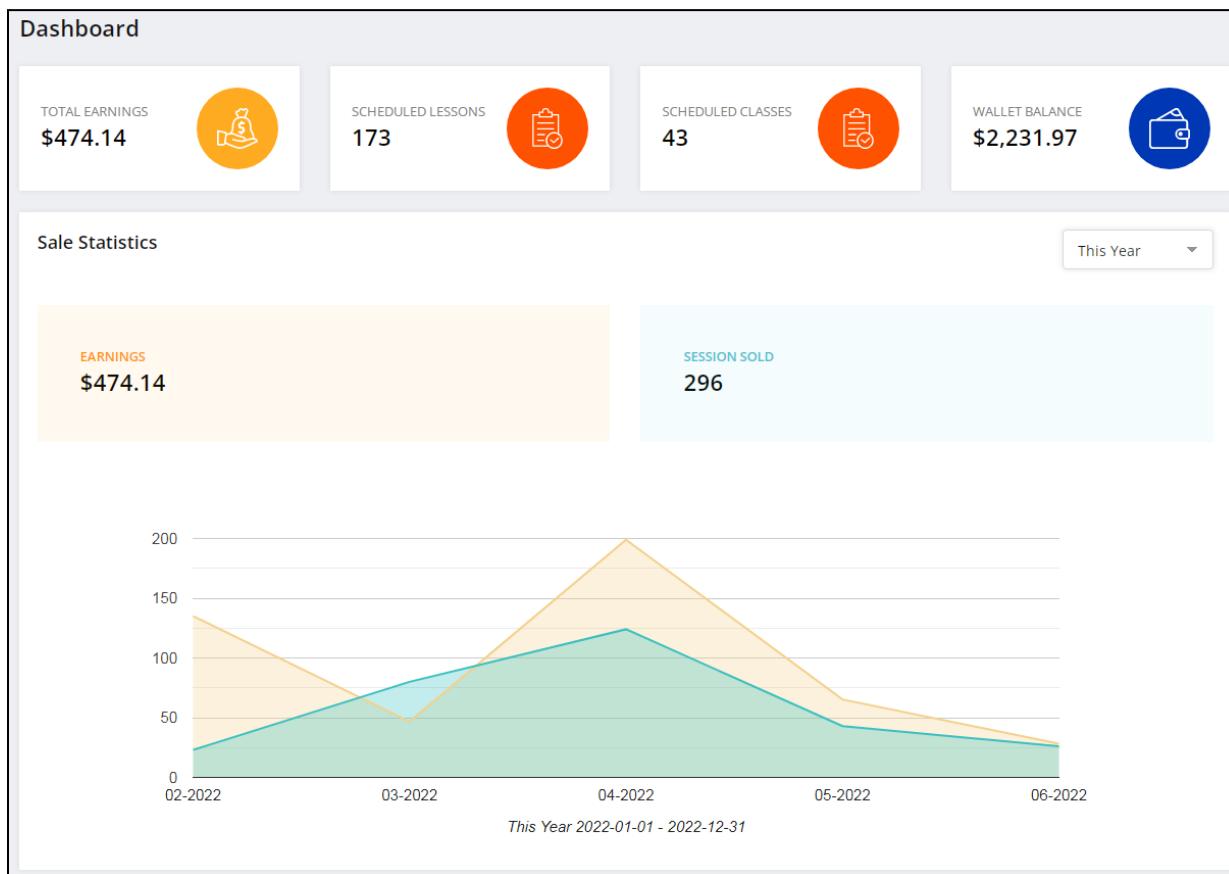
- **Switch To Learner Profile:** Click on this button to switch to your learner profile and access the respective dashboard and features.

 By default, every teacher registered on the portal is also registered as a learner.

Star (*) marked fields are compulsory and can't be left blank.

2.3 Statistics

Dashboard displays the brief and regularly updated summary of the teacher's activities such as, teacher earnings, scheduled lessons, wallet balance and sales statistics.



- **Complete Profile Prompt**

Once you are successfully logged into your teacher profile, there are certain additional details required to be submitted. You are discoverable by the learners on the front-end only when all the mandatory details are provided. Till these details are added, the top section of the **Dashboard** displays a **Complete Your Profile** prompt

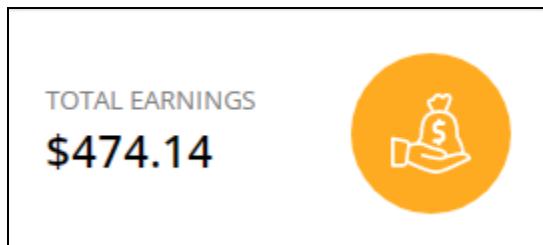
Star (*) marked fields are compulsory and can't be left blank.

informing you that your profile's completion is pending. Click on **Complete Profile** to move to the **Account Settings** page where the profile can be completely set up.



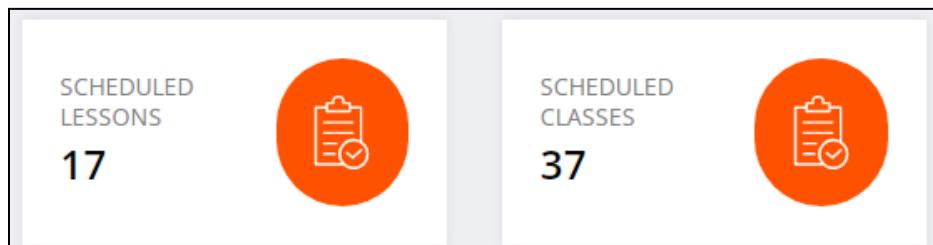
a. Earnings

This block displays the amount of your earnings till date. Earnings include the payments received on completed lessons and group classes.



b. Scheduled Lessons and Classes

These blocks display the number of lessons and group classes that are scheduled for the coming days.



Click on the **Scheduled Lessons** block to open the **Manage Lessons** page and view the complete details of all the scheduled lessons. Click on the

Star (*) marked fields are compulsory and can't be left blank.

Scheduled Classes block to open the **Manage Classes** page to view the complete details of all the scheduled classes.

c. Wallet

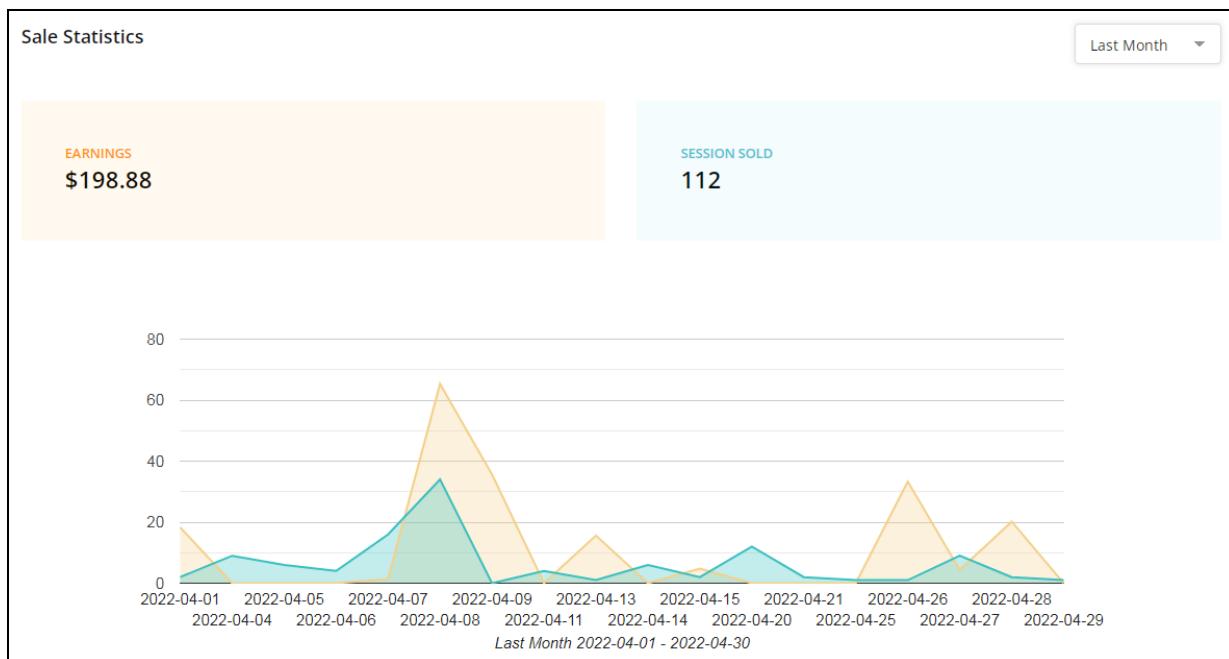
This block displays your current digital wallet balance. Click on this block to move to the **My Wallet** page and view the complete details of the transactions made so far.



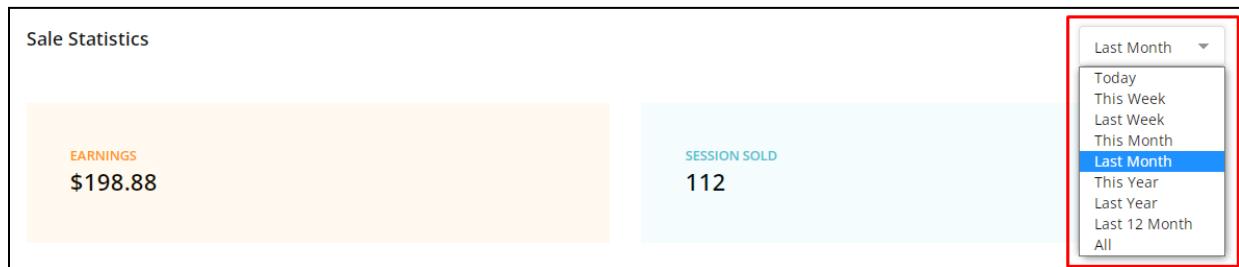
d. Sales Statistics

This section displays a line graph reflecting the summary of your **Earnings** and **Lessons Sold**.

Star (*) marked fields are compulsory and can't be left blank.



From the drop down menu provided at the upper right corner of this, select the preferred time duration for which sales stats are to be displayed.



2.4 Upcoming Lessons

The right-side panel of the **Dashboard** page displays a brief list of all the upcoming lessons.

Star (*) marked fields are compulsory and can't be left blank.

Upcoming Lessons

[View All](#)

May, 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	1	2	3	4
5	6	7	8	9	10	11

2022-05-19

 MS
 >

09:00 Japanese, 15 Minutes Of L...
 >

2022-05-20

 Jack
 >

09:30 Swedish, 45 Minutes Of Le...
 >

2022-05-23

 MS
 >

09:30 Japanese, 15 Minutes Of L...
 >

2022-05-24

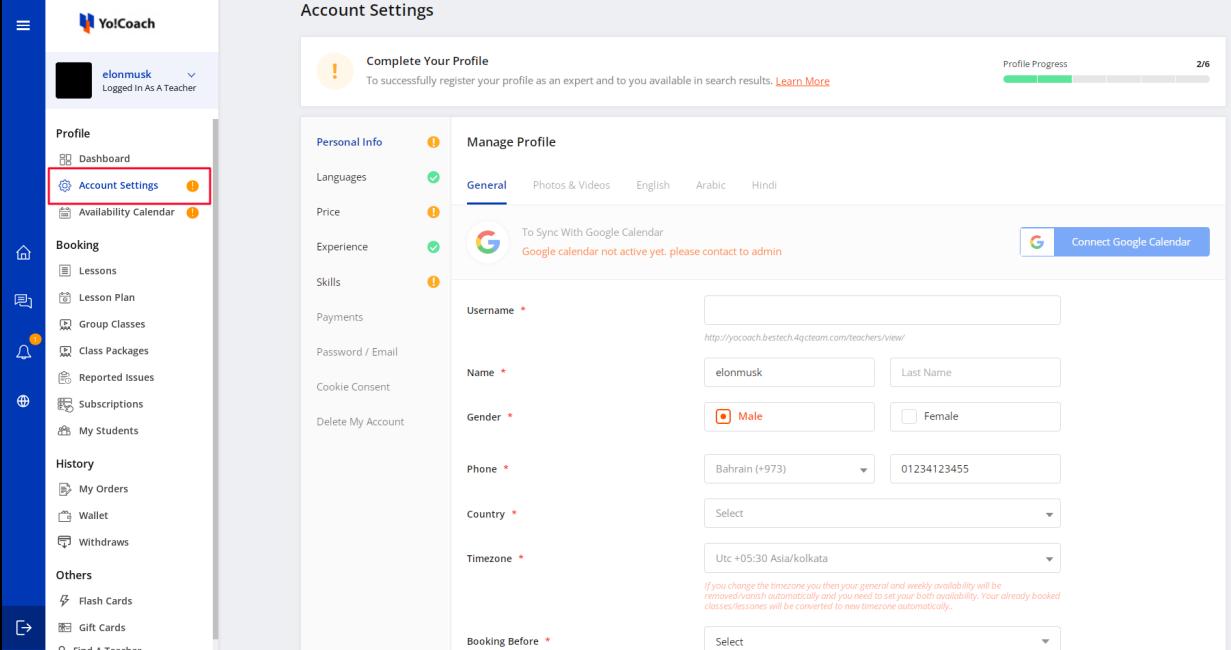

>

A window calendar provided under the **Upcoming Lessons** header displays the scheduled lessons for the month. Under the calendar, the list of scheduled lessons is displayed in a chronological order. Click on any lesson to open the respective **Lesson Schedule** page. Click on the **View All** link text from the upper right corner to move to the **Manage Lessons** page where a detailed view of lessons is provided.

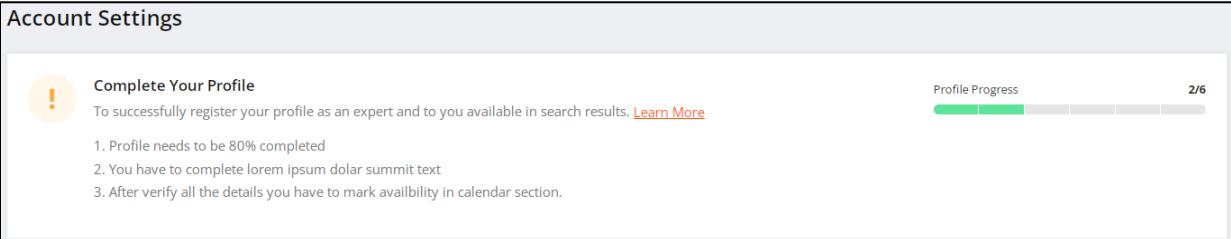
Star (*) marked fields are compulsory and can't be left blank.

3. Account Settings

Once you are logged into your teacher profile, you are required to complete your account details and settings to be able to receive lesson bookings. Open the **Account Settings** page from the left navigation panel.



On the top of the page, a **Complete Your Profile** section is displayed where the current profile progress can be observed. Click on **Learn More** to expand the section and read the profile completion instructions.



Star (*) marked fields are compulsory and can't be left blank.

3.1 Personal Info

Enter your personal details in the **Personal Info** section. The section displays a form bifurcated in the following tabs:

a. General

The following general information fields are displayed:

Account Settings

Complete Your Profile
To successfully register your profile as an expert and to be available in search results. [Learn More](#)

Profile Progress: 3/6

Personal Info	Manage Profile
Languages	Photos & Videos
Price	English
Experience	Arabic
Skills	Hindi
Payments	
Password / Email	
Cookie Consent	
Delete My Account	

General

To Sync With Google Calendar
Google calendar not active yet. Please contact to admin

[Connect Google Calendar](#)

General Information Fields:

- Username *: elon
- Name *: elonmusk
- Gender *: Male
- Phone *: Bahrain (+973) 01234123455
- Country *: India
- Timezone *: Utc +05:30 Asia/kolkata
- Booking Before *: 12 Hours
- Site Language *: English
- Enable Trial Lesson: Active

Buttons:

- Save
- Next

- **Username***: Enter a unique username for your teacher profile.

Star (*) marked fields are compulsory and can't be left blank.

- **Name***: Enter/Edit your first and last names in the provided fields. The data is pre-filled according to the details entered in the **Teacher Registration** form.
- **Gender***: View/Edit your formerly selected gender.
- **Phone***: View/Edit your formerly entered country code and phone number in the provided fields.
- **Country***: Select your country of residence from the drop down list.
- **Time Zone***: Select your country's time zone from the drop down list. Once you log into the system, your timezone is automatically detected and is reflected here.

When the time zone is changed later, your selected general and weekly availability are removed. Revisit the [Availability Calendar](#) module to update your new availability timings.

- **Booking Before***: From the drop down list, select the time mandate between purchase and schedule of a lesson. For example, when set to 12 hours, the learners can schedule a one-on-one lesson for a slot falling after 12 hours of placing the order.
- **Site Language***: From the active languages, select your default language for the portal.
- **Enable Trial Lesson**: Use the toggle switch to activate or deactivate free trial sessions. When deactivated, learners will not be able to book one-time free trial lessons with you.

Click on **Save** to save the details. Click on **Next** to move to the next tab.

b. Photos & Videos

Access the following media settings:

Star (*) marked fields are compulsory and can't be left blank.

Manage Profile

- General
- Photos & Videos
- English
- Arabic

Profile Picture
Profile Picture Info Text 2.00 MB png, jpg, jpeg, gif, bmp



Edit
Remove

Introduction Video Link
Profile Video Field Info

https://www.youtube.com/embed/90EBvAfxC1Y

Save
Next

- **Profile Picture:** View or change your profile picture uploaded during registration. To upload a new profile picture, click on **Edit** and select an image from the internal storage. Click on **Remove** to remove the profile picture. Once the picture is removed, use the **Add** button now available to upload a new picture.
- **Introduction Video Link:** Paste the youtube link for your introduction video. This is displayed on your profile page and can be viewed by the learners who visit your profile.

Click on **Save** to save the details. Click on **Next** to move to the next tab.

Star (*) marked fields are compulsory and can't be left blank.

c. Language(s)

The language tab(s) display the mandatory **Biography** field. Enter a brief paragraph stating your experience, skills and any other information you want to share with the learners on the platform.

Manage Profile

General Photos & Videos **English** Arabic

Biography *

My name is Dave Smith and I'm working as a teacher has been both life-changing and fulfilling for me; I am more like a kind and compassionate teacher who wants all students to be successful learners and seeks to establish a classroom environment that is interesting, encouraging, and adaptable to students' diverse needs.

Save
Next

Your biography is displayed on your public profile page on the system front-end.

Click on **Save** to save the details. Click on **Next** to move to the next section.

! In case you have added your biography while registering, it will be prefilled in the provided field. Make the edits as required.

! The language tabs are displayed here depending on the languages currently active in the system.

Star (*) marked fields are compulsory and can't be left blank.

3.2 Languages

Manage your preferred teaching and speaking languages through the following settings:

 The languages are already selected according to the preferences selected by you while teacher registration.

✓ Personal Info

! Languages

✓ Price

✓ Experience

! Skills

✓ Payments

✓ Password / Email

✓ Cookie Consent

✓ Delete My Account

Manage Languages
*

Language To Teach *

 Swedish	<input checked="" type="checkbox"/>
 Finnish	<input checked="" type="checkbox"/>
 Hebrew-Israel	<input checked="" type="checkbox"/>
 Tamil	<input checked="" type="checkbox"/>
 Italian	<input checked="" type="checkbox"/>
 German	<input checked="" type="checkbox"/>
 English	<input checked="" type="checkbox"/>
 Chinese	<input checked="" type="checkbox"/>
 Spanish	<input checked="" type="checkbox"/>

Language I Speak *

 Utrarakhandi	Intermediate	<input checked="" type="checkbox"/>
 Afar	<input checked="" type="checkbox"/>	*
 Abkhazian	Upper Beginner	<input checked="" type="checkbox"/>
 Avestan	<input checked="" type="checkbox"/>	*
 Afrikaans	<input checked="" type="checkbox"/>	*
 Amharic	<input checked="" type="checkbox"/>	*
 Aragonese	Intermediate	<input checked="" type="checkbox"/>
 Arabic	<input checked="" type="checkbox"/>	*
 Assamese	<input checked="" type="checkbox"/>	*

Back
Save
Next

- **Language To Teach***: View/Edit the previously selected languages. Select more languages that you want to teach.
- **Language I Speak***: View/Edit the previously selected languages. Select more languages and your fluency for each language that you speak.

Click on **Save** to save the changes made. Click on **Next** to move to the next section.

Star (*) marked fields are compulsory and can't be left blank.

3.3 Price

The **Price** section allows you to set the charges for your lessons. Select the duration of the lessons you want to offer and set your prices according to duration, slabs and languages. Click on one or more time slots you want to activate for private lessons. However, the system default time slot can not be deactivated. The default time slot is managed by the admin. Select the lessons prices through the following settings:



The lesson time slots and slabs are admin manageable. Only such slots and slabs are displayed in the **Account Settings** as allowed by the admin.

Star (*) marked fields are compulsory and can't be left blank.

Personal Info
✓

Languages
✓

Price
!

Experience
✓

Skills
!

Payments

Password / Email

Cookie Consent

Delete My Account

Manage Prices

Enter Amount To Be Added [USD]

15 MINS
30 MINS
45 MINS
60 MINS
90 MINS
120 MINS

Time Slot (30 Mins)

Add Price

▼

Slab 1 To 4 Lessons

English	\$0.00
Italian	\$0.00

Slab 10 To 100 Lessons

English	\$0.00
Italian	\$0.00

Slab 101 To 110 Lessons

English	\$0.00
Italian	\$0.00

Time Slot (45 Mins)

Add Price

▼

Slab 1 To 4 Lessons

English	\$0.00
Italian	\$0.00

Slab 10 To 100 Lessons

English	\$0.00
Italian	\$0.00

Slab 101 To 110 Lessons

English	\$0.00
Italian	\$0.00

Back
Save
Next

- **Manage Prices:** Select one or more lesson duration options. Learners can book slots for the lesson duration(s) selected by you.

Star (*) marked fields are compulsory and can't be left blank.

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Manage Prices Enter Amount To Be Added [USD]

15	30	45	60	90	120
MIN	MIN	MIN	MIN	MIN	MIN

- **Time Slots:** Enter a common price in the **Add Price** field provided at the upper right corner of this section. This will be considered as the universal price for all the languages and slabs falling under one time slot. Accept changing the price setting from the displayed prompts and the prices are automatically updated for all the lessons under a time slot. Click on the drop down icon button  to contract or expand a time slot.

Time Slot (15 Mins) Add Price

Slab 1 To 10 Lessons			
Portuguese	23.00	Punjabi	19.00
Tamil	21.00		
Slab 11 To 20 Lessons			
Portuguese	22.00	Punjabi	18.00
Tamil	20.00		
Slab 21 To 30 Lessons			
Portuguese	21.00	Punjabi	17.00
Tamil	19.00		
Slab 31 To 50 Lessons			
Portuguese	20.00	Punjabi	16.00
Tamil	18.00		
Slab 51 To 99 Lessons			
Portuguese	19.00	Punjabi	15.00
Tamil	17.00		
Time Slot (30 Mins) Add Price <input style="border: 1px solid #ccc; padding: 2px; width: 50px; height: 20px; border-radius: 5px; margin-right: 10px;" type="text" value="\$0.00"/>			
Slab 1 To 10 Lessons			
Portuguese	35.00	Punjabi	32.00
Tamil	42.00		

- **Lesson Slabs:** Enter the specific prices for each slab and languages falling under each lesson slab.

Star (*) marked fields are compulsory and can't be left blank.

Click on **Save** to save the prices and click on **Next** to move to the next section.



When the admin updates price slabs from their end, the system does not automatically install the changes on the teacher panel. You can choose to update the price slabs by clicking on **Sync With New** from the top of the **Manage Prices** section or choose to continue with the already existing price slabs without updating.

Manage Prices

Admin Add New Slabs Text [Sync With New](#)

Enter Amount To Be Added [USD]

45	60	90
MIN	MIN	MIN

3.4 Experience

The **Experience** section allows you to add, view and edit your experience and qualification details. The **Manage Experience** page auto-displays the details entered in the **Resume** tab while registering as a teacher. The following functionalities are available here:

<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> ✓ Personal Info </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> ✓ Languages </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> ✓ Price </div> <div style="border: 2px solid red; padding: 5px; margin-bottom: 5px;"> Experience </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> ! Skills </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> ✓ Payments </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> ✓ Password / Email </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> ✓ Cookie Consent </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> ✓ Delete My Account </div>	<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> ✓ Manage Experience Add New </div> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th style="width: 30%;">Resume Information</th> <th style="width: 30%;">Start/end</th> <th style="width: 30%;">Attachment</th> <th style="width: 10%;">Actions</th> </tr> </thead> <tbody> <tr> <td>Understanding Child Psychology Location - London Institution - University of Harvard</td> <td>2018 - 2019</td> <td> wallpaper.png</td> <td> </td> </tr> <tr> <td>B.A. Location - London Institution - Oxford University</td> <td>2015 - 2018</td> <td> photo1505832018823...</td> <td> </td> </tr> </tbody> </table> <div style="text-align: center; margin-top: 10px;"> Back Next </div>	Resume Information	Start/end	Attachment	Actions	Understanding Child Psychology Location - London Institution - University of Harvard	2018 - 2019	wallpaper.png		B.A. Location - London Institution - Oxford University	2015 - 2018	photo1505832018823...	
Resume Information	Start/end	Attachment	Actions										
Understanding Child Psychology Location - London Institution - University of Harvard	2018 - 2019	wallpaper.png											
B.A. Location - London Institution - Oxford University	2015 - 2018	photo1505832018823...											

Star (*) marked fields are compulsory and can't be left blank.

I. Add New Experience

Click on **Add New** from the upper right corner of the page to open the **Setup Resume** window form. Enter the experience or educational qualification details in the provided data fields:

Setup Resume

Experience Type *

Title *

Institution *

Location *

Description

Eg, Focus In Humanist Literature

Start Year *

End Year *

Upload Certificate

Note Allowed Certificate Extentions png,jpg,jpeg,txt,doc,docx, pdf!

- **Experience Type***
- **Title***
- **Institution***
- **Location***
- **Description**

Star (*) marked fields are compulsory and can't be left blank.

- Start Year*
- End Year*
- Upload Certificate

Click on **Save Changes** to save the information. The added details are displayed in the form of a list on the **Manage Experience** page. Observe the resume information, start and end dates. Click on the certificate attachment to download the attached file.

II. Edit

Click on the edit icon button provided under the **Actions** header to open the **Setup Resume** window form where the previously entered details can be edited.

Star (*) marked fields are compulsory and can't be left blank.

Setup Resume

Experience Type *	Title *
<input style="width: 100%; border: 1px solid #ccc; padding: 5px;" type="text" value="Certification"/>	<input style="width: 100%; border: 1px solid #ccc; padding: 5px;" type="text" value="Understanding Child Psychology"/>
Institution *	Location *
<input style="width: 100%; border: 1px solid #ccc; padding: 5px;" type="text" value="University of Harvard"/>	<input style="width: 100%; border: 1px solid #ccc; padding: 5px;" type="text" value="London"/>
Description	
<div style="border: 1px solid #ccc; padding: 10px; height: 100px; vertical-align: top;"> <p>Child Psychology</p> </div>	
Start Year *	End Year *
<input style="width: 100%; border: 1px solid #ccc; padding: 5px;" type="text" value="2018"/>	<input style="width: 100%; border: 1px solid #ccc; padding: 5px;" type="text" value="2019"/>
Upload Certificate	
<div style="border: 1px solid #ccc; padding: 5px; display: flex; align-items: center;"> <input style="border: 1px solid #ccc; padding: 2px; margin-right: 10px;" type="button" value="Choose File"/> No file chosen </div>	
<i>Note Allowed Certificate Extentions png,jpg,jpeg,txt,doc,docx, pdf!</i>	
<input style="background-color: #0072BD; color: white; border: 1px solid #0072BD; padding: 5px 10px; border-radius: 5px;" type="button" value="Save Changes"/>	

III. Delete

Click on the delete icon button provided under the **Actions** header and follow the prompts to remove an experience.

After all the experience details are added, click on **Next** to move to the next section.

Star (*) marked fields are compulsory and can't be left blank.

3.5 Skills

The **Skills** section displays a number of areas and parameters defining the skills of a teacher. Select the ones appropriate to your teaching skills and your public profile is accordingly updated. Setting up your skills helps the learners to understand you better before signing up for your sessions. The following parameters are available on the **Manage Skills** page:

Star (*) marked fields are compulsory and can't be left blank.

Personal Info	<input checked="" type="checkbox"/>	Manage Skills		
Languages	<input checked="" type="checkbox"/>	Teacher's accent		
Price	<input checked="" type="checkbox"/>	<input type="checkbox"/> Algerian Arabic	<input type="checkbox"/> Libyan Arabic	<input type="checkbox"/> American English
Experience	<input checked="" type="checkbox"/>	<input type="checkbox"/> Levantine Arabic	<input type="checkbox"/> Maghrebi French	<input type="checkbox"/> Andalusian Spanish
Skills	*	<input type="checkbox"/> Mexican Spanish	<input type="checkbox"/> Austrian German	<input type="checkbox"/> Modern Standard Arabic (al-fusha)
Payments		<input type="checkbox"/> Acadian French	<input type="checkbox"/> Bahraini Arabic	<input type="checkbox"/> Moroccan Arabic
Password / Email		<input type="checkbox"/> Belgian French	<input type="checkbox"/> Najdi Arabic	<input type="checkbox"/> Bokmal Nynorsk
Cookie Consent		<input type="checkbox"/> Brazilian Portuguese	<input type="checkbox"/> Omani Arabic	<input type="checkbox"/> British English
Delete My Account		<input type="checkbox"/> Quebec French	<input type="checkbox"/> Caribbean Spanish	<input type="checkbox"/> Rioplatense Spanish
		<input type="checkbox"/> Castilian Spanish	<input type="checkbox"/> Saharan Arabic	<input type="checkbox"/> Central American
		<input type="checkbox"/> Spanish Scottish English	<input type="checkbox"/> Chadian Arabic	<input type="checkbox"/> South African English
		<input type="checkbox"/> Chilean Spanish	<input type="checkbox"/> Standard German	<input type="checkbox"/> Egyptian Arabic
		<input type="checkbox"/> Sudanese Arabic	<input type="checkbox"/> European Portuguese	<input type="checkbox"/> Swiss French
		<input type="checkbox"/> Gulf Arabic	<input type="checkbox"/> Swiss German	<input type="checkbox"/> Indian English
		<input type="checkbox"/> Tunisian Arabic	<input type="checkbox"/> Iraqi Arabic	<input type="checkbox"/> Yemeni and Somali Arabic
		<input type="checkbox"/> Latin American Spanish		
		Teaches level		
		<input type="checkbox"/> (A1) Beginner	<input type="checkbox"/> (A2) Upper Beginner	<input type="checkbox"/> (B1) Intermediate
		<input type="checkbox"/> (B2) Upper Intermediate	<input type="checkbox"/> (C1) Advanced	<input type="checkbox"/> (C2) Upper Advanced
		Learner's age group		
		<input type="checkbox"/> 4 Years to 11 Years	<input type="checkbox"/> 12 Years to 18 Years	<input type="checkbox"/> 18+ Years
		Lesson includes		
		<input type="checkbox"/> Curriculum	<input type="checkbox"/> Proficiency Assessment	<input type="checkbox"/> Homework
		<input type="checkbox"/> Quizzes /Tests	<input type="checkbox"/> Learning Materials	<input type="checkbox"/> Reading Exercises
		<input type="checkbox"/> Lesson Plans	<input type="checkbox"/> Writing Exercises	
		Subjects		
		<input type="checkbox"/> Accent Reduction	<input type="checkbox"/> Business Norwegian	<input type="checkbox"/> Business Cantonese
		<input type="checkbox"/> Business Dutch	<input type="checkbox"/> Business English	<input type="checkbox"/> Business French
		<input type="checkbox"/> Business German	<input type="checkbox"/> Business Indonesian	<input type="checkbox"/> Business Italian
		<input type="checkbox"/> Business Japanese	<input type="checkbox"/> Business Mandarin	<input type="checkbox"/> Business Norwegian
		<input type="checkbox"/> Business Russian	<input type="checkbox"/> Business Spanish	<input type="checkbox"/> Colloquial English
		<input type="checkbox"/> Grammar Development	<input type="checkbox"/> Listening Comprehension	<input type="checkbox"/> Phonetics
		<input type="checkbox"/> Reading Comprehension	<input type="checkbox"/> Vocabulary Development	<input type="checkbox"/> Writing Correction
		<input type="checkbox"/> Education	<input type="checkbox"/> Work Experience	<input type="checkbox"/> Certifications
		Test preparations		
		<input type="checkbox"/> ACT	<input type="checkbox"/> AP	<input type="checkbox"/> Aptis
		<input type="checkbox"/> BEC	<input type="checkbox"/> CAE	<input type="checkbox"/> CPE
		<input type="checkbox"/> DELE	<input type="checkbox"/> EOI	<input type="checkbox"/> ESOL
		<input type="checkbox"/> FCE	<input type="checkbox"/> GCSE	<input type="checkbox"/> GMAT
		<input type="checkbox"/> GRE	<input type="checkbox"/> ICAS	<input type="checkbox"/> IELTS
		<input type="checkbox"/> IGCSE	<input type="checkbox"/> ISE	<input type="checkbox"/> IBDP
		<input type="checkbox"/> KET	<input type="checkbox"/> OET	<input type="checkbox"/> OPI
		<input type="checkbox"/> PET	<input type="checkbox"/> SAT	<input type="checkbox"/> SIELE
		<input type="checkbox"/> SSAT	<input type="checkbox"/> TOEFL	<input type="checkbox"/> TOEIC

[Back](#)
[Save](#)
[Next](#)

Star (*) marked fields are compulsory and can't be left blank.

I. Accents

A list of accents added in the system are displayed with checkboxes provided alongside them. Select one or more accent preferences that best represent your pronunciation and language.

Accents

<input checked="" type="checkbox"/> Acadian French	<input checked="" type="checkbox"/> Levantine Arabic	<input type="checkbox"/> Algerian Arabic
<input checked="" type="checkbox"/> Libyan Arabic	<input checked="" type="checkbox"/> American English	<input checked="" type="checkbox"/> Maghrebi French
<input type="checkbox"/> Andalusian Spanish	<input type="checkbox"/> Mexican Spanish	<input type="checkbox"/> Austrian German
<input checked="" type="checkbox"/> Modern Standard Arabic (al-fusha)	<input type="checkbox"/> Bahraini Arabic	<input type="checkbox"/> Moroccan Arabic
<input checked="" type="checkbox"/> Belgian French	<input checked="" type="checkbox"/> Najdi Arabic	<input checked="" type="checkbox"/> Bokmal Nynorsk
<input type="checkbox"/> Brazilian Portuguese	<input type="checkbox"/> Omani Arabic	<input type="checkbox"/> British English
<input type="checkbox"/> Quebec French	<input type="checkbox"/> Caribbean Spanish	<input type="checkbox"/> Rioplatense Spanish
<input checked="" type="checkbox"/> Castilian Spanish	<input checked="" type="checkbox"/> Saharan Arabic	<input checked="" type="checkbox"/> Central American
<input checked="" type="checkbox"/> Spanish Scottish English	<input type="checkbox"/> Chadian Arabic	<input checked="" type="checkbox"/> South African English
<input checked="" type="checkbox"/> Chilean Spanish	<input type="checkbox"/> Standard German	<input type="checkbox"/> Egyptian Arabic
<input checked="" type="checkbox"/> Sudanese Arabic	<input type="checkbox"/> European Portuguese	<input type="checkbox"/> Swiss French
<input checked="" type="checkbox"/> Gulf Arabic	<input checked="" type="checkbox"/> Swiss German	<input checked="" type="checkbox"/> Indian English
<input type="checkbox"/> Tunisian Arabic	<input type="checkbox"/> Iraqi Arabic	<input type="checkbox"/> Yemeni and Somali Arabic
<input type="checkbox"/> Latin American Spanish		

II. Teaches Level

A list of teaching levels added in the system are displayed with checkboxes provided alongside them. Select one or more level preferences from the list.

Teaches level

<input checked="" type="checkbox"/> (A1) Beginner	<input checked="" type="checkbox"/> (A2) Upper Beginner	<input checked="" type="checkbox"/> (B1) Intermediate
<input type="checkbox"/> (B2) Upper Intermediate	<input type="checkbox"/> (C1) Advanced	<input type="checkbox"/> (C2) Upper Advanced

Star (*) marked fields are compulsory and can't be left blank.

III. Learner Ages

Select one or more learners' age group preferences. This allows the learners falling in the selected age group to find you easily and helps you to specify your preferred learner group.

Learner Ages		
<input checked="" type="checkbox"/> 4 Years to 11 Years	<input type="checkbox"/> 12 Years to 18 Years	<input type="checkbox"/> 18+ Years

IV. Lesson Includes

From the provided list of options, select one or more component(s) included in the lessons you deliver. This helps the learners to know the scope of your sessions.

Lesson includes		
<input type="checkbox"/> Curriculum	<input checked="" type="checkbox"/> Proficiency Assessment	<input type="checkbox"/> Homework
<input type="checkbox"/> Quizzes /Tests	<input type="checkbox"/> Learning Materials	<input type="checkbox"/> Reading Exercises
<input checked="" type="checkbox"/> Lesson Plans	<input checked="" type="checkbox"/> Writing Exercises	

V. Subjects

Select one or more language specific subjects you teach. These are considered as your preferred subjects and help the learners on the platform.

Star (*) marked fields are compulsory and can't be left blank.

Subjects

<input type="checkbox"/> Accent Reduction	<input type="checkbox"/> Business Norwegian	<input type="checkbox"/> Business Cantonese
<input type="checkbox"/> Business Dutch	<input checked="" type="checkbox"/> Business English	<input type="checkbox"/> Business French
<input type="checkbox"/> Business German	<input type="checkbox"/> Business Indonesian	<input type="checkbox"/> Business Italian
<input type="checkbox"/> Business Japanese	<input type="checkbox"/> Business Mandarin	<input type="checkbox"/> Business Norwegian
<input type="checkbox"/> Business Russian	<input type="checkbox"/> Business Spanish	<input checked="" type="checkbox"/> Colloquial English
<input checked="" type="checkbox"/> Grammar Development	<input type="checkbox"/> Listening Comprehension	<input type="checkbox"/> Phonetics
<input checked="" type="checkbox"/> Reading Comprehension	<input checked="" type="checkbox"/> Vocabulary Development	<input type="checkbox"/> Writing Correction
<input type="checkbox"/> Education	<input type="checkbox"/> Work Experience	<input type="checkbox"/> Certifications

VI. Test Preparations

Select one or more tests that you help your learners to prepare for through your sessions.

Test preparations

<input type="checkbox"/> ACT	<input type="checkbox"/> AP	<input type="checkbox"/> APTIS
<input type="checkbox"/> BEC	<input checked="" type="checkbox"/> CAE	<input type="checkbox"/> CPE
<input type="checkbox"/> DELE	<input type="checkbox"/> EOI	<input checked="" type="checkbox"/> ESOL
<input type="checkbox"/> FCE	<input type="checkbox"/> GCSE	<input type="checkbox"/> GMAT
<input type="checkbox"/> GRE	<input type="checkbox"/> ICAS	<input type="checkbox"/> IELTS
<input checked="" type="checkbox"/> IGCSE	<input type="checkbox"/> ISE	<input type="checkbox"/> IBDP
<input type="checkbox"/> KET	<input type="checkbox"/> OET	<input checked="" type="checkbox"/> OPI
<input type="checkbox"/> PET	<input type="checkbox"/> SAT	<input type="checkbox"/> SIELE
<input type="checkbox"/> SSAT	<input type="checkbox"/> TOEFL	<input type="checkbox"/> TOEIC

Once done, click on **Save** to save your chosen preferences. Click on **Next** to move to the next section.

Star (*) marked fields are compulsory and can't be left blank.



Selecting one or more skills is mandatory to complete the account settings.



The teacher preferences are optional settings. You can select the skills relevant to you and leave the rest of the details blank and move to the next section directly.



The preferences selected are not permanent and can be changed any time by visiting the **Skills** section.

3.6 Payments

Set up and manage your payment methods through the **Payments** section. This is to enter your personal Bank and PayPal accounts details for streamlining the wallet withdrawals process.

Star (*) marked fields are compulsory and can't be left blank.

Account Settings

!
Complete Your Profile
Profile Progress

5/6

Personal Info
Manage Payments

Languages
Bank Account
Paypal Email

Price
Bank Name *
Beneficiary/account Holder Name *

Experience
Bank Account Number *
Ifsc Code/swift Code *

Skills
Bank Address

Payments >
Back
Save

Password / Email
Cookie Consent
Delete My Account

The following tabs are available in the **Manage Payments** section:

a. Bank Account: Enter the following bank account details:

Personal Info
Manage Payments

Languages
Bank Account
Paypal Email

Price
Bank Name *
Beneficiary/account Holder Name *

Experience
Bank Account Number *
Ifsc Code/swift Code *

Skills
Bank Address

Payments >
Back
Save

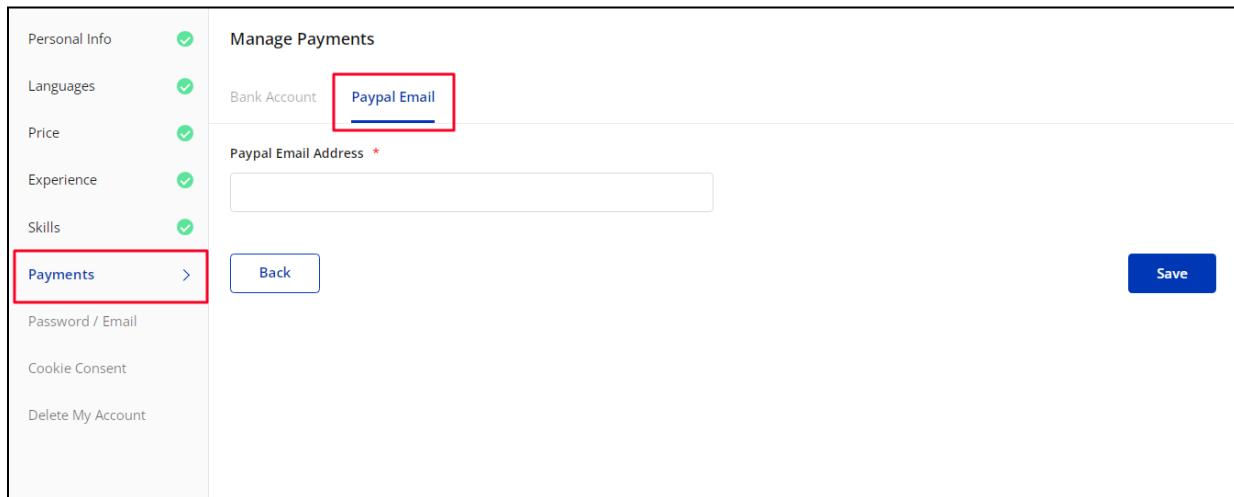
Password / Email
Cookie Consent
Delete My Account

Star (*) marked fields are compulsory and can't be left blank.

- **Bank Name***: Enter the bank name.
- **Beneficiary/Account Holder Name***: Enter the name of the bank account holder or the beneficiary, whichever is applicable.
- **Bank Account Number***: Enter the valid bank account number.
- **IFSC Code/Swift Code***: Enter the relevant bank code or swift code, whichever is applicable.
- **Bank Address**: Enter the bank's official address.

Click on **Save** to save the added bank account details. These details are escalated to the admin when you initiate a wallet withdrawal request.

b. PayPal Email: Enter the valid paypal account email address in the **PayPal Email Address** mandatory field and click on **Save** to save the account detail.



The screenshot shows the 'Manage Payments' section of the Yo!Coach account settings. On the left, a sidebar lists various account details with green checkmarks: Personal Info, Languages, Price, Experience, Skills, and a highlighted 'Payments' link. The main area shows a 'Bank Account' section with a 'Paypal Email' input field, which is also highlighted with a red box. Below it is a 'Paypal Email Address *' field with a placeholder and a 'Save' button. At the bottom of the sidebar are links for 'Password / Email', 'Cookie Consent', and 'Delete My Account'.

! Setting up your payments is not mandatory to start receiving lesson orders. You can choose to enter the payment related details later.

Star (*) marked fields are compulsory and can't be left blank.



All the session payments are credited to your digital wallet by default. Your wallet is automatically activated once you sign up on the platform. You can request wallet withdrawals when needed to get the wallet money in your personal account. The [withdrawal process](#) is discussed later in this document.

3.7 Password/Email

Manage your passwords and official email address details from the **Password/Email** section. This section displays the following two tabs:

Account Settings

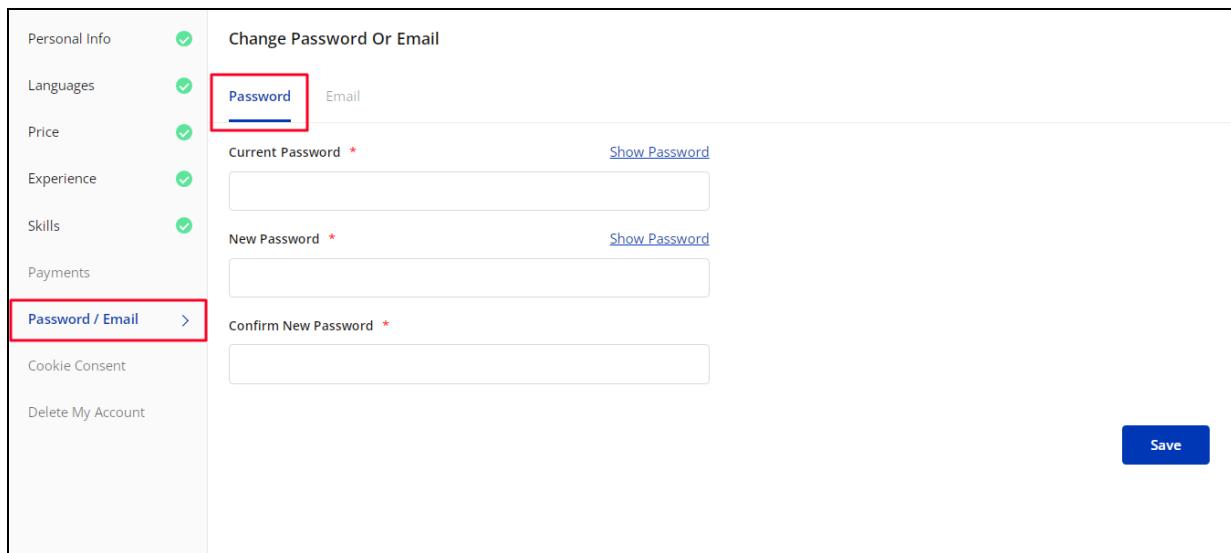
Complete Your Profile
To successfully register your profile as an expert and to you available in search results. [Learn More](#)

Profile Progress 5/6

Personal Info	✓	Change Password Or Email
Languages	✓	Password Email
Price	✓	
Experience	✓	
Skills	✓	
Payments	✓	
Password / Email	>	
Cookie Consent		
Delete My Account		

a. Password: Change your account password using the following data fields:

Star (*) marked fields are compulsory and can't be left blank.



The screenshot shows the 'Change Password Or Email' section of the account settings. On the left, there is a sidebar with various settings: Personal Info, Languages, Price, Experience, Skills, Payments, and a 'Password / Email' section which is currently selected and highlighted with a red box. The main area contains fields for 'Current Password *' (with a 'Show Password' link), 'New Password *' (with a 'Show Password' link), and 'Confirm New Password *'. Below these fields is a 'Cookie Consent' link and a 'Delete My Account' link. In the bottom right corner of the main area, there is a blue 'Save' button.

- **Current Password*:** Enter your current account password.
- **New Password*:** Enter a new password for your account.
- **Confirm New Password*:** Re-enter the new password to verify and confirm.

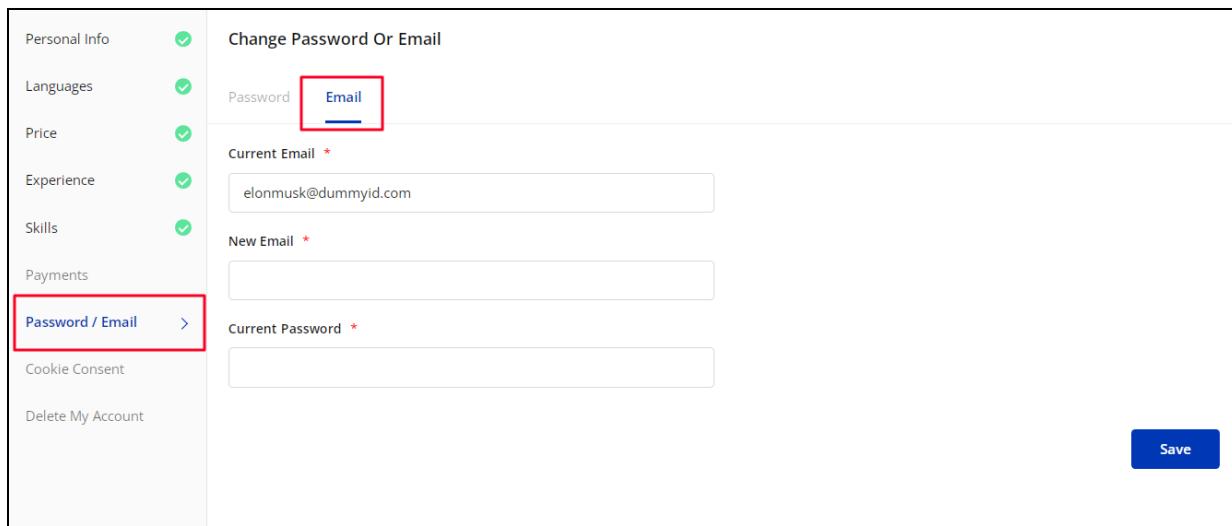


By default, the current and new passwords are displayed in the form of bullets for privacy compliance. To view the entered password, click on **Show Password** provided with the **Current Password** and **New Password** fields.

Click on **Save** to successfully change your account password.

b. Email: Change the email address linked with your account using the following data fields:

Star (*) marked fields are compulsory and can't be left blank.



The screenshot shows the 'Change Password Or Email' section of the account settings. On the left, there is a sidebar with various account management options: Personal Info, Languages, Price, Experience, Skills, Payments, and a 'Password / Email' section which is highlighted with a red box. The 'Password / Email' section contains fields for 'Email' (with 'Email' typed in), 'Current Email *' (with 'elonmusk@dummyid.com' typed in), 'New Email *' (empty), and 'Current Password *' (empty). At the bottom right of the form is a blue 'Save' button.

- **Current Email*:** The current email address linked with your account is prefilled in the field.
- **New Email*:** Enter the new email address to be linked with your account.
- **Current Password*:** Enter your account password for the purpose of security check.

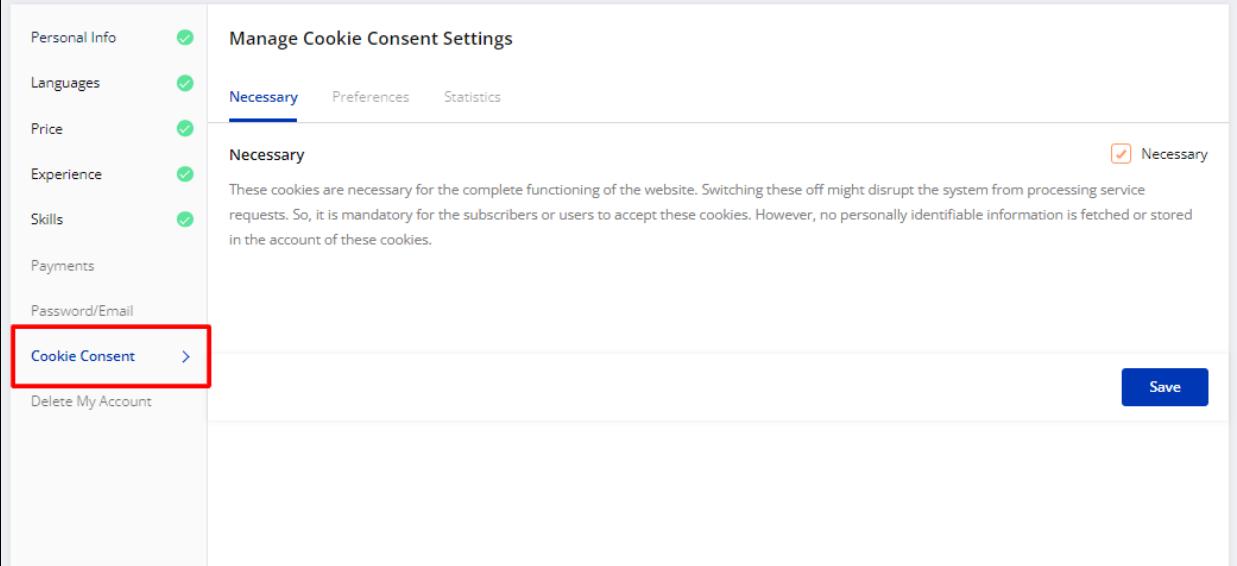
Click on **Save** to successfully change your email address. The newly added email address will now be considered your official email and all the system generated emails are routed to the new email address.

3.8 Cookie Consent

Access and manage your cookies permissions and preferences from the **Cookie Consent** section. Cookies are small information files generated by a web server and are sent to a web browser. These cookies fetch data about user's preferences and search habits to ultimately use this information to improve the user's experience online. You can allow or limit cookies on your account through the **Cookies Consent** section. This section displays the

Star (*) marked fields are compulsory and can't be left blank.

following three tabs pertaining to the types of cookies active in the Yo!Coach platform:



Personal Info ✓ Manage Cookie Consent Settings

Languages ✓

Price ✓

Experience ✓

Skills ✓

Payments

Password/Email

Cookie Consent > Save

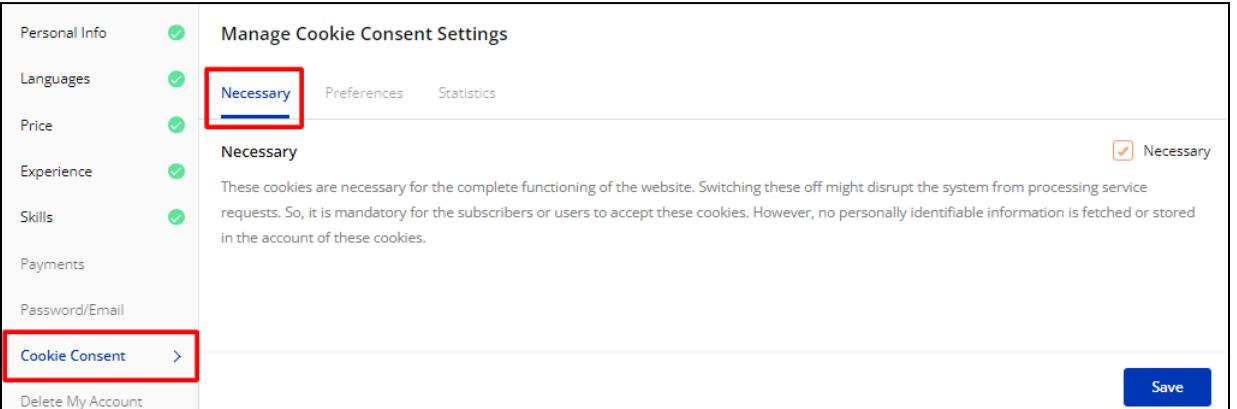
Delete My Account

Necessary Preferences Statistics

Necessary

These cookies are necessary for the complete functioning of the website. Switching these off might disrupt the system from processing service requests. So, it is mandatory for the subscribers or users to accept these cookies. However, no personally identifiable information is fetched or stored in the account of these cookies.

a. Necessary: View the permissions associated with the necessary cookies. These cookies are automatically activated on the system and can not be deactivated.



Personal Info ✓ Manage Cookie Consent Settings

Languages ✓

Price ✓

Experience ✓

Skills ✓

Payments

Password/Email

Cookie Consent > Save

Delete My Account

Preferences Statistics

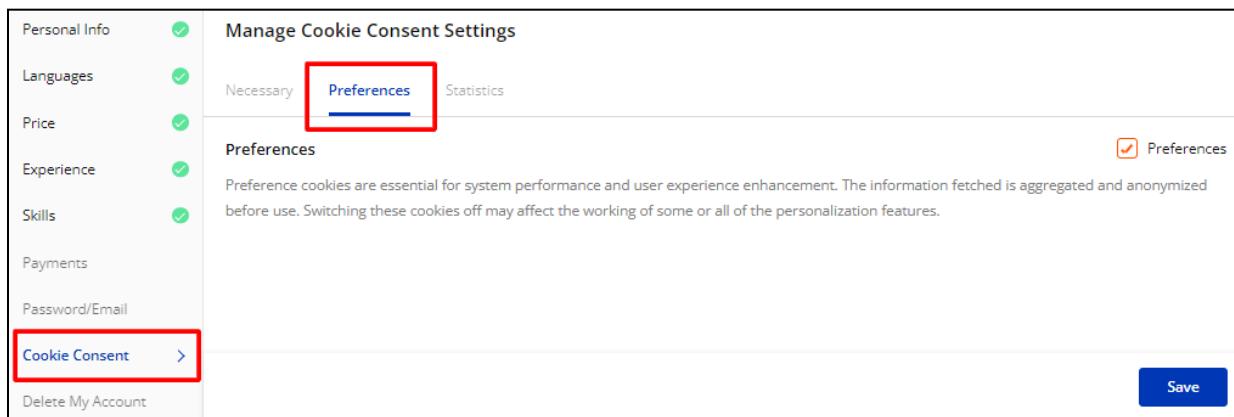
Necessary

These cookies are necessary for the complete functioning of the website. Switching these off might disrupt the system from processing service requests. So, it is mandatory for the subscribers or users to accept these cookies. However, no personally identifiable information is fetched or stored in the account of these cookies.

b. Preferences: View the permissions associated with the preference cookies. Select the **Preferences** checkbox provided at the upper right corner of the

Star (*) marked fields are compulsory and can't be left blank.

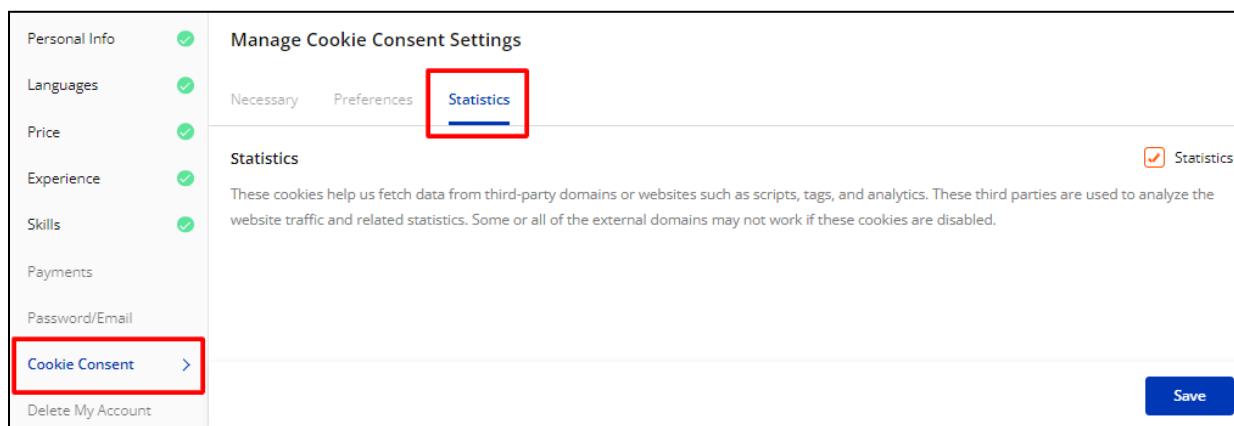
section to activate these cookies. Clear the checkbox to disallow the preference cookies.



The screenshot shows the 'Manage Cookie Consent Settings' page. On the left, there is a sidebar with various settings: Personal Info (checked), Languages (checked), Price (checked), Experience (checked), Skills (checked), Payments, Password/Email, and a 'Cookie Consent' button with a right-pointing arrow. The main content area has three tabs: 'Necessary' (disabled), 'Preferences' (selected, highlighted with a red box), and 'Statistics'. Under 'Preferences', there is a note: 'Preference cookies are essential for system performance and user experience enhancement. The information fetched is aggregated and anonymized before use. Switching these cookies off may affect the working of some or all of the personalization features.' A checked checkbox labeled 'Preferences' is located in the top right. A 'Save' button is at the bottom right.

Click on **Save** to save your cookie settings.

c. Statistics: View the permissions associated with the statistics cookies. Select the **Statistics** checkbox provided at the upper right corner of the section to activate these cookies. Clear the checkbox to disallow the statistics cookies.



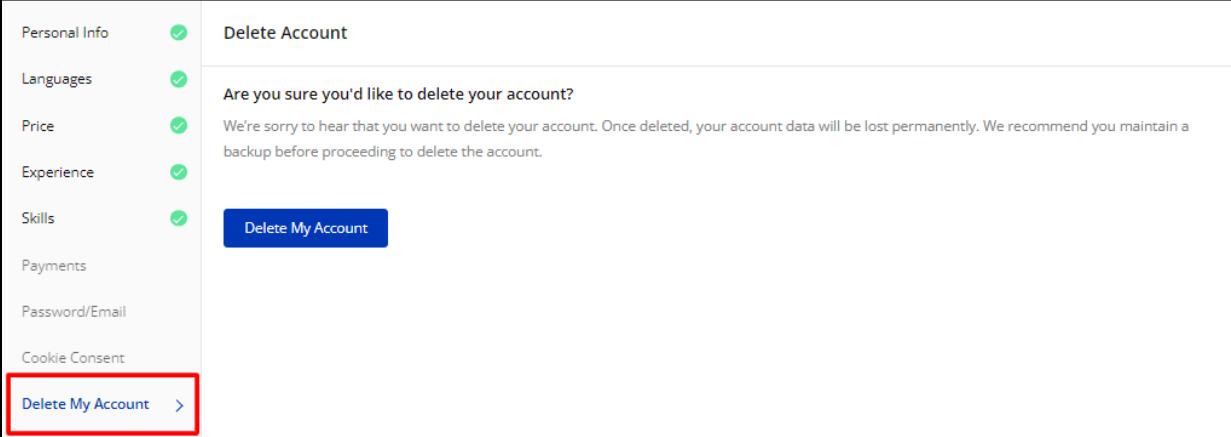
The screenshot shows the 'Manage Cookie Consent Settings' page. The sidebar and 'Cookie Consent' button are identical to the previous screenshot. The main content area has three tabs: 'Necessary' (disabled), 'Preferences' (disabled), and 'Statistics' (selected, highlighted with a red box). Under 'Statistics', there is a note: 'These cookies help us fetch data from third-party domains or websites such as scripts, tags, and analytics. These third parties are used to analyze the website traffic and related statistics. Some or all of the external domains may not work if these cookies are disabled.' A checked checkbox labeled 'Statistics' is located in the top right. A 'Save' button is at the bottom right.

Click on **Save** to save your cookie settings.

Star (*) marked fields are compulsory and can't be left blank.

3.9 Delete My Account

The **Delete My Account** section allows you to request the admin to delete your account and user data from the platform.



Personal Info	<input checked="" type="checkbox"/>	Delete Account
Languages	<input checked="" type="checkbox"/>	Are you sure you'd like to delete your account?
Price	<input checked="" type="checkbox"/>	We're sorry to hear that you want to delete your account. Once deleted, your account data will be lost permanently. We recommend you maintain a backup before proceeding to delete the account.
Experience	<input checked="" type="checkbox"/>	
Skills	<input checked="" type="checkbox"/>	
Payments		
Password/Email		
Cookie Consent		
Delete My Account >		

Click on **Delete My Account** and follow the prompts to proceed with account deletion. A GDPR request is generated on the platform to delete your user account data from the system and is escalated to the admin. If approved by the admin, your account is removed from the portal. Once deleted, your account is no longer displayed to the learners and your account data can not be restored later. To access the platform again, **new registration** is required. We recommend you to give it a thorough thought before requesting account deletion.

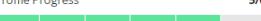
4. Availability Calendar

Set up the time when you are available to take sessions and open to lesson bookings through the **Availability Calendar** module. In order to complete your profile to get listed on the system front-end and start receiving lesson bookings, setting up your availability is mandatory.

Star (*) marked fields are compulsory and can't be left blank.

Manage Calendar

Complete Your Profile
To successfully register your profile as an expert and to you available in search results. [Learn More](#)

Profile Progress  5/6

GENERAL **WEEKLY** **Save**

My Current Time :- 10:17:24 Am (UTC +05:30)

	SUN	MON	TUE	WED	THU	FRI	SAT
12:00 Am							
12:30 Am							
01:00 Am							
01:30 Am							
02:00 Am							
02:30 Am							
03:00 Am							
03:30 Am							
04:00 Am							
04:30 Am							
05:00 Am							
05:30 Am							
06:00 Am							
06:30 Am							
07:00 Am							
07:30 Am							

There are two ways of managing your availability, **General Availability** and **Weekly Availability**.

4.1 General Availability

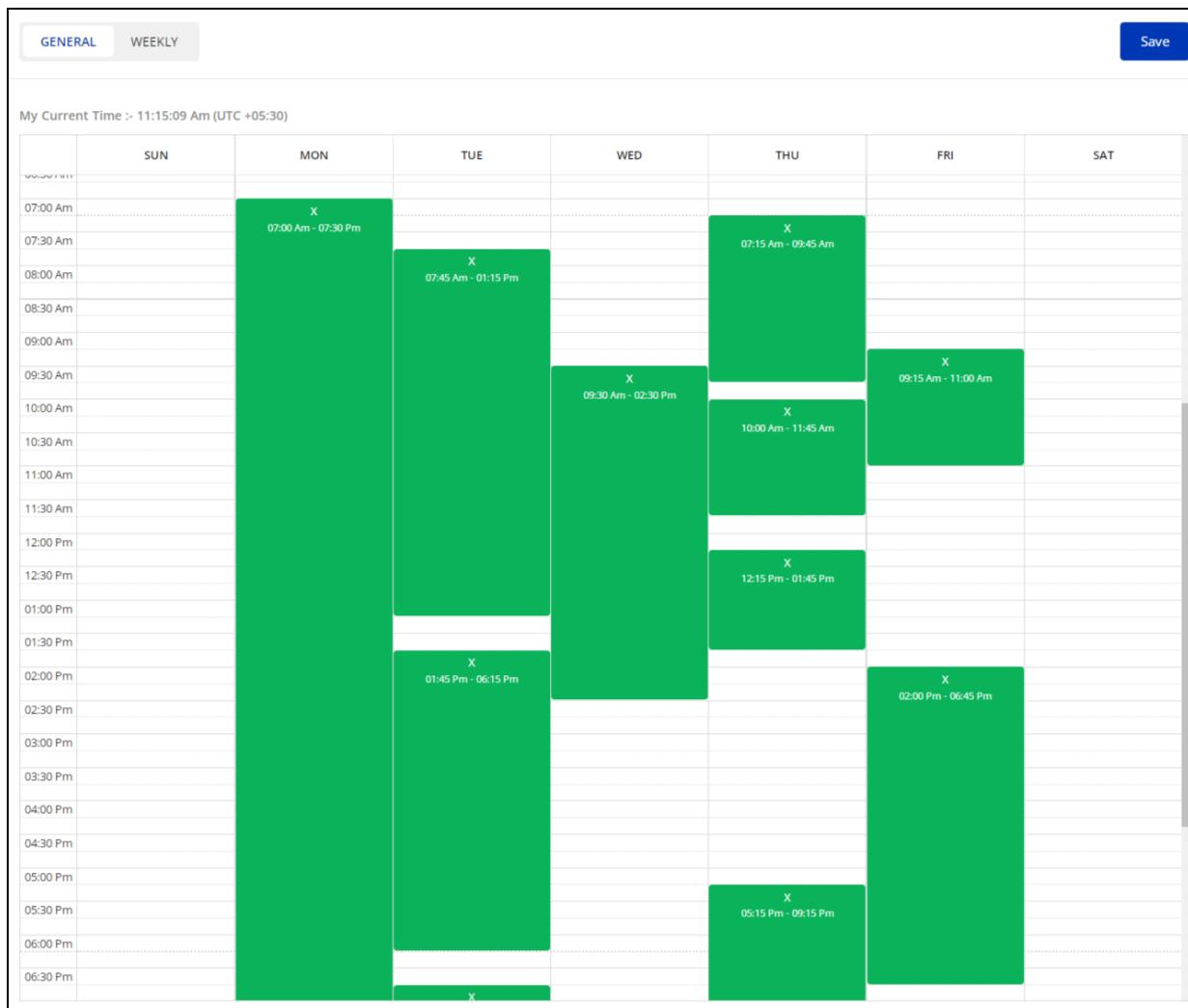
Manage and update your day-wise availability through the **General** tab. The page displays a half-hourly calendar for each day of the week.

Star (*) marked fields are compulsory and can't be left blank.

	SUN	MON	TUE	WED	THU	FRI	SAT
12:00 Am							
12:30 Am							
01:00 Am							
01:30 Am							
02:00 Am							
02:30 Am							
03:00 Am							
03:30 Am							
04:00 Am							
04:30 Am							
05:00 Am							
05:30 Am							
06:00 Am							
06:30 Am							
07:00 Am							
07:30 Am							
08:00 Am							
08:30 Am							
09:00 Am							
09:30 Am							
10:00 Am							

Hold and stretch through the time to select your availability for a day. Simply leave the days clear when you are unavailable. Click on the cross icon button  provided in the selected area to remove the time slot.

Star (*) marked fields are compulsory and can't be left blank.



Click in **Save** from the upper right corner to save the selected timings. Your availability time slots are reflected accordingly on the front-end and the learners can book their slots with you.

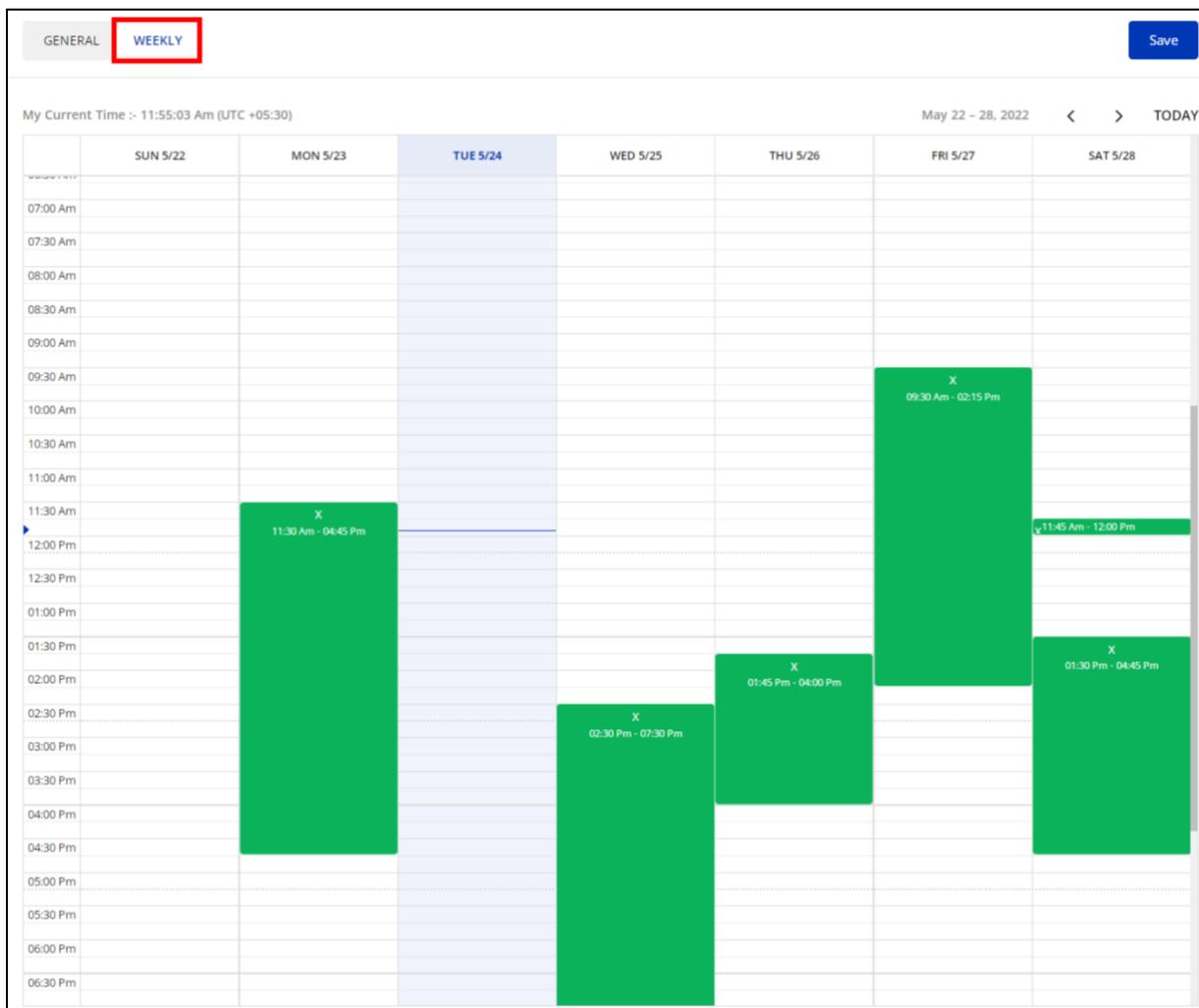


General availability is considered as universal for all the weeks unless specific availability for a week is set through the **Weekly Availability** tab.

Star (*) marked fields are compulsory and can't be left blank.

4.2 Weekly Availability

Set up your date-wise availability through the **Weekly** tab. The tab displays the dates in a weekly format. The general availability saved in the previous tab is also reflected here. Use the arrow buttons   provided at the top right of the calendar section to access different weeks. Select the availability for a specific date in a week through hold and stretch action or click on the cross icon button  to remove a selected time slot.



Star (*) marked fields are compulsory and can't be left blank.

Click on **Save** to save the weekly availability. If both general and weekly availability are specified, the system will override the weekly availability over the general availability for that day. This means that the learners will view the time slots according to the weekly availability selected by you.



In case you edit your timezone from the **Personal Info** section under **Account Settings**, the general and weekly availability will be reset. Revisit this module to update your availability.

5. Lessons

Once all the account and availability settings are complete, your teacher profile is listed on the system front-end for the learners to discover. The learners can view your preferences and expertise, and book lessons according to your availability time slots. Lessons booked by the learners are displayed in the **Lessons** module under different modular tabs.

Star (*) marked fields are compulsory and can't be left blank.

Manage Lessons

Next Lesson: 2022-05-25 At 14:30 With  Avantika
⌚ 00:22:32:48
Enter Classroom

All Lessons
Unscheduled
Scheduled
Completed
Cancelled
 Listing
 Calendar

Keyword
Teach Language
Lesson Start Date
Lesson End Date

Keyword
Select 
2022-05-24 
End Time 
 Search
 Clear

UNscheduled

 Lesson To Be Scheduled	German, 60 Minutes Of Lesson  Unscheduled	 Kapil Grover India	 
 Attach Lesson Plan			

 Lesson To Be Scheduled	English, 45 Minutes Of Lesson  Unscheduled	 Victoria Berg	 
 Attach Lesson Plan			

2022-05-25

14:30 - 15:15 Wednesday, May 25, 2022  00:22:32:48	Spanish, 45 Minutes Of Lesson  Scheduled	 Avantika	 
 Attach Lesson Plan			

2022-05-27

11:30 - 12:30 Friday, May 27, 2022  02:19:32:47	German, 60 Minutes Of Lesson  Scheduled	 Kapil Grover India	  
 Attach Lesson Plan			

2022-06-06

15:15 - 16:15 Monday, June 06, 2022  12:23:17:47	Italian, 60 Minutes Of Lesson  Scheduled	 Avantika Kapil United States	  
 Attach Lesson Plan			

2022-06-10

10:45 - 11:30 Friday, June 10, 2022  16:18:47:47	German, 45 Minutes Of Lesson  Scheduled	 chhaya thakur India	  
 Attach Lesson Plan			

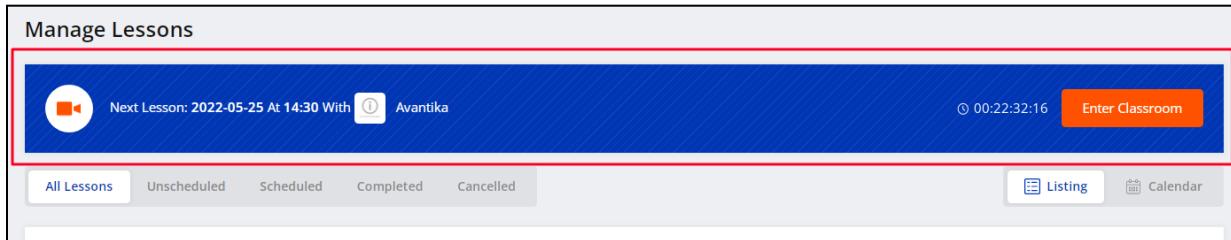
On the top of the **Manage Lessons** page, a lesson countdown section is displayed where the date and time of the upcoming lesson and the learner's

Star (*) marked fields are compulsory and can't be left blank.

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Page No. | 67

details are available. When the time arrives, simply click on **Enter Classroom** to start the lesson.



The lessons are classified into five modular tabs according to their current status. Access these tabs from the top navigation on the **Manage Lessons** page:

5.1 All Lessons

On the **All Lessons** modular tab, all the booked lessons, canceled lessons and free trials are displayed. The following functionalities are available on this page:

Star (*) marked fields are compulsory and can't be left blank.

Manage Lessons

Next Lesson: 2022-05-30 At 13:00 With  chhaya thakur 0 04:01:11:12 [Enter Classroom](#)

[All Lessons](#) [Unscheduled](#) [Scheduled](#) [Completed](#) [Cancelled](#) [Listing](#) [Calendar](#)

Keyword Teach Language Lesson Start Date Lesson End Date

Keyword Select 2022-05-26 End Time [Search](#) [Clear](#)

UNSCHEDULED

German, 60 Minutes Of Lesson  Kapil Grover
India [!\[\]\(5a0e8369b88ff75d66ff4f43b2594d65_img.jpg\)](#) [!\[\]\(04020706e9c327c9c4f9c6dbe28b2a57_img.jpg\)](#)

⌚ Lesson To Be Scheduled [Attach Lesson Plan](#)

English, 45 Minutes Of Lesson  Victoria Berg
India [!\[\]\(75762ac3cc680b204b6418b66da1fa60_img.jpg\)](#) [!\[\]\(cfba3c03054f1ab5fa06ba90731670fb_img.jpg\)](#)

⌚ Lesson To Be Scheduled [Attach Lesson Plan](#)

German, 60 Minutes Of Lesson  Kapil Grover
India [!\[\]\(bfb5560f8e0aca155b9ebfbfcce5a98c_img.jpg\)](#) [!\[\]\(1876ae8ddf5248c048a234d2e4f0188e_img.jpg\)](#)

⌚ Lesson To Be Scheduled [Attach Lesson Plan](#)

2022-05-30

13:00 - 13:45 English, 45 Minutes Of Lesson  chhaya thakur
India [!\[\]\(2cc2cc6942536bf98d447f5dbe06fcc7_img.jpg\)](#) [!\[\]\(ccfcf7eaaf370b103e1fa364631bbe93_img.jpg\)](#) [!\[\]\(d09f02041bc90ff8c57984bf10ac7ece_img.jpg\)](#)
Monday, May 30, 2022 [Scheduled](#) [Subscriptions](#)
⌚ 04:00:57:16 [Attach Lesson Plan](#)

15:00 - 15:15 Free Trial, 15 Minutes Of Lesson  Pranav Jain
India [!\[\]\(7045b95adcdc1690debb331fe70eea82_img.jpg\)](#) [!\[\]\(9ac799dd2965c5dbb55853b7d69bd3d4_img.jpg\)](#) [!\[\]\(77d1c4f34066596a771517ccaa18beeb_img.jpg\)](#)
Monday, May 30, 2022 [Scheduled](#)
⌚ 04:02:57:16 [Attach Lesson Plan](#)

2022-06-06

12:30 - 13:15 English, 45 Minutes Of Lesson  chhaya thakur
India [!\[\]\(a082dd7eb2af974c579e6bf9109f8bae_img.jpg\)](#) [!\[\]\(304873cb778c7bf881ddb10de1cc20fe_img.jpg\)](#) [!\[\]\(33744bf1517264433be601f7da1b5e7f_img.jpg\)](#)
Monday, June 06, 2022 [Scheduled](#) [Subscriptions](#)
⌚ 11:00:27:16 [Attach Lesson Plan](#)

15:15 - 16:15 Italian, 60 Minutes Of Lesson  Avantika Kapil
United States [!\[\]\(6eecf1e16fcc263e3ede0a8c08c47c75_img.jpg\)](#) [!\[\]\(386b5dc7656066e31fc1bfb8fe69f8eb_img.jpg\)](#) [!\[\]\(afcaa776614014b9c1f6dbc302d673c3_img.jpg\)](#)
Monday, June 06, 2022 [Scheduled](#)
⌚ 11:03:12:16 [Attach Lesson Plan](#)

2022-06-10

10:45 - 11:30 German, 45 Minutes Of Lesson  chhaya thakur
India [!\[\]\(d395ce3a9e55cff4956480a0628e9c2a_img.jpg\)](#) [!\[\]\(6765ca8dd3663d1aeb76bfd020b080a7_img.jpg\)](#) [!\[\]\(071e764d93cfb60a0fa8ee0f0866a53c_img.jpg\)](#)
Friday, June 10, 2022 [Scheduled](#)
⌚ 14:22:42:16 [Attach Lesson Plan](#)

Star (*) marked fields are compulsory and can't be left blank.

I. Search

A search bar is provided at the top of this page to perform a focused search using the following filters:

Keyword	Teach Language	Lesson Start Date	Lesson End Date		
<input type="text" value="Keyword"/>	<input type="button" value="Select"/>	2022-05-25 <input type="button" value=""/>	End Time <input type="button" value=""/>	<input type="button" value="Search"/>	<input type="button" value="Clear"/>

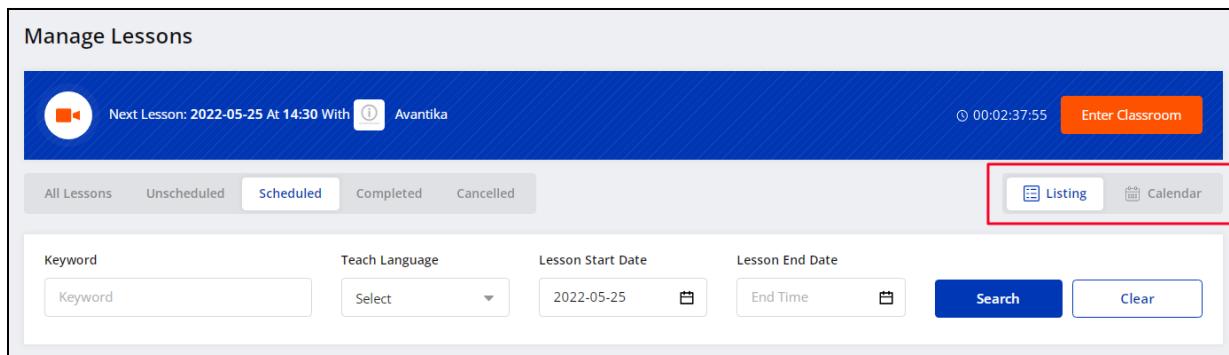
- **Keyword:** Search by entering the name of the learner as a keyword.
- **Teach Language:** To perform a language specific search, select a language from the drop down list.
- **Lesson Start Date:** Select a date from the calendar drop down to display the lessons starting on or after this date.
- **Lesson End Date:** Select a date from the calendar drop down to display the lessons ending on or before this date.

Click on **Search** to generate the filtered list. Once the search is complete, click on **Clear** to display the whole of the lessons list again.

II. Display View

There are two types of display available to view your lessons, **List view** and **Calendar view**. By default, all the modular tabs on the **Manage Lessons** page are displayed in the list format. The following two buttons are provided on the upper right corner to access each view:

Star (*) marked fields are compulsory and can't be left blank.



The screenshot shows the 'Manage Lessons' page. At the top, a blue header bar displays 'Next Lesson: 2022-05-25 At 14:30 With  Avantika' and a timer '0 00:02:37:55'. To the right is an 'Enter Classroom' button. Below the header, a navigation bar includes tabs for 'All Lessons', 'Unscheduled', **Scheduled** (which is selected), 'Completed', and 'Cancelled'. To the right of the tabs are 'Listing' and 'Calendar' buttons, with 'Listing' being highlighted with a red box. Below the tabs is a search bar with fields for 'Keyword', 'Teach Language' (set to 'Select'), 'Lesson Start Date' (set to '2022-05-25'), 'Lesson End Date' (with a date input field and a calendar icon), 'End Time' (with a date input field and a calendar icon), a 'Search' button, and a 'Clear' button.

i. Listing

Select **Listing** to display the lessons in the form of a list. The list is displayed in a chronological order. On the **All Lessons** tab, the unscheduled lessons are displayed at the top, followed by scheduled lessons and the canceled lessons are displayed at the end.

Star (*) marked fields are compulsory and can't be left blank.

Manage Lessons

Next Lesson: 2022-05-25 At 14:30 With  Avantika
⌚ 00:02:08:48
Enter Classroom

All Lessons
Unscheduled
Scheduled
Completed
Cancelled
List Listing
Calendar

Keyword
Teach Language
Lesson Start Date
Lesson End Date

Keyword
Select 
2022-05-25 
End Time 
Search
Clear

UNscheduled

German, 60 Minutes Of Lesson

Unscheduled

 Kapil Grover
India

⌚ Lesson To Be Scheduled

⊕ Attach Lesson Plan

- 
X 

English, 45 Minutes Of Lesson

Unscheduled

 Victoria Berg

⌚ Lesson To Be Scheduled

⊕ Attach Lesson Plan

- 
X 

2022-05-25

14:30 - 15:15

Wednesday, May 25, 2022

⌚ 00:02:08:48

⊕ Attach Lesson Plan

Spanish, 45 Minutes Of Lesson

Scheduled

 Avantika

- 

11:30 - 12:30

Friday, May 27, 2022

⌚ 01:23:08:48

⊕ Attach Lesson Plan

German, 60 Minutes Of Lesson

Scheduled

 Kapil Grover
India

- 
X 

2022-05-30

13:00 - 13:45

Monday, May 30, 2022

⌚ 05:00:38:48

⊕ Attach Lesson Plan

English, 45 Minutes Of Lesson

Scheduled Subscriptions

 chhaya thakur
India

- 
X 

15:00 - 15:15

Monday, May 30, 2022

⌚ 05:02:38:48

⊕ Attach Lesson Plan

Free Trial, 15 Minutes Of Lesson

Scheduled

 Pranav Jain

- 
X 

The lessons list displays the date and time of the lesson, schedule count-down, lesson duration, language, current lesson status, and the name and location of the learner. The following functionalities are also available here:

Star (*) marked fields are compulsory and can't be left blank.

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Page No. | 72

a. Attach Lesson Plan 

Click on **Attach Lesson Plan** provided with every lesson and the **Manage Lesson Plans** window is displayed on the screen.

i. If you have already added the lesson plans from the **Lesson Plan** module, the added plans are listed in this window.

Manage Lesson Plans			
Title	Description	Level	Actions
Lesson Plan 1 - Italian	Starting with Italian	Beginner	
Lesson Plan 1 - German	Starting with German	Beginner	
Lesson Plan 1 - English	Starting up notes	Beginner	
Lesson Plan 1 - Spanish	Starting up notes	Beginner	

Click on the **assign plan** icon button  to assign a lesson plan to the lesson. Click on **Search** from the upper right corner of the window to search for a specific plan using the following filters:

Star (*) marked fields are compulsory and can't be left blank.

Manage Lessons Plans

Keyword Level

Keyword Select

- **Keyword:** Enter the plan title or description as keyword.
- **Level:** Select the level for the lesson plan from the drop down list.

Click on **Search** to generate the search results. Click on **Clear** to display the complete list again.

ii. If you don't already have any lesson plans added, the **Manage Lesson Plans** window prompts you to add one.

Star (*) marked fields are compulsory and can't be left blank.

Manage Lesson Plans

 Search

No Result Found!!

Click on the "Add New" button to add the same.

Add Lesson Plan

Click on **Add Lesson Plan** and you will be redirected to the **Manage Lesson Plans** page where you can add new lesson plans. The complete **Lesson Plans** module is explained later in this document.

Star (*) marked fields are compulsory and can't be left blank.

Manage Lesson Plans



No Result Found!!

b. Enter Classroom 

When the time of the lesson arrives, click on the enter classroom icon button  to start the lesson. You will be redirected to the lesson page where you can conduct your session.

c. Cancel Lesson 

To cancel a booked lesson, click on the cancel icon button  provided with the lesson. The **Cancel Lesson** window appears on the screen.

Star (*) marked fields are compulsory and can't be left blank.

Cancel Lesson

Comments *

Refund Would Be 100 Percent.

Submit

Enter the cancellation reasons or related comments in the mandatory **Comments** field and click on **Submit** to proceed with the cancellation. The whole of the lesson fee is refunded to the learners. The canceled lessons are displayed at the end of the list on the **All Lessons** tab.



The lesson cancellation feature is admin managed. The admin defines the time allowed to cancel a lesson and post this time, the cancel lesson icon button is not displayed.

d. Reschedule Lesson 

To request the learners to reschedule a scheduled lesson to another time, click on the reschedule icon button  provided with the lesson. The **Request Reschedule** window will appear on the screen.

Star (*) marked fields are compulsory and can't be left blank.

Request Reschedule

Reschedule Reason *

Reschedule Reason *

Confirm It!

Enter the reason for requesting reschedule in the **Reschedule Reason** mandatory field and click on **Confirm It!**. The requested lesson is updated as unscheduled for both you and the learner. The lesson is then rescheduled by the learner for another time from their learner dashboard.



Lesson Reschedule feature is admin managed. The admin defines the time allowed to reschedule a lesson and post this time, the reschedule lesson icon button is not displayed.



For the unscheduled lessons, the reschedule functionality is not available and so, the reschedule icon is not displayed.

ii. Calendar

Select **Calendar** to display the month-wise calendar marked with the scheduled lessons for the month.

Star (*) marked fields are compulsory and can't be left blank.

Manage Lessons

Next Lesson: 2022-05-25 At 14:30 With  Avantika 00:21:27:23 [Enter Classroom](#)

[All Lessons](#) [Unscheduled](#) [Scheduled](#) [Completed](#) [Cancelled](#) [Listing](#) [Calendar](#) Calendar

Keyword Teach Language Lesson Start Date Lesson End Date

Keyword Select 2022-05-24 End Time [Search](#) [Clear](#)

Jun, 2022 < >

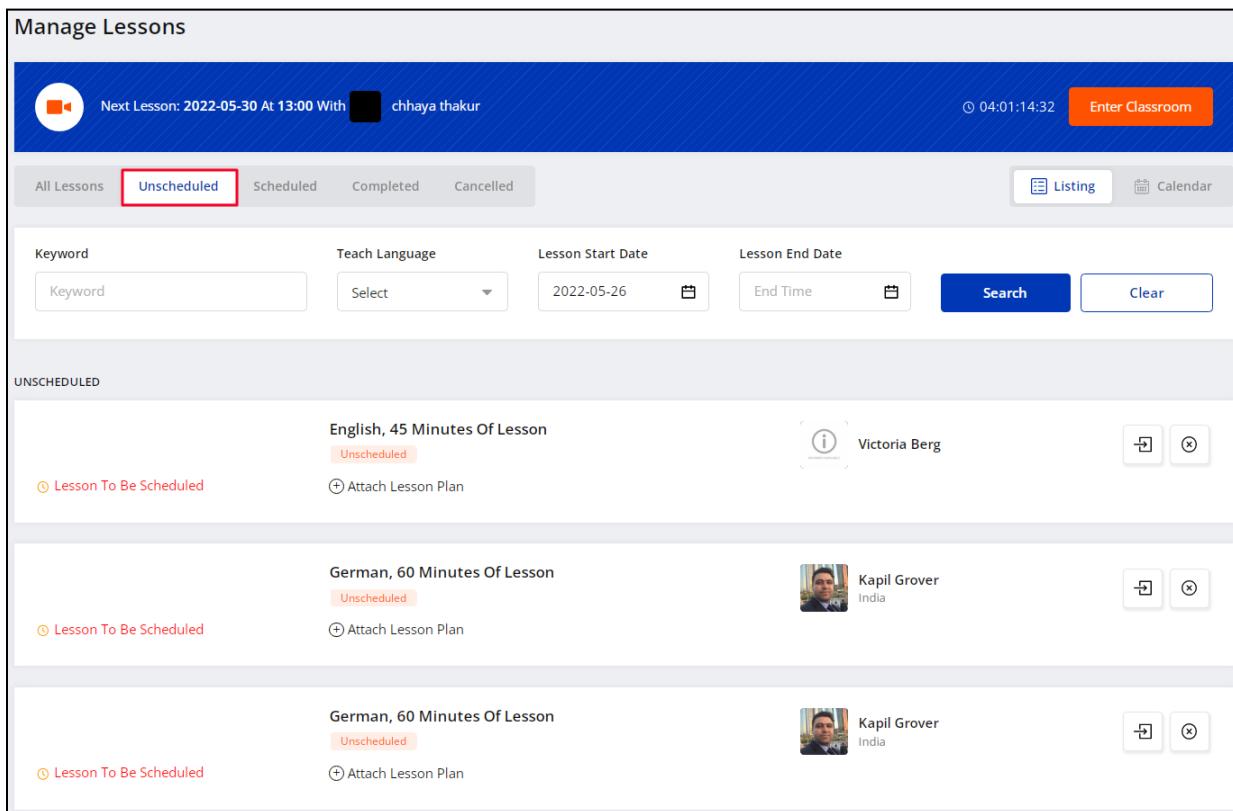
SUN	MON	TUE	WED	THU	FRI	SAT
29	30 ● 13:00 English,45 Minu ● 14:15 German,60 Minu	31	1	2 ● 14:30 English,45 Minu	3	4
5	6 ● 12:30 English,45 Minu ● 15:15 Italian,60 Minu	7	8	9	10 ● 10:45 German,45 Minu	11
12	13 ● 12:30 English,45 Minu ● 13:30 English,45 Minu	14	15	16	17 ● 10:15 German,45 Minu	18
19	20 ● 12:30 English,45 Minu	21	22	23	24	25
26	27	28	29	30	1	2
3	4	5	6	7	8	9

Move to the previous or next month using the arrow buttons < > provided at the upper right corner of the calendar section.

Star (*) marked fields are compulsory and can't be left blank.

5.2 Unscheduled

The **Unscheduled** modular tab displays the lessons that are booked but are not yet scheduled by the learners.



Manage Lessons

Next Lesson: 2022-05-30 At 13:00 With chhaya thakur 04:01:14:32 Enter Classroom

All Lessons **Unscheduled** Scheduled Completed Cancelled Listing Calendar

Keyword Teach Language Lesson Start Date Lesson End Date

Keyword Select 2022-05-26 End Time Search Clear

UNscheduled

English, 45 Minutes Of Lesson
Unscheduled Victoria Berg

Lesson To Be Scheduled Attach Lesson Plan

German, 60 Minutes Of Lesson
Unscheduled Kapil Grover India

Lesson To Be Scheduled Attach Lesson Plan

German, 60 Minutes Of Lesson
Unscheduled Kapil Grover India

Lesson To Be Scheduled Attach Lesson Plan

Display View

There are two types of display available to view your unscheduled lessons, **List** view and **Calendar** view. By default, the **Unscheduled** modular tab is displayed in the list format. The following two buttons are provided on the upper right corner to access each view:

Star (*) marked fields are compulsory and can't be left blank.

Manage Lessons

Next Lesson: 2022-05-30 At 13:00 With  chhaya thakur

⌚ 03:23:22:14 [Enter Classroom](#)

All Lessons [Unscheduled](#) Scheduled Completed Cancelled

[Listing](#) [Calendar](#)

Keyword Teach Language Lesson Start Date Lesson End Date

Keyword Select End Time

i. Listing

Select **Listing** to display the lessons in the form of a list. The latest lesson purchased is displayed at the top of the list.

Manage Lessons

Next Lesson: 2022-05-30 At 13:00 With  chhaya thakur

⌚ 04:00:03:04 [Enter Classroom](#)

All Lessons [Unscheduled](#) Scheduled Completed Cancelled

[Listing](#) [Calendar](#)

Keyword Teach Language Lesson Start Date Lesson End Date

Keyword Select End Time

UNUNSCHEDULED

English, 45 Minutes Of Lesson  Sahil Sharma India [Edit](#) [Delete](#)

⌚ Lesson To Be Scheduled [Attach Lesson Plan](#)

English, 45 Minutes Of Lesson  Victoria Berg [Edit](#) [Delete](#)

⌚ Lesson To Be Scheduled [Attach Lesson Plan](#)

German, 60 Minutes Of Lesson  Kapil Grover India [Edit](#) [Delete](#)

⌚ Lesson To Be Scheduled [Attach Lesson Plan](#)

German, 60 Minutes Of Lesson  Kapil Grover India [Edit](#) [Delete](#)

⌚ Lesson To Be Scheduled [Attach Lesson Plan](#)

Star (*) marked fields are compulsory and can't be left blank.

The lessons list displays the lesson status, lesson duration, language and the name and location of the learner. The following functionalities are also available here:

a. Attach Lesson Plan 

Click on **Attach Lesson Plan** provided with every lesson and the **Manage Lesson Plans** window is displayed on the screen.

i. If you have already added the lesson plans from the **Lesson Plan** module, the added plans are listed in this window.

Manage Lesson Plans			
Title	Description	Level	Actions
Lesson Plan 1 - Italian	Starting with Italian	Beginner	
Lesson Plan 1 - German	Starting with German	Beginner	
Lesson Plan 1 - English	Starting up notes	Beginner	
Lesson Plan 1 - Spanish	Starting up notes	Beginner	

Click on the **assign plan** icon button  to assign a lesson plan to the lesson. Click on **Search** from the upper right corner of the window to search for a plan using the following filters:

Star (*) marked fields are compulsory and can't be left blank.

Manage Lesson Plans

Search

Keyword	Level
Keyword	Select

Search Clear

- **Keyword:** Enter the plan title or description as keyword.
- **Level:** Select the level for a lesson plan from the drop down list.

Click on **Search** to generate the search results. Click on **Clear** to display the complete list again.

ii. If you don't already have any lesson plans added, the **Manage Lesson Plans** window prompts you to add one.

Star (*) marked fields are compulsory and can't be left blank.

Manage Lesson Plans

 Search

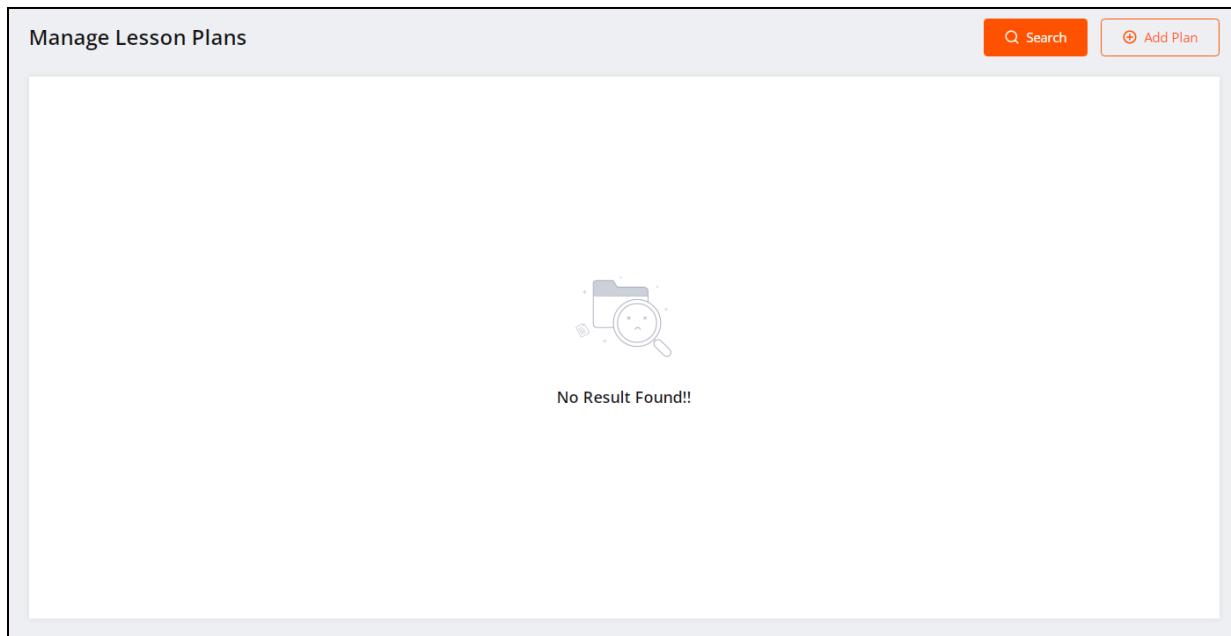
No Result Found!!

Click on the "Add New" button to add the same.

Add Lesson Plan

Click on **Add Lesson Plan** and you will be redirected to the **Manage Lesson Plans** module where you can add new lesson plans. The complete **Lesson Plans** module is explained later in this document.

Star (*) marked fields are compulsory and can't be left blank.



b. Enter Classroom 

Click on the **enter classroom** icon button  to open the lesson page where you are prompted to encourage the learner to schedule the lesson. Once the lesson is scheduled, use this icon to conduct your session at the scheduled time.

c. Cancel Lesson 

To cancel a booked lesson, click on the cancel icon button  provided with the lesson. The **Cancel Lesson** window appears on the screen.

Star (*) marked fields are compulsory and can't be left blank.

Cancel Lesson

Comments *

Refund Would Be 100 Percent.

Submit

Enter the cancellation reasons or related comments in the mandatory **Comments** field and click on **Submit** to proceed with the cancellation. The whole of the lesson fee is refunded to the learners. The canceled lessons are displayed at the end of the list on the **All Lessons** tab and in the **Canceled** tab.



The lesson cancellation feature is admin managed. The admin defines the time allowed to cancel a lesson and post this time, the cancel lesson icon button is not displayed.

ii. Calendar

Select **Calendar** to display the month-wise calendar. However, the calendar is unmarked because the lessons are yet to be scheduled.

Star (*) marked fields are compulsory and can't be left blank.

Manage Lessons

Next Lesson: 2022-05-30 At 13:00 With  chhaya thakur
⌚ 04:01:04:05
Enter Classroom

All Lessons
Unscheduled
Scheduled
Completed
Cancelled

Listing
Calendar

Keyword	Teach Language	Lesson Start Date	Lesson End Date	
<input type="text" value="Keyword"/>	Select	2022-05-26 	End Time 	<input type="button" value="Search"/>
<input type="button" value="Clear"/>				

May, 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	1	2	3	4
5	6	7	8	9	10	11

5.3 Scheduled

Displays the lessons that are booked with you and are already scheduled by the learners.

Star (*) marked fields are compulsory and can't be left blank.

Manage Lessons

Next Lesson: 2022-05-30 At 13:00 With  chhaya thakur 0 03:23:23:37 [Enter Classroom](#)

All Lessons Unscheduled **Scheduled** Completed Cancelled [Listing](#) [Calendar](#)

Keyword Teach Language Lesson Start Date Lesson End Date

Keyword: Teach Language: Lesson Start Date: 2022-05-26 Lesson End Date:

2022-05-30

13:00 - 13:45 Monday, May 30, 2022	English, 45 Minutes Of Lesson Scheduled Subscriptions	 chhaya thakur India	<input type="button" value="Edit"/> <input type="button" value="Delete"/> <input type="button" value="Clock"/>
○ 03:23:19:05	Attach Lesson Plan		

15:00 - 15:15 Monday, May 30, 2022	Free Trial, 15 Minutes Of Lesson Scheduled	 Pranav Jain	<input type="button" value="Edit"/> <input type="button" value="Delete"/> <input type="button" value="Clock"/>
○ 04:01:19:05	Attach Lesson Plan		

2022-06-06

12:30 - 13:15 Monday, June 06, 2022	English, 45 Minutes Of Lesson Scheduled Subscriptions	 chhaya thakur India	<input type="button" value="Edit"/> <input type="button" value="Delete"/> <input type="button" value="Clock"/>
○ 10:22:49:05	Attach Lesson Plan		

15:15 - 16:15 Monday, June 06, 2022	Italian, 60 Minutes Of Lesson Scheduled	 Avantika Kapil United States	<input type="button" value="Edit"/> <input type="button" value="Delete"/> <input type="button" value="Clock"/>
○ 11:01:34:04	Attach Lesson Plan		

2022-06-10

10:45 - 11:30 Friday, June 10, 2022	German, 45 Minutes Of Lesson Scheduled	 chhaya thakur India	<input type="button" value="Edit"/> <input type="button" value="Delete"/> <input type="button" value="Clock"/>
○ 14:21:04:04	Attach Lesson Plan		

2022-06-13

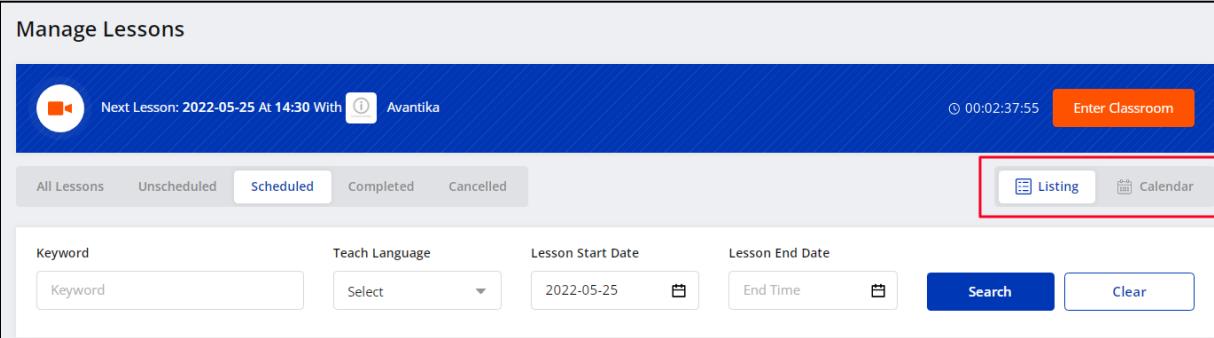
12:30 - 13:15 Monday, June 13, 2022	English, 45 Minutes Of Lesson Scheduled	 Hunter Rose United States	<input type="button" value="Edit"/> <input type="button" value="Delete"/> <input type="button" value="Clock"/>
○ 17:22:49:04	Attach Lesson Plan		

13:30 - 14:15 Monday, June 13, 2022	English, 45 Minutes Of Lesson Scheduled Subscriptions	 chhaya thakur India	<input type="button" value="Edit"/> <input type="button" value="Delete"/> <input type="button" value="Clock"/>
○ 17:23:49:04	Attach Lesson Plan		

Star (*) marked fields are compulsory and can't be left blank.

Display View

There are two types of display available to view your lessons, **List view** and **Calendar view**. By default, the **Unscheduled** modular tab is displayed in the list format. The following two buttons are provided on the upper right corner to access each view:



The screenshot shows the 'Manage Lessons' interface. At the top, there is a blue header bar with a video camera icon, the text 'Next Lesson: 2022-05-25 At 14:30 With  Avantika', a timer icon '00:02:37:55', and an 'Enter Classroom' button. Below the header is a navigation bar with tabs: 'All Lessons', 'Unscheduled' (which is selected and highlighted in blue), 'Scheduled', 'Completed', and 'Cancelled'. To the right of these tabs are two buttons: 'Listing' (which is highlighted with a red box) and 'Calendar'. Below the navigation bar are search and filter fields: 'Keyword' (input field), 'Teach Language' (dropdown menu 'Select'), 'Lesson Start Date' (input field '2022-05-25' with a calendar icon), 'Lesson End Date' (input field with a calendar icon), 'End Time' (input field with a calendar icon), a 'Search' button, and a 'Clear' button.

i. Listing

Select **Listing** to display the upcoming lessons in the form of a list. The list is arranged in a chronological order on the basis of the lesson schedule dates.

Star (*) marked fields are compulsory and can't be left blank.

Manage Lessons

Next Lesson: 2022-05-30 At 13:00 With  chhaya thakur 0 03:23:20:51 Enter Classroom

All Lessons Unscheduled **Scheduled** Completed Cancelled  Listing 

Keyword Teach Language Lesson Start Date Lesson End Date

Keyword: Teach Language: Lesson Start Date: 2022-05-26 Lesson End Date:

Search Clear

2022-05-30

13:00 - 13:45 Monday, May 30, 2022  03:23:16:19	English, 45 Minutes Of Lesson  	 chhaya thakur India	  
Attach Lesson Plan			

15:00 - 15:15 Monday, May 30, 2022  04:01:16:19	Free Trial, 15 Minutes Of Lesson 	 Pranav Jain	  
Attach Lesson Plan			

2022-06-06

12:30 - 13:15 Monday, June 06, 2022  10:22:46:19	English, 45 Minutes Of Lesson  	 chhaya thakur India	  
Attach Lesson Plan			

15:15 - 16:15 Monday, June 06, 2022  11:01:31:18	Italian, 60 Minutes Of Lesson 	 Avantika Kapil United States	  
Attach Lesson Plan			

2022-06-10

10:45 - 11:30 Friday, June 10, 2022  14:21:01:18	German, 45 Minutes Of Lesson 	 chhaya thakur India	  
Attach Lesson Plan			

The lessons list displays the date and time of the lesson, schedule count-down, lesson duration, language, current lesson status, and the name and location of the learner. The following functionalities are also available here:

Star (*) marked fields are compulsory and can't be left blank.

a. Attach Lesson Plan 

Click on **Attach Lesson Plan** provided with every lesson and the **Manage Lesson Plans** window is displayed on the screen.

i. If you have already added the lesson plans from the **Lesson Plan** module, the added plans are listed in this window.

Manage Lesson Plans			
Title	Description	Level	Actions
Lesson Plan 1 - Italian	Starting with Italian	Beginner	
Lesson Plan 1 - German	Starting with German	Beginner	
Lesson Plan 1 - English	Starting up notes	Beginner	
Lesson Plan 1 - Spanish	Starting up notes	Beginner	

Click on the **assign plan** icon button  to assign a lesson plan to the lesson. Click on **Search** from the upper right corner of the window to search for a plan using the following filters:

Star (*) marked fields are compulsory and can't be left blank.

Manage Lesson Plans

Keyword Level

Keyword Select **Search** **Clear**

Search button is highlighted with a red box.

- **Keyword:** Enter the plan title or description as keyword.
- **Level:** Select the level for a lesson plan from the drop down list.

Click on **Search** to generate the search results. Click on **Clear** to display the complete list again.

ii. If you don't already have any lesson plans added, the **Manage Lesson Plans** window prompts you to add one.

Star (*) marked fields are compulsory and can't be left blank.

Manage Lesson Plans

 Search



No Result Found!!

Click on the "Add New" button to add the same.

[Add Lesson Plan](#)

Click on **Add Lesson Plan** and you will be redirected to the **Manage Lesson Plans** module where you can add new lesson plans. The complete **Lesson Plans** module is explained later in this document.

Star (*) marked fields are compulsory and can't be left blank.

Manage Lesson Plans

Search
Add Plan



No Result Found!!

b. Enter Classroom 

When the time of the lesson arrives, click on the **enter classroom** icon button  to start the lesson. You will be redirected to the lesson page where you can conduct your session.

c. Cancel Lesson 

To cancel a booked lesson, click on the cancel icon button  provided with the lesson. The **Cancel Lesson** window appears on the screen. Enter the cancellation reasons or related comments in the mandatory **Comments** field and click on **Submit** to proceed with the cancellation. The whole of the lesson fee is refunded to the learners. The canceled lessons are displayed at the end of the list on the **All Lessons** tab and in the **Canceled** tab.

Star (*) marked fields are compulsory and can't be left blank.



The lesson cancellation feature is admin managed. The admin defines the time allowed to cancel a lesson and post this time, the cancel lesson icon button is not displayed.

Cancel Lesson

Comments *

Refund Would Be 100 Percent.

Submit

d. Reschedule Lesson 

To request the learners to reschedule a scheduled lesson to another time, click on the reschedule icon button  provided with the lesson. The **Request Reschedule** window will appear on the screen.

Request Reschedule

Reschedule Reason *

Confirm It!

Star (*) marked fields are compulsory and can't be left blank.

Enter the reason for requesting reschedule in the **Reschedule Reason** mandatory field and click on **Confirm It!**. The requested lesson is updated as unscheduled for both you and the learner in the **All Lessons** and **Unscheduled** modular tabs. The lesson is then rescheduled by the learner for another time from their learner dashboard.

 The **Lesson Reschedule** feature is admin managed. The admin defines the time allowed to reschedule a lesson and post this time, the reschedule lesson icon button is not displayed.

ii. Calendar

Select **Calendar** to display the month-wise calendar marked with the scheduled lessons for the month.

Star (*) marked fields are compulsory and can't be left blank.

Manage Lessons

Next Lesson: 2022-05-30 At 13:00 With chhaya thakur

0 03:23:00:41 [Enter Classroom](#)

All Lessons Unscheduled **Scheduled** Completed Cancelled [Listing](#) [Calendar](#) Calendar

Keyword Teach Language Lesson Start Date Lesson End Date

Keyword Select End Time

Jun, 2022 < >

SUN	MON	TUE	WED	THU	FRI	SAT
29	30 ● 13:00 English,45 Minu ● 15:00 Free Trial,15 Mi	31	1	2	3	4
5	6 ● 12:30 English,45 Minu ● 15:15 Italian,60 Minu	7	8	9	10 ● 10:45 German,45 Min	11
12	13 ● 12:30 English,45 Minu ● 13:30 English,45 Minu	14	15	16	17 ● 10:15 German,45 Min	18
19	20 ● 12:30 English,45 Minu	21	22	23	24	25
26	27	28	29	30	1	2
3	4	5	6	7	8	9

Move to the next or previous months using the arrow buttons < > provided at the upper right corner of the calendar section.

Star (*) marked fields are compulsory and can't be left blank.

5.4 Completed

Displays the lessons that you have successfully delivered and are complete.

Manage Lessons 1

Next Lesson: 2022-05-26 At 16:15 With  learner1 00:00:56:08 [Enter Classroom](#)

All Lessons [Unscheduled](#) [Scheduled](#) **Completed** [Cancelled](#) [Listing](#) [Calendar](#)

Keyword Teach Language Lesson Startdate Lesson Enddate End Time

Search

2022-05-02

18:15 - 18:45  Japanese, 30 Minutes Of Lesson  [Report an Issue](#) Jason Roy Armenia [!\[\]\(c613912261cff54748b678f59fd02350_img.jpg\)](#) [!\[\]\(aefcb0a2201c4772e41a2e779906ab6d_img.jpg\)](#) [Attach Lesson Plan](#)

2022-05-05

15:55 - 15:55  Japanese, 30 Minutes Of Lesson  [Report an Issue](#) Jason Roy Armenia [!\[\]\(0a39861f77355dbff52623846a117379_img.jpg\)](#) [!\[\]\(597a5b35b967daf21ce851f87b51a8c3_img.jpg\)](#) [Attach Lesson Plan](#)

2022-05-06

11:30 - 11:45  Japanese, 15 Minutes Of Lesson  [Report an Issue](#) Jason Roy Armenia [!\[\]\(437fab2d1d1c45cb6871f5f4c0be1f1d_img.jpg\)](#) [!\[\]\(c00ba23496a66bff9bbf0f6813f47428_img.jpg\)](#) [Attach Lesson Plan](#)

11:45 - 12:00  Japanese, 15 Minutes Of Lesson  [Report an Issue](#) Jason Roy Armenia [!\[\]\(a6709b558ca1798f19fa924770d011ab_img.jpg\)](#) [!\[\]\(07596ab031fbb3e21eada2908566c3b4_img.jpg\)](#) [Attach Lesson Plan](#)

12:00 - 12:15  Japanese, 15 Minutes Of Lesson  [Report an Issue](#) Jason Roy Armenia [!\[\]\(6495606b90a388eda039cd5ab0916a69_img.jpg\)](#) [!\[\]\(17e212ba232c7ea2fae8a97e02cd555c_img.jpg\)](#) [Attach Lesson Plan](#)

12:15 - 12:30  Japanese, 15 Minutes Of Lesson  [Report an Issue](#) Jason Roy Armenia [!\[\]\(0ffea181cb3997e021762477ec6f3005_img.jpg\)](#) [!\[\]\(804f64c80cec90d41bea3430751c5f5c_img.jpg\)](#) [Attach Lesson Plan](#)

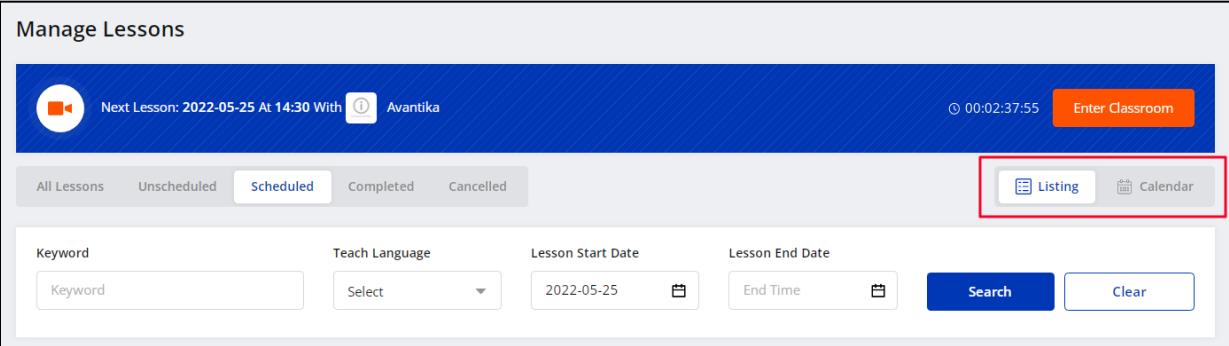
2022-05-17

18:00 - 18:15  Japanese, 15 Minutes Of Lesson  [Report an Issue](#) Jason Roy Armenia [!\[\]\(4bfcb6576bf83263a13550c4abeafc72_img.jpg\)](#) [!\[\]\(6ea96ed2f798c9d989cd3403ca842899_img.jpg\)](#) [Attach Lesson Plan](#)

Star (*) marked fields are compulsory and can't be left blank.

Display View

There are two types of display available to view your lessons, **List view** and **Calendar view**. By default, all the modular tabs on the **Manage Lessons** page are displayed in the list format. The following two buttons are provided on the upper right corner to access each view:



The screenshot shows the 'Manage Lessons' page. At the top, there is a blue header bar with a video camera icon, the text 'Next Lesson: 2022-05-25 At 14:30 With  Avantika', a timer icon '00:02:37:55', and an 'Enter Classroom' button. Below the header is a navigation bar with tabs: 'All Lessons', 'Unscheduled', 'Scheduled' (which is selected and highlighted in blue), 'Completed', and 'Cancelled'. To the right of these tabs are two buttons: 'Listing' (which is highlighted with a red box) and 'Calendar'. Below the navigation bar is a search section with fields for 'Keyword', 'Teach Language' (with a dropdown menu showing 'Select'), 'Lesson Start Date' (set to '2022-05-25'), 'Lesson End Date', 'End Time' (with a calendar icon), a 'Search' button, and a 'Clear' button.

i. Listing

Select **Listing** to display the lessons in the form of a list. The list is displayed in a chronological order according to the scheduled date of the lessons. Make sure to select the start date for lessons from the **Search** section to display the lessons completed on or after the selected date.

Star (*) marked fields are compulsory and can't be left blank.

Manage Lessons

Next Lesson: 2023-04-15 At 10:00 With  Jason Roy ⌚ 274:20:16:08 Enter Classroom

All Lessons Unscheduled Scheduled **Completed** Canceled  Listing  Calendar

Keyword Teach Language Lesson Start Date Lesson End Date

Keyword Select End Time

2022-05-02

18:15 - 18:45 Japanese, 30 Minutes Of Lesson  Jason Roy Armenia  

Monday, May 02, 2022 Completed Issue Reported ⊕ Attach Lesson Plan

2022-05-05

15:15 - 15:45 Japanese, 30 Minutes Of Lesson  Jason Roy Armenia  

Thursday, May 05, 2022 Completed Issue Reported ⊕ Attach Lesson Plan

2022-05-06

11:30 - 11:45 Japanese, 15 Minutes Of Lesson  Jason Roy Armenia 

Friday, May 06, 2022 Completed Issue Reported ⊕ Attach Lesson Plan

11:45 - 12:00 Japanese, 15 Minutes Of Lesson  Jason Roy Armenia  

Friday, May 06, 2022 Completed Issue Reported ⊕ Attach Lesson Plan

12:00 - 12:15 Japanese, 15 Minutes Of Lesson  Jason Roy Armenia  

Friday, May 06, 2022 Completed Issue Reported ⊕ Attach Lesson Plan

The lessons list displays the scheduled date and time of the lesson, lesson duration, language, current lesson status, issue report status and the name and location of the learner. The following functionalities are also available here:

Star (*) marked fields are compulsory and can't be left blank.

a. Enter Classroom 

When the time of the lesson arrives, click on the enter classroom icon button  to start the lesson. You will be redirected to the lesson page where you can conduct your session.

b. Issue 

After a lesson has ended, the learner has the option to report an issue with the teacher regarding any difficulty or discrepancies faced during the lesson. Click on the issue icon button to open the **Issue Details** window displaying all the details regarding the reported issue and the lesson.

Star (*) marked fields are compulsory and can't be left blank.

Issue Detail

Note Refund Lesson Discount Order Text

Closed Issue Teacher was absent Was Posted By Jason Roy 13:31:pm May 06,2022

Issue Logs

- Jason Roy [Learner] Take Action Teacher was absent 13:31:pm May 06,2022
Comment: teacher was absent
- Tom Curran [Teacher] Take Action Complete and issue 50% refund 13:32:pm May 06,2022
Comment: 50% refund, Student was late
- Jason Roy [Learner] Take Action Escalate To Support Team 13:33:pm May 06,2022
Comment: I was on time, he was late
- YoCoach [Support] Take Action Complete and issue 50% refund 13:35:pm May 06,2022
Comment: 50% refund allocated

Lesson Details

Lesson

Order ID 0000882 Lesson ID 617 Lesson Price \$7.60 Ended By N/A

Tom Curran [Teacher]

Join Time --- End Time ---

Jason Roy [Learner]

Join Time --- End Time ---

This button is available only for lessons for which learners have reported an issue.

ii. Calendar

Select **Calendar** to display the month-wise calendar marked with the completed lessons for the month.

Star (*) marked fields are compulsory and can't be left blank.

All Lessons
Unscheduled
Scheduled
Completed
Cancelled

Listing
Calendar

Keyword
Teach Language
Lesson Startdate
Lesson Enddate

Keyword

Select

2022-05-01

End Time

Search

Clear

May, 2022 < >

SUN	MON	TUE	WED	THU	FRI	SAT
1	2 ● 18:15 Japanese,30 Mi	3	4	5 ● 15:15 Japanese,30 Mi	6 ● 11:30 Japanese,15 Mi ● 11:45 Japanese,15 Mi ● 12:00 Japanese,15 Mi	7
8	9	10	11	12	13	14
15	16	17 ● 18:00 Japanese,15 Mi	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4
5	6	7	8	9	10	11

Move to the next or previous months using the arrow buttons < > provided at the upper right corner of the calendar section.

5.5 Canceled

Displays the booked lessons that now stand canceled. It displays lessons that may be canceled by you or the learners.

Star (*) marked fields are compulsory and can't be left blank.

Manage Lessons

Next Lesson: 2022-06-15 At 20:15 With  Beverly Runte ⌚ 02:14:51:16 Enter Classroom

All Lessons Unscheduled Scheduled Completed **Cancelled** ⌚ Listing 📅 Calendar

Keyword Teach Language Lesson Startdate Lesson Enddate

Keyword Select 2022-06-12 End Time Search Clear

CANCELLED

Hebrew-Israel, 30 Minutes Of Lesson  Cancelled Cecil Klein
Guinea-Bissau

Hebrew-Israel, 45 Minutes Of Lesson  Cancelled Telly Bergnaum
Republic of the Congo

Display View

There are two types of display available to view your canceled lessons, **List** view and **Calendar** view. By default, all the modular tabs on the **Manage Lessons** page are displayed in the list format. The following two buttons are provided on the upper right corner to access each view:

All Lessons Unscheduled Scheduled Completed **Cancelled** ⌚ Listing 📅 Calendar

Keyword Teach Language Lesson Startdate Lesson Enddate

Keyword Select 2022-06-12 End Time Search Clear

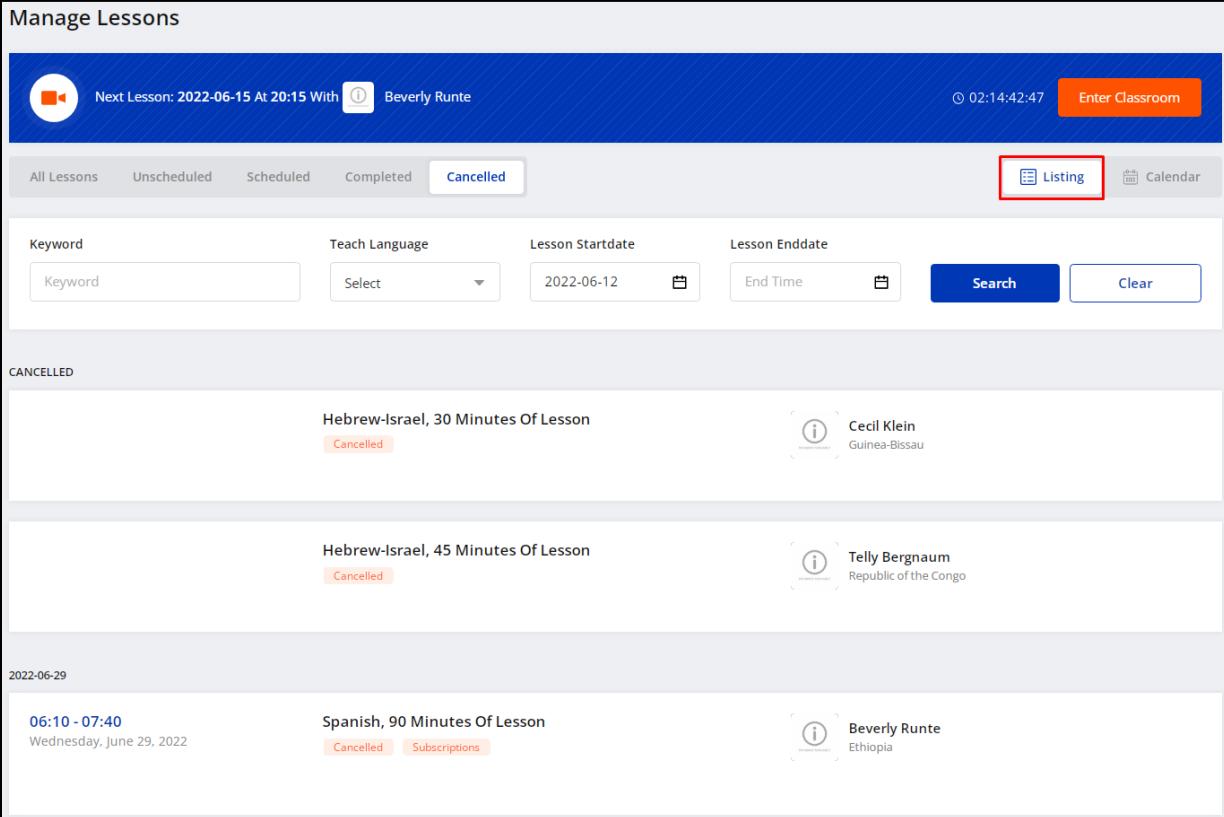
CANCELLED

Hebrew-Israel, 30 Minutes Of Lesson  Cancelled Cecil Klein
Guinea-Bissau

Star (*) marked fields are compulsory and can't be left blank.

i. Listing

Select **Listing** to display the lessons in the form of a list. The list is displayed in a chronological order according to the scheduled date of the lessons. The lessons that had not been scheduled yet and now stand canceled are displayed at the top of the list.



The screenshot shows the 'Manage Lessons' interface. At the top, a blue header bar displays the next lesson: 'Next Lesson: 2022-06-15 At 20:15 With Beverly Runte'. The current time is '02:14:42:47' and there is a 'Enter Classroom' button. Below the header, a navigation bar includes tabs for 'All Lessons', 'Unscheduled', 'Scheduled', 'Completed', and 'Cancelled'. The 'Cancelled' tab is highlighted. To the right of the tabs are 'Listing' (which is highlighted with a red box), 'Calendar', and other buttons for 'Search' and 'Clear'. The main content area is titled 'CANCELLED' and lists two lessons. The first lesson is 'Hebrew-Israel, 30 Minutes Of Lesson' for 'Cecil Klein' (Gulnea-Bissau). The second lesson is 'Hebrew-Israel, 45 Minutes Of Lesson' for 'Telly Bergnaum' (Republic of the Congo). Below this, a section for '2022-06-29' shows a lesson from 'Beverly Runte' (Ethiopia) scheduled from '06:10 - 07:40' on 'Wednesday, June 29, 2022'. The 'Cancelled' status is also present here.

The lessons list displays the scheduled date and time of the lesson, lesson duration, language, current lesson status, issue report status and the name and location of the learner.

ii. Calendar

Select **Calendar** to display the month-wise calendar marked with the scheduled lessons for the month that now stand canceled. The calendar

Star (*) marked fields are compulsory and can't be left blank.

does not display the lessons that were unscheduled and now stand canceled.

Manage Lessons

Next Lesson: 2022-06-18 At 21:15 With  Shania Braun
05:12:34:11
Enter Classroom

All Lessons
Unscheduled
Scheduled
Completed
Cancelled
Jun, 2022
Search
Clear

Keyword
Teach Language
Lesson Startdate
Lesson Enddate

Keyword
Select 
2022-06-12 
End Time 
 Search
 Clear

Jun, 2022
<
>

SUN	MON	TUE	WED	THU	FRI	SAT
29	30	31	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  10:10 Spanish,90 Mir
26	27	28	29	30	1	2
3	4	5	6	7	8	9

Move to the next or previous months using the arrow buttons   provided at the upper right corner of the calendar section.

Star (*) marked fields are compulsory and can't be left blank.

6. Lesson Plan

Yo!Coach allows the teachers to add lesson plans and attach the same with lessons and group classes. These lesson plans help to guide the learners about the objectives, contents and scope of the session. The **Lesson Plan** module enables you to add new lesson plans, search for and edit previously added lesson plans. The **Manage Lesson Plans** page displays the plan title, description and related teaching level along with the following functionalities:

Manage Lessons Plans			
Title	Description	Level	Actions
Lesson Plan 1 - German	Lesson Plan 1 - German	Beginner	 
Lesson Plan 1 - Spanish	Lesson Plan 1 - Spanish	Beginner	 
Lesson Plan 1 - English	Lesson Plan 1 - English	Beginner	 

6.1 Add A New Plan

Click on **Add Plan** from the upper right corner of the page and the **Setup Lesson Plan** form is displayed on the screen. Enter the details in the following data fields:

Star (*) marked fields are compulsory and can't be left blank.

Setup Lesson Plan

Title *
Level *

Detail *

Plan Files
 No file chosen
Note: Allowed Lesson File Types png, jpg, jpeg, txt, doc, docx, pdf

- **Title***: Enter the title of the lesson plan being added.
- **Level***: From the drop down list, select the level for the lesson plan.
- **Detail***: Enter the details of the lesson plan that you want to share with your learners.
- **Plan Files**: Click on **Choose File** and upload the reference file or image for the lesson plan.

Click on **Submit** to save the plan details. The added lesson plan is displayed in the form of a list on the **Manage Lesson Plans** page.

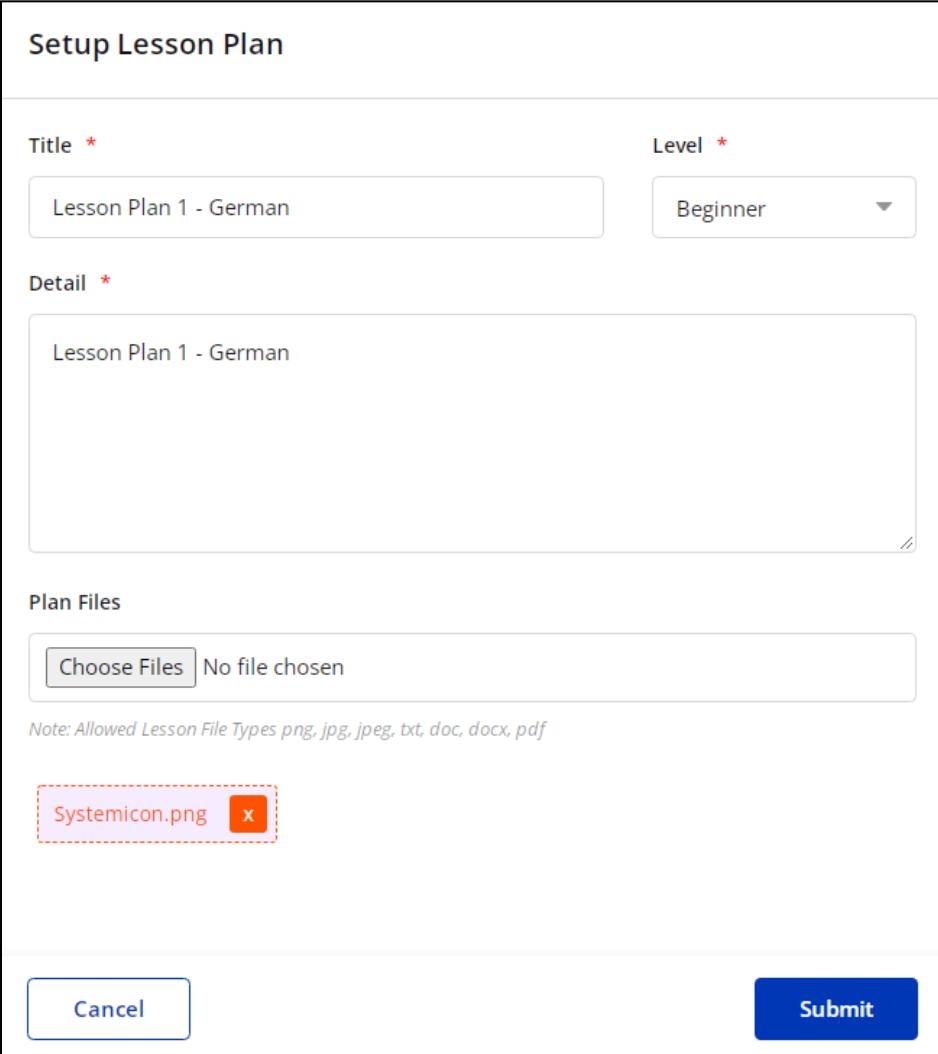
 You can assign any lesson plan to a session by clicking on **Attach Lesson Plan** from the respective session in the **Lessons** module. The list displayed for selecting the lesson plan is populated with the plans added in the **Manage Lesson Plans** page.

Star (*) marked fields are compulsory and can't be left blank.

6.2 Action Buttons

The following two buttons are provided under the **Actions** header to manage the added lesson plans:

- i. **Edit** : Click on the edit icon button to open the **Setup Lesson Plan** window form similar to the one displayed while adding a new lesson plan.



Setup Lesson Plan

Title *

Lesson Plan 1 - German

Level *

Beginner

Detail *

Lesson Plan 1 - German

Plan Files

Choose Files No file chosen

Note: Allowed Lesson File Types png, jpg, jpeg, txt, doc, docx, pdf

Systemicon.png x

Cancel Submit

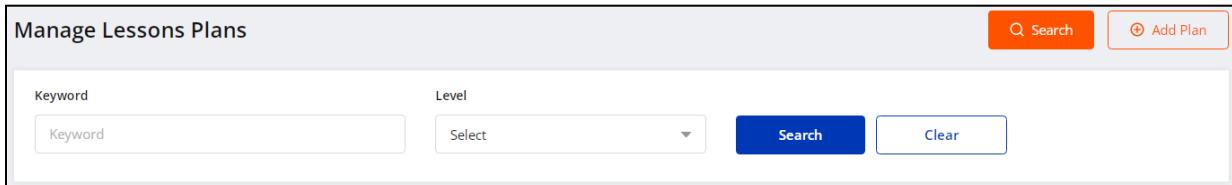
Make the required changes in the provided fields and click on **Submit** to save the changes made.

Star (*) marked fields are compulsory and can't be left blank.

ii. **Delete** : Click on the delete icon button and follow the prompts to delete a lesson plan from the system.

6.3 Search

Click on **Search**  from the top of the page and use the following filters to perform a focused search:



The image shows a screenshot of a web application titled 'Manage Lessons Plans'. At the top right are two buttons: 'Q Search' (orange) and '+ Add Plan' (white with orange border). Below these are two input fields: 'Keyword' (text input) and 'Level' (dropdown menu with 'Select' option). At the bottom right are two buttons: 'Search' (blue) and 'Clear' (white with blue border).

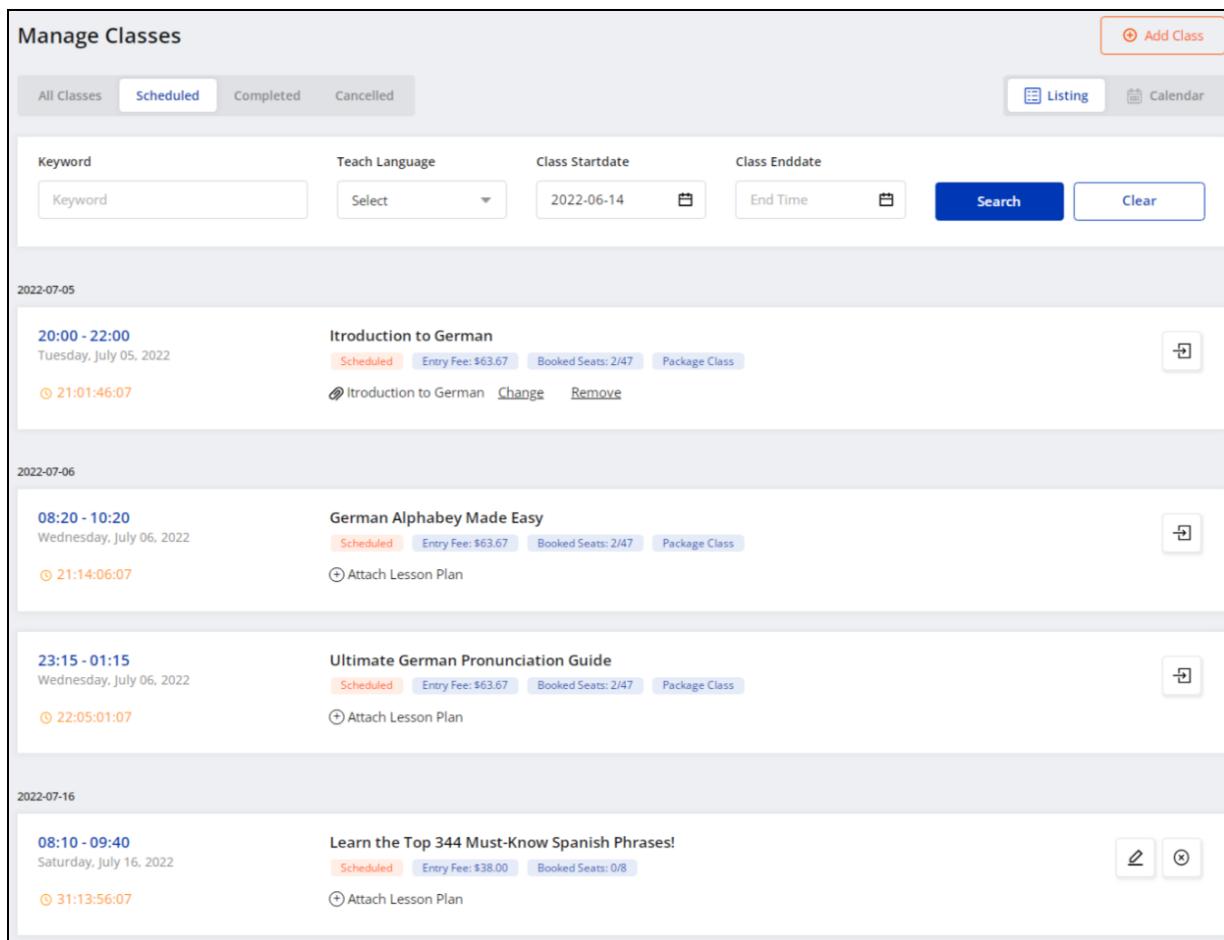
- **Keyword:** Enter the plan title or description as keywords.
- **Level:** Search by the level selected for the lesson plan.

Click on **Search** to generate the search results. Once the search is complete, click on **Clear** to display the whole list again.

7. Group Classes

Yo!Coach allows you to pre-schedule and conduct the teaching sessions with more than one learner in the form of a group class. The learners can simply pay a one-time entry fee and join the session at the scheduled time. Manage these group classes from the **Group Classes** module. The **Manage Classes** page lists all the classes created by you including both individual group classes and the group classes created as a part of a group class package.

Star (*) marked fields are compulsory and can't be left blank.



The screenshot shows the 'Manage Classes' interface. At the top, there are tabs for 'All Classes', 'Scheduled' (which is selected), 'Completed', and 'Cancelled'. Below the tabs are search filters for 'Keyword', 'Teach Language', 'Class Startdate' (set to 2022-06-14), 'Class Enddate', 'End Time', and buttons for 'Search' and 'Clear'. The main content area is divided by date: 2022-07-05, 2022-07-06, and 2022-07-16. Each date section lists a class with its title, scheduled time, date, entry fee, booked seats, and package class status. There are also buttons to 'Change' or 'Remove' each class entry.

By default, you are redirected to the **Scheduled** tab of the **Manage Classes** page.

I. Add A New Group Class

To add a new group class, click on **Add Class** from the upper right corner of the page. An **Add Group Class** window form opens with the following tabs:

i. General: The following data fields are displayed:

Star (*) marked fields are compulsory and can't be left blank.

Add Group Class

General English Arabic

Title *

Language *

Class Slug *

Class Banner No file chosen
Max Size 2.00 MB & Ext Are png, jpg, jpeg

Description *

Entry Fee [USD] *

Max Learners *

Start Time *

Duration *

Save & Next

- **Title***: Enter a title for the group class.
- **Language***: From the drop down list, select the language for the group class being hosted.

! Only the languages you teach are displayed in the list.

- **Class Slug***: Enter an SEO-friendly slug URL for the group class.
- **Class Banner**: Click on **Choose File** and upload the banner image for the class.

Star (*) marked fields are compulsory and can't be left blank.

- **Description***: Enter a brief description of the group class, its components or any other information you want to share with the learners.
- **Entry Fee (Default Currency)***: Enter the amount of fee to be charged from every learner enrolling for the group class.
- **Max Learners***: Enter the maximum number of learners allowed to enroll in a group class.
- **Start Time***: From the calendar drop down, select the start date and time for the group class.
- **Duration***: Select the duration of the group class from the drop down list populated with the durations allowed by the system admin.

Once all the details are entered, click on **Save and Next** to move to the next tab.

ii. Language(s): Enter the following language related details:

Add Group Class

General	English	Arabic
<input type="text" value="Title *"/>		
<input type="text" value="Description *"/>		
<input type="button" value="Save & Next"/>		

- **Title***: Enter the language specific title for the group class.

Star (*) marked fields are compulsory and can't be left blank.

- **Description***: Enter the brief description for the group class to be displayed for a specific language.



The languages tabs are displayed depending on the languages currently active in the system.

Once done, click on **Save** to save the information and add a new group class. The newly added group class is displayed in the form of a list on the **Manage Classes** page. Once a group class has been created, it is listed on the front-end where the learners can view it and enroll accordingly.

The classes are bifurcated into certain modular tabs according to their current status:

7.1 All Classes

The **All Classes** modular tab displays all the classes created by you till date, including the completed and canceled classes. The classes are arranged in a chronological order according to the start date of the class.

Star (*) marked fields are compulsory and can't be left blank.

Manage Classes

All Classes
Scheduled
Completed
Cancelled
Add Class

Keyword
Teach Language
Class Start Date
Class End Date

Select

2022-06-16
End Time

Search
Clear

Listing
Calendar

2022-06-24

10:30 - 11:30 testtesttesttesttest
 Friday, June 24, 2022 Cancelled Entry Fee: \$50.00 Booked Seats: 0/47

2022-06-25

13:00 - 13:45 Getting Started
 Saturday, June 25, 2022 Scheduled Entry Fee: \$37.50 Booked Seats: 0/20 Package Class

⌚ 09:00:32:50 ⊕ Attach Lesson Plan

2022-06-30

01:30 - 01:45 Leaning German with me
 Thursday, June 30, 2022 Scheduled Entry Fee: \$15.00 Booked Seats: 0/20

⌚ 13:13:02:50 ⊕ Attach Lesson Plan

15:45 - 16:30 Learning Tamil with me
 Thursday, June 30, 2022 Scheduled Entry Fee: \$20.00 Booked Seats: 1/20

⌚ 14:03:17:50 ⊕ Attach Lesson Plan

2022-07-06

13:00 - 13:45 Writing practices
 Wednesday, July 06, 2022 Scheduled Entry Fee: \$37.50 Booked Seats: 0/20 Package Class

⌚ 20:00:32:50 ⊕ Attach Lesson Plan

2022-07-17

09:30 - 10:15 Speaking Practices
 Sunday, July 17, 2022 Scheduled Entry Fee: \$37.50 Booked Seats: 0/20 Package Class

⌚ 30:21:02:50 ⊕ Attach Lesson Plan

2022-07-22

09:45 - 10:30 Winding up
 Friday, July 22, 2022 Scheduled Entry Fee: \$37.50 Booked Seats: 0/20 Package Class

⌚ 35:21:17:50 ⊕ Attach Lesson Plan

2022-10-21

09:25 - 09:55 Portuguese for Beginners: Alphabet and Phonetics
 Friday, October 21, 2022 Scheduled Entry Fee: \$51.00 Booked Seats: 0/17

⌚ 126:20:57:50 ⊕ Attach Lesson Plan

Star (*) marked fields are compulsory and can't be left blank.

The following functionalities are available on this page:

I. Search

At the top of the page, a search section is provided to perform a focused search for group class(es). The following filters are available:

Keyword	Teach Language	Class Start Date	Class End Date
<input type="text" value="Keyword"/>	<input type="button" value="Select"/>	2022-06-16 <input type="button" value=""/>	End Time <input type="button" value=""/>
		<input type="button" value="Search"/> <input type="button" value="Clear"/>	

- **Keyword:** Enter the group class title as keyword in the provided field.
- **Teach Language:** Search by the language being taught.
- **Class Start Date:** Select the date from the calendar drop down to search for classes starting on or after this date.
- **Class End Date:** Select the date from the calendar drop down to search for classes starting on or before this date.

Click on **Search** to generate the search results. Once the search is complete, click on **Clear** to display the whole list again.

II. Display View

There are two types of display available to view your classes, **List view** and **Calendar view**. By default, the **All Classes** modular tab is displayed in the list format. The following two buttons are provided on the upper right corner to access each view:

Star (*) marked fields are compulsory and can't be left blank.

Manage Classes

[Add Class](#)

[All Classes](#) [Scheduled](#) [Completed](#) [Cancelled](#)

[Listing](#) [Calendar](#)

Keyword	Teach Language	Class Start Date	Class End Date
<input type="text" value="Keyword"/>	<input type="button" value="Select"/>	2022-06-16	<input type="button" value="End Time"/>
		<input type="button" value="Search"/> <input type="button" value="Clear"/>	

2022-06-24

10:30 - 11:30 **testtesttesttesttest**
Friday, June 24, 2022 Cancelled Entry Fee: \$0.00 Booked Seats: 0/47

2022-06-25

13:00 - 13:45 **Getting Started**
Saturday, June 25, 2022 Scheduled Entry Fee: \$37.50 Booked Seats: 0/20 Package Class
09:00:27:26 Attach Lesson Plan

2022-06-30

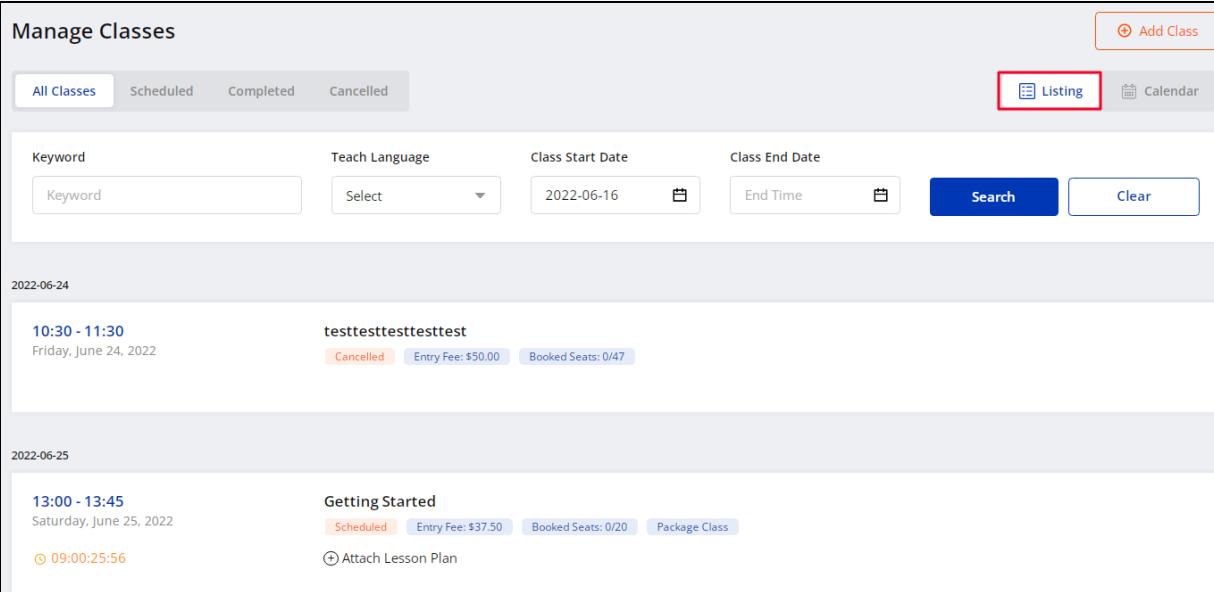
01:30 - 01:45 **Leaning German with me**
Thursday, June 30, 2022 Scheduled Entry Fee: \$15.00 Booked Seats: 0/20
13:12:57:26 Attach Lesson Plan

15:45 - 16:30 **Learning Tamil with me**
Thursday, June 30, 2022 Scheduled Entry Fee: \$20.00 Booked Seats: 1/20

i. Listing

Select **Listing** to display the classes in the form of a list. The list is displayed in a chronological order on the basis of the classes' start date.

Star (*) marked fields are compulsory and can't be left blank.



The classes list displays the start date and time of the class, schedule count-down, class duration, language, current lesson status, entry fee, number of booked seats out of total seats and package class tag for the classes belonging to a group class package. The following functionalities are also available here:

a. Attach Lesson Plan 

Click on **Attach Lesson Plan** provided and the **Manage Lesson Plans** window is displayed on the screen.

i. If you have already added the lesson plans from the **Lesson Plan** module, the added plans are listed in this window.

Star (*) marked fields are compulsory and can't be left blank.

Manage Lessons Plans			
Title	Description	Level	Actions
Lesson Plan 1 - German	Lesson Plan 1 - How to learn it	Beginner	
Lesson Plan 1 - Spanish	Lesson Plan 1 - Spanish	Beginner	
Lesson Plan 1 - English	Lesson Plan 1 - English	Beginner	

Click on the **Assign Plan** icon button  to assign a lesson plan to the class. Click on **Search** from the upper right corner of the window to search for a plan using the following filters:

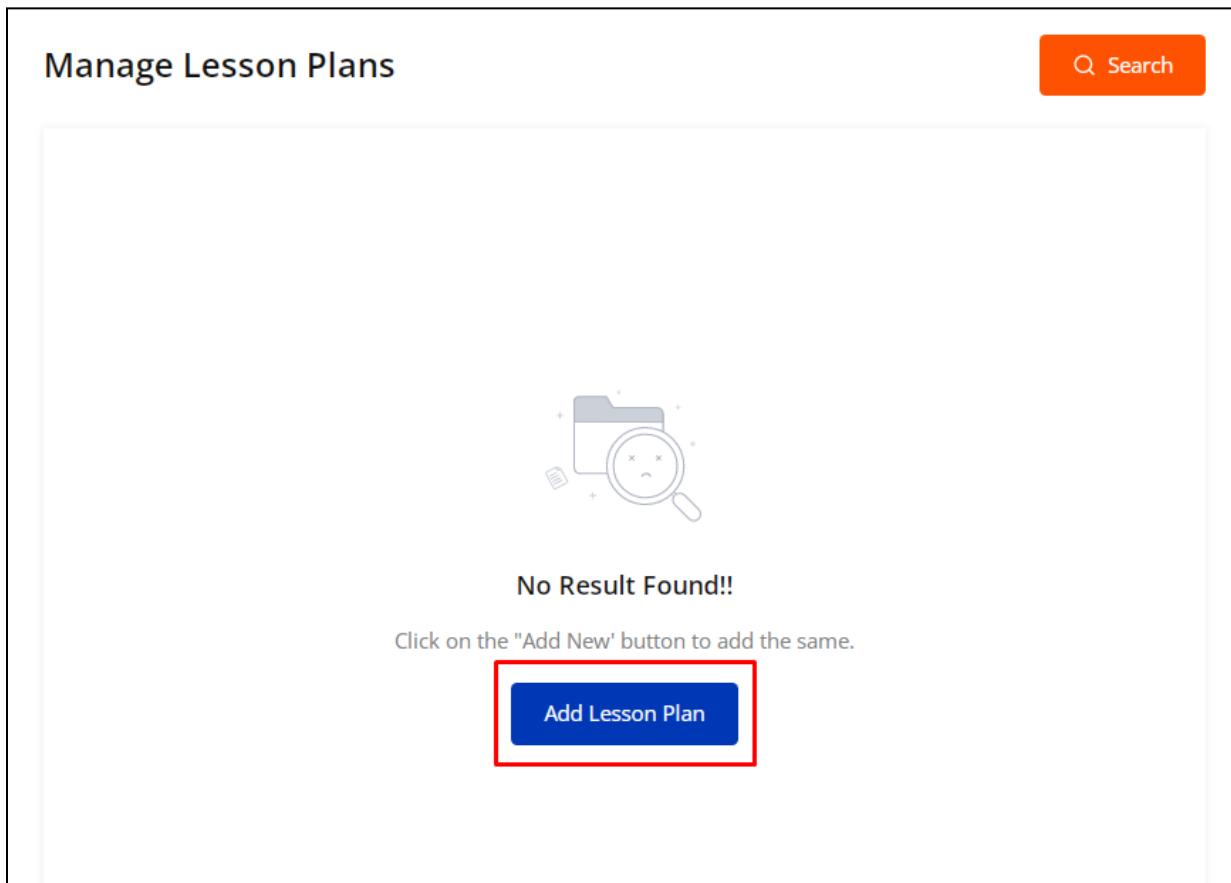
Manage Lesson Plans			
Keyword	Level		
<input type="text" value="Keyword"/>	<input type="button" value="Select"/>	<input type="button" value="Search"/>	<input type="button" value="Clear"/>

- **Keyword:** Enter the plan title or description as keyword.
- **Level:** Select the level for the lesson plan from the drop down list.

Star (*) marked fields are compulsory and can't be left blank.

Click on **Search** to generate the search results. Click on **Clear** to display the complete list again.

ii. If you don't already have any lesson plans added, the **Manage Lesson Plans** window prompts you to add one.



Click on **Add Lesson Plan** and you will be redirected to the **Manage Lesson Plans** module where you can add new lesson plans. The complete **Lesson Plans** module has been explained earlier in this document.

Star (*) marked fields are compulsory and can't be left blank.

Manage Lesson Plans



No Result Found!!

b. Edit 

To edit a class, click on the edit icon button provided with the classes. The **Add Group Class** form, similar to the one displayed while adding a new group class, is displayed.

Star (*) marked fields are compulsory and can't be left blank.

Add Group Class

General English Arabic

Title * 663 Spanish Phrases - LEARN Spanish FOR BEGINNERS

Language * Spanish

Class Slug * 663-Spanish-Phrases-LEARN-Spanish-FOR-BEGINNERS-1663021800-10331-2

Class Banner Download Choose File No file chosen
Max Size 2.00 MB & Ext Are png, jpg, jpeg

Description * Have you ever wanted to learn Spanish? With over 11 million native speakers across the globe, it's the second most spoken language in the entire world. It's also considered to be one of the most romantic languages! But are those enough reasons to choose to learn Spanish out of all the languages you could be learning?

Entry Fee [USD] * 40

Max Learners * 18

Start Time * 2022-10-27 21:30:00

Duration * 90 Minutes

Save & Next

Make the required edits in the **General** and **Language** data fields. Click on **Save** to save the changes made.

! The edit button is available only till one or more learners enroll for a group class, after which, the class details can no longer be modified.

Star (*) marked fields are compulsory and can't be left blank.

c. Cancel 

To cancel a group class, click on the cancel icon button provided with the group classes and follow the prompts. Once the class is canceled, no more changes can be made to it.

d. Enter Classroom 

The enter classroom icon button is displayed for the classes for which one or more learners have already enrolled. When the scheduled time of the class arrives, click on this button and you will be redirected to the class page.

 None of these action buttons are available for the canceled classes and the classes that are a part of the group class package.

 Manage the group class packages from the **Class Packages** module, which is discussed later in this manual.

ii. Calendar

Select **Calendar** to display the month-wise calendar marked with the scheduled dates of the classes. The canceled classes are also marked on their scheduled dates.

Star (*) marked fields are compulsory and can't be left blank.

Manage Classes

Add Class

All Classes Scheduled Completed Cancelled

Listing Calendar

Keyword Teach Language Class Start Date Class End Date

Search Clear

Jun, 2022 < >

SUN	MON	TUE	WED	THU	FRI	SAT
29	30	31	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	1	2
3	4	5	6	7	8	9

10:30 testtesttesttes

13:00 Getting Started

01:30 Learning German

15:45 Learning Tamil

13:00 Writing practice

Move to the next or previous months using the arrow buttons < > provided at the upper right corner of the calendar section.

7.2 Scheduled

The **Scheduled** modular tab displays all the scheduled group classes. This page is similar to the **All Classes** page and the similar functionalities are

Star (*) marked fields are compulsory and can't be left blank.

available here for you to perform. By default, you are redirected to this tab when you access the **Group Classes** module.

Manage Classes

All Classes
Scheduled
Completed
Cancelled

 Listing
 Calendar

Keyword
Teach Language
Class Start Date
Class End Date

Keyword

Select

2022-06-16 

End Time 

Search

Clear

2022-06-25

13:00 - 13:45
Saturday, June 25, 2022

 09:00:37:07

Getting Started

Scheduled Entry Fee: \$37.50 Booked Seats: 0/20 Package Class



01:30 - 01:45
Thursday, June 30, 2022

 13:13:07:07

Leaning German with me

Scheduled Entry Fee: \$15.00 Booked Seats: 0/20

15:45 - 16:30
Thursday, June 30, 2022

 14:03:22:07

Learning Tamil with me

Scheduled Entry Fee: \$20.00 Booked Seats: 1/20

2022-07-06

13:00 - 13:45
Wednesday, July 06, 2022

 20:00:37:08

Writing practices

Scheduled Entry Fee: \$37.50 Booked Seats: 0/20 Package Class



2022-07-17

09:30 - 10:15
Sunday, July 17, 2022

 30:21:07:08

Speaking Practices

Scheduled Entry Fee: \$37.50 Booked Seats: 0/20 Package Class



2022-07-22

09:45 - 10:30
Friday, July 22, 2022

 35:21:22:08

Winding up

Scheduled Entry Fee: \$37.50 Booked Seats: 0/20 Package Class



2022-10-21

09:25 - 09:55
Friday, October 21, 2022

 126:21:02:08

Portuguese for Beginners: Alphabet and Phonetics

Scheduled Entry Fee: \$51.00 Booked Seats: 0/17

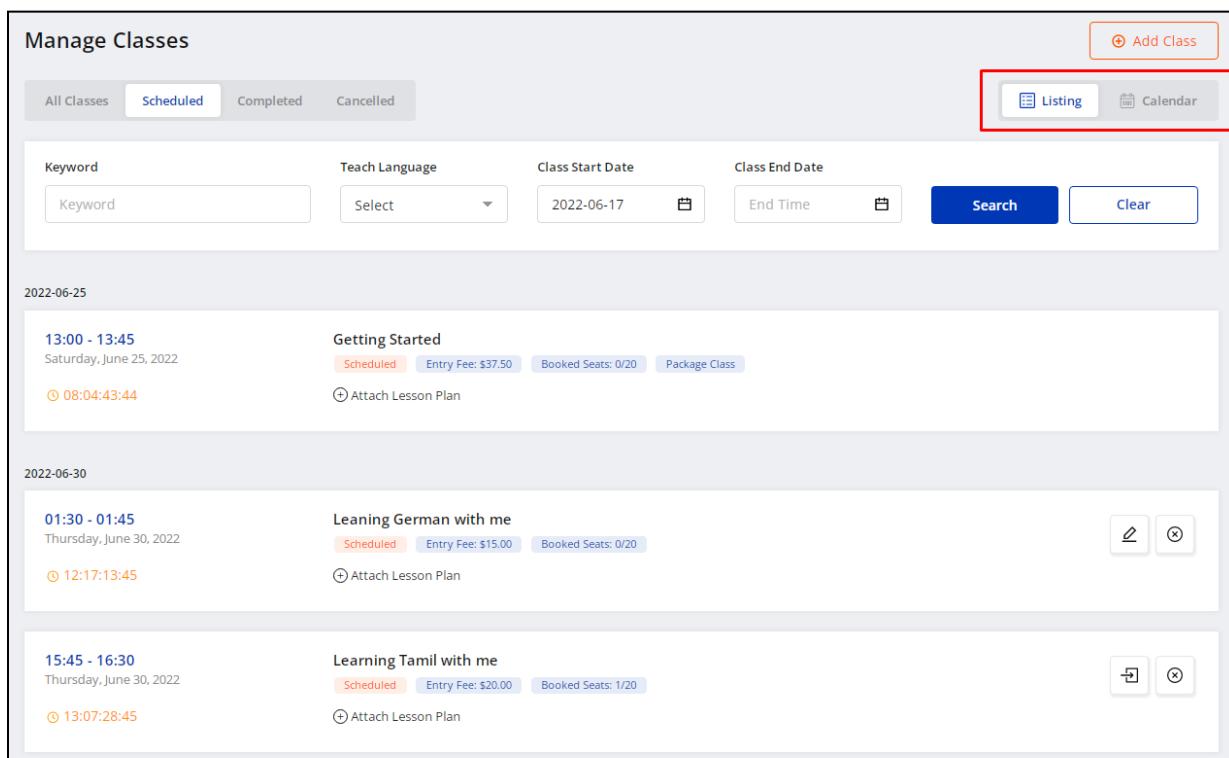
Star (*) marked fields are compulsory and can't be left blank.

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Display View

There are two types of display available to view your classes, **List view** and **Calendar view**. By default, the **Scheduled** modular tab is displayed in the list format. The following two buttons are provided on the upper right corner to access each view:



Manage Classes

Buttons: All Classes, **Scheduled** (highlighted), Completed, Cancelled. **Listing** (highlighted with a red box), **Calendar**.

Search Filters: Keyword, Teach Language (Select), Class Start Date (2022-06-17), Class End Date, End Time, **Search**, **Clear**.

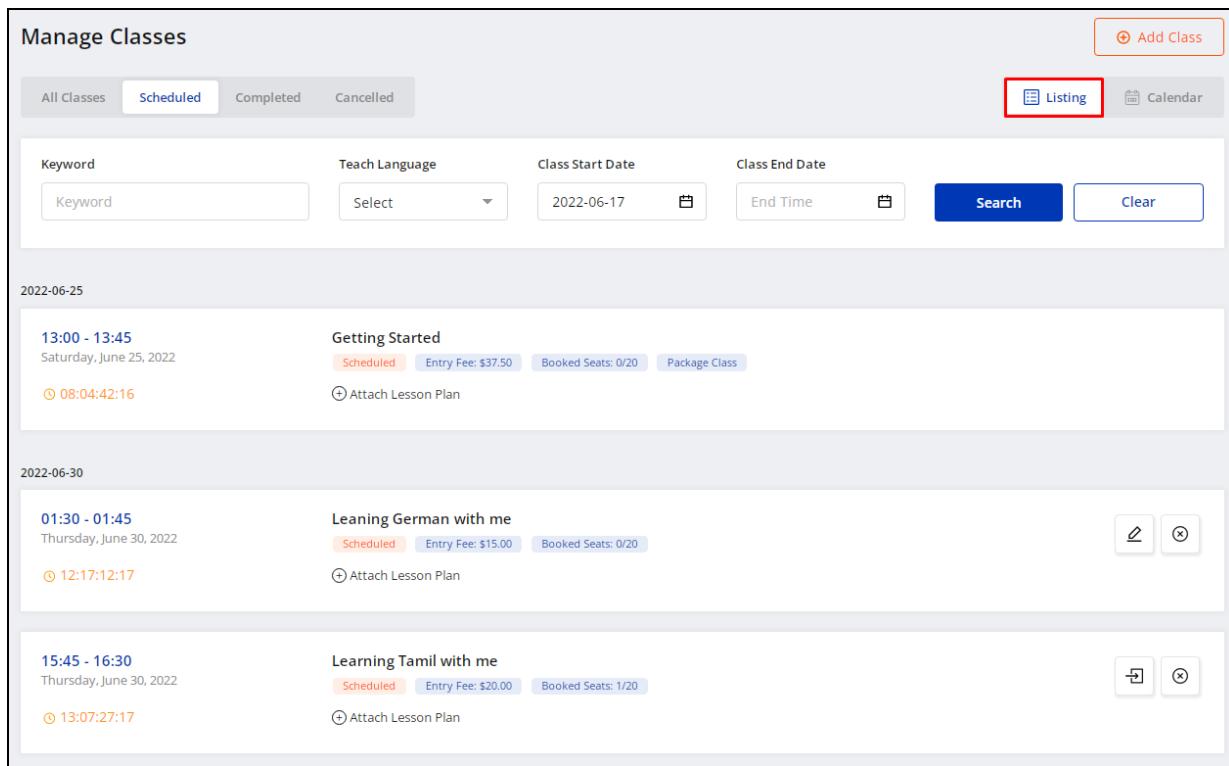
Class Details:

- 2022-06-25:**
 - 13:00 - 13:45** (Saturday, June 25, 2022) **Getting Started** (Scheduled, Entry Fee: \$37.50, Booked Seats: 0/20, Package Class). **08:04:43:44** (Attach Lesson Plan)
- 2022-06-30:**
 - 01:30 - 01:45** (Thursday, June 30, 2022) **Leaning German with me** (Scheduled, Entry Fee: \$15.00, Booked Seats: 0/20). **12:17:13:45** (Attach Lesson Plan)
 - 15:45 - 16:30** (Thursday, June 30, 2022) **Learning Tamil with me** (Scheduled, Entry Fee: \$20.00, Booked Seats: 1/20). **13:07:28:45** (Attach Lesson Plan)

i. Listing

Select **Listing** to display the upcoming classes in the form of a list. The list is displayed in a chronological order according to the start date of the group classes.

Star (*) marked fields are compulsory and can't be left blank.



Manage Classes

All Classes Scheduled Completed Cancelled

Keyword Teach Language Class Start Date Class End Date End Time

Search Clear

2022-06-25

13:00 - 13:45 Getting Started
 Saturday, June 25, 2022
 Scheduled Entry Fee: \$37.50 Booked Seats: 0/20 Package Class
 ① 08:04:42:16 [Attach Lesson Plan](#)

2022-06-30

01:30 - 01:45 Leaning German with me
 Thursday, June 30, 2022
 Scheduled Entry Fee: \$15.00 Booked Seats: 0/20
 ① 12:17:12:17 [Attach Lesson Plan](#)

15:45 - 16:30 Learning Tamil with me
 Thursday, June 30, 2022
 Scheduled Entry Fee: \$20.00 Booked Seats: 1/20
 ① 13:07:27:17 [Attach Lesson Plan](#)

Access the following functionalities on this page:

a. Attach Lesson Plan 

Click on **Attach Lesson Plan** provided with every class and the **Manage Lesson Plans** window is displayed on the screen.

i. If you have already added the lesson plans from the **Lesson Plan** module, the added plans are listed in this window.

Star (*) marked fields are compulsory and can't be left blank.

Manage Lessons Plans			
Title	Description	Level	Actions
Lesson Plan 1 - German	Lesson Plan 1 - How to learn it	Beginner	
Lesson Plan 1 - Spanish	Lesson Plan 1 - Spanish	Beginner	
Lesson Plan 1 - English	Lesson Plan 1 - English	Beginner	

Click on the **Assign Plan** icon button  to assign a lesson plan to the class. Click on **Search** from the upper right corner of the window to search for a plan using the following filters:

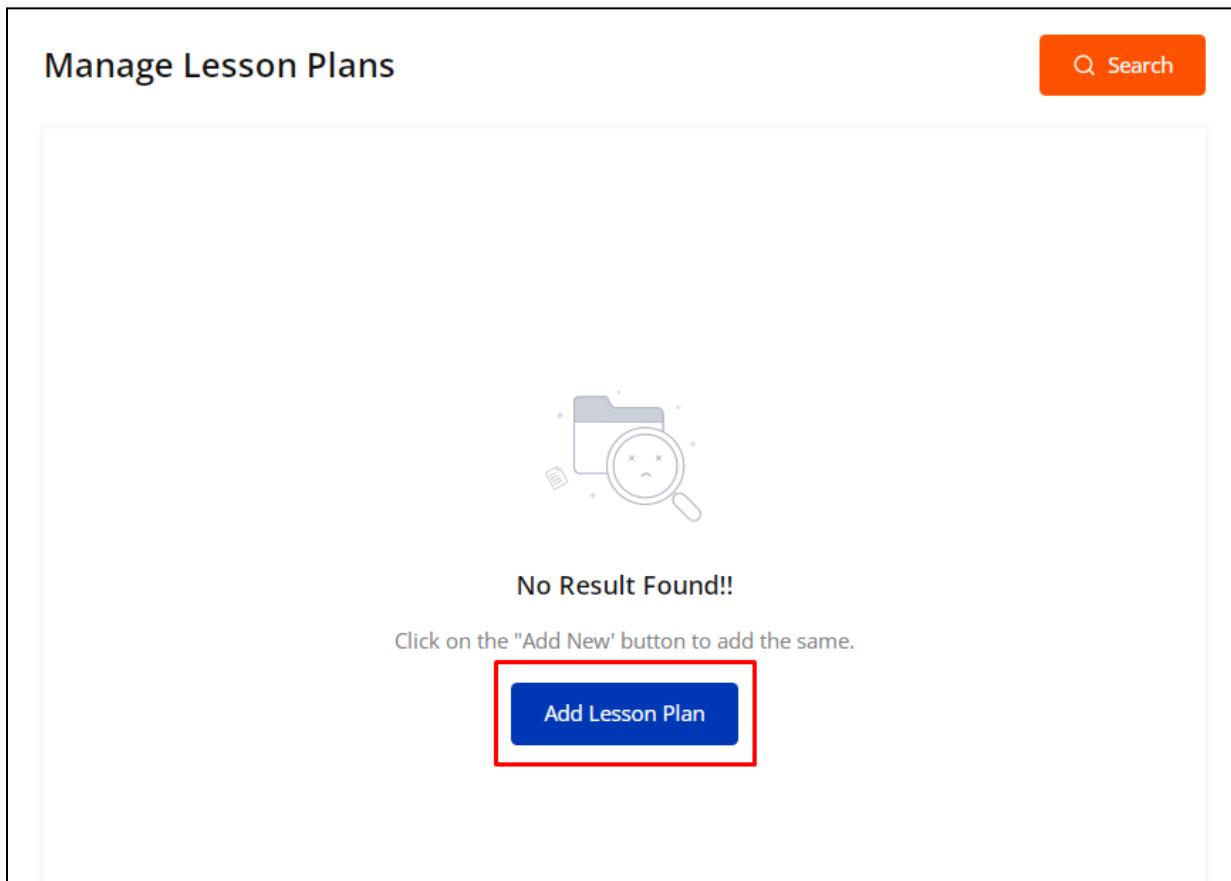
Manage Lesson Plans			
Keyword	Level		
<input type="text" value="Keyword"/>	<input type="button" value="Select"/>	<input type="button" value="Search"/>	<input type="button" value="Clear"/>

- **Keyword:** Enter the plan title or description as keyword.
- **Level:** Select the level for lesson plan from the drop down list to perform the search.

Star (*) marked fields are compulsory and can't be left blank.

Click on **Search** to generate the search results. Click on **Clear** to display the complete list again.

ii. If you don't already have any lesson plans added, the **Manage Lesson Plans** window prompts you to add one.



Click on **Add Lesson Plan** and you will be redirected to the **Manage Lesson Plans** module where you can add new lesson plans. The complete **Lesson Plans** module has been explained earlier in this document.

Star (*) marked fields are compulsory and can't be left blank.

Manage Lesson Plans



No Result Found!!

b. Edit 

To edit a class, click on the edit icon button provided with the classes. The **Add Group Class** form, similar to the one displayed while adding a new group class, is displayed.

Star (*) marked fields are compulsory and can't be left blank.

Add Group Class

General English Arabic

Title * 663 Spanish Phrases - LEARN Spanish FOR BEGINNERS

Language * Spanish

Class Slug * 663-Spanish-Phrases-LEARN-Spanish-FOR-BEGINNERS-1663021800-10331-2

Class Banner Download Choose File No file chosen
Max Size 2.00 MB & Ext Are png, jpg, jpeg

Description * Have you ever wanted to learn Spanish? With over 11 million native speakers across the globe, it's the second most spoken language in the entire world. It's also considered to be one of the most romantic languages! But are those enough reasons to choose to learn Spanish out of all the languages you could be learning?

Entry Fee [USD] * 40

Max Learners * 18

Start Time * 2022-10-27 21:30:00

Duration * 90 Minutes

Save & Next

Make the required edits in the **General** and **Language** data fields. Click on **Save** to save the changes made.

! The edit button is available only till one or more learners enroll for a group class, after which, the class details can no longer be modified.

Star (*) marked fields are compulsory and can't be left blank.

c. Cancel 

To cancel a group class, click on the cancel icon button provided with the group classes and follow the prompts. Once the class is canceled, no more changes can be made to it.

d. Enter Classroom 

The enter classroom icon button is displayed for the classes for which one or more learners have already enrolled. When the scheduled time of the class arrives, click on this button and you will be redirected to the class page.

None of these action buttons are available for the classes that are a part of the group class package. Manage the group class packages from the **Class Packages** module, which is discussed later in this manual.

ii. Calendar

Select **Calendar** to display the month-wise calendar marked with the scheduled dates of the upcoming classes.

Star (*) marked fields are compulsory and can't be left blank.

Manage Classes

Add Class

All Classes **Scheduled** Completed Cancelled Listing **Calendar**

Keyword Teach Language Class Start Date Class End Date

Keyword Select 2022-06-17 End Time Search Clear

Jun, 2022 < >

SUN	MON	TUE	WED	THU	FRI	SAT
29	30	31	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 13:00 Getting Starter
26	27	28	29	30 01:30 Learning German 15:45 Learning Tamil	1	2
3	4	5	6 13:00 Writing practice	7	8	9

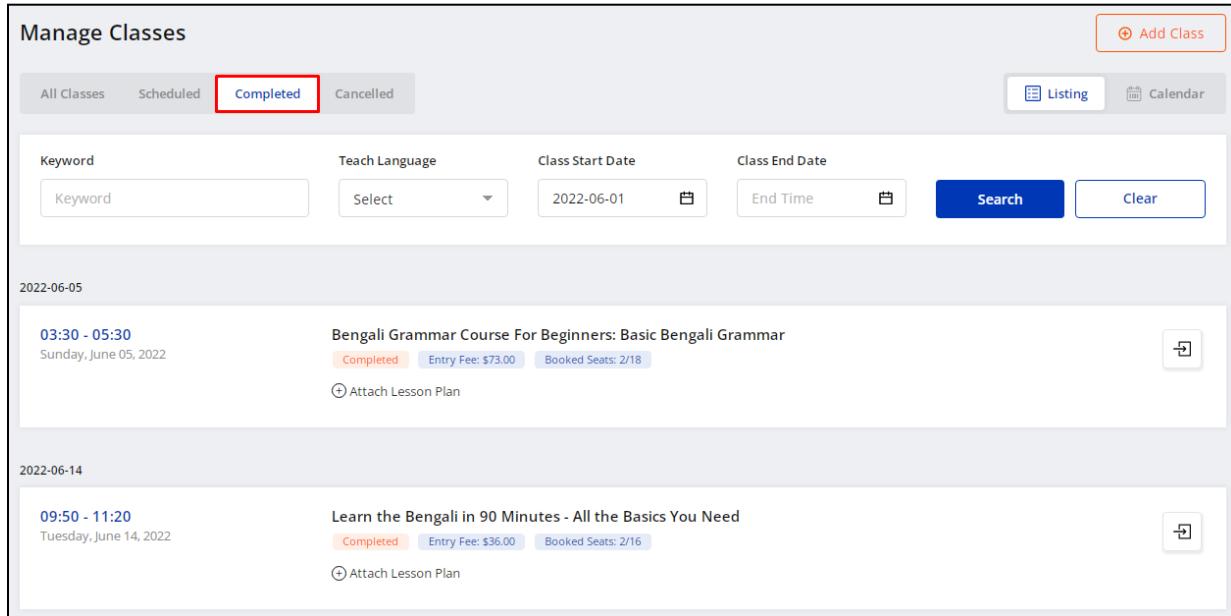
Move to the next or previous months using the arrow buttons < > provided at the upper right corner of the calendar section.

7.3 Completed

The **Completed** modular tab displays the completed group classes. Make sure to select the start date from the **Class Start Date** search filter and click

Star (*) marked fields are compulsory and can't be left blank.

on **Search** to display the group classes delivered and completed after this date.



The screenshot shows the 'Manage Classes' interface. At the top, there are tabs: 'All Classes', 'Scheduled' (which is the active tab), 'Completed' (which is highlighted with a red box), and 'Cancelled'. Below the tabs are search filters: 'Keyword' (input field), 'Teach Language' (dropdown 'Select'), 'Class Start Date' (input field with value '2022-06-01'), 'Class End Date' (input field), 'End Time' (input field), a 'Search' button, and a 'Clear' button. The main content area displays two rows of completed classes. The first row is for June 5, 2022, with a class from 03:30 - 05:30 titled 'Bengali Grammar Course For Beginners: Basic Bengali Grammar'. The second row is for June 14, 2022, with a class from 09:50 - 11:20 titled 'Learn the Bengali in 90 Minutes - All the Basics You Need'. Each class row includes a 'Completed' status indicator, an 'Entry Fee: \$73.00' button, a 'Booked Seats: 2/18' button, and an 'Attach Lesson Plan' link.

Display View

There are two types of display available to view your classes, **List view** and **Calendar view**. By default, the **Scheduled** modular tab is displayed in the list format. The following two buttons are provided on the upper right corner to access each view:

Star (*) marked fields are compulsory and can't be left blank.

Manage Classes

[+ Add Class](#)

All Classes Scheduled **Completed** Cancelled

[Listing](#) [Calendar](#)

Keyword Teach Language Class Start Date Class End Date

Keyword Select 2022-06-01 End Time [Search](#) [Clear](#)

2022-06-05

03:30 - 05:30 Sunday, June 05, 2022 **Bengali Grammar Course For Beginners: Basic Bengali Grammar**
Completed Entry Fee: \$73.00 Booked Seats: 2/18 [Edit](#)

[Attach Lesson Plan](#)

2022-06-14

09:50 - 11:20 Tuesday, June 14, 2022 **Learn the Bengali in 90 Minutes - All the Basics You Need**
Completed Entry Fee: \$36.00 Booked Seats: 2/16 [Edit](#)

[Attach Lesson Plan](#)

i. Listing

Select **Listing** to display the already completed lessons in the form of a list. The list is displayed in a chronological order according to the start date of the group classes.

Manage Classes

[+ Add Class](#)

All Classes Scheduled **Completed** Cancelled

[Listing](#) [Calendar](#)

Keyword Teach Language Class Start Date Class End Date

Keyword Select 2022-06-01 End Time [Search](#) [Clear](#)

2022-06-05

03:30 - 05:30 Sunday, June 05, 2022 **Bengali Grammar Course For Beginners: Basic Bengali Grammar**
Completed Entry Fee: \$73.00 Booked Seats: 2/18 [Edit](#)

[Attach Lesson Plan](#)

2022-06-14

09:50 - 11:20 Tuesday, June 14, 2022 **Learn the Bengali in 90 Minutes - All the Basics You Need**
Completed Entry Fee: \$36.00 Booked Seats: 2/16 [Edit](#)

[Attach Lesson Plan](#)

Star (*) marked fields are compulsory and can't be left blank.

The following functionalities are available on this page:

a. Attach Lesson Plan 

Click on **Attach Lesson Plan** provided with every class and the **Manage Lesson Plans** window is displayed on the screen.

i. If you have already added the lesson plans from the **Lesson Plan** module, the added plans are listed in this window.

Manage Lessons Plans			
Title	Description	Level	Actions
Lesson Plan 1 - German	Lesson Plan 1 - How to learn it	Beginner	
Lesson Plan 1 - Spanish	Lesson Plan 1 - Spanish	Beginner	
Lesson Plan 1 - English	Lesson Plan 1 - English	Beginner	

Click on the **Assign Plan** icon button  to assign a lesson plan to the class. Click on **Search** from the upper right corner of the window to search for a plan using the following filters:

Star (*) marked fields are compulsory and can't be left blank.

Manage Lesson Plans

Keyword Level

Keyword Select Search Clear

Search

- **Keyword:** Enter the plan title or description as keyword.
- **Level:** Select the level for lesson plan from the drop down list to perform the search.

Click on **Search** to generate the search results. Click on **Clear** to display the complete list again.

ii. If you don't already have any lesson plans added, the **Manage Lesson Plans** window prompts you to add one.

Star (*) marked fields are compulsory and can't be left blank.

Manage Lesson Plans

 Search

No Result Found!!

Click on the "Add New" button to add the same.

Add Lesson Plan

Click on **Add Lesson Plan** and you will be redirected to the **Manage Lesson Plans** module where you can add new lesson plans. The complete **Lesson Plans** module has been explained earlier in this document.

Star (*) marked fields are compulsory and can't be left blank.

Manage Lesson Plans

Search
Add Plan



No Result Found!!

b. Enter Classroom 

Click on the enter classroom icon button provided with the completed classes to view the group class page. Observe the learners' names and class notes from this page.

c. View Issue Detail 

The learners have the provision to report any issues faced during the group class with the teacher. For such group classes for which one or more learners have reported their issues, the **View Issue Detail** button is available. Click on the view issue detail icon button and you are redirected to the **Reported Issues** page displaying the issue linked with the particular class.

Star (*) marked fields are compulsory and can't be left blank.

Reported Issues						Search
Learner	Language	Session Time	Session Status	Issue Title	Issue Status	Actions
 Jason Roy Armenia	Japanese	2022-06-09 12:30:00	Completed	Teacher left early	Closed	

Observe the issue details and the current status of the issue from the page.

To view the complete issue details, click on the view icon button  provided under the **Actions** header. The **Issue Details** window displays where the **Issue Logs** and **Class Details** can be observed.

 Please refer to the **Reported Issues** module to know more about issues reported by the learner on the platform.

Star (*) marked fields are compulsory and can't be left blank.

Issue Detail

Closed Issue Teacher left early Was Posted By Jason Roy 12:33:pm Jun 09,2022

Issue Logs

Jason Roy [Learner] Take Action Teacher left early 12:33:pm Jun 09,2022
 Comment: Just for the testing

Tom Curran [Teacher] Take Action Complete and issue 50% refund 12:34:pm Jun 09,2022
 Comment: Just testing

Jason Roy [Learner] Take Action Escalate To Support Team 12:35:pm Jun 09,2022
 Comment: Testing this

YoCoach [Support] Take Action Complete and issue 50% refund 12:38:pm Jun 09,2022
 Comment: Another testing

Class Details

Class

Order ID: 0001068 Class ID: 550 Teacher Class ID: 578 Class Price: \$4.90 Ended By: Tom Curran

Tom Curran [Teacher]

Join Time: 12:30:pm Jun 09,2022 End Time: 12:32:pm Jun 09,2022

Jason Roy [Learner]

Join Time: 12:30:pm Jun 09,2022 End Time: 12:32:pm Jun 09,2022

ii. Calendar

Select Calendar to display the month-wise calendar marked with the completed classes.

Star (*) marked fields are compulsory and can't be left blank.

Manage Classes

All Classes
Scheduled
Completed
Cancelled
Add Class

Listing
Calendar

Keyword	Teach Language	Class Start Date	Class End Date	End Time	Search	Clear
<input style="width: 100%; height: 30px; border: 1px solid #ccc; border-radius: 5px; padding: 5px;" type="text"/>	Select ▼	2022-05-01 ▼			Search	Clear

Jun. 2022
<
>

SUN	MON	TUE	WED	THU	FRI	SAT
29	30	31	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	1	2
3	4	5	6	7	8	9

Move to the next or previous months using the arrow buttons < > provided at the upper right corner of the calendar section.

7.4 Canceled

In the **Canceled** modular tab, observe the details of the canceled classes.

Star (*) marked fields are compulsory and can't be left blank.

Manage Classes

All Classes
Scheduled
Completed
Cancelled
Cancelled
Add Class

Keyword
Teach Language
Class Start Date
Class End Date

Select

2022-06-17
End Time
Search
Clear

2022-06-21
13:45 - 14:30
Leaning German
Cancelled
Entry Fee: \$50.00
Booked Seats: 0/13

2022-06-29
02:45 - 03:00
Leaning Japanese with me
Cancelled
Entry Fee: \$65.00
Booked Seats: 0/18

2022-10-26
23:45 - 00:15
368 Portuguese Sentences to get you through a day - Learn Portuguese through English
Cancelled
Entry Fee: \$80.00
Booked Seats: 0/18

Listing
Calendar

Display View

There are two types of display available to view your classes, **List view** and **Calendar view**. By default, the **Canceled** modular tab is displayed in the list format. The following two buttons are provided on the upper right corner to access each view:

Star (*) marked fields are compulsory and can't be left blank.

Manage Classes

All Classes
Scheduled
Completed
Cancelled
Add Class

Keyword
Teach Language
Class Start Date
Class End Date

Keyword
Select
2022-06-17
End Time

Search
Clear

Listing
Calendar

2022-06-21

13:45 - 14:30
Tuesday, June 21, 2022
Leaning German

Cancelled
Entry Fee: \$50.00
Booked Seats: 0/13

2022-06-29

02:45 - 03:00
Wednesday, June 29, 2022
Leaning Japanese with me

Cancelled
Entry Fee: \$65.00
Booked Seats: 0/18

i. Listing

Select **Listing** to view the details of the canceled classes in the form of a list arranged according to the class start dates.

Star (*) marked fields are compulsory and can't be left blank.

Manage Classes

All Classes
Scheduled
Completed
Cancelled
Add Class

Keyword
Teach Language
Class Start Date
Class End Date
End Time
Search
Clear

Listing
Calendar

2022-06-21

13:45 - 14:30
Leaning German
Cancelled
Entry Fee: \$50.00
Booked Seats: 0/13

2022-06-29

02:45 - 03:00
Leaning Japanese with me
Cancelled
Entry Fee: \$65.00
Booked Seats: 0/18

2022-10-26

23:45 - 00:15
368 Portuguese Sentences to get you through a day - Learn Portuguese through English
Cancelled
Entry Fee: \$80.00
Booked Seats: 0/18

ii. Calendar

Select **Calendar** to display the month-wise calendar marked with the canceled classes for the month.

Star (*) marked fields are compulsory and can't be left blank.

Manage Classes

[Add Class](#)

All Classes Scheduled Completed **Cancelled**

[Listing](#) **Calendar**

Keyword Teach Language Class Start Date Class End Date

Keyword Select 2022-06-17 End Time Search Clear

Jun, 2022 < >

SUN	MON	TUE	WED	THU	FRI	SAT
29	30	31	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	1	2
3	4	5	6	7	8	9

13:45 Learning German

02:45 Learning Japanese

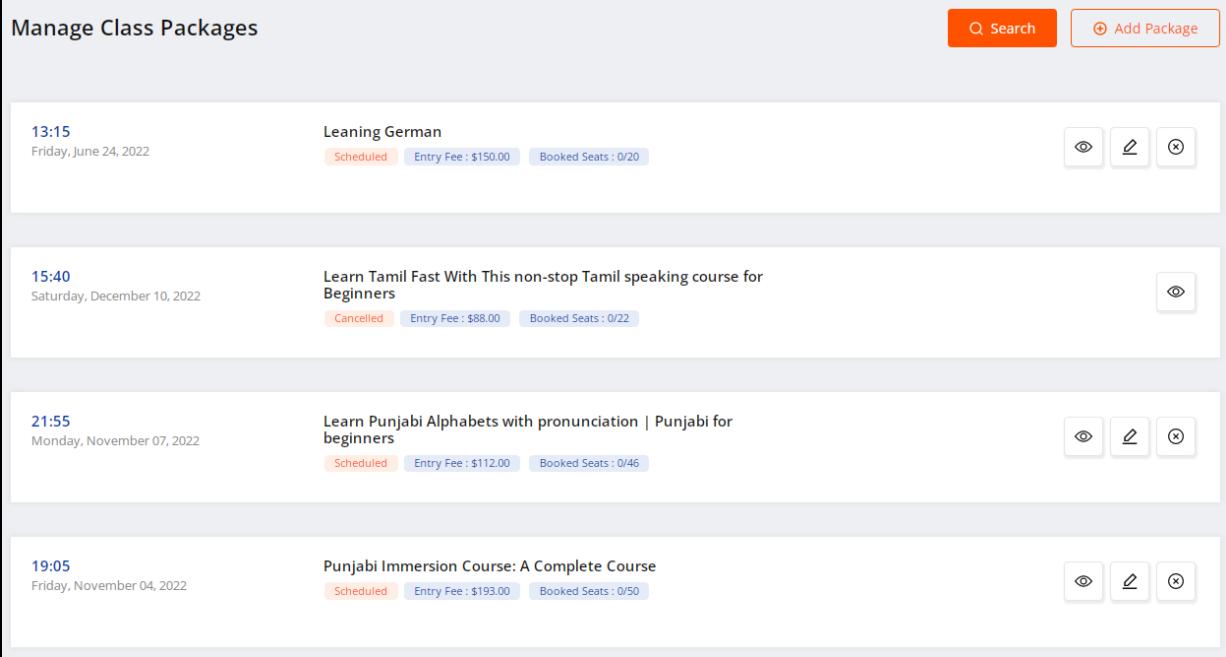
Move to the next or previous months using the arrow buttons < > provided at the upper right corner of the calendar section.

8. Group Class Packages

Manage your group class packages through this module. As a teacher, you have a provision to integrate a number of group classes in the form of a

Star (*) marked fields are compulsory and can't be left blank.

package and decide the one-time package or entry fee. The learners will purchase your package from the **Group Classes** section displayed on the front-end and make the payment in one go. The entry fee is divided into the number of classes in a package and you will receive the payment for each class on its successful completion.



The screenshot shows a list of four class packages:

- 13:15** Friday, June 24, 2022: **Learn German** (Scheduled, Entry Fee: \$150.00, Booked Seats: 0/20)
- 15:40** Saturday, December 10, 2022: **Learn Tamil Fast With This non-stop Tamil speaking course for Beginners** (Cancelled, Entry Fee: \$88.00, Booked Seats: 0/22)
- 21:55** Monday, November 07, 2022: **Learn Punjabi Alphabets with pronunciation | Punjabi for beginners** (Scheduled, Entry Fee: \$112.00, Booked Seats: 0/46)
- 19:05** Friday, November 04, 2022: **Punjabi Immersion Course: A Complete Course** (Scheduled, Entry Fee: \$193.00, Booked Seats: 0/50)

On the **Manage Class Packages** page, the following functionalities are available:

8.1 Add A New Package

To create a new package, click on **Add Package** from the upper right corner of the page. The **Setup Class Package** form opens displaying the following tabs:

i. General: Enter the details in the following data fields:

Star (*) marked fields are compulsory and can't be left blank.

Setup Class Package

General English Arabic

Title *	Language *	
<input type="text"/>	Select	
Slug *	Class Banner	
<input type="text"/>	<input type="button" value="Choose File"/> No file chosen <small>Max Size 4.00 MB & Ext Are png, jpg, jpeg</small>	
Description *		
<input type="text"/>		
Max Learners *	Entry Fee [USD] *	Each Class (minutes) *
<input type="text"/>	<input type="text"/>	Select
Class Title-1 *	Start Time *	
<input type="text"/>	<input type="text"/>	
Class Title-2 * <small>Remove Class</small>	Start Time *	
<input type="text"/>	<input type="text"/>	
+Add More		
<input type="button" value="Save"/>		<input type="button" value="Save & Next"/>

- **Title***: Enter the group class package title.
- **Language***: Select the language you want to teach from the drop down list.



Only the languages selected by you for teaching on the platform are displayed in the list.

- **Slug***: Enter the SEO friendly slug URL for the class package.
- **Class Banner**: Click on **Choose File** and upload a banner image for the group class package.

Star (*) marked fields are compulsory and can't be left blank.

- **Description***: Enter a brief description of the package, contents that will be covered or any other detail you want to share with the learners.
- **Max Learners***: Enter the maximum number of learners that can enroll for the package.
- **Entry Fee [Default Currency]***: Enter the per learner one-time entry fee for the package.
- **Each Class (minutes)***: Select the duration of each class from the drop down list.



The list displays the time duration options as allowed by the admin. The duration will be the same for each class added to the package.

- **Class Title-1***: Enter the title for any one group class from the package.
- **Start Time***: Select the start date and time for this class from the calendar drop down.
- **Add More**: Click on **Add More** to add further classes to the package. Add the class title and start date & time details in the additional fields.
- **Remove Class**: Click on **Remove Class** to remove a class. The system will not allow you to remove the last available class.

Click on **Save** to save the package details and move back to the **Manage Class Packages** page. Click on **Save & Next** to save the details and move to the next tab.

ii. Language(s): The languages tabs are a replica of the **General** tab and are displayed for each secondary language enabled on the platform.

Star (*) marked fields are compulsory and can't be left blank.

Setup Class Package

General
English
Arabic (العربية)

Title *

Description *

/

Class Title-1 *

Class Title-2 *

Save & Next

Enter/Edit the class package details in the secondary languages and click on **Save** to move back to the **Manage Class Packages** page.

Once a class package has been created, new classes can not be added to it.

 Also, the existing classes cannot be removed from it. You can only edit the package details, such as, class date and timings, class title, package title, etc.

Each newly added package is displayed on the **Manage Class Packages** page. The package details can be observed here, such as, Start Date and Time, Class Status, Entry Fee and Booked Seats.

 You can also view the individual classes added under a package in the **Group Classes** list page.

Star (*) marked fields are compulsory and can't be left blank.

Manage Class Packages

Search
Add Package

Time	Date	Class Details	Action Buttons
13:15	Friday, June 24, 2022	Learning German Scheduled Entry Fee : \$150.00 Booked Seats : 0/20	  
15:40	Saturday, December 10, 2022	Learn Tamil Fast With This non-stop Tamil speaking course for Beginners Cancelled Entry Fee : \$88.00 Booked Seats : 0/22	
21:55	Monday, November 07, 2022	Learn Punjabi Alphabets with pronunciation Punjabi for beginners Scheduled Entry Fee : \$112.00 Booked Seats : 0/46	  
19:05	Friday, November 04, 2022	Punjabi Immersion Course: A Complete Course Scheduled Entry Fee : \$193.00 Booked Seats : 0/50	  

8.2 Action Buttons

a. **View Classes** : Click on the view classes icon button to open the **Manage Classes** page displaying the detailed list of classes added in the package.

Star (*) marked fields are compulsory and can't be left blank.

Manage Classes

Add Class

All Classes
Scheduled
Completed
Cancelled

Listing
Calendar

Keyword
Teach Language
Class Start Date
Class End Date

Keyword

Select

Start Date

End Time

Search

Clear

2022-11-04
2022-11-05
2022-11-06

19:05 - 21:05
Friday, November 04, 2022

Scheduled Entry Fee: \$64.33 Booked Seats: 0/50 Package Class

⌚ 140:10:52:00 + Attach Lesson Plan

Punjabi alphabet - Learn Punjabi letters and sounds

09:35 - 11:35
Saturday, November 05, 2022

Scheduled Entry Fee: \$64.33 Booked Seats: 0/50 Package Class

⌚ 141:01:22:00 + Attach Lesson Plan

How to pronounce and write international words in Punjabi

03:55 - 05:55
Sunday, November 06, 2022

Scheduled Entry Fee: \$64.33 Booked Seats: 0/50 Package Class

⌚ 141:19:42:00 + Attach Lesson Plan

Learn professions and personal pronouns in Punjabi

! New classes can not be added to a package using the **Add Class** button provided at the upper right corner of the **Manage Classes** page.

! The **Manage Classes** page displayed is a replica of the **Group Classes** module page. However, only the classes added to a particular package are displayed here.

! You can perform certain functionalities on this page. Please refer to the **Group Classes** module explained earlier for related information.

b. Edit : Click on the edit icon button to display the **Setup Class Package** form and edit the details of a group class package.

Star (*) marked fields are compulsory and can't be left blank.

Setup Class Package

General English Arabic

Title * Punjabi Immersion Course: A Complete Course

Language * Punjabi

Slug * Punjabi-Immersion-Course-A-Complete-Course-053440000-1653537733-3691

Class Banner Download Choose File No file chosen
Max Size 4.00 MB & Ext Are png, jpg, jpeg

Description * Speak Punjabi today! This course will teach you how to read and speak Punjabi language. Starting with nouns, step

Max Learners * 50 **Entry Fee [USD] *** 193 **Each Class (minutes) *** 120 Minutes

Class Title-1 * Punjabi alphabet - Learn Punjabi letters and sounds **Start Time *** 2022-11-04 19:05:00

Class Title-2 * How to pronounce and write international words in Punjabi **Start Time *** 2022-11-05 09:35:00

Class Title-3 * Learn professions and personal pronouns in Punjabi **Start Time *** 2022-11-06 03:55:00

Save **Save & Next**

Once done, click on **Save** to save the made changes.

c. **Cancel** : Click on the cancel icon button and follow the prompts to cancel a group package.

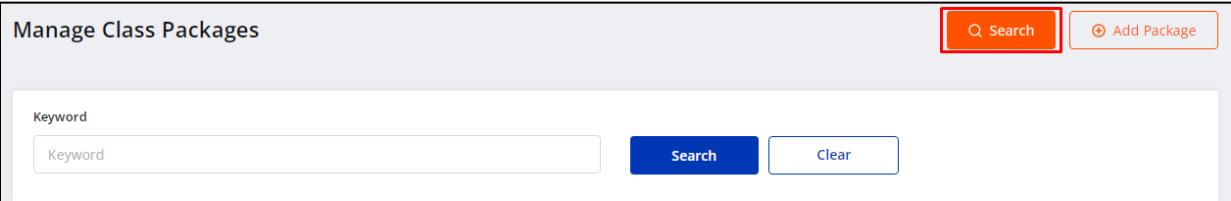
Once one or more learners purchase a package, you can no longer make changes to it or cancel the package. So, the **Edit** and **Cancel** buttons will no longer be available.



Star (*) marked fields are compulsory and can't be left blank.

8.3 Search

To perform a search for any specific class package, click on **Search** from the top of the page. Enter the package title in the **Keyword** field and click on **Search** to generate the results. Click on **Clear** to display the whole list again, once the search is complete.



Manage Class Packages

Keyword

Search

Clear

Add Package

9. Reported Issues

Once a session is successfully delivered and completed, your learners have the provision to report any issue with respect to the session. The reported issues are escalated to you for resolution and are displayed on the **Reported Issues** page. The payment for a session is received only when the session issues are resolved.

Star (*) marked fields are compulsory and can't be left blank.

Reported Issues						 Search
Learner	Language	Session Time	Session Status	Issue Title	Issue Status	Actions
 Jason Roy Armenia	Swedish	2022-03-29 13:45:00	Completed	Teacher left early	Progress	 
 Jason Roy Armenia	Italian	2022-03-29 12:45:00	Completed	Teacher left early	Progress	 
 Jason Roy Armenia		2022-02-17 13:00:00	Scheduled	Teacher was absent	Progress	 
 Jason Roy Armenia		2022-02-17 19:00:00	Scheduled	Teacher was late	Progress	 
 Jason Roy Armenia	Italian	2022-02-17 17:00:00	Scheduled	Teacher left early	Progress	 
 Jason Roy Armenia	English	2022-02-22 13:30:00	Scheduled	Site related technical difficulties	Progress	 
 Jason Roy Armenia		2022-02-21 15:15:00	Completed	Teacher left early	Escalated	
 Jason Roy Armenia	Japanese	2022-06-09 12:30:00	Completed	Teacher left early	Closed	
 Jason Roy Armenia	Japanese	2022-05-06 12:15:00	Completed	Teacher was absent	Closed	

The issues reported on both, one-on-one lessons and group classes, are displayed in the form of a list. The list is arranged according to the current issue status where the issues still under progress are listed at the top followed by the resolved issues, issues escalated to the admin and closed issues. Observe the issue details on this page, such as, learner's name, language for the session, session date and time, current session status, issue title and current issue status. Certain functionalities are available on this page:

Star (*) marked fields are compulsory and can't be left blank.

9.1 Action Buttons

The following action buttons are provided with the reported issue listings under the **Actions** header:

I. View Detail

Click on the view detail icon button to open the details window. Observe the complete details about the reported issue through the following sections:

Issue Detail

Escalated Issue Teacher left early Was Posted By Jason Roy 13:49:pm Mar 29,2022

Not Happy With Solution? Escalated To Support Team

Issue Logs

Jason Roy [Learner] Take Action Teacher left early 13:49:pm Mar 29,2022
Comment: df fsdf sdf sdf sdf

Tom Curran [Teacher] Take Action Complete and issue no refund 12:46:pm Jun 21,2022
Comment: Had an emergency so had to leave early. Communicated beforehand with the learner.

Jason Roy [Learner] Take Action Escalate To Support Team 13:23:pm Jun 21,2022
Comment: was not intimated beforehand. Need complete refund.

Class Details

Class

Order ID 0000394 Class ID 208 Teacher Class Id 151 Class Price \$4.90 Ended By N/A

Tom Curran [Teacher]

Join Time 13:46:pm Mar 29,2022 End Time 13:48:pm Mar 29,2022

Jason Roy [Learner]

Join Time 13:46:pm Mar 29,2022 End Time 13:48:pm Mar 29,2022

Star (*) marked fields are compulsory and can't be left blank.

- **Issue Detail:** Observe the issue details from this section, such as, current issue status, reported issue, name of the learner who posted the issue and the date and time of reporting the issue. The action taken by the learner is also displayed in this section.

Issue Detail

Escalated
Issue Teacher left early Was Posted By Jason Roy
13:49:pm Mar 29,2022

Not Happy With Solution?
Escalated To Support Team

- **Issue Logs:** Observe the timeline of the reported issue. The section displays the actions taken by the concerned users and the comments posted with the actions.

Issue Logs

Alberto Torphy [Learner] Take Action Teacher was absent
15:09:pm Jan 22,2022

Comment: Teacher was absent

Dave Smith [Teacher] Take Action Complete and issue no refund
14:34:pm Jul 11,2022

Comment: no refund will be given

Alberto Torphy [Learner] Take Action Escalate To Support Team
14:35:pm Jul 11,2022

Comment: Not satisfied, need complete refund

YoCoach [Support] Take Action Complete and issue 50% refund
14:36:pm Jul 11,2022

Comment: After review of issue, 50% refund is given.

- **Session Details:** Observe the details of the session for which the issue has been reported, such as, class/lesson ID, order ID, teacher session ID, session

Star (*) marked fields are compulsory and can't be left blank.

price and the name of the user who ended the session. The teacher and learner's name, their joining and ending time are also displayed in this section.

Class Details	
Class	
Order ID 0000394 Class ID 208 Teacher Class Id 151 Class Price \$4.90 Ended By N/A	
Tom Curran [Teacher]	
Join Time 13:46:pm Mar 29,2022 End Time 13:48:pm Mar 29,2022	
Jason Roy [Learner]	
Join Time 13:46:pm Mar 29,2022 End Time 13:48:pm Mar 29,2022	

II. Resolve Issue

The resolve issue icon button is displayed for the reported issues that are yet under progress. Click on the button to open the **Issue Detail** window containing the **Resolution Form**.

Star (*) marked fields are compulsory and can't be left blank.

Issue Detail

Progress
Issue Teacher left early
Was Posted By Jason Roy
13:49:pm Mar 29,2022

Resolution Form

Take Action *

Select

Your Comment *

Submit

Observe the issue status, issue in question, name of the learner who posted the issue and the date and time when the issue was reported. The following fields are available in the resolution form:

- **Take Action***: From the drop down list, select the best possible resolution for the reported issue.
- **Your Comment***: Enter the relevant supporting comments and details you want to share with the learner.

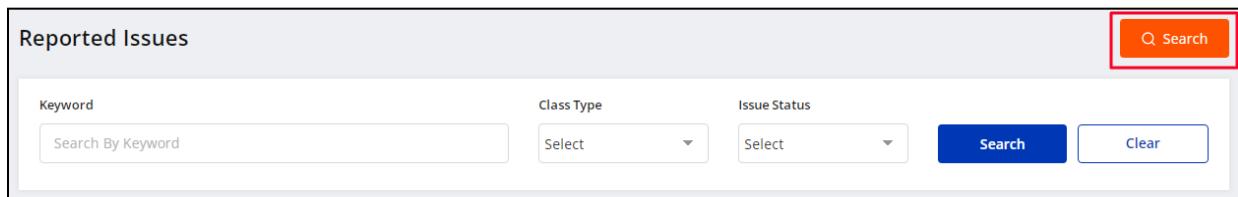
! The actions list is populated with the resolution alternatives as defined by the admin.

Star (*) marked fields are compulsory and can't be left blank.

Once done, click on **Submit**. The issue status is updated accordingly on the **Reported Issues** page and a system generated alert is sent to the learner via email.

9.2 Search

Click on **Search** from the upper right corner of the **Reported Issues** page to display the search section to perform a focused search. The following filters are available:



- **Keyword:** Enter the name of the learner as keyword to conduct a learner-specific search.
- **Class Type:** Search by the type of session as **One on One Lessons** or **Group Classes/Packages**.
- **Issue Status:** Search by the current issue status as **Progress**, **Resolved**, **Escalated** or **Closed**.

Click on **Search** to generate the search results. Once the search is complete, click on **Clear** to display the whole list again.

10. Subscriptions

Yo!Coach allows the learners to book recurring one-on-one lessons with the teachers while checking out. Once the learners purchase and schedule one or more lessons in the form of a subscription, the same schedule will be repeated every four weeks. You can access your lesson subscriptions

Star (*) marked fields are compulsory and can't be left blank.

through the **Subscriptions** module on your teacher panel. The page displays the list of subscriptions bought by your learners arranged in a chronological order on the basis of the start date of subscription. Observe the subscription details, such as, learner's name, subscription start date, end date, lessons language, number of lessons in the subscription per 28 days and current subscription status.

Subscriptions						
Learner	Start Date	End Date	Language	Lessons	Status	Actions
 Darius Daugherty	2022-04-02 00:00:00	2022-04-30 00:00:00	Finnish	5	Expired	
 Stacy Feest	2022-05-31 00:00:00	2022-06-28 00:00:00	Swedish	5	Active	
 Shaneka Fields	2022-06-20 04:00:00	2022-07-18 04:00:00	Hindi	3	Active	

10.1 View Lessons

To view the lessons scheduled under a subscription, click on the view lessons icon button provided under the **Actions** header. You are redirected to the **Manage Lessons** page displaying the lessons scheduled in the current subscription for the next 28 days. This page is a replica of the **All Lessons** modular tab displayed under the **Lessons** module and similar functionalities are available here.

Star (*) marked fields are compulsory and can't be left blank.

Manage Lessons

Next Lesson: 2022-06-22 At 08:15 With  Shaneka Fields ⌚ 01:11:48:48 Enter Classroom

All Lessons Unscheduled Scheduled Completed Cancelled  Listing  Calendar

Keyword Teach Language Lesson Start Date Lesson End Date

Keyword Select Start Date End Time Search Clear

2022-04-11

06:30 - 07:00 Completed Subscriptions Issue Reported  Darius Daugherty Iran   ⊕ Attach Lesson Plan

2022-04-22

07:35 - 08:00 Completed Subscriptions  Darius Daugherty Iran  ⊕ Attach Lesson Plan

2022-04-24

08:00 - 08:30 Completed Subscriptions  Darius Daugherty Iran  ⊕ Attach Lesson Plan

2022-04-26

10:25 - 10:55 Completed Subscriptions  Darius Daugherty Iran  ⊕ Attach Lesson Plan

2022-04-29

01:35 - 02:05 Completed Subscriptions  Darius Daugherty Iran  ⊕ Attach Lesson Plan

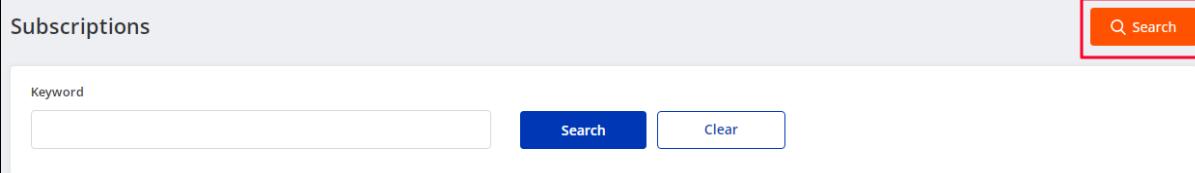


You can perform certain functionalities on the **Manage Lessons** page. Please refer to the **Lessons** module explained earlier for related information.

Star (*) marked fields are compulsory and can't be left blank.

10.2 Search

To perform the search for a particular subscription, click on **Search** from the top of the page.



The screenshot shows a search interface for 'Subscriptions'. At the top, there is a 'Keyword' input field and a 'Search' button. Below these, there are 'Search' and 'Clear' buttons. The 'Search' button is highlighted with a red box.

Enter the learner's name in the **Keyword** field and click **Search** to display the filtered list. Once the search is complete, click on **Clear** to display the whole list again.

11. My Learners

Every learner who has ever booked a session with you, whether a one-on-one lesson or a group class, is displayed in the **My Learners** module. The **My Learners** page displays the list of learners and the number of lessons and classes booked with you till date. Yo!Coach facilitates you to create learner-specific discount offers on this page. This helps you to promote your sessions as well as retain your existing learners.

Star (*) marked fields are compulsory and can't be left blank.

My Learners						
Learner	Lessons	Classes	Lessons Offer	Classes Offer	Package Offer	Actions
Jason Roy	144	81	2% Off On 45 Minutes Session	2.1% Off On 45 Minutes Session 3% Off On 60 Minutes Session	8.50% Off	 
Mark Wood	36	39	N/A	N/A	N/A	 
Ross Taylor	0	3	N/A	N/A	N/A	 
Jack Sharma	3	0	N/A	N/A	N/A	 
Rahul Dravid	27	17	15% Off On 45 Minutes Session	15% Off On 60 Minutes Session 17% Off On 90 Minutes Session	10.00% Off	 
Sachin Thakur	4	0	N/A	N/A	N/A	 
Odean Smith	1	2	N/A	N/A	N/A	 

The following functionalities are available on this page:

11.1 Action Buttons

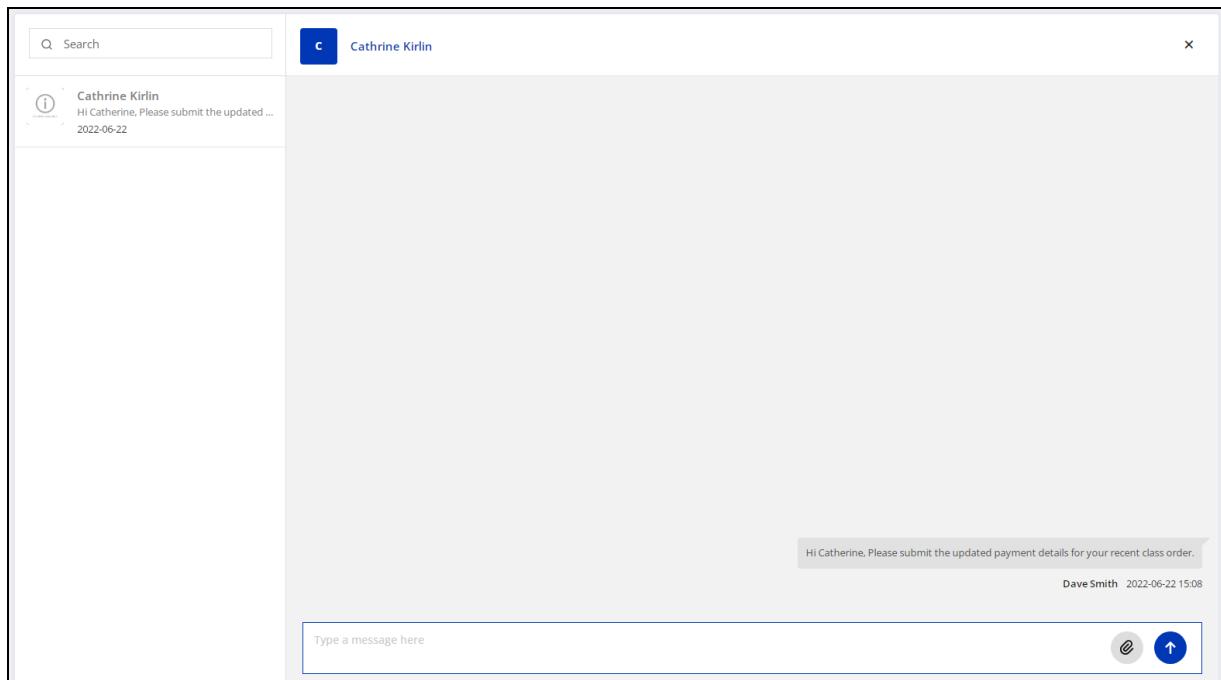
Under the **Actions** header, the following two icon buttons are available:

I. Message

To contact a learner through direct messages, click on the message icon button. On the basis of message history between you and the learner, the following cases can be observed:

- When you have previously interacted with the learner through messages, you are redirected to the message window with the respective user.

Star (*) marked fields are compulsory and can't be left blank.



! Please refer to the **Messages** section to learn about the various functionalities available on this page.

b. When you have not conversed with the learner before, the **Start Conversation** window is displayed on the screen.

Star (*) marked fields are compulsory and can't be left blank.

Start Conversation

Message *

No file chosen

File size should be less than 2.00 Mb & Supported File Formats are png, jpeg, jpg, gif, pdf, doc, docx, zip, txt

- **Message*:** Enter your message in the description box provided.
- **Media:** Click on **Choose File** and upload the supporting media file from your internal storage.

Click on **Send** to send the message to the learner. A new conversation thread is created and can be accessed from the **Messages** section.

II. Offer Price

You have the provision to offer learner-specific discounts on your lessons and group classes through the **Offer Price** feature. Click on the offer price icon button to open the **Offer Percentage for [Learner]** window form.

Star (*) marked fields are compulsory and can't be left blank.

Offer Percentage For Katrina Lehner

Lesson Offer

Lesson 15 Slot Offer(%)	<input type="text"/>
Lesson 30 Slot Offer(%)	<input type="text"/>
Lesson 45 Slot Offer(%)	<input type="text"/>
Lesson 60 Slot Offer(%)	<input type="text"/>
Lesson 90 Slot Offer(%)	<input type="text"/>

Group Class Offer

Class 15 Slot Offer(%)	<input type="text"/>
Class 30 Slot Offer(%)	<input type="text"/>
Class 45 Slot Offer(%)	<input type="text"/>
Class 60 Slot Offer(%)	<input type="text"/>
Class 90 Slot Offer(%)	<input type="text"/>
Class 120 Slot Offer(%)	<input type="text"/>

Class Package Offer

Group Class Packages Offer(%)	<input type="text"/>
-------------------------------	----------------------

The following three sections are available here:

- **Lesson Offer:** For the respective lesson slot timings, enter the applicable discount percentage in the provided fields. Leave the field blank if no offer applies on a particular slot.
- **Group Class Offer:** For the respective group class slot timings, enter the applicable discount percentage in the provided fields. Leave the field blank if no offer applies on a particular slot.

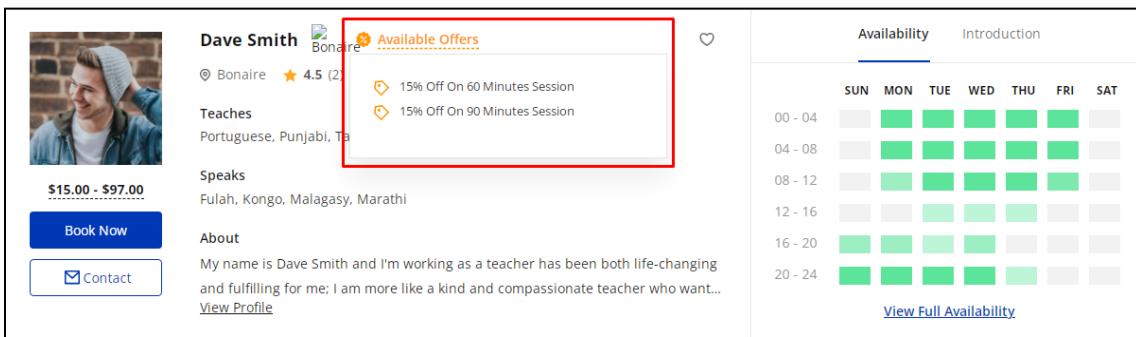
Star (*) marked fields are compulsory and can't be left blank.

- **Class Package Offer:** Enter the applicable discount percentage for group class packages in the provided field. Leave the field blank if no offer applies on a particular slot.

Once done, click on **Save** to save the offers defined for the specific learner and move back to the **My Learners** page. The added offers are displayed under the **Lesson Offer**, **Class Offer** and **Package Offer** headers for the respective learners.

! The lesson and class slot fields are displayed depending on the slots activated by you in the **Account Settings** section.

! The discount offers are displayed only to the specific learner on the system front-end under your teacher profile.



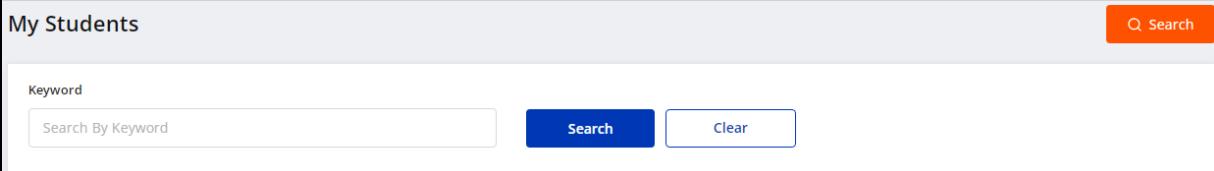
The screenshot shows a teacher profile for 'Dave Smith' with a Bonaire license. It highlights the 'Available Offers' section with a red box, which lists two offers: '15% Off On 60 Minutes Session' and '15% Off On 90 Minutes Session'. To the right is a 'Availability' grid for the week, showing green blocks for available slots and grey blocks for unavailable ones. A 'View Full Availability' link is at the bottom right of the grid.

! The learners are charged the discounted price for the lessons and classes arrived at after deducting the offer discount percentage value during check-out.

Star (*) marked fields are compulsory and can't be left blank.

11.2 Search

To perform a learner-specific search, click on **Search** from the upper right corner of the page. Enter the learner's name as keyword in the displayed **Keyword** field and click on **Search** to display the search results.



Once the search is complete, click on **Clear** to display the whole list again.

12. My Orders

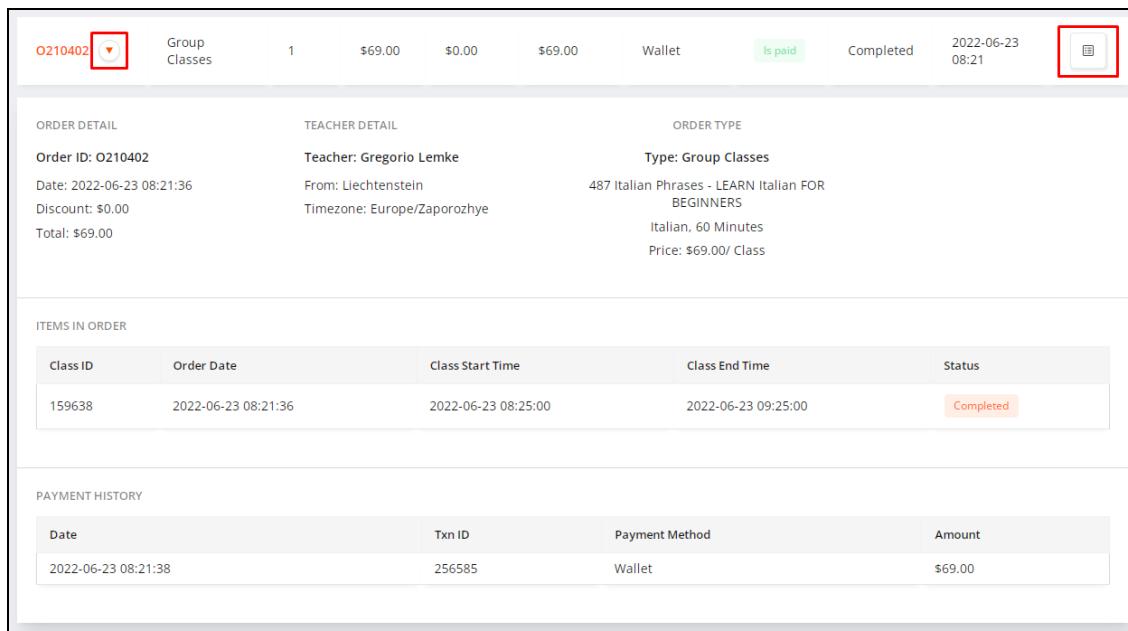
Access all the orders you have placed on the platform from the **My Orders** module. The **My Orders** page displays a list of all the orders placed till date where the last placed order appears at the top. The orders list is common for your teacher and learner profiles. Observe the following details from this list:

Star (*) marked fields are compulsory and can't be left blank.

My Orders											 Search
Order ID	Type	Items	Total	Discount	Net Amount	Pay Method	Payment	Status	Date Time	Action	
O001121 	Gift Card	1	\$75.00	\$0.00	\$75.00	Wallet	 Is paid	Completed	2022-06-27 12:47		
O001120 	Wallet Recharge	1	\$500.00	\$0.00	\$500.00	Bank Transfer	 Is paid	Completed	2022-06-24 13:19		
O001118 	Lesson	1	\$10.00	\$0.00	\$10.00	Bank Transfer	 Unpaid	Submitted Detail	Canceled	2022-06-24 10:09	
O000729 	Wallet Recharge	1	\$110.00	\$0.00	\$110.00	Stripe	 Is paid	Completed	2022-04-14 14:51		
O000728 	Gift Card	1	\$13.00	\$0.00	\$13.00	Wallet	 Is paid	Completed	2022-04-14 14:51		
O000702 	Wallet Recharge	1	\$500.00	\$0.00	\$500.00	Stripe	 Is paid	Completed	2022-04-13 12:26		
O000588 	Gift Card	1	\$11.00	\$0.00	\$11.00	Wallet	 Is paid	Completed	2022-04-07 15:20		
O000369 	Purchased Coupons	1	\$18.00	\$0.00	\$18.00	Stripe	 Is paid	Completed	2022-03-28 10:42		

- **Order ID:** Displays the unique order identifier. Click on the drop-down arrow icon button  to display the order details section. Observe the order details, teacher details, order type, order items details and payment history from this section.

Star (*) marked fields are compulsory and can't be left blank.



Order ID: 0210402

Group Classes

1 \$69.00 \$0.00 \$69.00 Wallet Is paid Completed 2022-06-23 08:21

ORDER DETAIL

Order ID: 0210402
Date: 2022-06-23 08:21:36
Discount: \$0.00
Total: \$69.00

TEACHER DETAIL

Teacher: Gregorio Lemke
From: Liechtenstein
Timezone: Europe/Zaporozhye

ORDER TYPE

Type: Group Classes
487 Italian Phrases - LEARN Italian FOR BEGINNERS
Italian, 60 Minutes
Price: \$69.00/ Class

ITEMS IN ORDER

Class ID	Order Date	Class Start Time	Class End Time	Status
159638	2022-06-23 08:21:36	2022-06-23 08:25:00	2022-06-23 09:25:00	Completed

PAYMENT HISTORY

Date	Txn ID	Payment Method	Amount
2022-06-23 08:21:38	256585	Wallet	\$69.00

- Type:** Displays the type of order placed, such as, Group Class, Class Packages, Lesson, Wallet Recharge, Gift Card or Discount Coupons.
- Items:** Displays the number of items in a particular order.
- Total:** Displays the order total value.
- Discount:** Displays the discount availed on an order.
- Net Amount:** Displays the net total value of the order calculated as, *Total - Discount*.
- Pay Method:** Displays the method of payment used for the order. When **Bank Transfer** payment method is used, a **Submit Details** link is provided here to submit the transaction details for admin's approval. Click on the link to open the **Payment Details** page and enter the transaction credentials in the provided fields.

Star (*) marked fields are compulsory and can't be left blank.



Payable Amount : \$10.00 Order Invoice: O210423

Complete your order by providing below details

Bank code (Bankleitzahl): 20811008
domestic account number: 1039531801
IBAN: AL90208110080000001039531801

Transaction ID *

Transaction Detail *

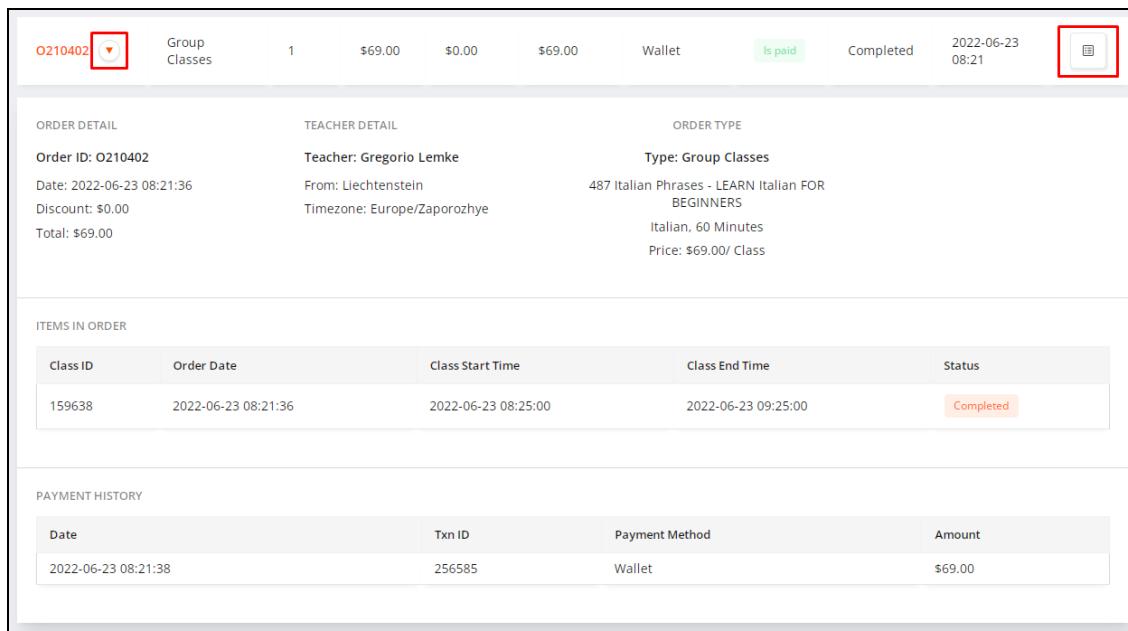
Transaction Receipt

No file chosen

Supported File Formats are png, jpg, jpeg, txt, doc, docx, pdf

- **Payment:** Displays the current status of payment as, **Is Paid or Unpaid**.
- **Status:** Displays the current status of the order.
- **Date and Time:** Displays the date and time of placing the order.
- **Action** : Click on the action icon button to display the order details section. Observe the order details, teacher details, order type, order items details and payment history from this section. This section is the same as displayed for the drop-down icon button provided with the **order ID**.

Star (*) marked fields are compulsory and can't be left blank.



Order ID: O210402

Group Classes

1 \$69.00 \$0.00 \$69.00 Wallet Is paid Completed 2022-06-23 08:21

ORDER DETAIL

Order ID: O210402

Date: 2022-06-23 08:21:36

Discount: \$0.00

Total: \$69.00

TEACHER DETAIL

Teacher: Gregorio Lemke

From: Liechtenstein

Timezone: Europe/Zaporozhye

ORDER TYPE

Type: Group Classes

487 Italian Phrases - LEARN Italian FOR BEGINNERS

Italian, 60 Minutes

Price: \$69.00/ Class

ITEMS IN ORDER

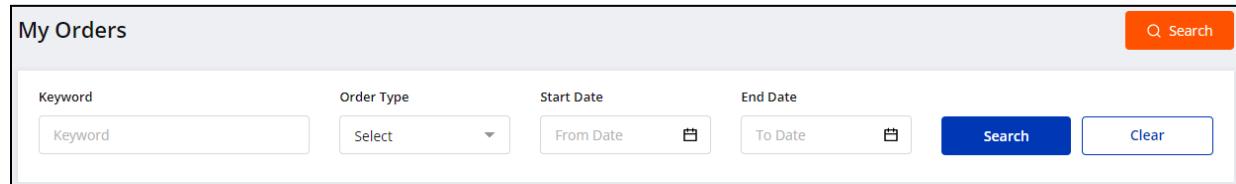
Class ID	Order Date	Class Start Time	Class End Time	Status
159638	2022-06-23 08:21:36	2022-06-23 08:25:00	2022-06-23 09:25:00	Completed

PAYMENT HISTORY

Date	Txn ID	Payment Method	Amount
2022-06-23 08:21:36	256585	Wallet	\$69.00

Search

To perform the search for a specific order, click on **Search** from the top right corner of the page. The following search filters are available:



My Orders

Search

Keyword Order Type Start Date End Date

Keyword Select From Date To Date

Search Clear

- Keyword:** Enter the order ID as keyword to perform the search.
- Order Type:** Search by the specific order type.
- Start Date:** Select a date from the drop-down calendar to search for orders placed on or after the selected date.
- End Date:** Select a date from the drop-down calendar to search for orders placed on or before the selected date.

Star (*) marked fields are compulsory and can't be left blank.



The **Start** and **End Date** search filters can be used together to specify a certain time period.

Click on **Search** to generate the search results. Once the search is complete, click on **Clear** to display the whole list again.

13. Wallet

The **My Wallet** page displays your current wallet balance and transaction details. All the payments and refunds are primarily received on your digital wallet. The charges for the next cycle of lesson subscription are also deducted from your digital wallet directly. From the **Wallet** section, you can request the admin to recharge your digital wallet and redeem the gift cards received from any user. Observe the following details from the list of transactions:

Star (*) marked fields are compulsory and can't be left blank.

My Wallet					<input type="button" value="Search"/>	
 Wallet Balance		\$56.00			+ Recharge Wallet	Redeem Gift Card
Txn ID	Type	Amount	Date	Comments		
TXN-0256602	Lesson Ordered	-\$22.00	2022-08-01 13:43:26	Lesson Ordered: ID O210425		
TXN-0256601	Lesson Ordered	-\$24.00	2022-07-25 14:16:39	Lesson Ordered: ID O210424		
TXN-0256593	Group Class Ordered	-\$56.00	2022-07-04 17:02:20	Group Class Ordered: ID O210416		
TXN-0256592	Group Class Ordered	-\$13.00	2022-07-04 17:02:09	Group Class Ordered: ID O210415		
TXN-0047415	Teacher Payment	\$34.20	2022-04-04 20:03:00	Payment On Lesson 17116		
TXN-0047414	Teacher Payment	\$34.20	2022-04-05 17:23:00	Payment On Lesson 17115		
TXN-0047413	Teacher Payment	\$34.20	2022-03-30 03:33:00	Payment On Lesson 17114		
TXN-0047412	Teacher Payment	\$34.20	2022-03-31 02:59:00	Payment On Lesson 17113		
TXN-0047411	Teacher Payment	\$34.20	2022-03-27 18:20:00	Payment On Lesson 17112		

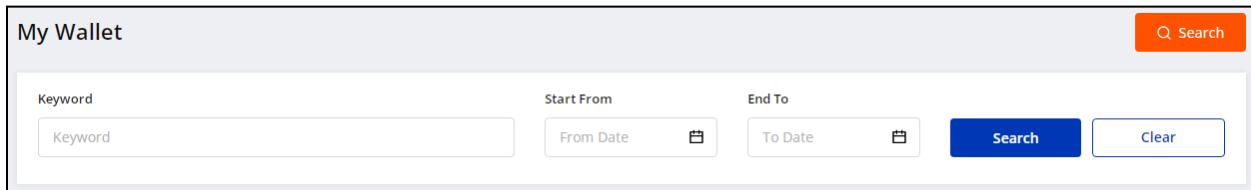
- **Wallet Balance:** Displays the current balance standing in your digital wallet.
- **Transaction ID:** Displays the unique transaction identifier.
- **Type:** Displays the type of transaction executed.
- **Amount:** Displays the amount of transaction.
- **Date:** Displays the date of execution of transaction.
- **Comments:** Displays the information and comments supporting the transaction.

Perform the following functionalities on the **My Wallet** page:

Star (*) marked fields are compulsory and can't be left blank.

13.1 Search

Click on **Search** from the upper right corner and access the following filters to perform a focused search:



- **Keyword:** Enter the transaction ID or comments as keyword to perform the search.
- **Start Date:** From the calendar drop down, select a date to display transactions executed on or after this date.
- **End Date:** From the calendar drop down, select a date to display transactions executed on or before this date.

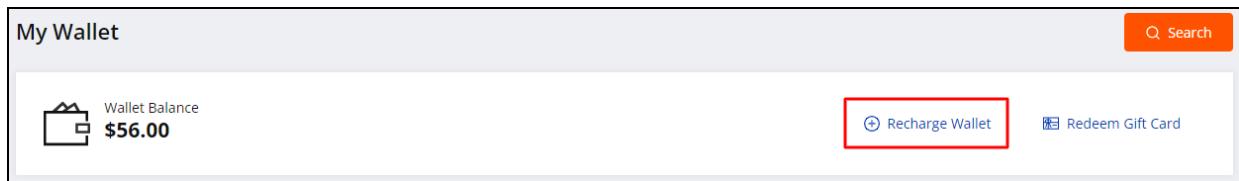
! The **Start Date** and **End Date** filters can be used together to specify a certain time period.

Click on **Search** to generate the search results. Click on **Clear** to display the whole list again once the search is complete.

13.2 Recharge Wallet

Add money from your personal account to your digital wallet from the **My Wallet** page.

Star (*) marked fields are compulsory and can't be left blank.



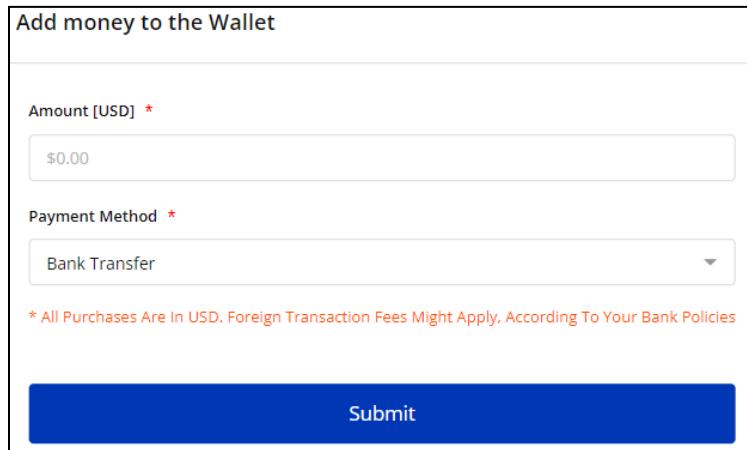
My Wallet

Wallet Balance \$56.00

Recharge Wallet

Redeem Gift Card

Click on **Recharge Wallet** from the top of the page to open the **Add Money to the Wallet** window form:



Add money to the Wallet

Amount [USD] *

\$0.00

Payment Method *

Bank Transfer

* All Purchases Are In USD. Foreign Transaction Fees Might Apply, According To Your Bank Policies

Submit

- **Amount [Default Currency]*:** Enter the amount to be added to the wallet.
- **Payment Method:** From the drop down list, select the method of payment you want to use.

Once the details are selected, click on **Submit**. You are redirected to the respective payment gateway page to complete the payment.

13.3 Redeem Gift Card

To redeem a gift card sent to you from another user, click on **Redeem Gift Card** from the top of the page.

Star (*) marked fields are compulsory and can't be left blank.

My Wallet

Search

Wallet Balance \$2,306.97

Add Money to Wallet

Redeem Gift Card

Txn ID	Type	Amount	Date	Comments
TXN-0000921	Money Deposit	\$500.00	2022-06-24 13:22:27	Wallet Money Added
TXN-0000920	Redeem Gift Card	\$75.00	2022-06-24 10:52:16	Giftcard Redeem To Wallet \$75.00 By Gift Code 62b5485560297

The **Redeem Gift Card** window is displayed. In the mandatory **Gift Card Code** field, enter the code received in the gift card and click on **Redeem**.

Redeem Giftcard

Gift Card Code *

Enter Gift Card Code

Cancel

Redeem

A success message appears on the screen and the gift card amount is automatically credited to your wallet.

14. Withdraws

Yo!Coach allows you to withdraw the money from your digital wallet into your personal account. The withdrawal requests are escalated to the admin

Star (*) marked fields are compulsory and can't be left blank.

for approval. Once approved, the amount is deducted from your wallet and transferred to your personal account. Access and create withdrawal requests from the **Withdrawal Requests** page. The requests are displayed in the form of a list where the details such as, withdrawal ID, amount, transaction fee, comments, date and status of requests can be observed.

Withdraw Requests					
Withdrawal ID	Amount	Txn Fee	Comments	Date	Status
#0000053	\$1,000.00	\$150.00	PaypalPayout for \$1000	2022-06-24 13:44:47	Pending
#0000052	\$100.00	\$10.00		2022-06-24 10:11:15	Completed
#0000048	\$12.00	\$1.20		2022-06-02 12:48:54	Pending
#0000047	\$100.00	\$10.00		2022-06-01 11:45:12	Declined

Perform the following functions on this page:

14.1 Request Withdrawal

To make a withdrawal request, click on **Request Withdrawal** from the upper right corner of the page. The **Request Withdrawal** window form appears where the following fields are available:

Star (*) marked fields are compulsory and can't be left blank.

Request Withdrawal

Payout Type

PaypalPayout
 BankPayout

Amount [USD] *

Current Wallet Balance \$2,306.97

Transaction Fee 15%

PayPal Email *

Kindly add any additional supporting information if required.

- **Payout Type:** From the radio buttons, select the preferred payout type. The following two payout methods are available on the platform:
 - a. **PayPal Payout:** Select **PayPal Payout** and access the following data fields:

Star (*) marked fields are compulsory and can't be left blank.

Request Withdrawal

Payout Type

PaypalPayout

BankPayout

Amount [USD] *

Current Wallet Balance \$2,306.97

Transaction Fee 15%

PayPal Email *

Kindly add any additional supporting information if required.

Cancel

Send Request

- **Amount [Default Currency]*:** Enter the amount to be withdrawn from your wallet out of the currently available balance.
- **PayPal Email*:** Enter the email address linked with your PayPal account.

b. **Bank Payout:** Select **Bank Payout** and access the following data fields:

Star (*) marked fields are compulsory and can't be left blank.

Request Withdrawal

Payout Type

PaypalPayout
 BankPayout

Amount [USD] *

Current Wallet Balance \$2,231.97

Transaction Fee 10%

Bank Name *

Account Holder Name *

Account Number *

IFSC Swift Code *

Bank Address

Kindly add any additional supporting information if required.

- **Amount [Default Currency]*:** Enter the amount to be withdrawn from your currently available wallet balance.
- **Bank Name*:** Enter the name of the bank you hold an account with.
- **Account Holder Name*:** Enter the name of the bank account holder.
- **Account Number*:** Enter a valid bank account number.
- **IFSC Swift Code*:** Enter a valid IFSC swift code for your bank account.
- **Bank Address:** Enter the address of your bank.

Star (*) marked fields are compulsory and can't be left blank.

- **Kindly add any additional supporting information if required:** Enter any additional information, comments or details to support your request.

Once all the details are entered, click on **Send Request**. The withdrawal request is then sent to the admin for approval. It is also added to the list on the **Withdrawal Requests** page with a **Pending** status. Once the admin accepts or rejects your request, you receive an email notification. The status of the request is updated on this page accordingly.

14.2 Search

To perform a specific search, click on **Search** from the top of the page. The following search filters are available:

Withdraw Requests

Keyword <input style="width: 100%; border: 1px solid #ccc; padding: 2px;" type="text" value="Keyword"/>	Start Date <input style="border: 1px solid #ccc; padding: 2px 10px; border-radius: 5px;" type="button" value="From Date"/>	End Date <input style="border: 1px solid #ccc; padding: 2px 10px; border-radius: 5px;" type="button" value="To Date"/>
<input style="border: 1px solid #0056b3; padding: 2px 10px; border-radius: 5px; background-color: #0056b3; color: white; font-weight: bold; margin-right: 10px;" type="button" value="Search"/> <input style="border: 1px solid #ccc; padding: 2px 10px; border-radius: 5px; color: #ccc; background-color: transparent; font-weight: bold;" type="button" value="Clear"/>		

- **Keyword:** Enter the withdrawal ID or comments as keywords to perform the search.
- **Start Date:** Select a date from the calendar drop down to search for requests sent on or after this date.
- **End Date:** Select a date from the calendar drop down to search for requests sent on or before this date.

Click on **Search** to display the search results. Once the search is complete, click on **Clear** to display the complete list again.

Star (*) marked fields are compulsory and can't be left blank.

15. Notes

Create and view help notes through the **Notes** module. While in a group class or one-on-one lesson, you have the provision to add subject related observations or supporting information in the form of **Notes**. Once added, these are listed on the **Manage Notes** page and can be viewed later. New notes can also be added from the **Manage Notes** page, irrespective of the session.

The **Notes** module is common for both **Teacher** and **Learner** profiles. The notes added on the **Teacher** profile are also listed on the **Notes** module of the **Learner** profile.

Manage Notes

Q Search
⟳ Add New

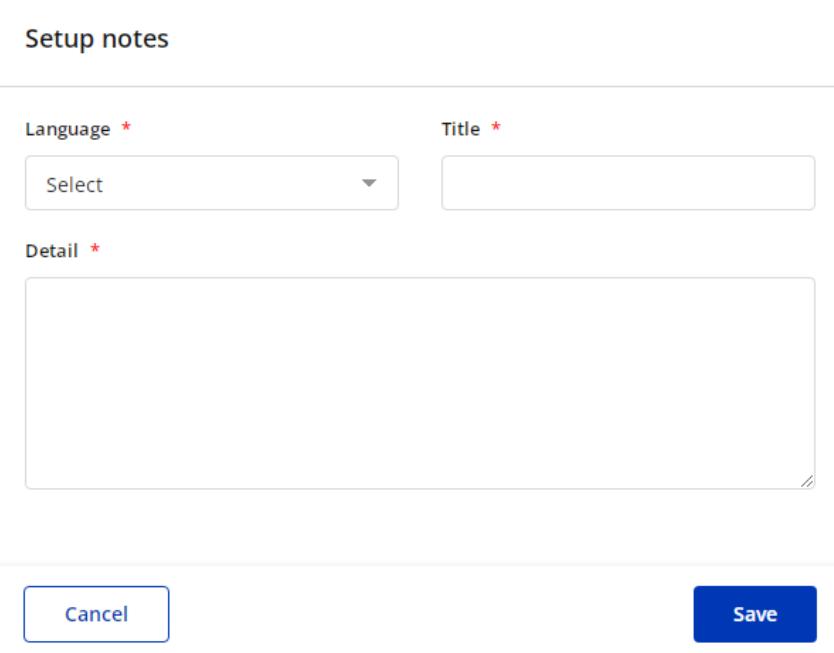
Language	Title	Detail	Date	Action
Portuguese	Revise French Grammar	Revise on your own while i invigilate you.	2022-06-27 08:46:58	 
Portuguese	Sentence Translations	Translation exercise	2022-06-27 08:20:15	 
French	Revise French Grammar	Grammar to revise: 1. Personal pronouns: Get up-close and personal 2. Regular verbs: Make them part of your regular routine 3. Plurals: Go forth and multiply! 4. Adjectives: Match 'em up 5. Avoir and être: Get a firm handle on "to have" and "to be" 6. Reflexive verbs: Be re-flexible	2022-06-27 08:09:48	 
Finnish	Sentence Translations	Translate the following into Finnish: 1. Robert was a good king. 2. He had a great army. 3. He wanted to bring peace to his kingdom. 4. There were many others who wanted to become king. 5. They started plotting against him. 6. Their plots were failing because of some trusted friends of the king. 7. Then they started killing those trusted friends.	2022-06-27 08:07:37	 

Perform the following functions on this page:

Star (*) marked fields are compulsory and can't be left blank.

15.1 Add A New Note

Click on **Add New** from the upper right corner of the page to open the **Setup Notes** window form. The following fields are available here:



The image shows a 'Setup notes' window with the following fields:

- Language ***: A dropdown menu with 'Select' as the current value.
- Title ***: An empty text input field.
- Detail ***: A large text area for note details.
- Cancel**: A blue button on the left.
- Save**: A blue button on the right.

- **Language***: From the drop down list, select the language for the note being added.
- **Title***: Enter the title of the note.
- **Detail***: Enter the details of the note and supporting information.

Click on **Save** to save the note.

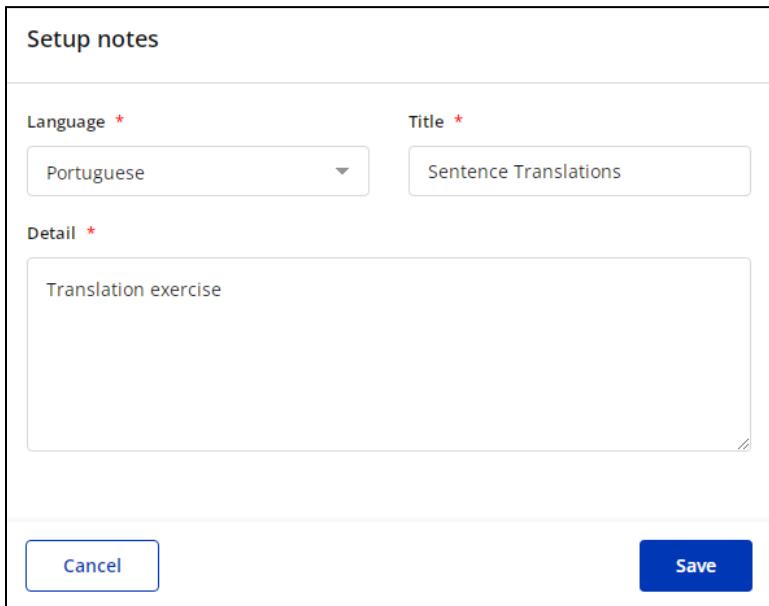
Star (*) marked fields are compulsory and can't be left blank.

15.2 Action Buttons

Once a note is added, it is displayed in the form of a list on the **Manage Notes** page. The following functionalities are available under the **Action** header of the list section:

I. Edit

Click on the edit icon button to display the **Setup Notes** window. Make the required changes in the provided fields. Once done, click on **Save** to save the changes made.



The image shows a modal window titled 'Setup notes'. It contains the following fields:

- Language ***: A dropdown menu showing 'Portuguese'.
- Title ***: A text input field containing 'Sentence Translations'.
- Detail ***: A text area containing 'Translation exercise'.
- Cancel** and **Save** buttons at the bottom.

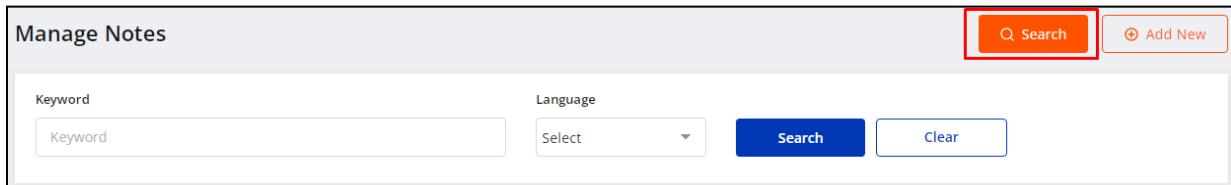
II. Delete

To remove a note from the system, click on the delete icon button and follow the prompts. The note will be successfully deleted from your account.

Star (*) marked fields are compulsory and can't be left blank.

15.3 Search

To perform the search for a specific note, click on **Search** from the top of the page and access the following search filters:



The screenshot shows a 'Manage Notes' interface. At the top right are 'Search' and 'Add New' buttons. Below them is a search form with 'Keyword' and 'Language' fields, and 'Search' and 'Clear' buttons. The 'Search' button is highlighted with a red box.

- **Keyword:** Enter the note title or detail as keyword to perform the search.
- **Language:** Search notes for a specific language using the drop down list.

Click on **Search** to generate the search results. Once the search is complete, click on **Clear** to display the whole list again.

16. Gift Cards

All the gift cards purchased and received on the platform are displayed in the **Gift Cards** module. Gift cards are a type of wallet credits received from the other users on the platform and can be redeemed while placing an order. You can do both, receive a gift card from other users or send a gift card to any platform user. By default, the **Gift Cards** page displays the gift cards purchased by you. Use the **Search** function to view the received gift cards, which is explained later in this section.

Star (*) marked fields are compulsory and can't be left blank.

Gift Cards					
Order ID	Code	Amount	Receiver	Date	Status
O001121	62b959804f9f8	\$75.00	Apoorva ap@dummyid.com	2022-06-27 12:47:20	Unused
O000728	6257e794e9be8	\$13.00	TEST test@dummyid.com	2022-04-14 14:51:24	Unused
O000588	624eb3ceeb619	\$11.00	Jason Roy jason@dummyid.com	2022-04-07 15:20:06	Used

Perform the following functions on this page:

16.1 Buy Gift Card

From the upper right corner of the page, click on **Buy Gift Card** to open the **Purchase Gift Card** pop-up form. The following data fields are available here:

Purchase Gift Card

Enter Amount (USD) *	Payment Method *
\$0.00	<input checked="" type="radio"/> Wallet Balance (\$3.40)
Receiver Name *	<input type="radio"/> Bank Transfer
Receiver Email *	<input type="radio"/> Stripe
	<input type="radio"/> Authorize.net
	<input type="radio"/> PayPal Standard
	<input type="radio"/> PayGate
	<input type="radio"/> Paystack
	Send Gift Card
<small>* All Purchases Are In USD. Foreign Transaction Fees Might Apply, According To Your Bank Policies</small>	

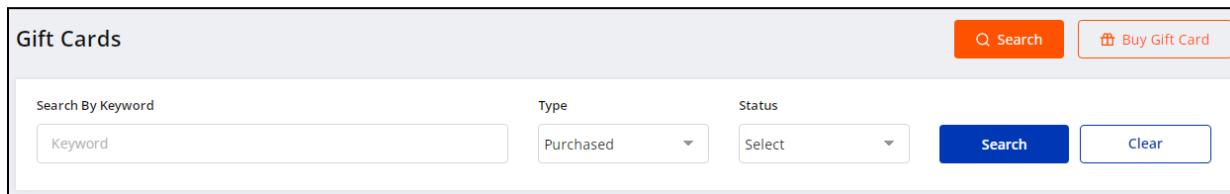
Star (*) marked fields are compulsory and can't be left blank.

- **Enter Amount [Default Currency]*:** Enter the amount of the gift card you want to purchase.
- **Receiver Name*:** Enter the name of the receiver of the gift card.
- **Receiver Email*:** Enter the email address of the receiver.
- **Payment Method:** From the list of the payment methods available, select the desired method.

Click on **Send Gift Card** and you are redirected to the payment page. Once the payment is complete, the purchased card is displayed in the form of a list on the **Gift Card** page. The receiver will get an email notification where the code to be used to redeem the gift card is mentioned.

16.2 Search

Click on **Search** from the upper right corner of the page and access the following search filters to perform a focused search:



- **Keyword:** Enter the Order ID, code, receiver's or sender's name as keyword to perform the search.
- **Type:** Select the type of gift card as, **Received** or **Purchased**. By default, purchased gift cards are displayed. To view the gift cards received from other users, select **Received**.
- **Status:** Search by the current gift card status as, **Used** or **Unused**.

Star (*) marked fields are compulsory and can't be left blank.

Click on **Search** to generate the search results. Once the search is complete, click on **Clear** to display the whole list again.

17. Find A Teacher

A teacher profile is also functional as a learner profile. Yo!Coach allows you to take sessions with learners as a teacher and book sessions with any teacher registered on the platform, as a learner. To find a teacher to book a language session, click on **Find A Teacher** from the left navigation drawer. You are redirected to the platform front-end where the details of active teachers are displayed in a list.

Star (*) marked fields are compulsory and can't be left blank.

Choose our experienced Teachers and get the best learning experience.

SEARCH
By Teacher Name

LANGUAGE
All Language

PRICE
All Prices

AVAILABILITY
Select Timing

More Filters

Found the best 32486 teachers for you
Sort By: By Popularity



Cindy Berge 

④ Seychelles 4.5 (4) 20 Students - 50 Sessions

Teaches Spanish, Punjabi, Hebrew-Israel, Finnish

Speaks Quechua, Swahili

About I'm Cindy Berge and I've been teaching for over 14 years and also have experience teaching a wide range of courses to students across the curriculum, including... [View Profile](#)

Availability
Introduction

	SUN	MON	TUE	WED	THU	FRI	SAT
00 - 04							
04 - 08							
08 - 12							
12 - 16							
16 - 20							
20 - 24							

[View Full Availability](#)



Brennan Corwin 

④ Uzbekistan 4.29 (7) 19 Students - 54 Sessions

Teaches Hindi, Arabic, Finnish, Swedish

Speaks began teaching languages in 2012 and am continuously learning more about thi...

About [View Profile](#)

Availability
Introduction

	SUN	MON	TUE	WED	THU	FRI	SAT
00 - 04							
20 - 28							



Deon Batz 

④ Croatia 4.56 (9) 17 Students - 55 Sessions

Teaches Arabic, Japanese, German, Finnish

Speaks Georgian, Komi, Ganda, Telugu

About Hi Everyone! I'm Deon Batz and I earned a Certificate in Teaching to Speakers of Other Languages (CELTA). Apart from teaching Young Learner classes, I have... [View Profile](#)

Availability
Introduction

	SUN	MON	TUE	WED	THU	FRI	SAT
00 - 04							
04 - 08							
08 - 12							
12 - 16							
16 - 20							
20 - 24							

[View Full Availability](#)



Rachael Nader 

④ Norway 5 (2) 17 Students - 49 Sessions

Teaches English, Finnish

Speaks Turkish, Uzbek, Venda

About Hi All! I'm Rachael Nader and for almost 10 years, I've been teaching foreign languages. I've taught a variety of language enhancement classes to students... [View Profile](#)

Availability
Introduction

	SUN	MON	TUE	WED	THU	FRI	SAT
00 - 04							
04 - 08							
08 - 12							
12 - 16							
16 - 20							
20 - 24							

[View Full Availability](#)

Use the quick filters (Teacher Name, Language, Price, Availability, etc.) or sort by popularity or price to perform a focused search. View the teacher details

Star (*) marked fields are compulsory and can't be left blank.

and contact them for more information. Check the teachers' weekly availability and book a session with them, once you find a teacher suitable for your requirements.

Star (*) marked fields are compulsory and can't be left blank.