



# Teacher Manual

-Version 4.4-

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# 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 Register directly as a teacher

On the Yo!Coach home page, select **Apply to teach** from the page header.

This will direct you to the user application page, where the **Apply to teach** form appears with the following fields:

Update the following:

- **Email:** Enter a valid email address for registration.
- **Password:** Enter a strong password with at least 8 characters.



*The password is case-sensitive and should include both letters and numbers for better security.*

**DISCLAIMER:** The color theme and labels may differ in the screenshots compared to those on the platform.

An asterisk (\*) next to a label indicates that the information is mandatory.

The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

- **reCAPTCHA:** Select the I'm not a robot checkbox to complete the reCAPTCHA verification.



*This step uses reCAPTCHA v2 to confirm that the registration request is submitted by a human and not by an automated system. In some cases, you may be prompted to solve a visual challenge, such as selecting specific images, to complete the verification.*

After completing the form, click **Register with an email** and you will be directed to the **Register as a teacher** page.

The form has 5 tabs, allowing you to set up your teacher account by filling out all the important information accordingly. You can navigate between the tabs only once they have been filled. Let us begin with the first tab.

## 1.1.1 Personal info

Update the following:

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- **First name\*:** Review/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 by choosing either **Male** or **Female** from the available radio button options.
- **Phone code\*:** Click the field and select the valid phone code from the dropdown list of options.
- **Phone number\*:** Enter your phone number.
- **Photo ID:** Click **Choose file**, select your ID from your system and click **Open** to upload it.

Ensure the ID in any of the applicable formats as listed below the field.

Click **Save**, and then, **Next** to move to the next tab.

## 1.1.2 Profile media

The screenshot shows the 'Register as a teacher' interface on the Yo!Coach platform. On the left is a sidebar with five tabs: 1 PERSONAL INFO, 2 PROFILE MEDIA (selected), 3 SUBJECTS, 4 RESUME, and 5 CONFIRMATION. The main content area is titled 'Register as a teacher' and contains the section 'Add profile photo, video and biography'. Below this, it says 'Enhance your professional profile with a recent profile picture, a self-introduction video, and a brief biography.' There is a large grey placeholder for a profile picture with a person icon. To its right, the text 'Profile picture\*' is shown above an 'Upload' button. Below the button, a note states: '(Max allowed size of the image - 2.00 MB and the allowed file extensions are - png, jpg, jpeg, gif, bmp)'. At the bottom, under the heading 'Other Dimensions', there are three circular icons of decreasing size, each containing a person icon, representing different image dimensions.

**DISCLAIMER:** The color theme and labels may differ in the screenshots compared to those on the platform.

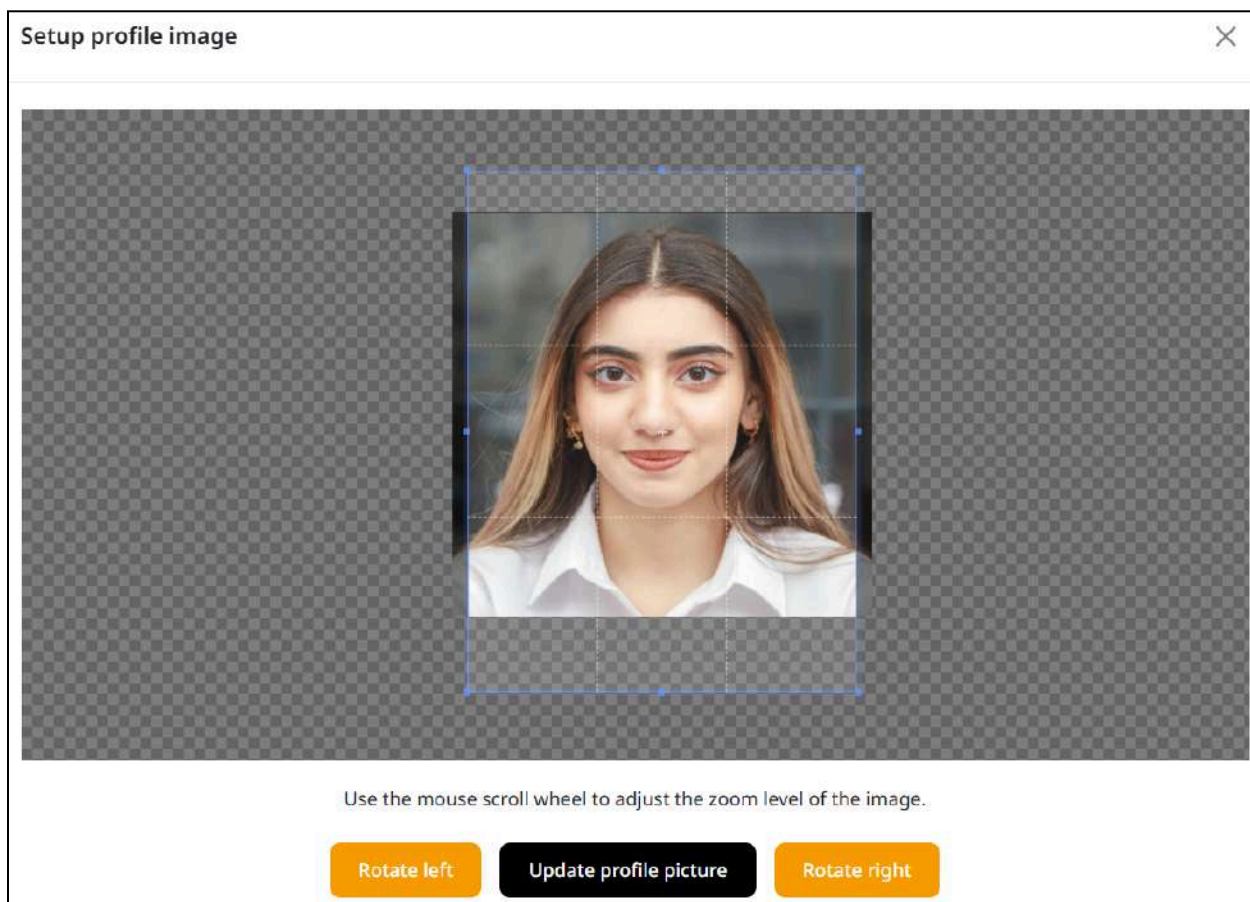
An asterisk (\*) next to a label indicates that the information is mandatory.

The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

Update the following field to be easily identified on the platform:

- **Profile picture\***: Click **Upload**, select the picture from your system and click **Open**.

The image will open in an image editor pop-up, in the middle of the screen.



Use the buttons available to make adjustments to the image.

Zoom the image in or out by using the scroll button on your mouse.

To cancel the process, click  in the upper-right corner of the pop-up form.

To upload the image, click **Upload profile picture**.

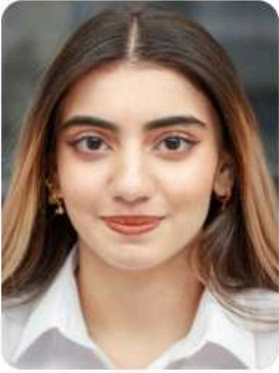
The photo will replace the empty image field beside the **Upload** button on the form.

Under the **Other dimensions** section, the uploaded photo will also be displayed in various aspect ratios to preview how it appears across different formats (shown in the image below).

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The **secondary language** setting and tabs are **ONLY available** if you have selected more than one language for the platform.




**Profile picture\***  

Upload

*(Max allowed size of the image - 2.00 MB and the allowed file extensions are - png, jpg, jpeg, gif, bmp)*

**Other Dimensions**



**Introduction video**  
*Enter a valid YouTube video link of your introduction.*

**Biography**  
*Add a brief description of your skills, work experience, and key strengths as a professional.*

Save

Next

- **Introduction video:** Paste the YouTube video link where you are 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 **Save**, and then click **Next** to move to the next tab.

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## 1.1.3 Subjects

Select the subjects your will be teaching and the languages you speak:

- **Subject(s) I teach:** From the provided subjects list, select one or more subject categories or subcategories you want to teach on the platform.

Subjects with subcategories have a list below it.

Click  beside it to view the subcategories and select the applicable ones.

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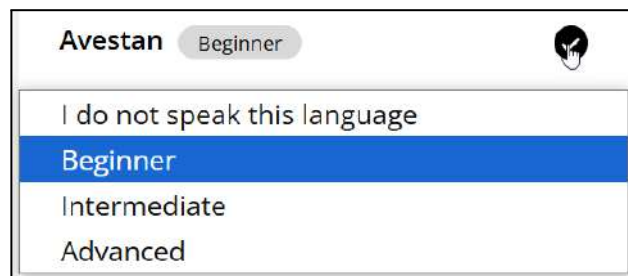
An asterisk (\*) next to a label indicates that the information is mandatory.

The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

- **Language(s) 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.

Do this for as many languages as you can speak or teach in.

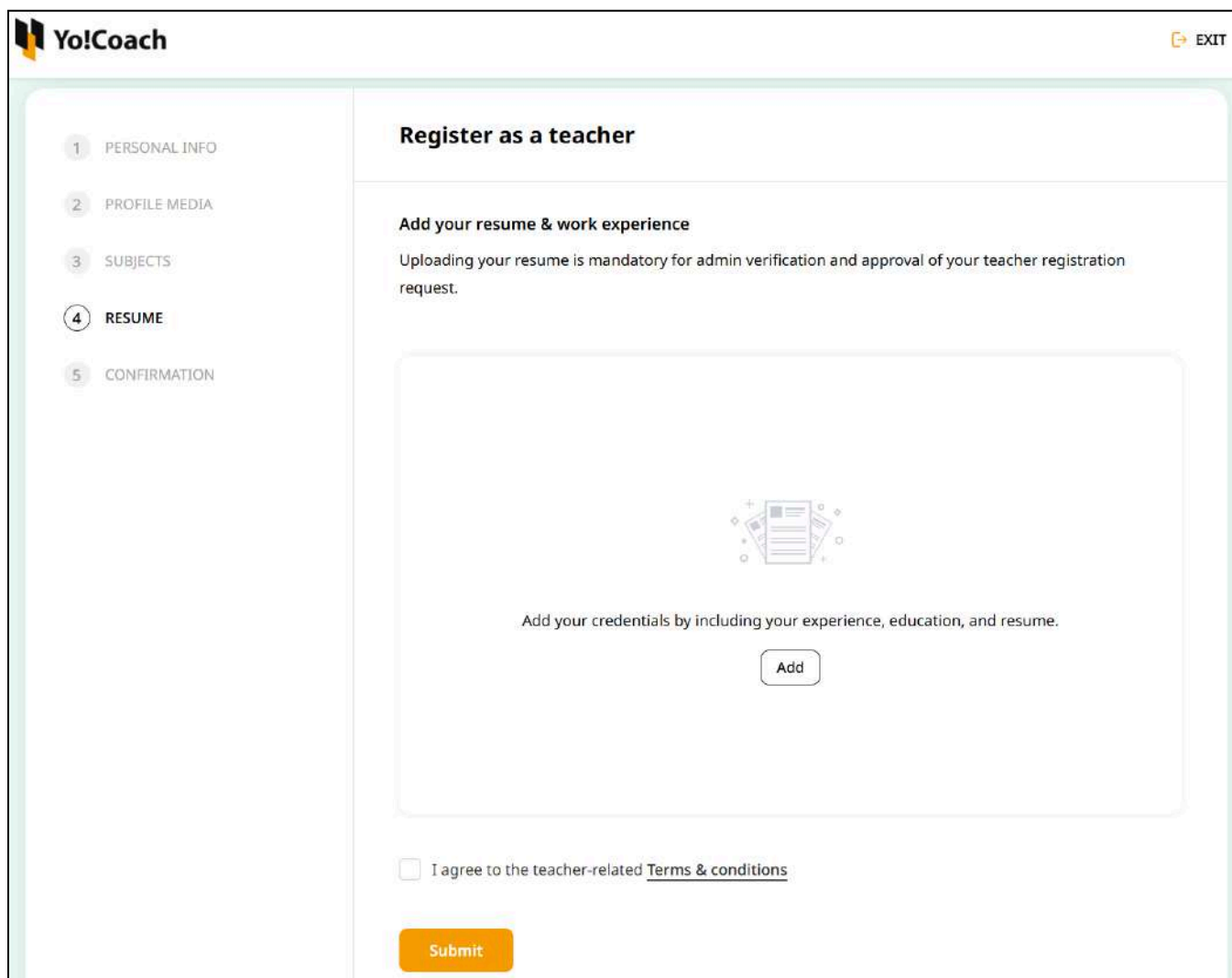


Avestan Beginner

- I do not speak this language
- Beginner**
- Intermediate
- Advanced

Click **Save**, and then click **Next** to move to the next tab.

## 1.1.4 Resume



**Yo!Coach** EXIT

1 PERSONAL INFO

2 PROFILE MEDIA

3 SUBJECTS

**4 RESUME**

5 CONFIRMATION

### Register as a teacher

**Add your resume & work experience**

Uploading your resume is mandatory for admin verification and approval of your teacher registration request.

Add your credentials by including your experience, education, and resume.

Add

☐ I agree to the teacher-related [Terms & conditions](#)

Submit

**DISCLAIMER:** The color theme and labels may differ in the screenshots compared to those on the platform.

An asterisk (\*) next to a label indicates that the information is mandatory.

The secondary language setting and tabs are **ONLY available** if you have selected more than one language for the platform.

Add your qualifications and experience details by clicking **Add**. The **Add your experience** pop-up form will appear.

Add your experience

Experience type\*

Select

Title\*

e.g.: B.A. English

Institution\*

e.g.: Oxford University

Location\*

e.g.: London

Description

e.g.: focus on humanist literature

Start year\*

2025

End year\*

2025

Upload certificate

Choose File No file chosen

Save changes

Max size allowed for the certificate is - 2.00 MB and the allowed file extensions are - png, jpg, jpeg, txt, doc, docx, pdf

Update the following information:

- **Experience type\*:** Click the field and select your experience type from the list of options—Education, Certification or Work experience.
- **Title\*:** Enter the title of the experience you are adding.
- **Institution\*:** Enter the name of the institute where you obtained the respective experience.
- **Location\*:** Enter the city where the institute is located.
- **Description:** Enter a brief description regarding the experience.
- **Start year\*:** Click the field and select the start year from the dropdown list.
- **End year\*:** Click the field and select the end year from the dropdown list.

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- **Upload certificate:** Click **Choose file**, select the image from your system, and click **Open**. The image will be added to the field.

Click **Save Changes** and it will be added to the **Resume** tab (as shown in the image below).



### Register as a teacher

---

**Add your resume & work experience**

Uploading your resume is mandatory for admin verification and approval of your teacher registration request.

Add

RESUME	START-END	CERTIFICATE	ACTIONS
BA English London Oxford University	2020-2023	Scan202506302.pdf	 



☐ I agree to the teacher-related [Terms & conditions](#)

Submit

Add all your education, certifications and work experience details one after another using the **Add** button.

The new experiences are displayed in the form of a list and each entry displays the title of the experience (with the institute and location below it), the start to end year, and the certificate uploaded as proof. Clicking the certificate uploaded from this list will initiate its download.


Additionally, each entry has two action buttons that enable you to perform various actions.

- **Edit** : Click this to open the **Edit your experience** pop-up form. This form has the same fields as the **Add your experience** form; the form name is the only thing that is different. Make the required changes and click **Save changes** to update them, or close the form by clicking .

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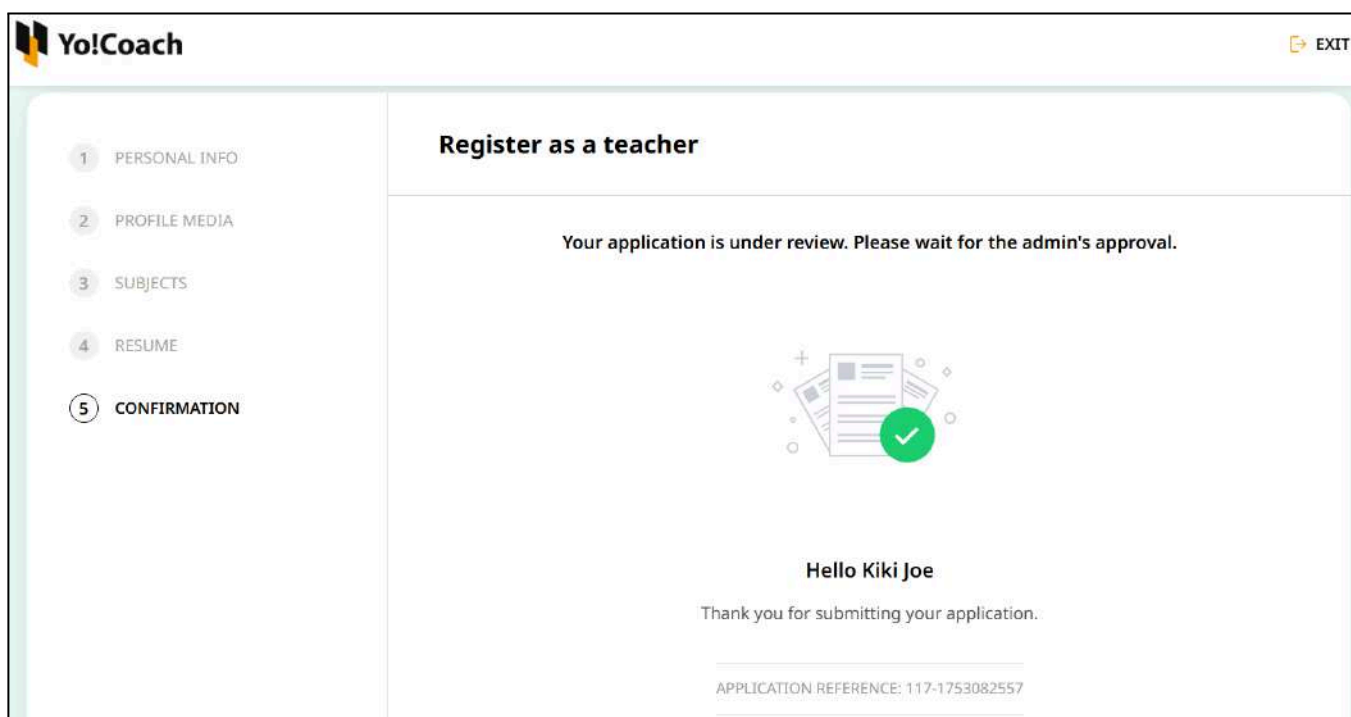
The **secondary language** setting and tabs are **ONLY available** if you have selected more than one language for the platform.

- **Delete**  : Click this to delete the experience entry. A confirmation message will appear. Click OK to confirm the action or Cancel to abort it.

After updating all the details, **complete filling this tab** by selecting the **I agree to the teacher-related Terms & conditions** checkbox. Then, click **Save**, and then click **Next** to move to the next tab.

## 1.1.5 Confirmation

The last tab displays a confirmation message along with the application reference number.



Your registration request is first sent to the system admin for approval. Once your request is approved, you are notified on your registered email.



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

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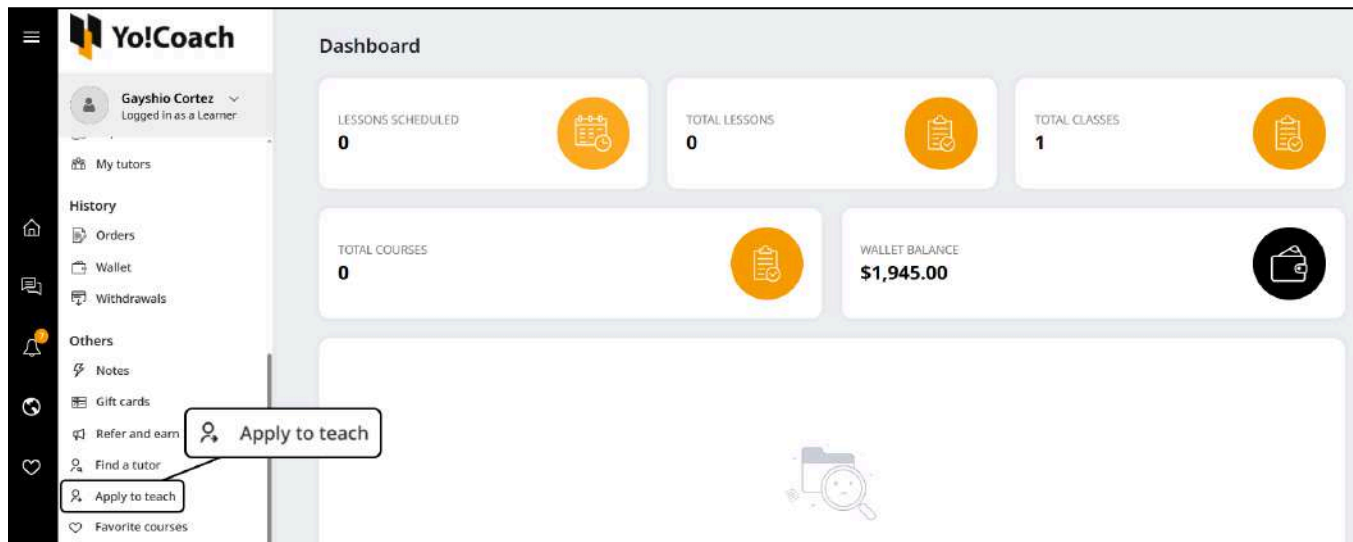
An asterisk (\*) next to a label indicates that the information is mandatory.

The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

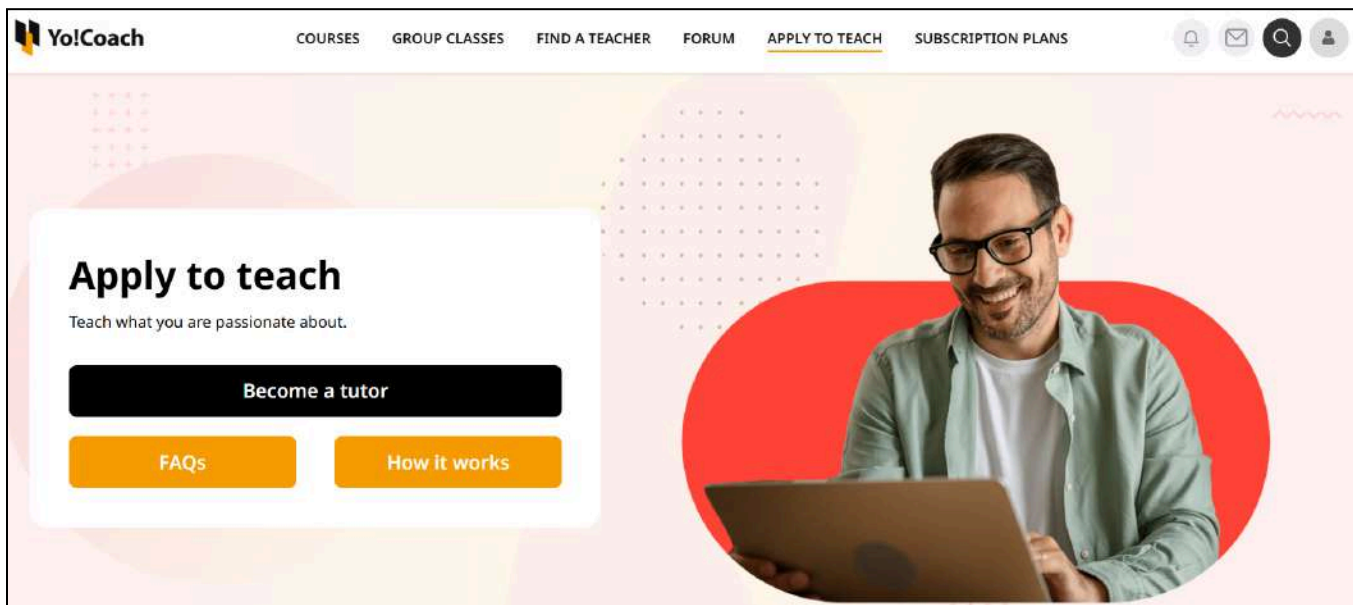
## 1.2 Already registered as a learner

Once you are formally registered as a learner, Yo!Coach allows you to request the platform admin to register as a teacher through a simple and straightforward process.

From the side navigation menu on your **Learner dashboard**, click **Apply to teach**.



You are redirected to the **Apply to teach** form page. To proceed, click **Become a tutor**.

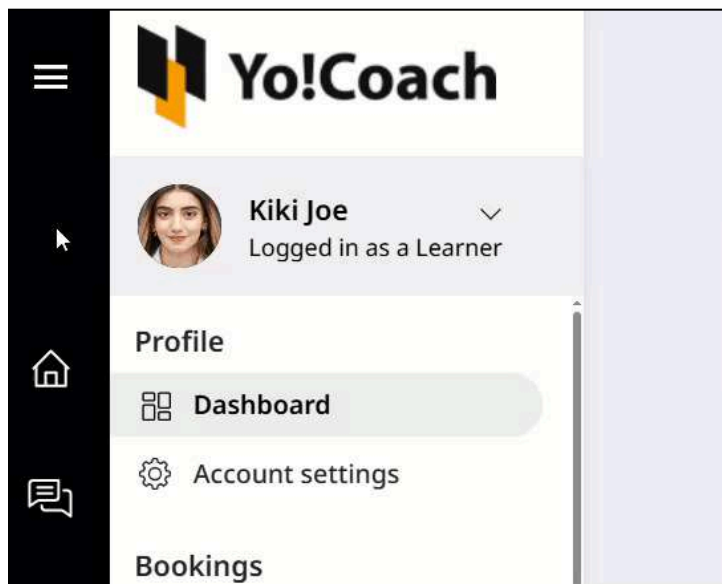


You are taken to the [Apply to teach](#) page.

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Click [Become a tutor](#), and complete the form to start the application process. The form and steps are the same as described in the previous method. Follow the same process and submit your application.

Once your request is accepted, the **Apply to teach** option is removed from your **Learner dashboard**. Switch between your profiles by hovering over the **Role switcher** section from the left navigation and click **Switch to teacher profile**.



This directs you to the **Teacher dashboard**.



*If your account has not been approved yet, you will be directed to the [Confirmation](#) tab of the **Register as a teacher** form.*

Once your **account has been approved**, you will receive an email notification for the same.

You can now log in to your account, set it up and begin offering sessions.

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## 2. Login

To log into your account, click **Login** from the upper right corner of the Yo!Coach home page.

The **Login** pop-up form will appear in the middle of the page.

Depending on the options available, you can log in using your Facebook account, Google account or Apple account. Use these options only if you registered using these options.

Else, log in using your email address and password by filling them in the following fields:

- **Email\*:** Enter your registered email address.
- **Password\*:** Enter your alphanumeric password.

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- **Remember me:** Select this checkbox to allow the system to remember your login details.

When enabled, you will remain signed in, even if you close the browser window, and will automatically be signed in upon returning.



*Avoid selecting the **Remember me** option when using a public or shared computer.*

*And refrain from enabling this option on devices that you do not use frequently or cannot lock to secure your browser.*

Once done, click **Login** to log in to your teacher account.

## 2.1 Forgot password

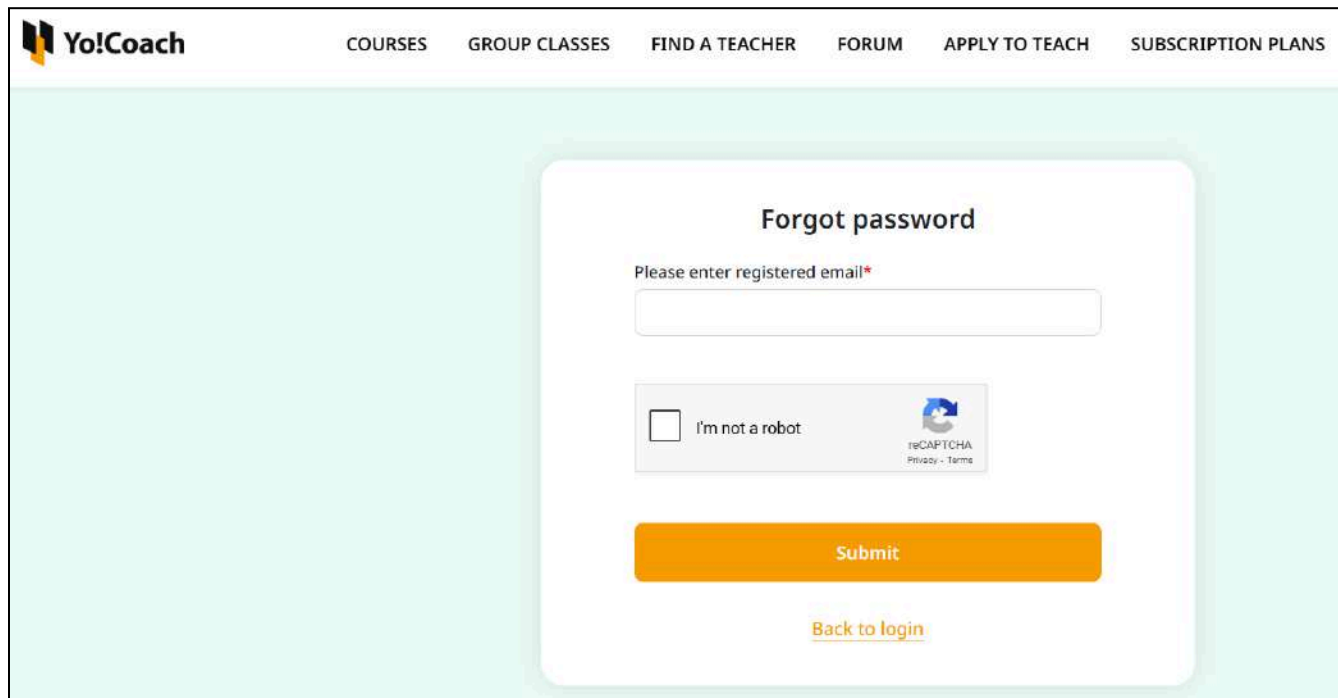
Yo!Coach allows you to reset your profile password if you can't recall it. From the **Login** form, select **Forgot password?**

This will direct you to the **Forgot password** page.

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Yo!Coach

COURSES GROUP CLASSES FIND A TEACHER FORUM APPLY TO TEACH SUBSCRIPTION PLANS

### Forgot password

Please enter registered email\*

☐ I'm not a robot

reCAPTCHA  
Privacy - Terms

Submit

[Back to login](#)

Update the following:

- **Email:** Enter your registered email address.
- **reCAPTCHA:** Select the I'm not a robot checkbox to complete the reCAPTCHA verification.



*This step uses reCAPTCHA v2 to confirm that the request is submitted by a human and not by an automated system. In some cases, you may be prompted to solve a visual challenge, such as selecting specific images, to complete the verification.*

Once done, click **Submit**. The details to reset your password will be emailed to you on your email address.

It seems that you forgot your password!  
We received a request to reset the password for your account.

To reset your password, click on the below button:

[Click here](#)

Or copy and paste the below url into your browser:  
[https://yocoach\\_tutoring.bestech.4qcteam.com/guest-user/reset-password/117/Y687dffd2038896.18439012](https://yocoach_tutoring.bestech.4qcteam.com/guest-user/reset-password/117/Y687dffd2038896.18439012)

Please note that the link is valid for next 24 hours only.

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## 2.2 Reset password

Check your email inbox, open the password reset email, and click the reset link provided.

The screenshot shows the Yo!Coach website's password reset interface. At the top, the Yo!Coach logo is on the left, and navigation links (COURSES, GROUP CLASSES, FIND A TEACHER, FORUM, APPLY TO TEACH, SUBSCRIPTION) are on the right. The main content area has a light blue background. In the center is a white rounded rectangle containing the 'Reset Password?' form. The form has the subtitle 'Change Or Reset Your Password.' and two input fields: 'New password\*' and 'Confirm new password\*'. A 'Show password' link is next to the first field. Below the fields is an orange 'Reset password' button and a 'Back to login' link.

Update the following:

- **New password:** Enter your new password, ensuring it is strong and contains at least 8 characters.



*The password is case-sensitive, meaning "A" and "a" are treated as different characters.*

For better security, use a long password that combines alphanumeric characters, including both letters and numbers.

- **Confirm new password:** Re-enter the new password you entered in the previous field.

If the passwords do not match, an error will be displayed, and you will not be able to proceed.

Once both fields are completed, click **Reset password**. This action updates your password and redirects you to the login page. Use your new password to sign in to the teacher panel.

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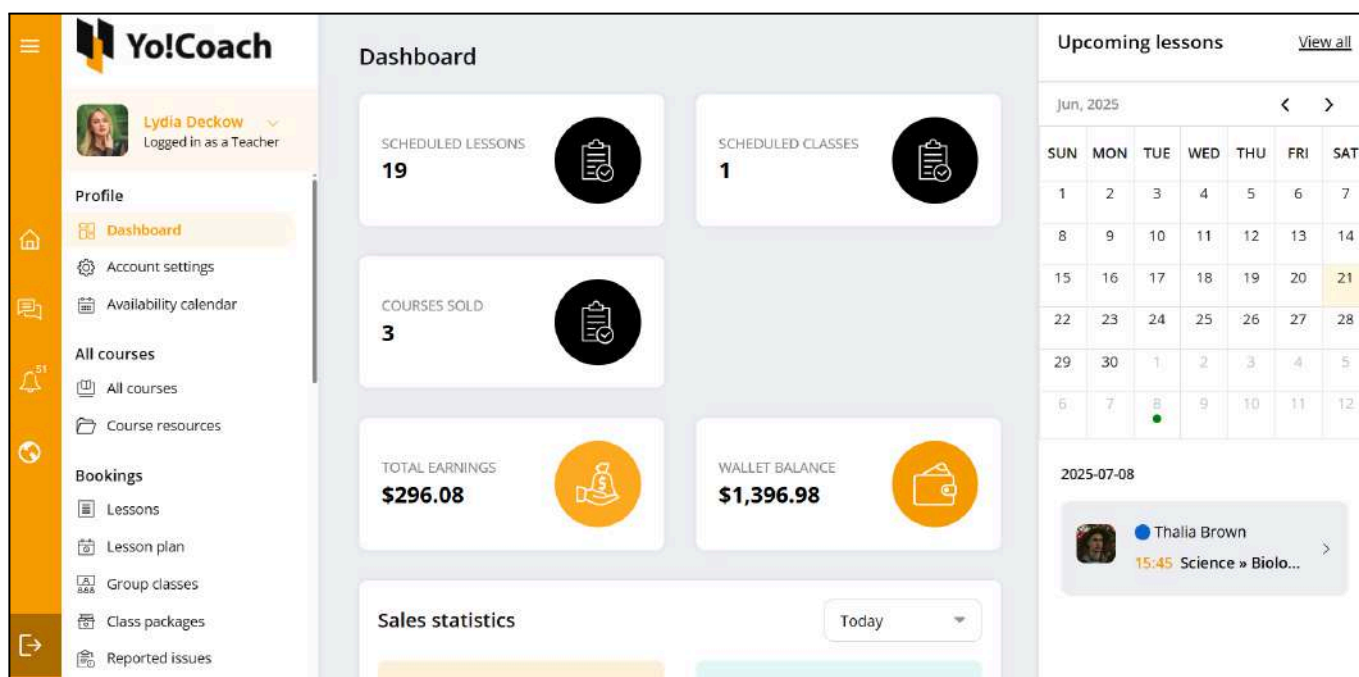
The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

### 3. Dashboard


The 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 a 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 side of the dashboard.



#### 3.1 Left navigation

The left side of the dashboard features a vertical navigation bar with a **hamburger menu button**  at the top and a row of icons below. Each has been explored below:

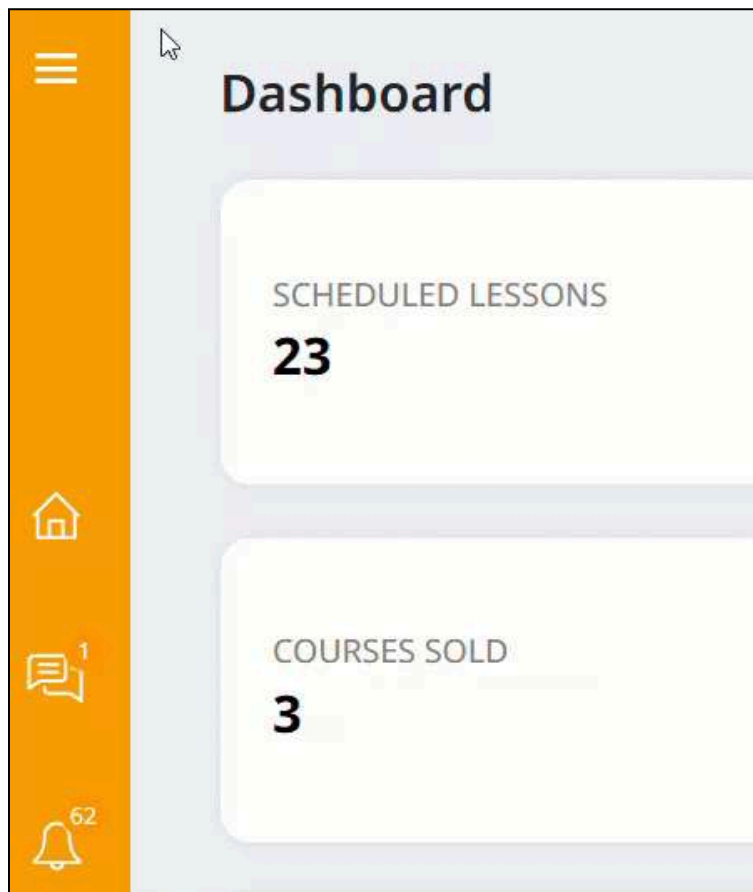
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### 3.1.1 Hamburger menu

Click this to expand or collapse the dashboard side navigation panel.



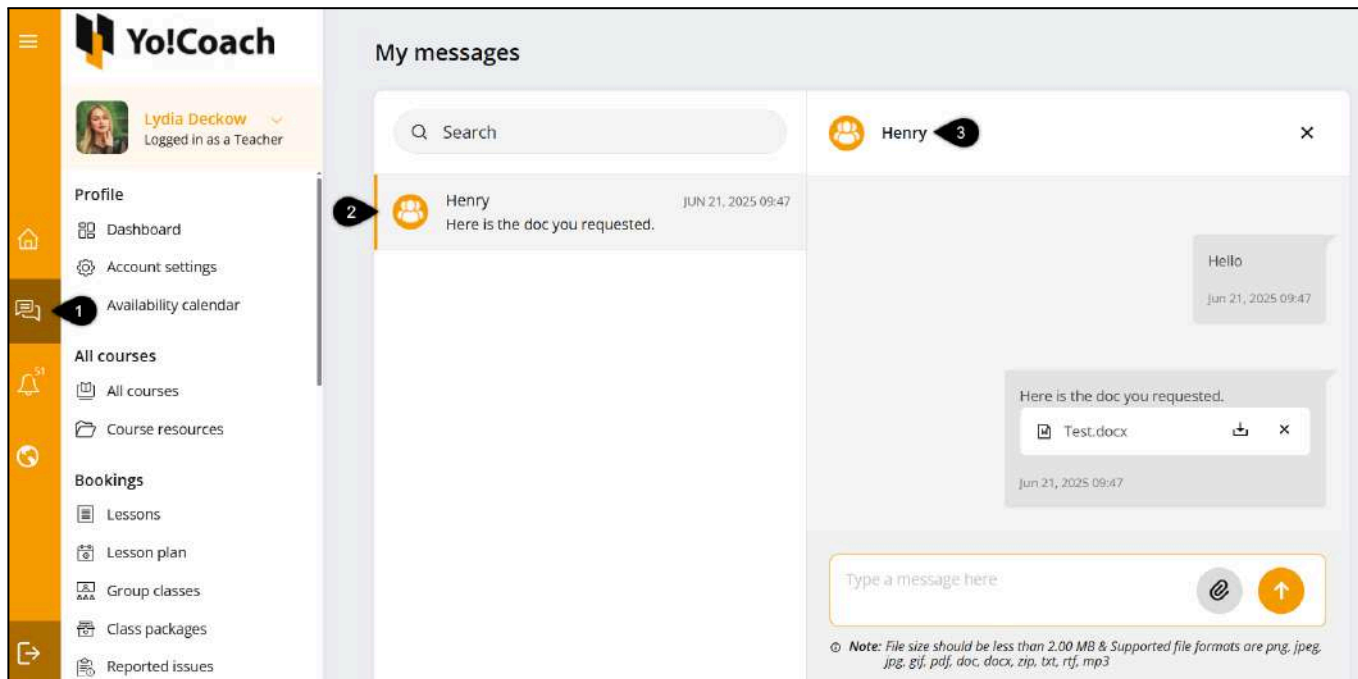
### 3.1.2 Home

Click this and you will be instantly directed to the **Dashboard** page, when you are on any other page of the teacher panel.

### 3.1.3 Messages

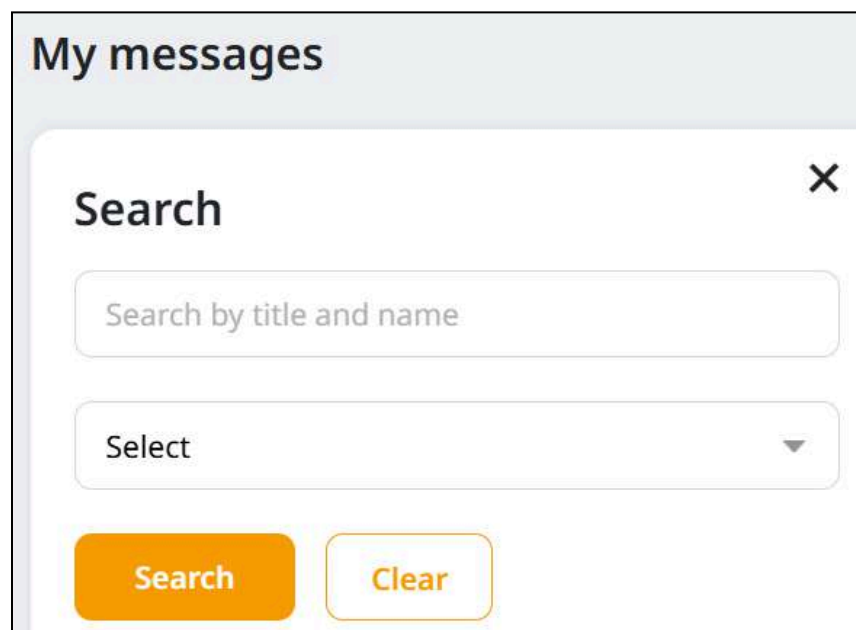
Click this to visit **My messages**.

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This page displays the ongoing communication threads with other users on the platform. It also includes all the group chats formed as a counterpart of the group classes created by you.

Click the search bar at the top of the message thread list to filter a specific thread from a long list.



Update the following:

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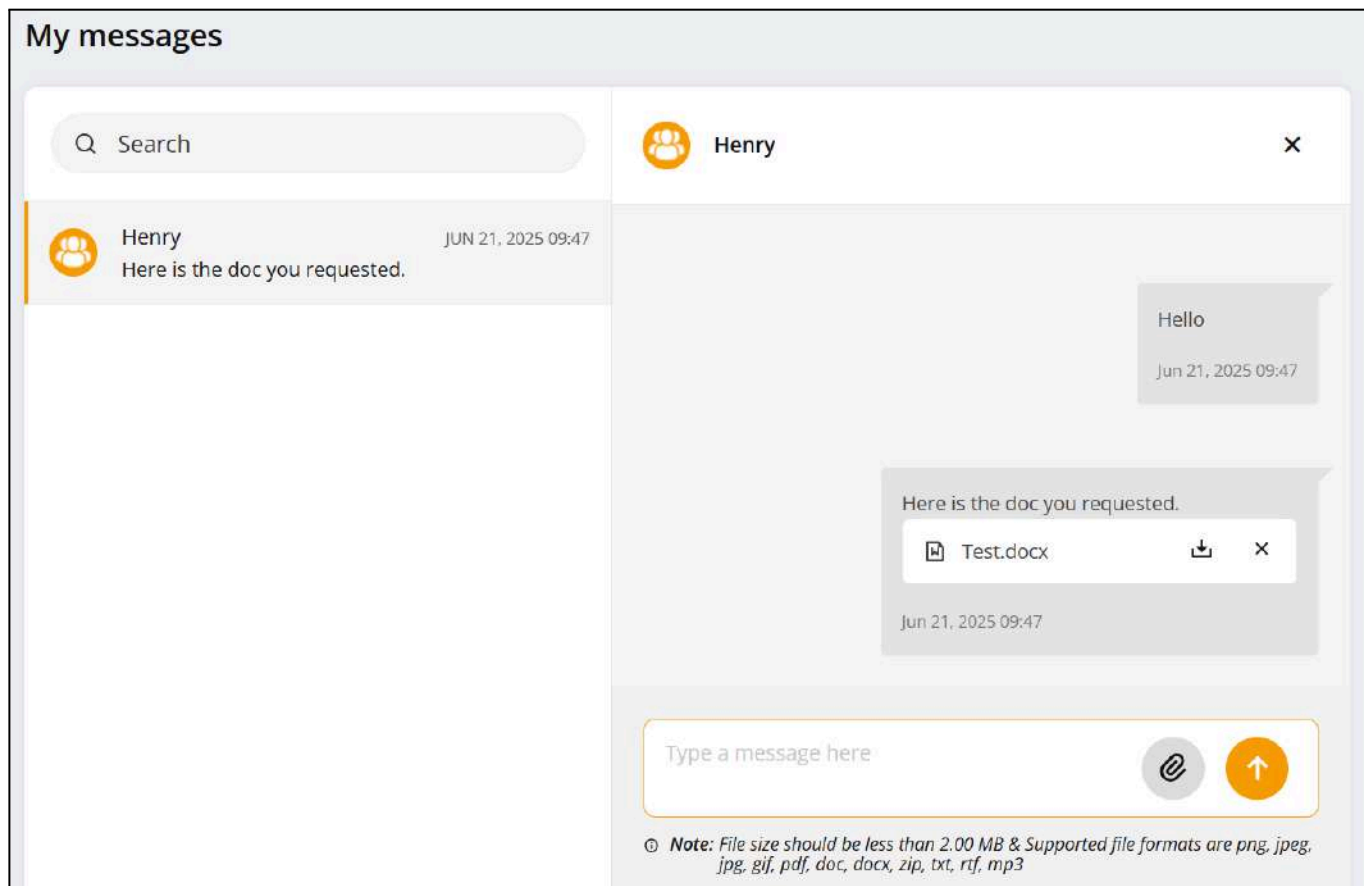
An asterisk (\*) next to a label indicates that the information is mandatory.

The secondary language setting and tabs are **ONLY available** if you have selected more than one language for the platform.



- **Search by title and name:** Enter the message thread title or the name of the person who sent the message in this field.
- **Select:** Click the field and select if the message(s) is read or unread.

Click **Search** to get the results. Click **Clear** to reset the field and start a new search.

Once you find the message thread you want to view, click it and the thread will appear on the right side of the page.





Perform the following actions in the chat section:

- **Message text box:** Enter your message in the provided text box.
- **Attach document:** Click  to attach a file by selecting one from your internal storage, and send it with the text message.
- **Send:** Click  send a message and/or file attachment.

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- **Download document:** Click  beside the file name in a sent or received message to download the file into your system.
- **Delete attachment:** Click  beside the file name in a sent message to delete the attachment. A confirmation message will appear. Click **OK** to confirm the action or **Cancel** to abort it.

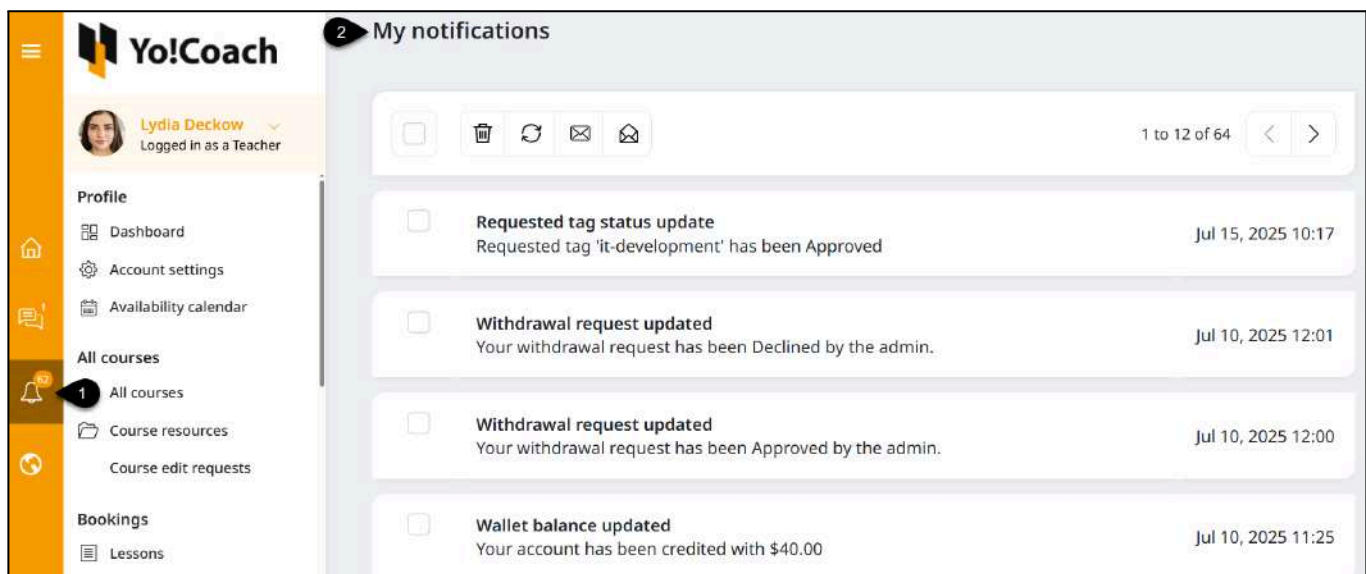


*The admin sets the time limit for deleting message attachments. After this period, the sender cannot delete them.*

*The sender can download or delete one attachment at a time, while the recipient can only download attachments and cannot delete them.*

### 3.1.4 Notifications

Click this to visit [My notifications](#).



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, and so on and so forth.

You can perform the following actions on this page.

- **Checkbox** ☐: Each notification has a checkbox beside it. Select it to choose individual notifications. To select all at once, use the checkbox at the top of the list.





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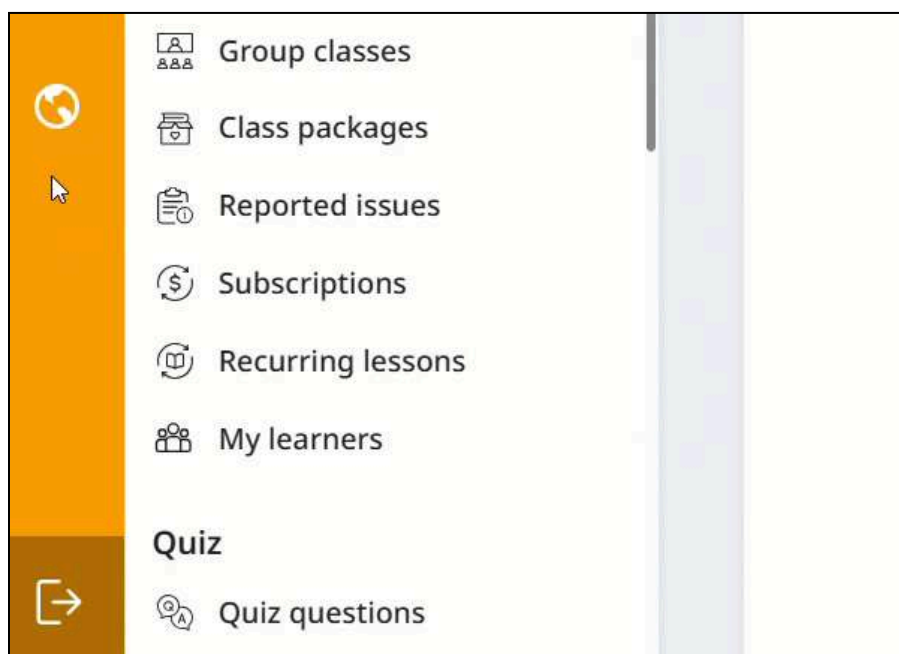
Once selected, you can perform the following actions:

- **Delete**  : Click this to permanently delete the selected notification(s).
- **Refresh**  : Click this to refresh and reload the notifications page.
- **Mark as unread**  : Click this to mark the selected notification(s) as unread.
- **Mark as read**  : Click this to mark the selected notification(s) as read.

### 3.1.5 Languages/Currencies



Hover over this to display the **Choose languages** section.



Select your default language and currency from the enlisted languages and currencies.

### 3.1.6 Logout



Click this to log out of your account.

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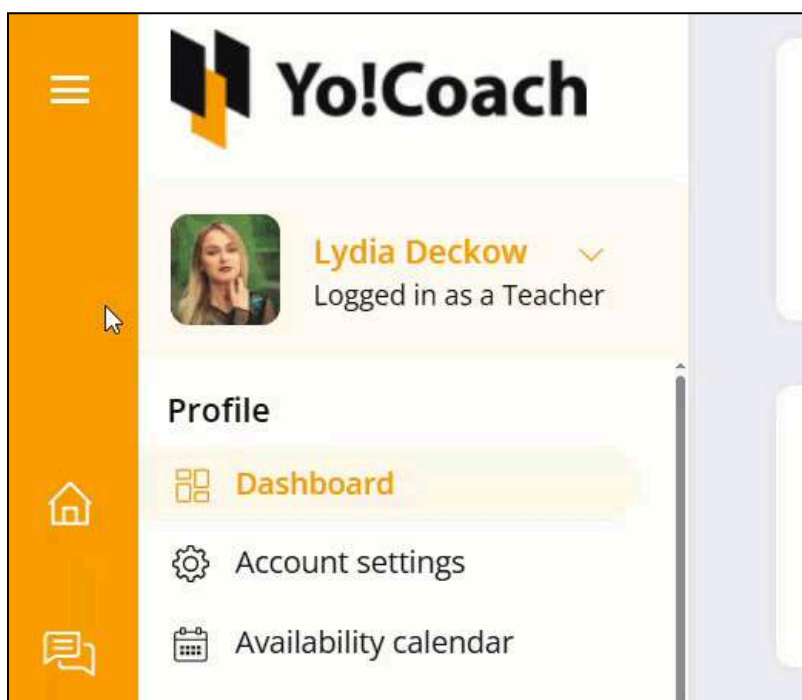
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## 3.2 Switch profile

The current profile orientation is displayed under the Yo!Coach logo on the left side above the navigation menu.

Hover over your profile name and image to open a section that shows your current location and time zone, along with the **Switch to learner profile** button.



Click this button to switch to your learner profile and access its respective dashboard and features.



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

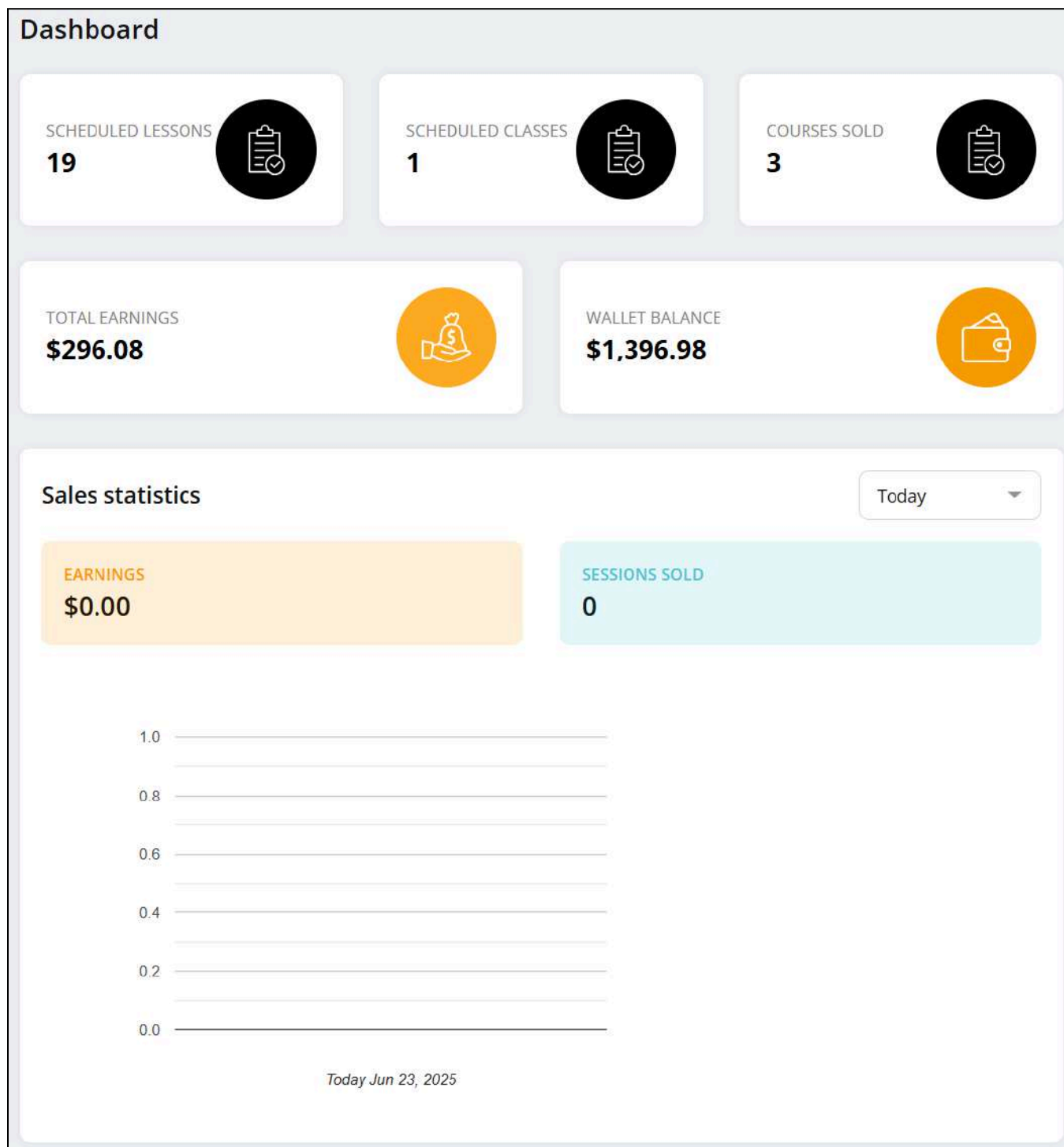
## 3.3 Dashboard stats

The dashboard displays a brief and regularly updated summary of your activities such as your earnings, scheduled lessons, wallet balance, and sales statistics.

**DISCLAIMER:** The color theme and labels may differ in the screenshots compared to those on the platform.

An asterisk (\*) next to a label indicates that the information is mandatory.

The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.



Each widget is explained briefly:

- **Scheduled lessons:** This displays the total number of upcoming scheduled lessons. Click this widget and you will be directed to the **Manage lessons** page where you can manage all the lessons accordingly.

**DISCLAIMER:** The color theme and labels may differ in the screenshots compared to those on the platform.

An asterisk (\*) next to a label indicates that the information is mandatory.

The **secondary language** setting and tabs are **ONLY available** if you have selected more than one language for the platform.

- **Scheduled classes:** This displays the total number of upcoming scheduled classes. Click this widget and you will be directed to the **Manage classes** page where you can manage all the classes accordingly.
- **Courses sold:** This displays the total pre-recorded courses sold to the learners so far.



*This is visible only if the **Course feature** has been activated by the admin on the platform.*

- **Total earnings:** This displays your total earnings till date. Earnings include the payments received on completed lessons and group classes.
- **Wallet balance:** This displays your current wallet balance. Click this widget and you will be directed to the **My wallet** page, where you can view the complete details of the transactions made so far.
- **Sales statistics:** This widget displays a line graph reflecting the summary of your Earnings and Lessons sold.

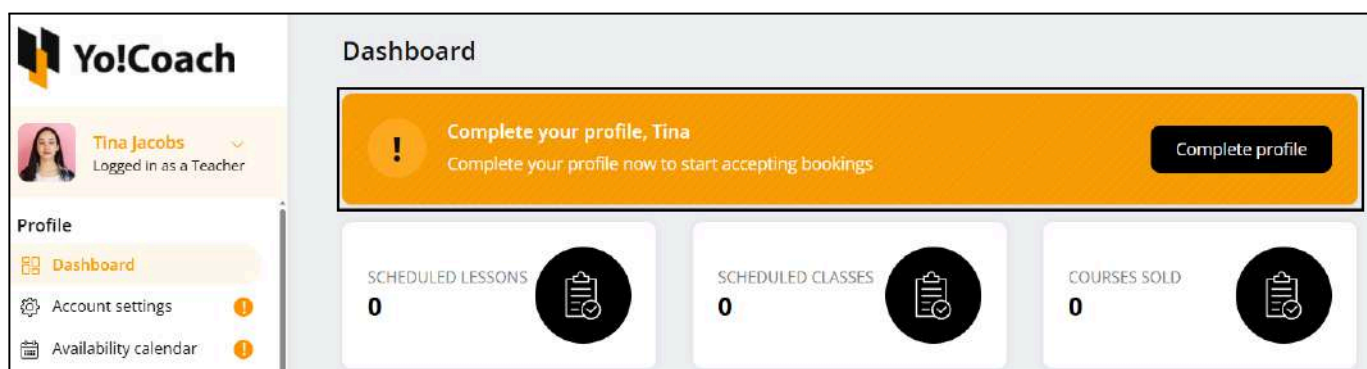
By default, it displays the sales data of today. To view the sales data for a specific time

Today ▼

period, click in the upper right corner of the widget and select from options—today, this week, last week, this month, last month, this year, last year, last 12 months, or all.

## Complete your profile prompt

If you have just registered and logged in, a **Complete your profile** prompt appears at the top of the dashboard page.





This prompt indicates that you must update certain required details before you can start offering sessions. Until all required fields are completed, this prompt will continue to appear on the dashboard.

**DISCLAIMER:** The color theme and labels may differ in the screenshots compared to those on the platform.

An asterisk (\*) next to a label indicates that the information is mandatory.

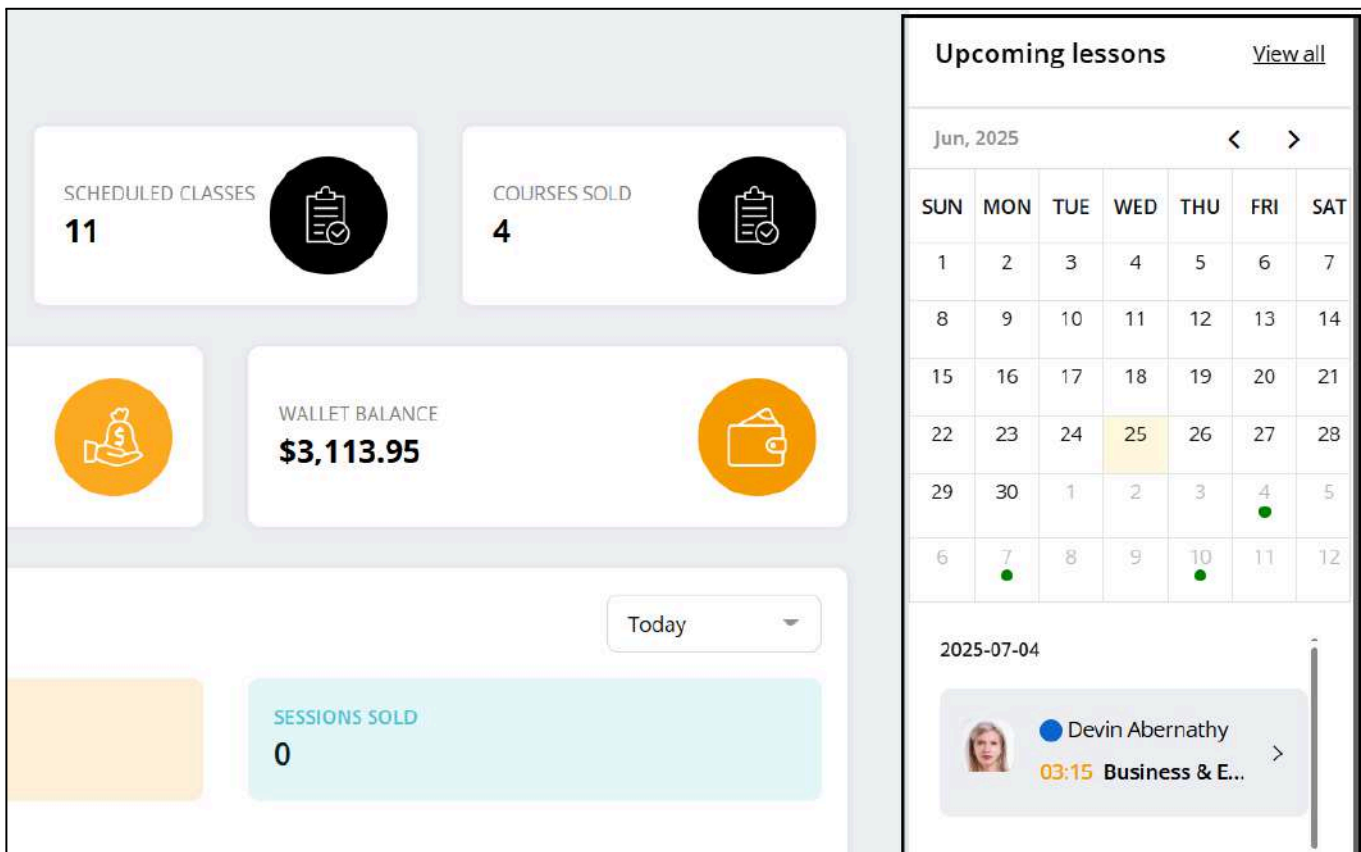
The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

Click **Complete profile** to open the [Account settings](#) page, where you can complete your profile setup. Make sure to fill out all sections marked with  to finish updating your profile.

 *Completing your profile is mandatory to become discoverable by learners on the front end, and activate your ability to offer sessions on the platform.*

### 3.4 Upcoming lessons

On the right side of the dashboard, a calendar displays the dates on which lessons are scheduled. Below the calendar is a brief list of upcoming lessons, with the most recent one shown first.



The dashboard displays several key metrics and an upcoming lessons section. The metrics include:

- SCHEDULED CLASSES:** 11
- COURSES SOLD:** 4
- WALLET BALANCE:** \$3,113.95
- SESSIONS SOLD:** 0

The **Upcoming lessons** section shows a calendar for June 2025 and a list of upcoming lessons. The calendar highlights the 25th of June as the date for an upcoming lesson. Below the calendar, a list of upcoming lessons is shown, with the most recent one being:

- 2025-07-04** (highlighted in blue)
- Devin Abernathy** (indicated by a blue dot)
- 03:15 Business & E...** (indicated by an orange dot)

Click any lesson in the list to open its corresponding **Lesson schedule** page.

To view all upcoming lessons, click **View all** beside the **Upcoming lessons** heading. This opens the **Manage lessons** page, where you can review each lesson in detail.

**DISCLAIMER:** The color theme and labels may differ in the screenshots compared to those on the platform.

An asterisk (\*) next to a label indicates that the information is mandatory.

The **secondary language** setting and tabs are **ONLY** available if you have selected more than one language for the platform.

## 4. Profile

Manage all your profile-related details under this module, including login information, the types of services you offer, and calendar availability. Once this section is updated and completed, your profile will be considered complete.

### 4.1 Account settings

Select **Account settings** from the left navigation menu to open the submodule.

**Yo!Coach**

Tina Jacobs  
Logged in as a Teacher

**Profile**

- Dashboard
- Account settings**
- Availability calendar

**All courses**

- All courses
- Course resources

**Bookings**

- Lessons
- Lesson plan
- Group classes
- Class packages
- Reported issues

**Account settings**

**Complete your profile**  
Set up your profile to start receiving bookings. [Learn more](#)

Profile progress 2/6

**Manage profile**

**General** | Photos & videos | English | Arabic | Spanish

To sync with google calendar  
Your google calendar is not synced yet

[Sync Google Calendar](#)

**Personal info**

- Subjects
- Price
- Experience
- Skills
- Addresses
- Payments
- Password/Email
- Cookie consent
- Delete my account

**Username \***

[https://yocoach\\_tutoring.bestech.4qcteam.com/teachers/view](https://yocoach_tutoring.bestech.4qcteam.com/teachers/view)

**Name \***

Tina | Jacobs

**Gender \***

☐ Male ☒ Female

If you have not yet updated your profile completely, the **Complete your profile** prompt will still be visible. Click **Learn more** to expand the section and read the profile completion instructions.

**Complete your profile**  
Set up your profile to start receiving bookings. [Learn more](#)

Profile progress 2/6

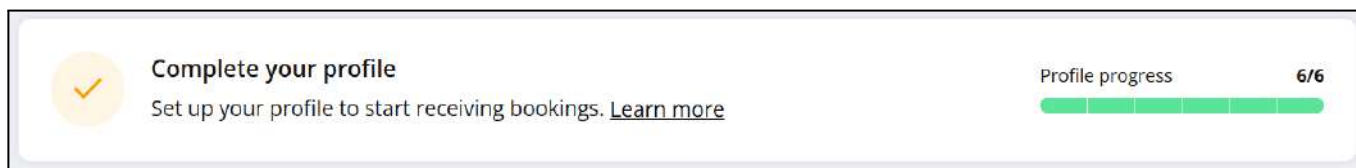
1. Your profile must be at least 80% complete.
2. Fill in all the important sections to complete your profile.
3. After verifying all details, mark your availability in the Calendar section.

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The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

Once you complete your profile the look of the message will change as shown below:



There are multiple forms under the **Account settings** page, and each form can be accessed from the left side navigation by selecting the respective tab. Each has been explored below:

### 4.1.1 Personal info

Update all your personal information under this form. This form has multiple tabs: the [General](#) tab, followed by the [Photos & videos](#) tab. Then comes the [Primary language](#) tab, followed by the **Secondary language** tabs, corresponding to the languages available on your platform.

Let's start with the **General** tab.

#### General tab

Update the following:

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The **secondary language** setting and tabs are **ONLY** available if you have selected more than one language for the platform.



- **Sync Google calendar:** Click this option to synchronize your session schedules with your Google Calendar. You will be directed to the Google account page to grant permission for Yo!Coach to share data with Google. Once authorized, all session slots will appear in your Google Calendar along with your Yo!Coach calendar.



*The synchronization between Yo!Coach and Google Calendar is two-way. Events scheduled in Yo!Coach are added to your Google Calendar, and meetings scheduled in Google Calendar also appear as booked in the platform calendar. However, the platform calendar does not display the event name for meetings synced from Google Calendar—it only shows the time slot as booked.*

*To enable synchronization with Google Calendar, the Google Calendar API must be set up by the admin. Contact your admin for assistance.*

- **Username\*:** Enter a unique username for your teacher profile.
- **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.
- **Country\*:** Select your country of residence from the dropdown list. If your country is not available in the list, contact your system admin.
- **Phone no.\*:** View/Edit your formerly selected country code, and entered phone number in the provided fields.

**Timezone \***

UTC +03:00 Antarctica/Sy...

*Changing the time zone automatically removes your general and weekly availability. Visit the availability calendar section to set up your availability. The already scheduled classes/lessons remain in the system and are automatically updated according to the new time zone.*

**Offline sessions**

In-active

**Lesson booking buffer time \***

Select

*Minimum buffer time between lesson purchase and first available slot for a lesson. The learners will be shown the availability slots accordingly.*

**Notification language \***

English

**Enable trial lesson**

Active

Save

Next

**DISCLAIMER:** The color theme and labels may differ in the screenshots compared to those on the platform.

An asterisk (\*) next to a label indicates that the information is mandatory.


The secondary language setting and tabs are **ONLY available** if you have selected more than one language for the platform.



- **Timezone\*:** Once you log in to the system, your timezone is automatically detected and will reflect here. You can edit the timezone by clicking the field and select another option from the dropdown list.




*When the time zone is changed, your existing general and weekly availability is cleared. To continue offering sessions, go to [Availability calendar](#) and set your availability based on the new time zone.*

- **Offline session:** Turn on  this toggle switch if you are available to offer offline sessions.

If you are new to the platform or have not added any addresses under the [Addresses](#) tab, an error will appear when you click **Save**.

To activate this option, you must first add at least one address using the [Addresses](#) form.


Turn this off  if you are not available for offline sessions.


- **Lesson booking buffer time\*:** Click the field and choose the buffer time between when a lesson is purchased and when it can be scheduled from the dropdown list—Immediately, 12 hours, or 24 hours.

For example, if you select 12 hours, learners can book a one-on-one lesson only for time slots that start at least 12 hours after placing the order.

- **Notification language\*:** Click the field and select your preferred language for system notifications, from the available system languages in the dropdown list.

All notifications under the [Notifications](#) section will appear in the selected language.

- **Enable trial lesson:** Turn on  this toggle switch if you want to offer free trial lessons to new learners.

Turn this off  if you do not want learners to be able to book one-time free trial lessons with you.

Click **Save**, and then click **Next** to move to the next tab.

## Photos & videos tab

Review and update your profile picture and your introduction video under this tab.

**DISCLAIMER:** The color theme and labels may differ in the screenshots compared to those on the platform.

An asterisk (\*) next to a label indicates that the information is mandatory.

The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

**Personal info** ✓

Subjects ✓

Price !

Experience ✓

Skills !

Addresses

Payments

Password/Email

Cookie consent

Delete my account

## Manage profile

General **Photos & videos** English Arabic Spanish

**Profile picture**  
Profile picture info text 2.00 MB png, jpg, jpeg, gif, bmp

Edit Remove

**Introduction video link**  
Please enter a valid YouTube video link.

Video link

Save Next

Update the following:

- **Profile picture:** View or update your profile picture uploaded during registration.

To remove it, click **Remove**—this will hide the **Edit** and **Remove** buttons and show an **Add** button instead.

To add or change your profile picture, click **Add** or **Edit** (whichever is there), then select an image from your system.

The image will open in the editor, where you can make changes if needed. Click **Upload profile picture** to save the updated image.

- **Introduction video link:** Review or paste the YouTube video link where you are giving a brief about your personal information, experience, and teaching skills.

Click **Save**, and then click **Next** to move to the next tab.

**DISCLAIMER:** The color theme and labels may differ in the screenshots compared to those on the platform.


An asterisk (\*) next to a label indicates that the information is mandatory.

The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

## English tab


This is the primary language tab, and completing this tab is mandatory. Since English is set as the primary language, this tab is labeled **English**.

Update the following:

- **Biography\*:** Enter a brief paragraph stating your experience, skills, and any other information you want to share with the learners on the platform in the primary language.
- **Auto-translate into other languages:** Turn on  this toggle switch to automatically update the secondary language(s) data. The data in the subsequent language tab(s) will be auto-filled.



*This feature is available only if the **Microsoft translator API** is configured by the admin. Contact your admin for assistance.*

Turn it off  if you prefer to manually fill in the secondary language(s) data.

Once done, click **Save changes**.

The next tab(s) will be the secondary language tab(s) (Arabic, Spanish, etc.), which include the same fields as the English tab.

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An asterisk (\*) next to a label indicates that the information is mandatory.

The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.



If you have turned on the auto-translate feature, the secondary language tab(s) will be prefilled. Review the data, make any necessary edits, click **Save changes**, and close the form.

If you did not turn it on, use the **Auto-translate & fill language data** button beside the **Save changes** button on each secondary language tab to auto-fill the secondary language fields. Then, click **Save changes**, and move to the next tab (click **Next**).

If you do not want to fill the secondary language tab(s) at this time, complete only the primary language tab (English tab), click **Save changes**, and move to the **Subjects** tab..

## 4.1.2 Subjects


Review the subjects you selected and language you speak when registering, and edit them as required:



- **Subject(s) I teach:** Review and update the selected subjects you will be teaching from the list.

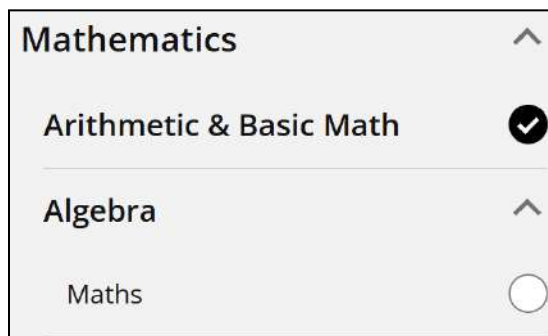
**DISCLAIMER:** The color theme and labels may differ in the screenshots compared to those on the platform.

An asterisk (\*) next to a label indicates that the information is mandatory.


The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

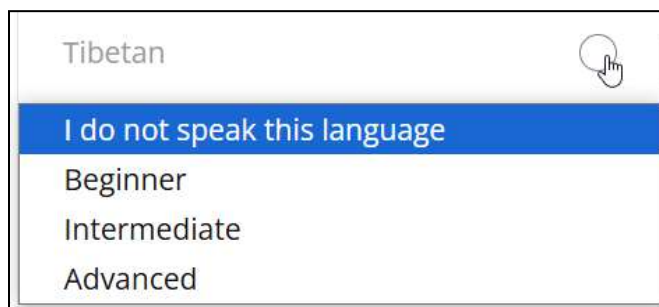
Subjects can have multiple subcategories under it. Click  beside it to view the subcategories and select the applicable subjects you want to teach under that parent subject.


Click  beside the subject you do not want to teach to deselect it. Click  beside a subject to select it.



- **Language(s) I speak:** Review and update the selected languages you speak from the list.

Click  beside a subject to deselect it and select I do not speak this language from the dropdown list.



To select a new language, click  beside it and then select your level of fluency from the dropdown list.

Click **Save**, and then click **Next** to move to the next tab.

### 4.1.3 Price

This form allows you to view and manage lesson slots and subject-wise lesson prices.

**DISCLAIMER:** The color theme and labels may differ in the screenshots compared to those on the platform.

An asterisk (\*) next to a label indicates that the information is mandatory.

The secondary language setting and tabs are **ONLY available** if you have selected more than one language for the platform.

However, the admin controls who can manage pricing on the platform—either the admin or teachers (you).

Based on the permissions granted, the relevant settings will be available on this page. Both cases have been explored below:

## Admin-manageable prices

When the admin manages subject-wise prices, you cannot edit the hourly lesson prices.

The prices set by the admin for the teaching languages you offer are displayed on this page, and the **Hourly price** field is disabled for all languages.

Lesson charges are automatically calculated based on these hourly prices, proportionate to the duration of each selected slot.

Personal info ✓  
Subjects ✓  
**Price** ⓘ  
Experience ✓  
Skills ⓘ  
Addresses  
Payments  
Password/Email  
Cookie consent  
Delete my account

### Manage prices

Select the time slots and add the hourly price and price calculated accordingly as per selected time slots.

Note: Prices are managed by the admin and are displayed in the base currency [USD]

Subjects	Hourly price	<input type="checkbox"/> 15 minutes	<input type="checkbox"/> 30 minutes	<input type="checkbox"/> 45 minutes	<input type="checkbox"/> 60 minutes
Arithmetic & Basic Math	\$120.00	\$30.00	\$60.00	\$90.00	\$120.00
Calculus	\$55.00	\$13.75	\$27.50	\$41.25	\$55.00
Linear Algebra	\$80.00	\$20.00	\$40.00	\$60.00	\$80.00
Maths	\$10.00	\$2.50	\$5.00	\$7.50	\$10.00

Save
Next

At the top of the page, available lesson time slots are listed.

Select the time slots you want to offer by using the checkboxes next to each option.

For example, to offer 45-minute and 60-minute lessons, select the checkboxes beside both time slots (as shown below).

**DISCLAIMER:** The color theme and labels may differ in the screenshots compared to those on the platform.

An asterisk (\*) next to a label indicates that the information is mandatory.

The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

**Manage prices**

Select the time slots and add the hourly price and price calculated accordingly as per selected time slots.

Note: Prices are managed by the admin and are displayed in the base currency [USD]

Subjects	Hourly price	<input type="checkbox"/> 15 minutes	<input type="checkbox"/> 30 minutes	<input checked="" type="checkbox"/> 45 minutes	<input checked="" type="checkbox"/> 60 minutes
Arithmetic & Basic Math	\$120.00	\$30.00	\$60.00	\$90.00	\$120.00
Calculus	\$55.00	\$13.75	\$27.50	\$41.25	\$55.00
Linear Algebra	\$80.00	\$20.00	\$40.00	\$60.00	\$80.00
Maths	\$10.00	\$2.50	\$5.00	\$7.50	\$10.00

Save Next

After selecting the slots, click **Save**.

The predefined lesson prices appear on the front end for learners when they book a session with you. Prices are shown based on the selected subject and time slot.

## Teacher-manageable prices

When teachers are responsible for managing subject-wise prices, you can set hourly lesson charges at your discretion under this page.

(image of page)

Select the time slots you want to offer on the platform by using the checkboxes provided for each slot.



*The lesson time slots are managed by the admin, and only the time slots defined by the admin appear on this page.*

(image of when time slots are selected)

Next, specify the hourly prices for the teaching languages you offer. Enter the hourly rate for each language in the fields under the Hourly price header.

(image)

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The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

As you enter the per-hour price, the system automatically calculates and displays the proportional prices for each selected time slot.

(image)

The prices entered must fall within the range defined by the admin. The system does not allow saving prices that are outside the permitted range (as shown below).

(image with error for prices above the admin range)

After entering the prices, click **Save** and then **Next** to proceed to the next tab.

**DISCLAIMER:** The color theme and labels may differ in the screenshots compared to those on the platform.

An asterisk (\*) next to a label indicates that the information is mandatory.

The secondary language setting and tabs are **ONLY available** if you have selected more than one language for the platform.



## 4.1.4 Experience

This tab allows you to add, view, and edit your experience and qualification details, displaying the information you entered in the [Resume](#) tab during the teacher registration process.

Personal info	<b>Manage experience</b> <span>Add new</span>			
Subjects				
Price				
<b>Experience </b>				
Skills				
Addresses				
Payments				
Password/Email				

Resume information	Start-End	Attachment	Actions	
<b>Teacher</b> Location - London Institution - Oxford university	2023 - 2027	10339629.jpg		
<b>BCA</b> Location - Noida Institution - Amity University	2021 - 2024	ORG.png		

Next

The following functionalities, identical to those in the [Resume](#) tab, are available on this page:

- **Add experience:** Click **Add new** in the upper-right corner to open the **Setup resume** form. This form contains the same fields as the [Add your experience](#) form under the [Resume](#) tab; the form name is the only thing that is different.

Update the required information, then click **Save changes**. All the experiences you add will be listed on this page one after another (as shown in the image above).

- **Edit** : Click this beside an experience to open the **Setup resume** pop-up form. Make the required changes and click **Save changes** to update them, or close the form by clicking .
- **Delete** : Click this to delete the experience entry. A confirmation message will appear. Click **OK** to confirm the action or **Cancel** to abort it.

After updating all the details, click **Next** to move to the next tab.

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## 4.1.5 Skills

This tab allows you to define the various areas and parameters that define your expertise and teaching skills.

These skills will be displayed on your profile page at the front end, allowing learners to better understand your strengths before booking a session.

Personal info	<b>Manage skills</b>		
Subjects			
Price			
Experience			
<b>Skills </b>	<b>Accents</b>		
Addresses	<input type="checkbox"/> Acadian French <input type="checkbox"/> Levantine Arabic <input type="checkbox"/> Algerian Arabic		
Payments	<input type="checkbox"/> Libyan Arabic <input type="checkbox"/> American English <input type="checkbox"/> Maghrebi French		
Password/Email	<input type="checkbox"/> Andalusian Spanish <input type="checkbox"/> Mexican Spanish <input type="checkbox"/> Austrian German		
Cookie consent	<input type="checkbox"/> Modern Standard Arabic <input type="checkbox"/> Bahraini Arabic <input type="checkbox"/> Belgian French		
Delete my account	<input type="checkbox"/> Najdi Arabic <input 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 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		

This form is divided into five sections:

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The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

## Accents

Select the accents that best represent your pronunciation and language by using the checkboxes beside each accent in the list (as shown below).

Accents

<input checked="" type="checkbox"/> Acadian French	<input type="checkbox"/> Levantine Arabic	<input type="checkbox"/> Algerian Arabic
<input type="checkbox"/> Libyan Arabic	<input type="checkbox"/> American English	<input type="checkbox"/> Maghrebi French
<input type="checkbox"/> Andalusian Spanish	<input type="checkbox"/> Mexican Spanish	<input type="checkbox"/> Austrian German
<input type="checkbox"/> Modern Standard Arabic	<input type="checkbox"/> Bahraini Arabic	<input checked="" type="checkbox"/> Belgian French

## Teaching levels

Teaching levels

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

Select your preferred teaching levels from the list by using the checkboxes beside each level (as shown in the image above).

## Learner ages

Learner ages

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

**DISCLAIMER:** The color theme and labels may differ in the screenshots compared to those on the platform.

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The secondary language setting and tabs are **ONLY available** if you have selected more than one language for the platform.

Select the learners' age groups you prefer to teach on the platform by using the checkboxes beside each age group listed (as shown in the image above). This helps learners in the selected age groups find you more easily and allows you to specify your preferred audience.

## Lesson components

Lesson components

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

Select the components that will be provided with each lesson you provide by using the checkboxes beside each option listed (as shown in the image above). This helps the learners to know the scope of your sessions.

## Test preparations

Test preparations

<input checked="" type="checkbox"/> ACT	<input type="checkbox"/> AP	<input type="checkbox"/> APTIS
<input type="checkbox"/> BEC	<input type="checkbox"/> CAE	<input checked="" 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

Select one or more tests that you help your learners to prepare for through your sessions by using the checkboxes beside each test listed (as shown in the image above).

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After defining all your skills, click **Save**, and then click **Next** to move to the next tab.



*You must select at least one skill from the options above to complete your profile.*

*However, it is not necessary to select a skill in every category. Choose only the skills that are relevant to you and leave the rest blank.*

*The preferences you select are not permanent and can be updated at any time.*

## 4.1.6 Addresses

Add your address under this tab if you offer offline sessions. This helps learners know where the sessions will take place.



*You must add at least one address in this section to activate offline sessions under the [Personal info](#) tab.*

*Furthermore, you can add multiple addresses. However, you must select one as the default address. The default address is used when one-to-one lessons are booked.*

*For group classes, teachers can select any address from the list of added addresses while creating the class. Learners will be able to choose from these addresses when booking the group class.*

Personal info	✓	Manage addresses		<button>Add new</button>
Subjects	✓			
Price	✓			
Experience	✓			
Skills	✓			
<b>Addresses</b>	>			
Payments				
Password/Email				
Cookie consent				
Delete my account				

Address	Actions
No record found	

**DISCLAIMER:** The color theme and labels may differ in the screenshots compared to those on the platform.

An asterisk (\*) next to a label indicates that the information is mandatory.

The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

## Add an address

Click **Add new** in the upper-right corner of the page to open the **Address** form.

Address

Street \*

Phone no. \*

City \*

State \*

Alabama

Type \*

Select

Zipcode \*

Enter a location \*

Enter a location

Default

☒ Default

Save

Update the following:

- **Enter a location:** Enter your address as it appears on Google Maps. As you begin typing, suggestions will appear in a pre-populated dropdown list. Select the appropriate location.

Once you add the location, it is displayed on the map (shown in the image below). You can move the pin on the map to change the location (if required).



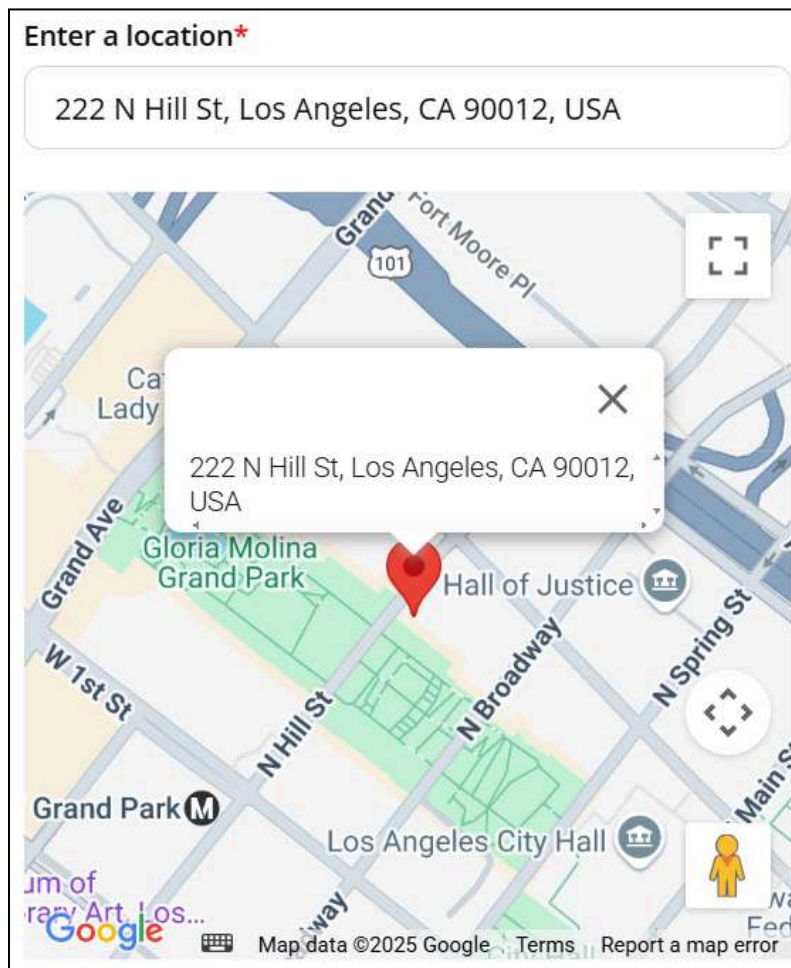
**DISCLAIMER:** The color theme and labels may differ in the screenshots compared to those on the platform.

An asterisk (\*) next to a label indicates that the information is mandatory.

The **secondary language** setting and tabs are **ONLY available** if you have selected more than one language for the platform.

*This field functions only if the admin has configured the Google Maps API. Else, you will simply have to add your address in this field.*

*Also, when you fill in this field, the **Street**, **City**, and **Zipcode** fields are automatically prefilled with the relevant information. You can either edit these fields or leave them as they are.*



- **Street\***: Review/Edit/Enter the street address.
- **Phone no.\***: Enter your phone number, along with the country code.
- **City\***: Review/Edit/Enter the city.
- **State\***: Click the field and select your state from the dropdown list. If a state is not available in the list, contact your admin.
- **Type\***: Click the field and select the type of address you are adding from the dropdown list—Home, Office or Others.
- **Zipcode\***: Review/Edit/Enter the zipcode associated with the address.

**DISCLAIMER:** The color theme and labels may differ in the screenshots compared to those on the platform.

An asterisk (\*) next to a label indicates that the information is mandatory.

The secondary language setting and tabs are **ONLY available** if you have selected more than one language for the platform.






- **Default:** Select this checkbox if you want to mark this address as your default address. Kindly note that only one address can be marked as default.

Click **Save**, and the address will be added.

Personal info	✓	<b>Manage addresses</b>		<button>Add new</button>
Subjects	✓			
Price	✓			
Experience	✓			
Skills	✓			
<b>Addresses</b>	>			
Payments				




  

Address	Actions
<div>  <div> <b>Office</b> <span>Default</span> </div> <div> 1036, Valencia Street, Los Angeles, California, 90015, United States of America  +1880375498 </div> </div>	<div>   </div>

## Action buttons

Each address in the list has two action buttons beside them, allowing you to take actions on them respectively.

These include:

- **Edit** : Click this beside an address to open the [Address](#) form.  
Make the required changes and click **Save changes** to update them, or cancel the process by clicking .
- **Delete** : Click this to delete the address.  
A confirmation message will appear. Click **OK** to confirm the action or **Cancel** to abort it.

After updating all the details, move to the next tab.

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The secondary language setting and tabs are **ONLY available** if you have selected more than one language for the platform.



## 4.1.7 Payments

Click this tab to access and set up your preferred payment method for wallet withdrawals.

When you submit a withdrawal request, the payment details entered here are shared with the admin for processing.



*It is not mandatory to set up the payments to start receiving orders since all the session payments are credited to your digital wallet.*

*You will have to update these details when you are placing a [wallet withdrawal request](#).*

You can choose between two methods—[PayPal](#) and [Bank transfer](#)—which are displayed as two separate tabs within this form.

Personal info Subjects Price Experience Skills Addresses <b>Payments</b> > Password/Email Cookie consent Delete my account	<h3>Manage payments</h3> <p>Provide payment account details for streamlining withdrawals.</p> <div> <b>Bank account</b> Paypal email </div> <hr/> <div> <div> <b>Bank name *</b>  <input type="text"/> </div> <div> <b>Beneficiary/Account Holder Name *</b>  <input type="text"/> </div> </div> <div> <div> <b>Bank account number *</b>  <input type="text"/> </div> <div> <b>IFSC Code/Swift Code *</b>  <input type="text"/> </div> </div> <div> <b>Bank address</b>  <input type="text"/> </div> <div> </div>
---	--

Each tab has been explored below:

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An asterisk (\*) next to a label indicates that the information is mandatory.

The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

## Bank account tab

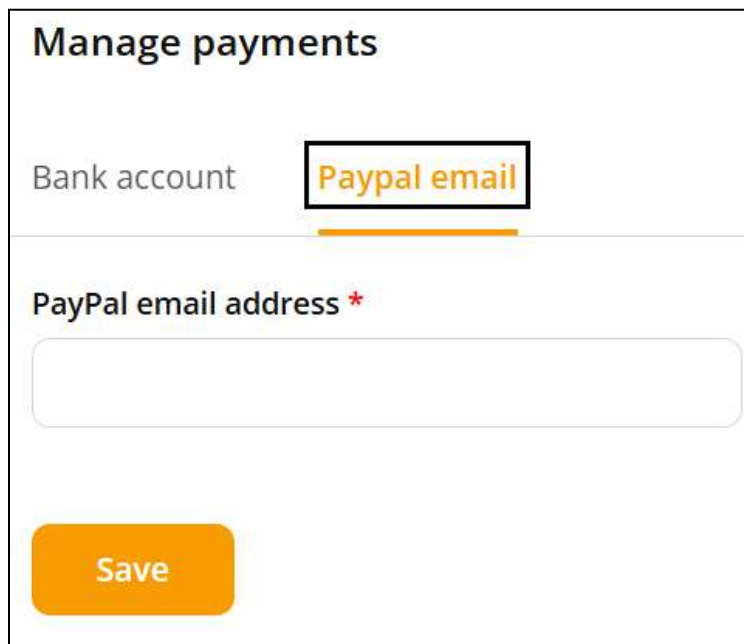
Update the following:

- **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 **Save**, and the details will be saved in the system accordingly.

## PayPal email tab

Click this tab to access it.



The screenshot shows a form titled "Manage payments". At the top, there are two tabs: "Bank account" and "Paypal email". The "Paypal email" tab is selected and highlighted with an orange underline. Below the tabs, the label "PayPal email address \*" is displayed in red, indicating it is a mandatory field. Below the label is a text input field. At the bottom of the form is an orange "Save" button.

Enter your **PayPal email address** in the provided field, and click **Save**.

**DISCLAIMER:** The color theme and labels may differ in the screenshots compared to those on the platform.

An asterisk (\*) next to a label indicates that the information is mandatory.

The secondary language setting and tabs are **ONLY available** if you have selected more than one language for the platform.

## 4.1.8 Password/Email

Click this tab to access it and update your registered email address and password accordingly.

There are two tabs under this form:

### Password tab

Update the following under this tab:

- **Current password:** Enter your current password.
- **New password:** Enter your new password, ensuring it is strong and contains at least 8 characters.



*The password is case-sensitive, meaning “A” and “a” are treated as different characters.*

For better security, use a long password that combines alphanumeric characters, including both letters and numbers.



*Use the **Show password/Hide password** link above the Current password and New password to view or hide the password behind the dots accordingly.*

**DISCLAIMER:** The color theme and labels may differ in the screenshots compared to those on the platform.

An asterisk (\*) next to a label indicates that the information is mandatory.

The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

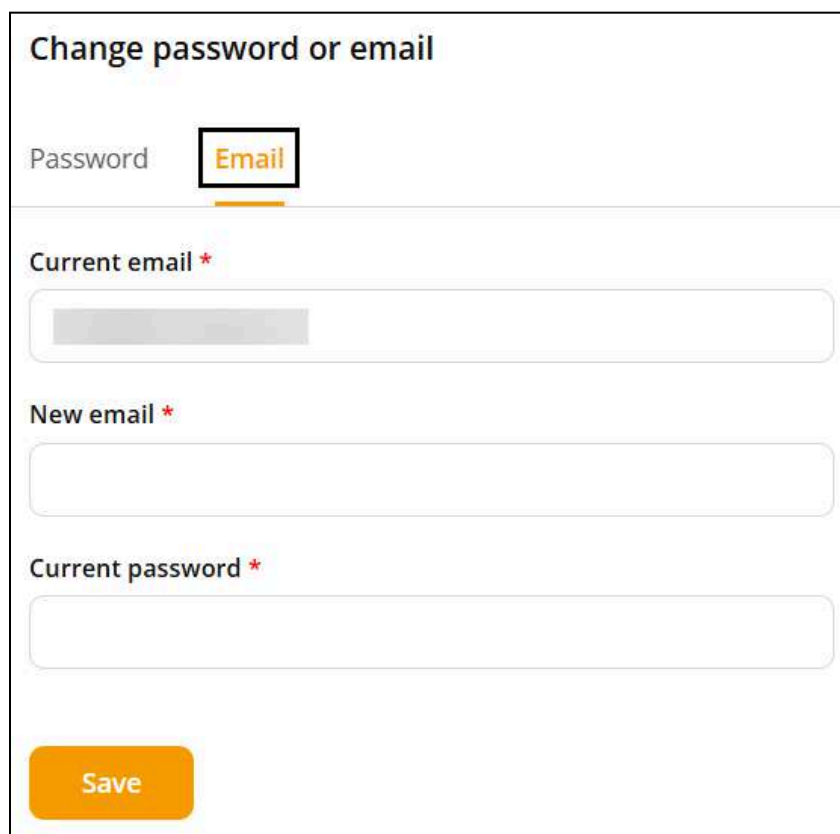
- **Confirm new password:** Re-enter the new password you entered in the previous field.

If the passwords do not match, an error will be displayed, and you will not be able to proceed.

Click **Save**.

## Email tab

Click this tab to access it, to change your registered email on the platform.



The screenshot shows a web form titled "Change password or email". At the top, there are two tabs: "Password" and "Email". The "Email" tab is selected and highlighted with an orange underline. Below the tabs, there are three input fields, each with a red asterisk indicating a mandatory field: "Current email", "New email", and "Current password". The "Current email" field is pre-filled with a greyed-out email address. At the bottom of the form is an orange "Save" button.

Update the following:

- **Current email\*:** This field will be pre-filled with your current email address linked to this account.
- **New email\*:** Enter the new email address to be linked to your account.
- **Current password\*:** Enter your account password. This is required for authentication during the email address change process.

Click **Save**.

**DISCLAIMER:** The color theme and labels may differ in the screenshots compared to those on the platform.

An asterisk (\*) next to a label indicates that the information is mandatory.

The secondary language setting and tabs are **ONLY available** if you have selected more than one language for the platform.

The newly added email address will now be considered your official email and all the system-generated emails will be routed to this new email address.

## 4.1.9 Cookie consent

Click this tab to access and manage your cookie permissions and preferences.

Cookies are small data files generated by a web server and sent to a web browser. They collect information about users' preferences and search habits to help improve the online experience.

Allow or limit cookies for your account in this section, which includes three tabs representing the types of cookies active on the Yo!Coach platform—**Necessary**, **Preferences**, and **Statistics**.

Each tab provides information about the purpose of the respective cookie type and includes a checkbox in the upper-right corner. Select the checkbox to allow the cookies, then click **Save** to apply your settings. The cookie preferences are saved automatically.



*By default, **Necessary** cookies are selected. These cannot be cleared, as they are essential for the platform to function properly.*

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The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

## 4.1.10 Delete my account

Click this tab to access it and place a request to the admin to have your account and data deleted from the platform.

Personal info	✓	<h3>Delete account</h3> <p>Are you sure you want to delete your account?</p> <p>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.</p> <p><a href="#">Delete my account</a></p>
Subjects	✓	
Price	✓	
Experience	✓	
Skills	✓	
Addresses		
Payments		
Password/Email		
Cookie consent		
<a href="#">Delete my account</a> >		

Click **Delete my account** and follow the prompts to proceed with the account deletion process.

A GDPR request is generated to remove your user account data from the system and is escalated to the admin. If the request is approved, your account is permanently removed from the platform.

Once deleted, your account will no longer be visible to learners, and your data cannot be restored.

To access the platform again, you must register as a new user. It is recommended that you consider this action carefully before submitting the deletion request.


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## 4.2 Availability calendar

Set up your availability for taking sessions and accepting lesson bookings through this module.

 To complete your profile, make it appear on the platform's front end, and start receiving lesson bookings, it is mandatory to configure your availability.

Availability calendar



Complete your profile

Set up your profile to start receiving bookings. [Learn more](#)

Profile progress 5/6

GENERAL WEEKLY

Save

My current time :- 14:33:47 (Timezone string +03:00)

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

There are two ways to manage your availability—**General availability** and **Weekly availability**.

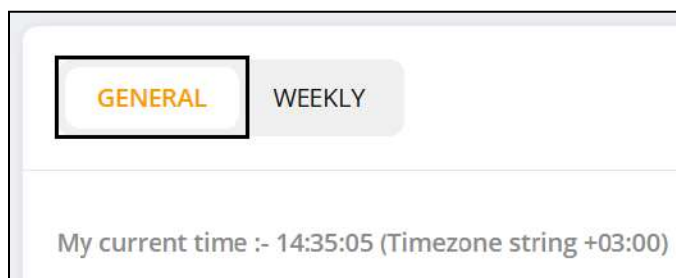
**DISCLAIMER:** The color theme and labels may differ in the screenshots compared to those on the platform.

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## General availability

Manage and update your day-wise availability through this tab, which is the first tab that opens by default when you access the **Availability calendar** module.



The page displays a half-hourly calendar for each day of the week. To mark your available time, click and drag (hold and stretch) across the desired time slots for a given day.

	SUN	MON	TUE	WED
00:00				
00:30				
01:00				
01:30				
02:00				
02:30				
03:00				
03:30				
04:00				
04:30				

Once you release the mouse button, the slot will be added as shown below.

**DISCLAIMER:** The color theme and labels may differ in the screenshots compared to those on the platform.


An asterisk (\*) next to a label indicates that the information is mandatory.

The **secondary language** setting and tabs are **ONLY available** if you have selected more than one language for the platform.



	SUN	MON	TUE
00:00			
00:30			
01:00			
01:30		X	
02:00		01:30 - 04:45	
02:30			
03:00			
03:30			
04:00			
04:30			

Leave a day blank if you are unavailable.

To remove a selected time slot, click  in the selected area.

Once all the slots have been selected, click **Save** from the upper-right corner of the page to save your selected timings.

Your availability is then displayed on the front end, and learners can book sessions accordingly.



*General availability applies universally to all weeks unless a specific weekly schedule is set using the **Weekly availability** tab.*

## Weekly availability

Set up date-specific availability through the **Weekly** tab.

This tab displays dates in a weekly format. The general availability configured earlier is also visible here.

**DISCLAIMER:** The color theme and labels may differ in the screenshots compared to those on the platform.




An asterisk (\*) next to a label indicates that the information is mandatory.

The secondary language setting and tabs are **ONLY available** if you have selected more than one language for the platform.

GENERAL
WEEKLY
Save

My current time :- 16:24:41 (Timezone string +03:00)
Jun 22 - 28, 2025
<
>
TODAY

	SUN 6/22	MON 6/23	TUE 6/24	WED 6/25	THU 6/26	FRI 6/27	SAT 6/28
00:00							
00:30							
01:00							
01:30							
02:00							
02:30							
03:00							
03:30							
04:00							
04:30							
05:00							
05:30							
06:00							
06:30							
07:00							
07:30							
08:00		X 08:00 - 20:00	X 08:00 - 20:00	X 08:00 - 20:00	X 08:00 - 20:00	X 08:00 - 20:00	X 08:00 - 15:00
08:30							

Use   at the upper-right corner of the calendar to navigate between weeks. To define availability for a specific date, use the hold and stretch action. And to remove a selected time slot, click . Once done, click **Save** to confirm the weekly availability.



*If both general and weekly availability are defined, the system prioritizes the weekly availability for that day. Learners will see the time slots according to the weekly schedule you set.*

*If you update your timezone from the [Personal info](#) section under [Account settings](#), both general and weekly availability settings will be reset. Revisit this module to reconfigure your availability in such a case.*

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## 5. All courses

Yo!Coach allows you to create courses and add multiple pre-recorded lectures. Once a course is created and approved by the admin, it is published on the course listing page.

Learners can purchase your course for a course fee set by you and gain access to all associated resources.

Create and manage your courses under this module.



*The **Course functionality** is available only if it has been activated by the admin. Contact your admin for more information.*

**DISCLAIMER:** The color theme and labels may differ in the screenshots compared to those on the platform.

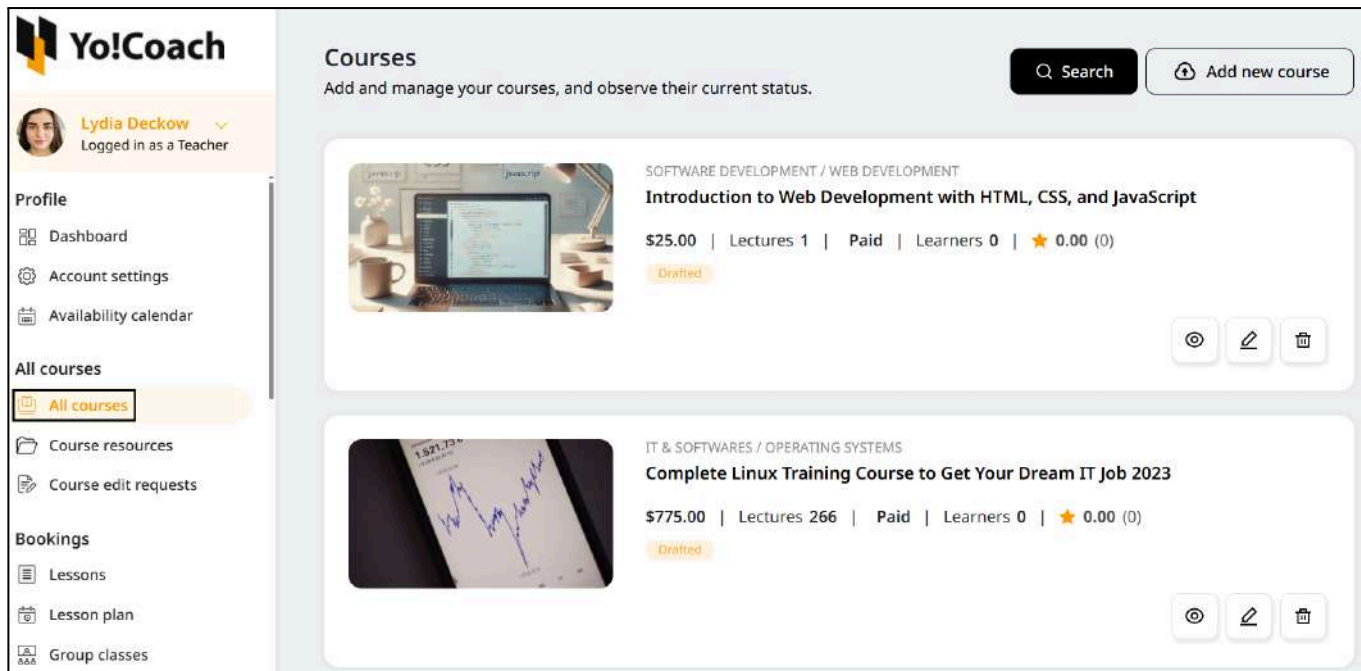
An asterisk (\*) next to a label indicates that the information is mandatory.

The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

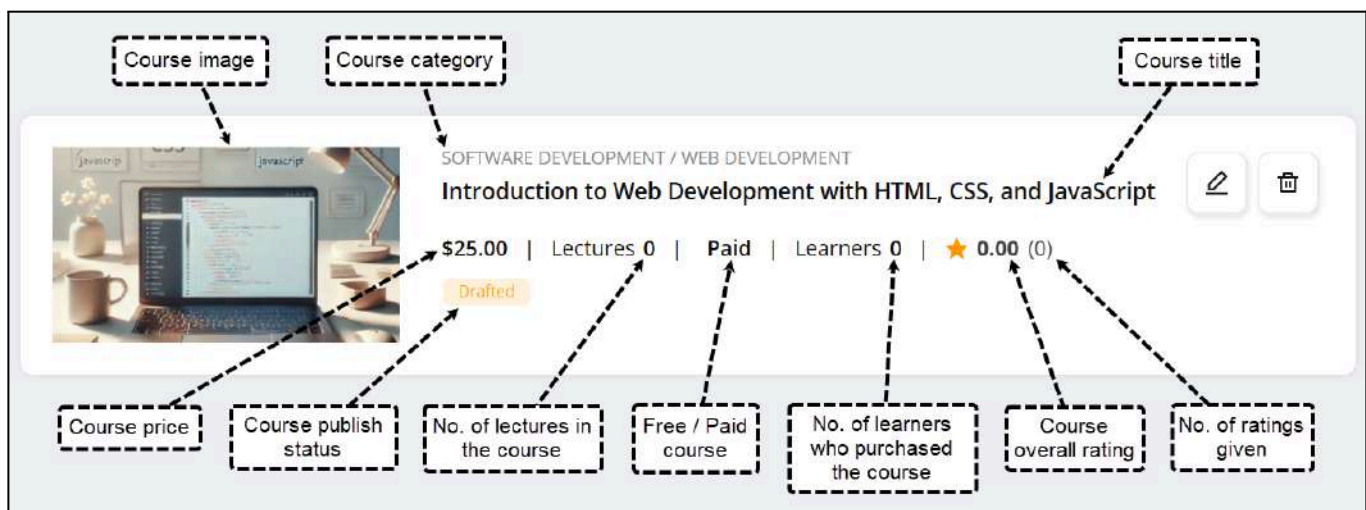
## 5.1 All courses

Click this submodule to access the **Courses** page. This page displays a list of all courses you have created along with their details.

Add, manage, and track all your courses from this section.



Each course is displayed as a widget arranged in a list format. Each widget shows the following information, as highlighted in the image below:



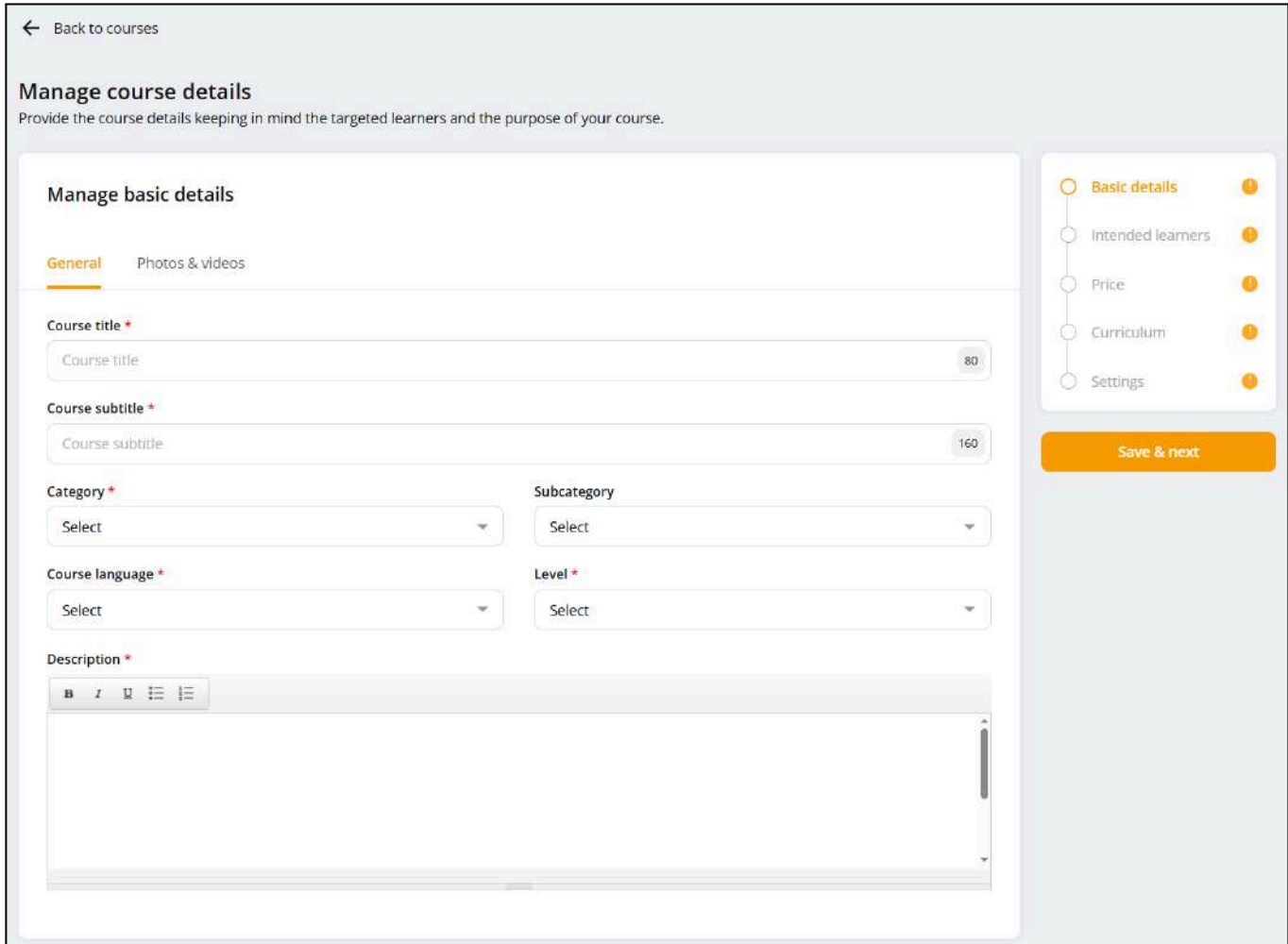
**DISCLAIMER:** The color theme and labels may differ in the screenshots compared to those on the platform.

An asterisk (\*) next to a label indicates that the information is mandatory.

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## Add a course

To add a new course, click  from the upper-right corner of the page. You will be redirected to the **Manage course details** form page.



The form is divided into five tabs—[Basic details](#), [Intended learners](#), [Price](#), [Curriculum](#), and [Settings](#). Navigate between the tabs by clicking them accordingly.

Let us begin with the **Basic details** tab.

### i. Basic details

This tab is further divided into two tabs—[General](#) and [Photos & videos](#).

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The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

## General

By default, this is the first tab that appears when the form is opened. Update the following under this tab:

- **Course title\*:** Enter a title for the course. The maximum character limit is displayed on the right side of the field.



- **Course subtitle\*:** Enter a subtitle for the course. The maximum character limit is displayed on the right side of the field.
- **Category\*:** Click the field and select the category that best represents the course subject from the dropdown list.

The list is populated with categories added by the admin. If a category is not available, contact your admin.

- **Subcategory:** If required, click this field, and based on the selected category, select a relevant subcategory from the dropdown list.

This list is also populated by the admin. If a subcategory is not available, contact your admin.

- **Course language\*:** Click the field and select the language in which the study material will be delivered.

The list is populated with languages added by the admin. If a language is not available, contact your admin.

- **Level\*:** Click the field and select the course level—**Beginner**, **Intermediate**, or **Expert**—from the dropdown list.
- **Description\*:** Enter a brief description of the course, including its content and key takeaways for learners, in the designated description box.

Use the editor tools shared to structure the description as well.

Click **Save & next** from the right-side to save the details and move to the next tab.

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The secondary language setting and tabs are **ONLY available** if you have selected more than one language for the platform.



## Photos & videos

### JavaScript, React, & Node.js

Provide the course details keeping in mind the targeted learners and the purpose of your course.

#### Manage basic details

General **Photos & videos**

#### Course image \*

Upload your course image here. It must meet our course image quality standards to be accepted. Important guidelines: 1000x563 pixels; 2.00MB size; png, jpeg, jpg, gif. No text on the image.

Upload file

#### Course preview video \*

Students who watch a well-made promo video are 5X more likely to enroll in your course. We've seen that statistic go up to 10X for exceptionally awesome videos. Important guidelines: 2.00MB size; mp4.

Upload video

- Basic details
- Intended learners
- Price
- Curriculum
- Settings

Save & next

### Update the following:

- Course image\*:** Upload the image is displayed on the course listing page along with the course details.

To do this, click **Upload file**, select the image from your system storage, click Open and the image will be uploaded in the image field on the right.

#### Course image \*

Upload your course image here. It must meet our course image quality standards to be accepted. Important guidelines: 1000x563 pixels; 2.00MB size; png, jpeg, jpg, gif. No text on the image.

Upload file

```

$(this.name), Version: ${this.name}
async function fetchData(url) { try { let
ow new Error("Network response was not ok")
rn data; } catch (error) { console.error
{ let num = 1; while (true) { yield
document.getElementById("generat
ument.getElementById("number").textContent
ElementById("calculate").addEventListener
"calculate", payload: 10 }); }); class Ad
this.fibonacci(n - 1) + this.fibonacci(n
base_exp): } static factorial(n) { } }

```

**DISCLAIMER:** The color theme and labels may differ in the screenshots compared to those on the platform.

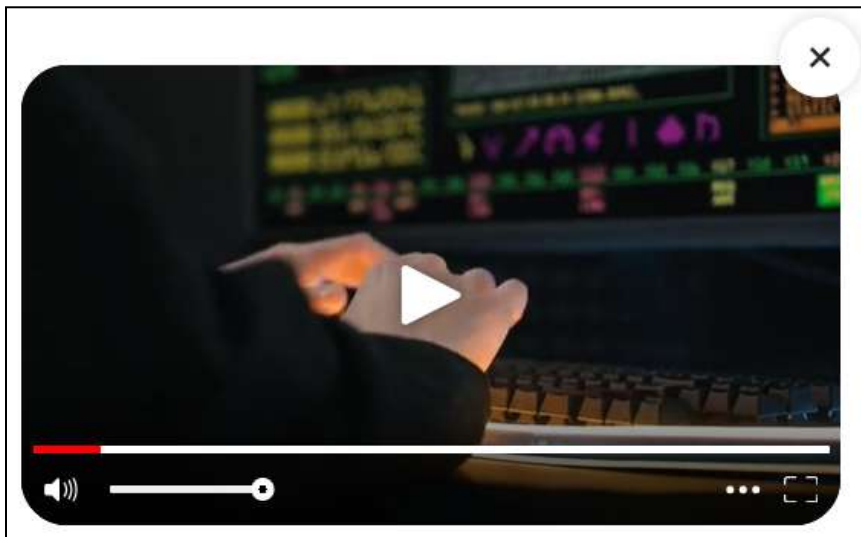
An asterisk (\*) next to a label indicates that the information is mandatory.

The secondary language setting and tabs are **ONLY available** if you have selected more than one language for the platform.

Click **X** from the upper-right corner of the image field to delete the image.

- **Course preview video\*:** Click **Upload video**, and select the video from your system storage.

Then, click **Open**, and the video will be uploaded.



Click the **Play** button to preview the uploaded video.

**!** *You can preview the video only if the admin has configured a third-party API for hosting course videos.*

*If you encounter any issues, contact the platform admin.*

Click **X** from the upper-right corner of the video field to delete the video.

Click **Save & next** from the right-side to save the details and move to the next tab.

## ii. Intended learners

Answer the listed questions to provide additional details about the course.

Learners refer to this information to understand the course scope and decide whether to enroll.

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The **secondary language** setting and tabs are **ONLY** available if you have selected more than one language for the platform.



## JavaScript, React, & Node.js

Provide the course details keeping in mind the targeted learners and the purpose of your course.

### Intended learners

The following details will be visible on the course details page and help the learners to understand the prerequisites for the course. These also help the learners to decide if your course is right for them.

**What will students learn in your course?**  
Enter at least four key learning objectives or outcomes that the learners can expect to achieve on completing the course.

155

+ Add more to your response

**What are the requirements or prerequisites for taking your course?**  
List the skills, experience, tools or equipment required to better understand the course.

155

+ Add more to your response

**Who is the course for?**  
Provide a clear description of the learners your course is intended for. This helps you to target the right learners for your course and reduce the bounce rate.

155

+ Add more to your response


- Basic details
- Intended learners**
- Price
- Curriculum
- Settings

Save & next

Enter relevant answers in the provided fields. The maximum character limit for each field is displayed on the right side of the field.

The following functionalities are available for each question:


- **Add more to your response:** Click this to add an additional answer field. Use this to provide extra details or supporting comments.

- **Drag-and-drop** : Click this next to a field to move it up or down, and rearrange the answer sequence. The same sequence is displayed on the course details page.

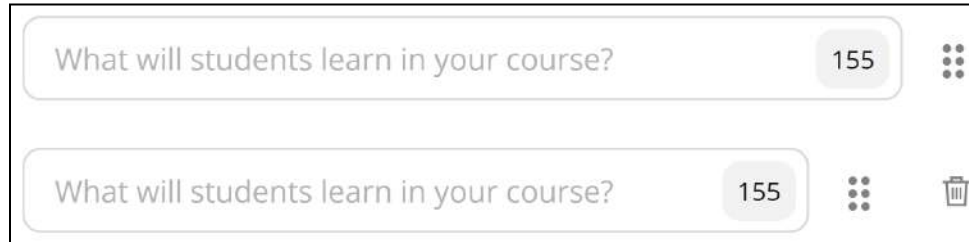
**DISCLAIMER:** The color theme and labels may differ in the screenshots compared to those on the platform.

An asterisk (\*) next to a label indicates that the information is mandatory.

The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

- **Delete**  : Click this button beside a field to remove that part of a response.

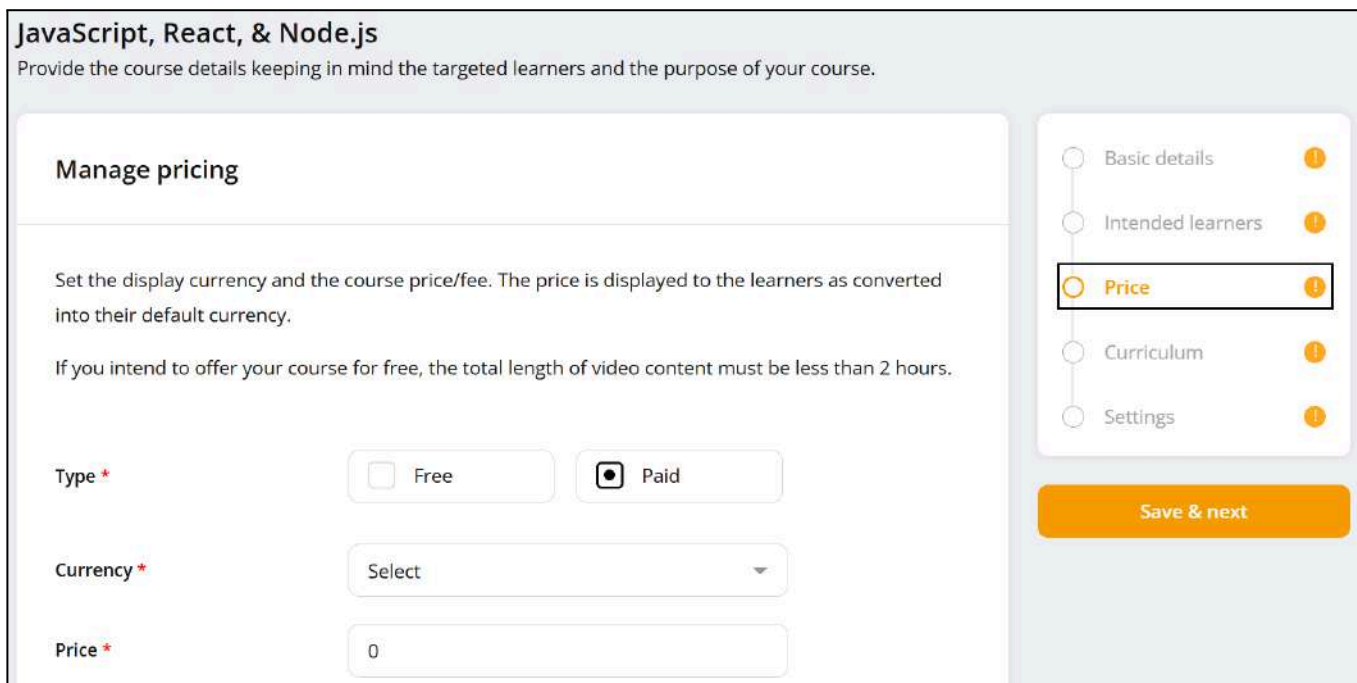
This button is available only from the second field onward— the first field in each response cannot be deleted.



Once all questions are answered, click **Save & next** on the right side. Your entries are saved, and you are redirected to the next section.

### iii. Price

Set the price for the course and choose the default display currency.



The following input fields are available:

- **Type\***: Select the course type—Free or Paid.

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The secondary language setting and tabs are **ONLY available** if you have selected more than one language for the platform.

- Select **Free** to offer the course at no cost. In this case, the total course duration must not exceed 2 hours.
- Select **Paid** if learners must pay a fee to enroll.



*The following fields appear only when Paid is selected:*

- **Currency\***: Click the field and select your preferred display currency from the dropdown list of options.
- **Price\***: Enter the course fee to be charged from learners.

Click **Save & next** from the right-side to save the details and move to the next tab.

## iv. Curriculum

Add study material, videos, and the complete content of your course under this tab.

### JavaScript, React, & Node.js

Provide the course details keeping in mind the targeted learners and the purpose of your course.

#### Manage curriculum

⊕ Add section

Put your course together by creating sections and adding lectures and practice assignments to each section. For free courses, the total length of the course content (videos) must be less than 2 hours.

If you're intending to offer your course for free, the total length of video content must be less than 2 hours.

- Basic details
- Intended learners
- Price
- Curriculum
- Settings

Save & next

Lectures can be organized into Sections, each covering a specific topic.

These sections and their associated resources are displayed to learners on the **Course details** page (as shown in the image below).

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The **secondary language** setting and tabs are **ONLY available** if you have selected more than one language for the platform.

Overview
**Course content**
About tutor
Reviews (1)

## Course content

51 Sections • 475 Lectures • 52h 29m Total length

SECTION

1

Getting Started with iOS 11 and Swift 4

Getting Started with iOS 11 and Swift 4

Time 1h 21m
Lectures 11
See all

- IMPORTANT ANNOUNCEMENT 0:03:41
- [What You'll Get in This Course](#) [Preview](#) 0:09:13
- How to Get All the Free Stuff 0:06:54
- Download Your Massive Asset Bundle Here 0:06:12
- Join the Student Community 0:09:13
- Get Monthly Tips and Tools to Level Up as a Developer 0:07:30
- [Tools and Materials for iOS 11 App Development](#) [Preview](#) 0:09:13
- [Download Xcode 9](#) [Preview](#) 0:06:12
- A Walkthrough of the Xcode Development Environment 0:07:30
- Download the Swift Cheat Sheet and a Map of Xcode 0:09:13
- The Anatomy of an iOS App 0:06:12

SECTION

2

iOS Interface Builder - The \$999 App

iOS Interface Builder - The \$999 App

Time 1h 17m
Lectures 11
See all

SECTION

3

Sideloaded in iOS

Sideloaded in iOS

Time 24m
Lectures 4
See all

**This course includes:**





- 52h 29m
- 475 Lectures
- 336 Downloadable assets
- Full lifetime access
- Access on Mobile and TV
- Certificate on completion

At just price of **\$618.00**


**Enroll now**

Favorite

Share this course

## Add a section

 Add section

Click to add a section and set up the curriculum of the course.

A form will appear below the information area.

**DISCLAIMER:** The color theme and labels may differ in the screenshots compared to those on the platform.

An asterisk (\*) next to a label indicates that the information is mandatory.

The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

**Manage curriculum** ⊕ Add section

Put your course together by creating sections and adding lectures and practice assignments to each section. For free courses, the total length of the course content (videos) must be less than 2 hours.

If you're intending to offer your course for free, the total length of video content must be less than 2 hours.

**Section**  80

300

Save Cancel

Update the following:

- **Add section title:** Enter a title for the section being added. The maximum character limit is displayed on the right side of the field.
- **Add section description:** Enter a brief description for the section, defining its contents and any additional details for the learners. The maximum character limit is displayed on the right side of the field.

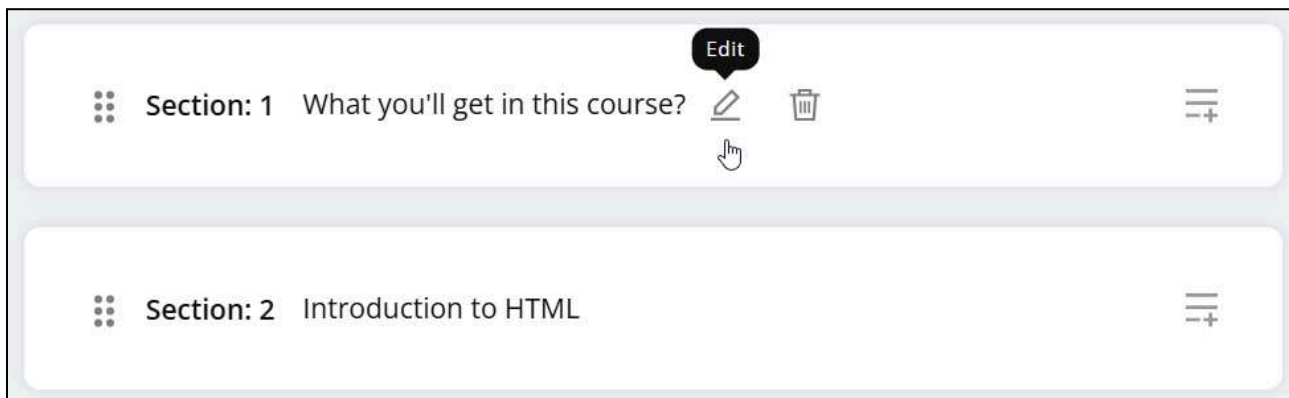
Click **Save** to add the section.

With this, the section is saved and the widget collapses, as shown in the image below.

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The **secondary language** setting and tabs are **ONLY available** if you have selected more than one language for the platform.



Use the **Add section** button to add as many sections as required to the curriculum, and they will be listed one after another as shown above.

## Manage the sections

Each section added includes management options such as:

- Drag-and-drop** : Click this next to the section heading to move it up or down, and rearrange the section sequence. The same sequence is displayed on the course details page.
- Edit** : Hover over the section widget to reveal this button (shown in the image above). Click it to edit the section title and description details. The section widget will expand, displaying the [Section form](#). Make the changes and click **Save**. Or click **Cancel** to abort the action.
- Delete** : Hover over the section's widget to reveal this button (shown in the image above). Click this button to delete the section. A confirmation message will appear. Click **OK** to confirm, or **Cancel** to abort the action.

## Add a lecture

Each course is supposed to be structured by dividing the subject matter into sections, with lectures added under each section to cover specific topics.

Click  located on the left side of the section's widget to add lectures to a section.

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The section's widget expands and a lecture form appears as shown in the image below:

**Section: 1** What you'll get in this course?

**Lecture**

**Description** | Media | Resources

**Title \***

Add lecture title 255

**Description \***

**B I U** [List Icons]

☐ For preview

**Save** **Cancel**


There are 3 tabs under this form—Description, Media and Resources.


**Description:** Update the following under this tab:

**DISCLAIMER:** The color theme and labels may differ in the screenshots compared to those on the platform.

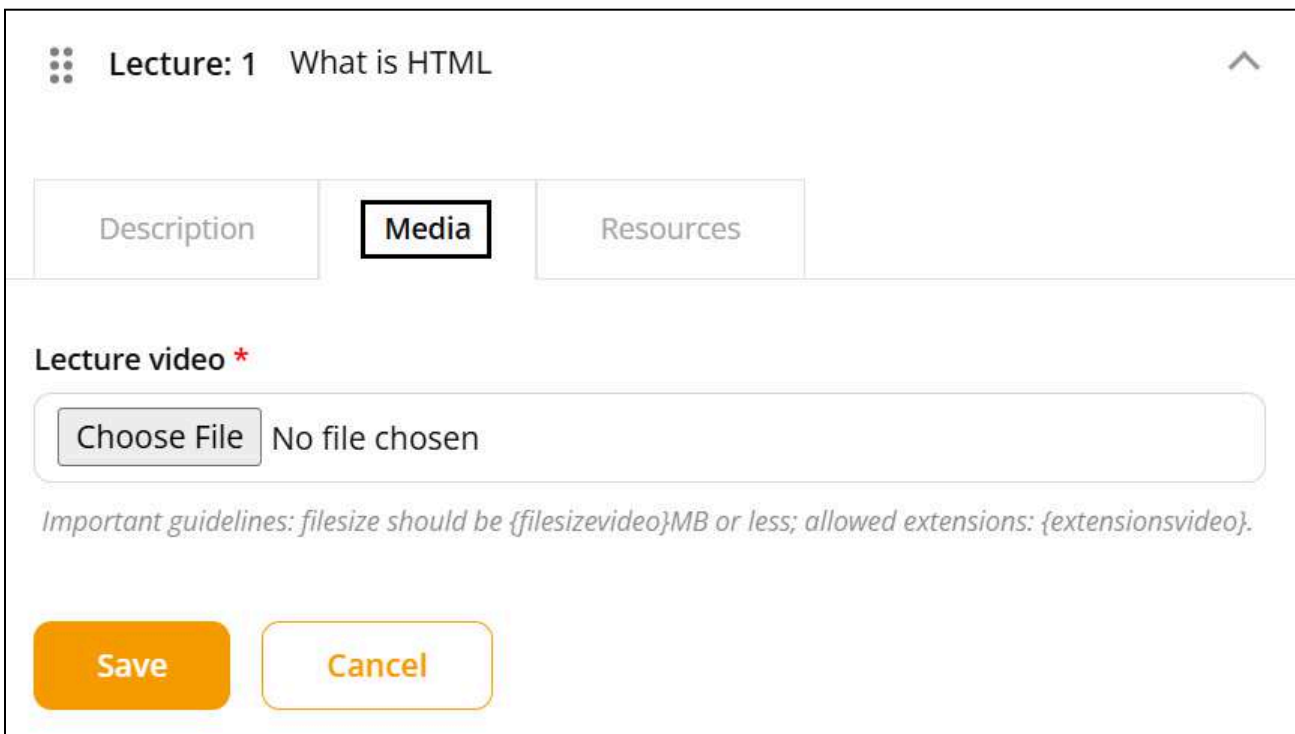
An asterisk (\*) next to a label indicates that the information is mandatory.

The secondary language setting and tabs are **ONLY available** if you have selected more than one language for the platform.

- **Title:** Enter the lecture title. The maximum character limit is displayed on the right side of the field.
- **Description:** Enter a brief description and additional information about the lecture in the provided content editor. Use the editor tools to format it as well.
- **For preview:** Turn on  the toggle switch to mark the lecture as available for preview. This allows learners to view the resources and media attached to the lecture without enrolling in the course.

Turn off  the toggle switch to restrict access— the lecture will not appear as a preview on the **Course details** page.

Click **Save**, and the next tab will appear.



**Lecture: 1** What is HTML

Description **Media** Resources

**Lecture video \***

Choose File No file chosen

*Important guidelines: filesize should be {filesizevideo}MB or less; allowed extensions: {extensionsvideo}.*

Save Cancel

**Media:** Update the following:

- **Title:** Click **Choose file** and select the video lecture file from your system storage to upload it.



*The video uploaded with a lecture will be visible on the platform only if the **VdoCipher API** or **MUX API** has been successfully configured by the admin. For further assistance, contact your platform admin.*



Click **Save**, and the next tab will appear.

**DISCLAIMER:** The color theme and labels may differ in the screenshots compared to those on the platform.

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**Lecture: 1** What is HTML
 

Description


Media

**Resources**

**Upload resource**

Choose File

No file chosen

 Add from library

*Allowed size 2.00 MB. supported file formats png, jpeg, jpg, gif, pdf, doc, docx, zip, txt*

File name	Type	Action
No resource uploaded		

**Resources:** Upload the course resources under this tab. There are two ways to do it:

1. **Choose file:** Click this button, select the resource video from your system and click Open to upload it.
2. **Add from library:** Click this button beside the field to attach an already uploaded resource file from your [Course resources](#) library. The **Attach course resources** window appears.

**Attach course resources**

 Attach
 

Keyword

Q



<input type="checkbox"/>	 <b>Tools.jpg</b> 0.10 MB	JPG	Jul 24, 2023 08:20
<input type="checkbox"/>	 <b>Teaching.jpg</b> 0.02 MB	JPG	Jul 24, 2023 08:20

**DISCLAIMER:** The color theme and labels may differ in the screenshots compared to those on the platform.


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The following actions can be taken here (mostly one after another):

- Search:** Use the search bar at the top to search for a file by typing the file name as a keyword. Then, click  or press **Enter** on your keyboard to get the results.
- Checkbox:** Select the checkbox beside each resource to select the respective file to attach it to the lecture.
- Attach:** After selecting the files you want to attach to the lecture, click  to complete the attachment process and the window will close automatically.

To abort the process, click .


 The list of files displayed in this window is populated with files uploaded through the [Course resources](#) module, which is explained later in this document.

The attached files are displayed in a table format as shown in the image below.

Upload resource







Choose File


No file chosen



Add from library

*Allowed size 2.00 MB. supported file formats png, jpeg, jpg, gif, pdf, doc, docx, zip, txt*


File name	Type	Action
 <div>Software Development.png</div> <div>0.01 MB</div>	PNG	
 <div>Teaching.jpg</div> <div>0.02 MB</div>	JPG	
 <div>Tools.jpg</div> <div>0.10 MB</div>	JPG	

Click  under the **Action** column beside a resource to delete it. A confirmation message will appear. Click **Ok** to confirm or **Cancel** to abort it.

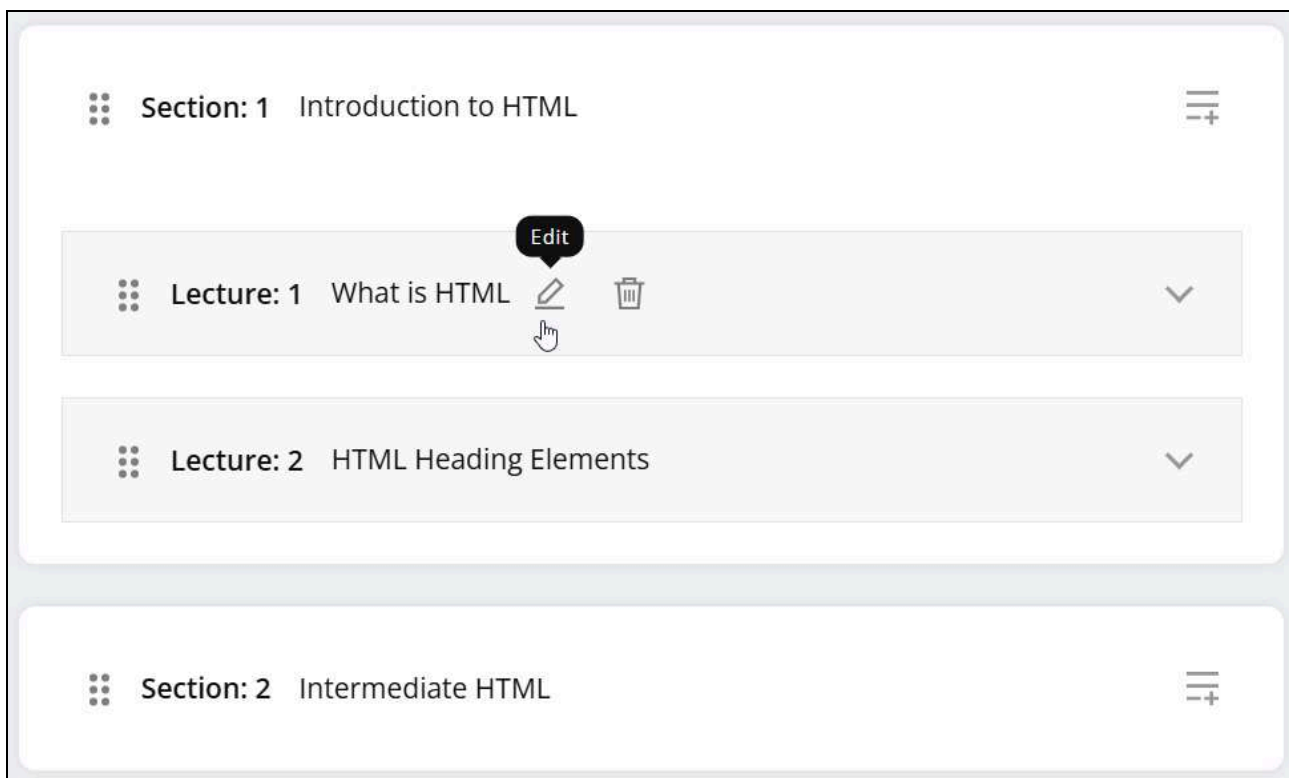
**DISCLAIMER:** The color theme and labels may differ in the screenshots compared to those on the platform.

An asterisk (\*) next to a label indicates that the information is mandatory.

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The lecture is saved automatically. To collapse the lecture widget, click  beside the heading.

You can add as many lectures as needed under a section, as shown in the image below.



## Manage the lectures


Each lecture added includes management options such as:

- **Drag-and-drop** : Click this next to the lecture heading to move it up or down, and rearrange the section sequence. The same sequence is displayed on the course details page.
- **Edit** : Hover over the lecture widget to reveal this button (shown in the image above). Click it to edit the lecture details. The lecture widget will expand, displaying the [Lecture form](#). Make the changes and click **Save**. Or click **Cancel** to abort the action.

**DISCLAIMER:** The color theme and labels may differ in the screenshots compared to those on the platform.

An asterisk (\*) next to a label indicates that the information is mandatory.

The **secondary language** setting and tabs are **ONLY available** if you have selected more than one language for the platform.

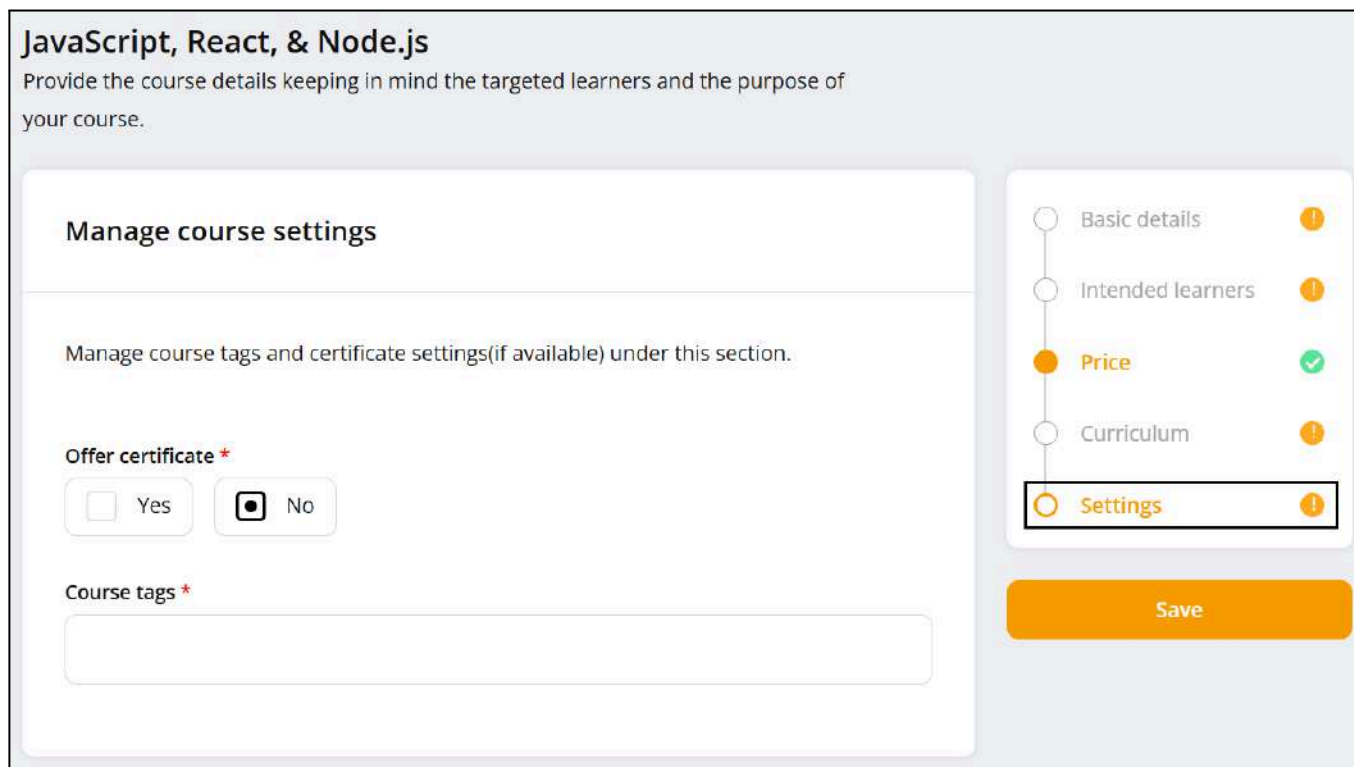
- **Delete**  : Hover over the lecture widget to reveal this button (shown in the image above). Click this button to delete the lecture. A confirmation message will appear. Click OK to confirm, or Cancel to abort the action.

Once all the curriculum details have been added, click **Save & next** from the right-side to save the details and move to the next tab.

## v. Settings

Finally, specify whether the course will offer a certificate and define the basis for issuing it—performance or completion.

You can also update the course tags to help users find the course more easily.



Update the following:

- **Offer certificate\***: Select **No** if you do not want to offer a certificate upon course completion.

Select **Yes** to offer certificates to learners. When selected, an additional field appears:

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The secondary language setting and tabs are **ONLY available** if you have selected more than one language for the platform.

**Offer certificate \***

☒ Yes
 ☐ No


**Certificate \***

Select ▼

- **Certificate\*:** Click the field and select the type of certificate from the dropdown list:
  - **Completion certificate:** Select to offer this when a learner completes the course.
  - **Achievement certificate:** Select to offer this when a learner successfully passes a quiz attached to the course. If this is selected, a link appears below the field allowing you to attach a quiz:


**Certificate \***

Achievement certificate

 [Attach Quiz](#)

- **Attach quiz:** Click this to open the **Attach quizzes** window.

**Attach Quizzes** Q Search ×

Title	Type	Action
Conversation Starter: Vocabulary & Speaking Quiz	Auto-graded	

Use the search feature to narrow down your search. Click **Search** and the search bar will appear.

**Attach Quizzes**

Title

Search Clear

**DISCLAIMER:** The color theme and labels may differ in the screenshots compared to those on the platform.

An asterisk (\*) next to a label indicates that the information is mandatory.

The **secondary language** setting and tabs are **ONLY available** if you have selected more than one language for the platform.

Enter the quiz title and click **Search** to view results.

Click **Clear** to reset the search.


Once you locate the quiz, click  beside it to link it to the course. The quiz will be attached, and the window will close automatically.



*If no quiz appears in the list, it means you have not yet created one. In that case, go to the [Quiz module](#) to create the quiz and return here to attach it.*

The attached quiz is displayed below the field.

You can attach multiple quizzes to a course. However, you will have to repeat the same process to attach each quiz.

To remove an attached quiz, click  beside the quiz name.

- **Course tags\*:** Add one or more tags (these improve course discoverability on the platform) for the course.

To do this, enter the tag word or phrase (e.g., programming language) and press **Enter** on your keyboard to mark it as a tag (as shown in the image below).



Add as many tags as necessary using the same process.

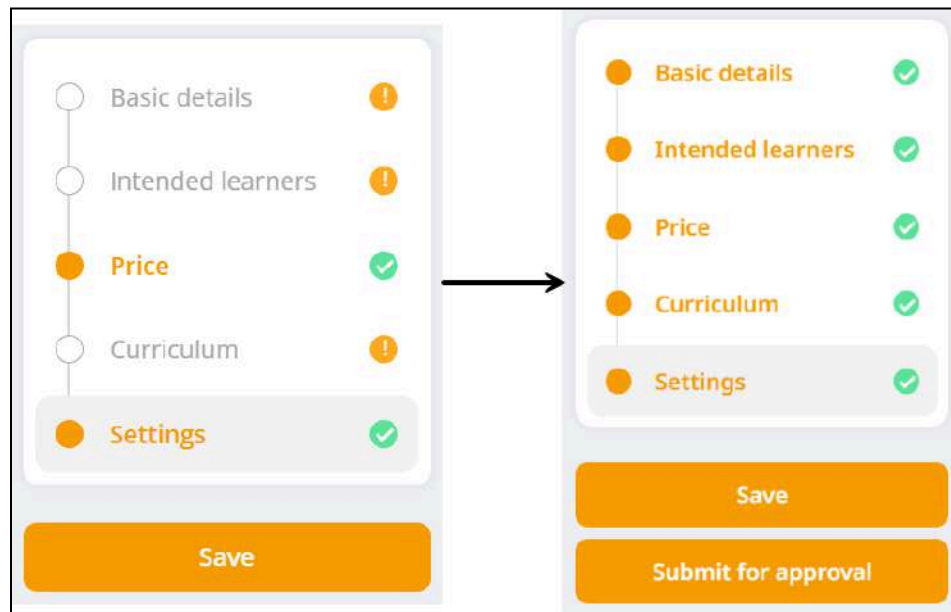
Once everything has been updated, click **Save**.

**DISCLAIMER:** The color theme and labels may differ in the screenshots compared to those on the platform.

An asterisk (\*) next to a label indicates that the information is mandatory.

The **secondary language** setting and tabs are **ONLY available** if you have selected more than one language for the platform.

View the status of all the tabs under the form from the right-side tab navigation section. A green tick mark  is displayed beside the tabs that have been completed, and a  beside the tabs that have not been completed yet.



Ensure all the tabs are completed and then click **Save**.

A **Submit for approval** button appears. Click it. A confirmation message appears. Click **OK** to confirm the action or **Cancel** to abort it.

The course is added to the list, with the status as **Submitted for approval**.

### Courses

Add and manage your courses, and observe their current status.

Search

```

{this.name, version, status}
ync function fetchData(url) { try { let res
ow new Error("Network response was not ok")
on data, } catch (error) { console.error
{ let num = 1; while (true) { yield
document.getElementById("generat
ElementById("number").textContent
"calculate", payload: 10 }); }); class Ad
this fibonacci(n - 1) + this.fibonacci(n
) static factorial(.) { } }

```

SOFTWARE DEVELOPMENT / WEB DEVELOPMENT

**JavaScript, React, & Node.js**

\$200.00 | Lectures 2 | Paid | Learners 0 | ★ 0.00 (0)

Submitted for approval

**DISCLAIMER:** The color theme and labels may differ in the screenshots compared to those on the platform.


An asterisk (\*) next to a label indicates that the information is mandatory.

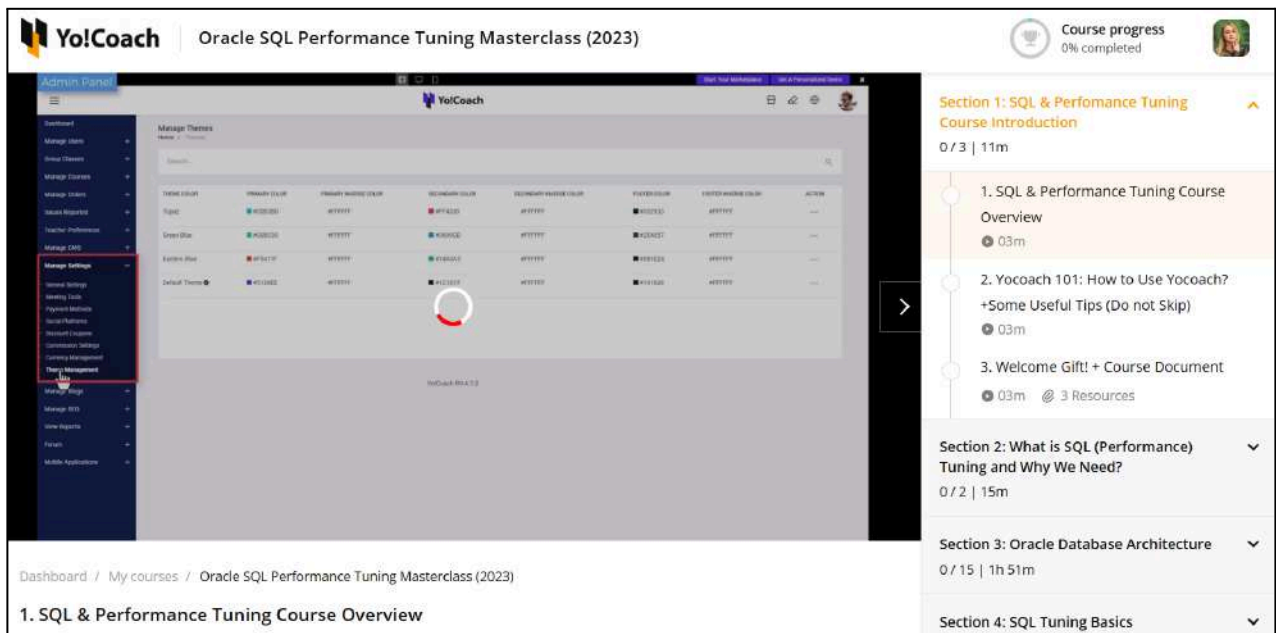
The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

## Action buttons

Each course includes three action buttons, allowing you to perform specific actions on them. The functions of each button are explained in detail below:


- **Preview** : Click this to view the course as a learner.

 *This button is available only for courses having one or more lectures added with them.*




View the course details, such as, attached media and resources, course progress, course sections and lectures, notes, reviews and teacher's information.

Click the back button from your browser to go back to the [All courses](#) page.

- **Edit** : Click this to edit the course details.

This will direct you to the [Course form](#). Update the details in all the tabs as required and click Save.

 *This button is not available for courses that are either submitted for admin approval or already published.*


*It becomes visible only after the admin approves your course edit request for a published course.*


**DISCLAIMER:** The color theme and labels may differ in the screenshots compared to those on the platform.


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The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.



- **Delete**  : Click this to delete the course. A confirmation message will appear. Click OK to confirm the action or **Cancel** to abort it.

 *This button is not available for the courses that have been submitted for admin's approval or that have already been published.*

- **Send edit request**  : Click this to request the admin to allow you to make some edits to the course. The **Edit course** pop-up form will appear.

Edit Course

**Important instructions:**


- ✓ Editing will be allowed for a limited time period. More details will be shared via email.
- ✓ Your updates will be instantly visible to learners on their tutorial page, so please make changes carefully.
- ✓ If the updates are not submitted within the allowed time, they will be automatically published after the deadline.

**Request reason\***

*Please Add The Reason For The Edit Request.*


Send

Enter your reason for making this request and click **Send**.

 *All course edit requests can be reviewed under the [Course edit requests](#) submodule.*

*You can submit a course edit request only once.*

Once your request is approved, the **Edit** button appears beside the corresponding course on this page, allowing you to make changes.

 *There is a limited time window to complete your edits after approval. This duration is managed by the admin and will be communicated to you by email at the time of approval.*

**DISCLAIMER:** The color theme and labels may differ in the screenshots compared to those on the platform.

An asterisk (\*) next to a label indicates that the information is mandatory.

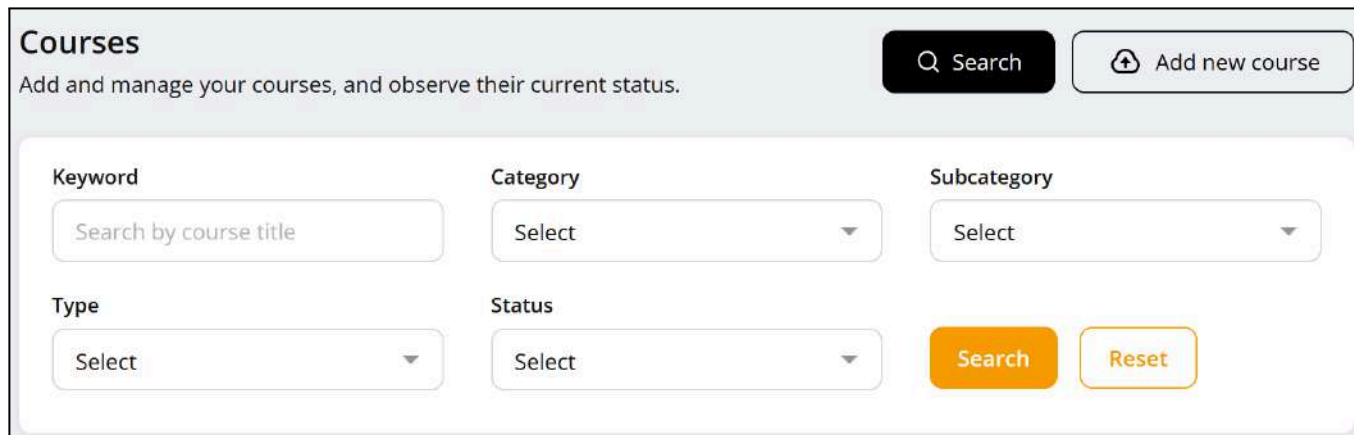
The **secondary language** setting and tabs are **ONLY available** if you have selected more than one language for the platform.

## Search for a course

Use the search functionality at the top of the list to find a specific course. Click



to expand the search bar (also used to collapse it).

A screenshot of the "Courses" search interface. At the top, it says "Courses" and "Add and manage your courses, and observe their current status." There are two buttons: "Search" and "Add new course". Below this, there are five filter fields: "Keyword" (text input with placeholder "Search by course title"), "Category" (dropdown menu with "Select"), "Subcategory" (dropdown menu with "Select"), "Type" (dropdown menu with "Select"), and "Status" (dropdown menu with "Select"). At the bottom right, there are two buttons: "Search" (orange) and "Reset" (yellow).

There are several filters that help narrow down the search. Each field is explained below:

- **Keyword:** Enter the name of the course you are searching for.
- **Category:** Click the field and select the course category from the dropdown list.
- **Subcategory:** Click the field and select the relevant subcategory from the dropdown list based on the selected category.
- **Type:** Click the field and select whether the course is **Paid** or **Free** from the dropdown list.
- **Status:** Click the field and select the platform status of the course from the dropdown list—**Drafted**, **Submitted for approval**, or **Published**.

Search for a course by filling in a single field or multiple fields.

After filling in the desired fields, click **Search** to display the results. Click **Clear** to reset all fields and start a new search.

**DISCLAIMER:** The color theme and labels may differ in the screenshots compared to those on the platform.

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## 5.2 Course resources

Upload multiple course resources in bulk and manage them via this submodule. These files can be attached directly to a course (via the [Add lecture form](#) > Media tab), so you do not need to upload new files each time a course is created.



### Bulk uploader

 Bulk uploader

Click  Bulk uploader to upload many course resources together in one go, and the **Upload resources** pop-up form appears.

### Upload resources

Resource files \*

Choose Files

No file chosen

*Note: Allowed size 2.00 MB. Supported file formats png, jpeg, jpg, gif, pdf, doc, docx, zip, txt*

Submit

Cancel

Click **Choose files**, select one or more files together from your system, and click **Open**. Then, click **Submit**.

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The new files will be displayed in the list of the **Manage course resources** page.


## Action button

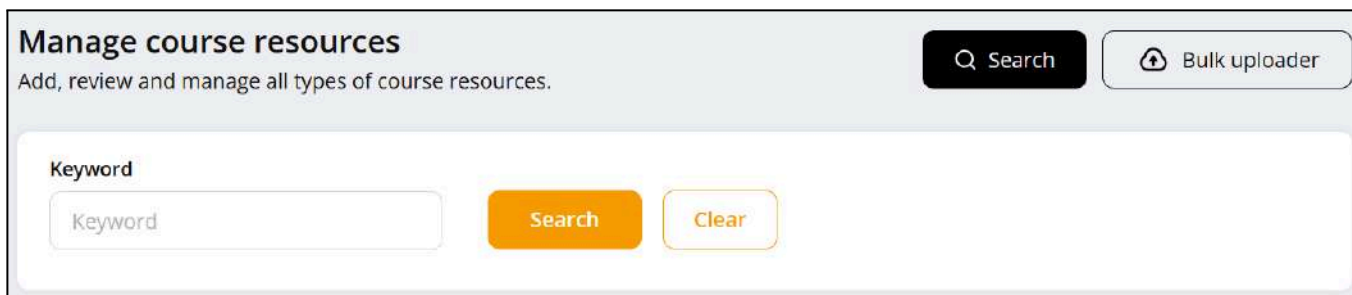
There is a single action button next to each entry—Delete .

Click this button to delete the course resource. A confirmation message will appear. Click **OK** to confirm the action or **Cancel** to abort it.

## Search for a course resource

Use the search functionality at the top of the list to find a specific course resource.

Click  to expand the search bar (also used to collapse it).



Enter the course resource name in the **keyword** field and click **Search** to get the results.

Click **Clear** to reset the field and start a new search.

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## 5.3 Course edit requests

Use this submodule to track the status of your course edit requests.

Yo!Coach allows you to submit a [course edit request](#) (which can only be done via the [All courses](#) submodule) if you need to update course content after it has been published and/or purchased by learners.

Once submitted, your request appears in this submodule, where you can review its status—pending, approved, or declined.



Course title	Created Date	Expiry Date	Request status	Actions
Technical Analysis MasterClass:Trading By Technical Analysis	Jul 17, 2025 14:48	NA	Pending	
Oracle SQL Performance Tuning Masterclass (2023)	Jul 17, 2025 12:49	NA	Pending	

If the admin approves your request, you will be granted a limited time to make the necessary updates.

The duration of this edit window is defined by the admin and will be communicated to you by email at the time of approval.

### Action button

There is a single action button next to each entry—**View request** .

Click this button to view the course edit request details.

The **Request information** pop-up window will appear displaying the date and time the request was made, the current status of the request and the reason for placing the request.

**DISCLAIMER:** The color theme and labels may differ in the screenshots compared to those on the platform.

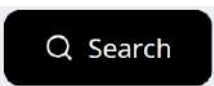
An asterisk (\*) next to a label indicates that the information is mandatory.

The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

Request information	
Requested on	Jul 17, 2025 14:48
Status	Approved
Request reason	Need to change something.

Once you are done reviewing the information, close the window by clicking .

## Search for a course edit request

Use the search functionality at the top of the list to find a specific course edit request. Click  to expand the search bar (also used to collapse it).

Course edit requests


Course title

Status

Select

Search

Clear

There are several filters that help narrow down the search. Each field is explained below:

- **Course title:** Enter the name of the course you are searching for.
- **Status:** Click the field and select the status of the request from the dropdown list—Pending, Approved, or Declined.

Search for a course edit request by filling in a single field or both fields.

After filling in the desired fields, click **Search** to display the results. Click **Clear** to reset all fields and start a new search.

**DISCLAIMER:** The color theme and labels may differ in the screenshots compared to those on the platform.

An asterisk (\*) next to a label indicates that the information is mandatory.

The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

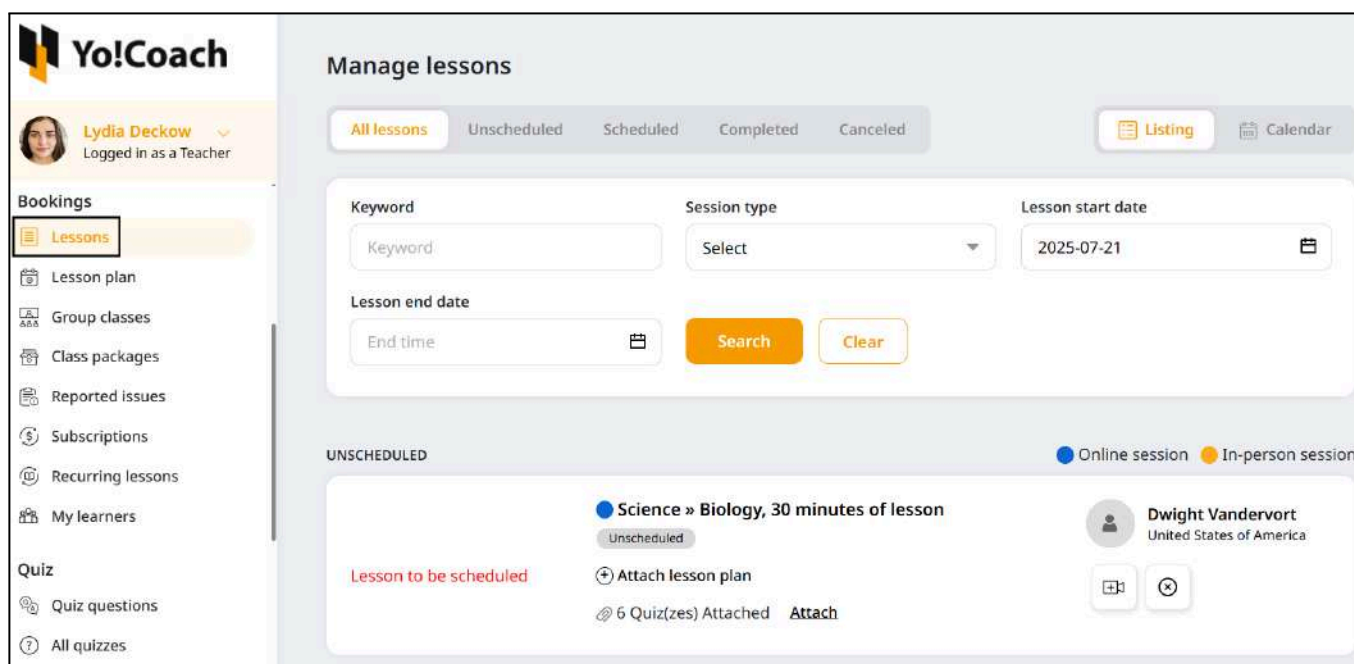
## 6. Bookings

Use this module to manage all types of learning sessions with your learners. This module provides access to individual lessons, structured lesson plans, group classes, class packages, and recurring lessons. You can also view and respond to reported issues and track your learners from a central location.

In short, this module allows streamlined scheduling and resource attachment to ensure structured and effective learning delivery.

### 6.1 Lessons

Once your account and availability settings are complete, your teacher profile becomes visible to learners. They can view your expertise, check your availability, and book lessons. All booked lessons appear under this submodule.



At the top of the page, a countdown section shows the date and time of your next lesson along with the learner's details.

Enter classroom

When it is time, click **Enter classroom** to begin the session.

Furthermore, lessons are organized into five tabs based on their current status.

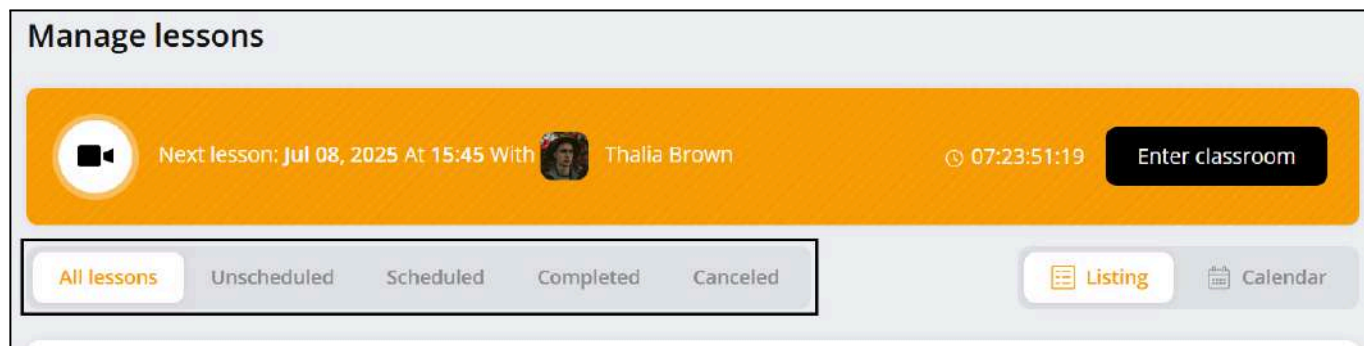
**DISCLAIMER:** The color theme and labels may differ in the screenshots compared to those on the platform.

An asterisk (\*) next to a label indicates that the information is mandatory.

The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

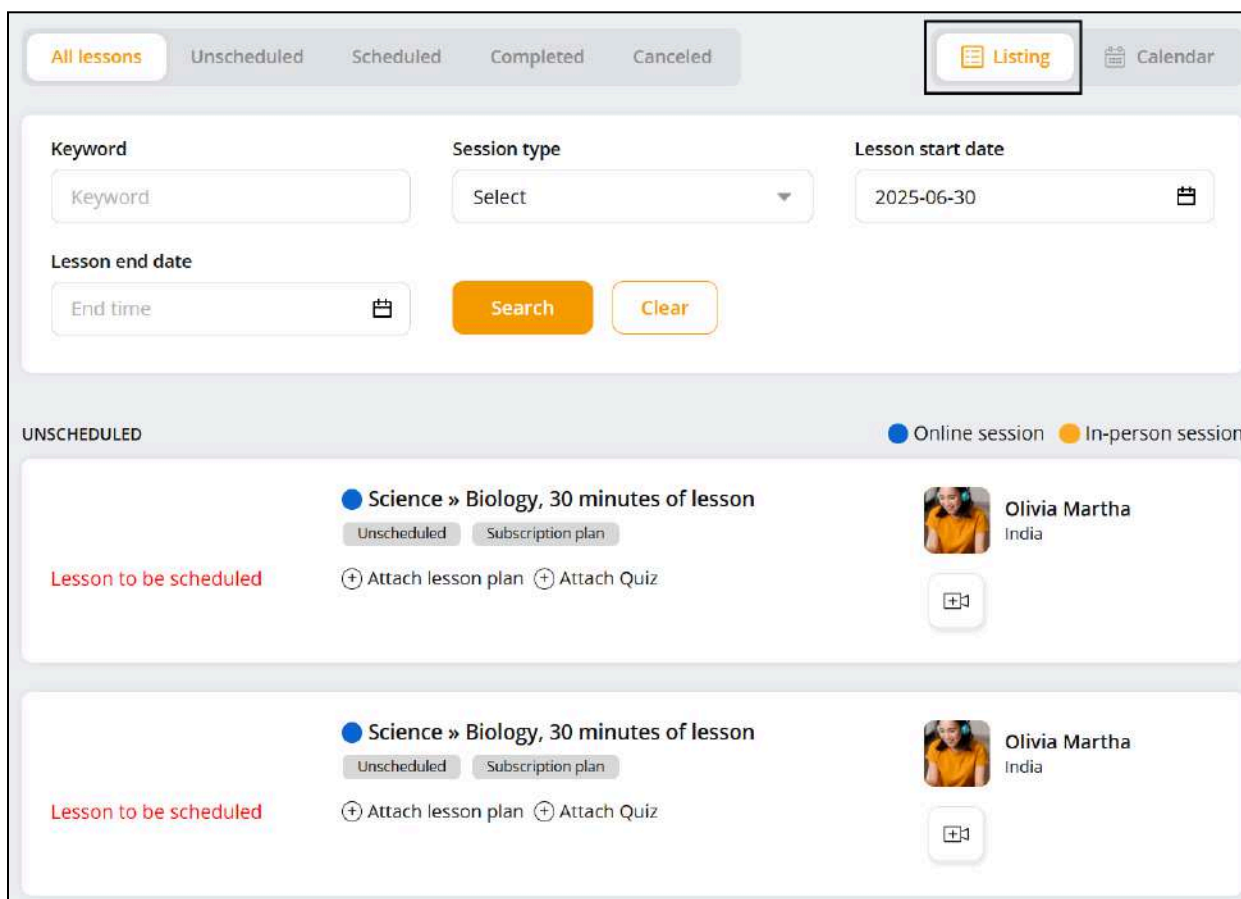


Each tab displays only the classes that match its respective status. The layout and information within each tab remain the same. Use the top navigation on the **Manage lessons** page to access each tab.



Each tab supports two display views:

- **Listing view:** Default view showing lessons in a chronological list.



- **Calendar view:** Shows a month-wise calendar with lessons marked by date (only for scheduled, completed, or canceled lessons).

**DISCLAIMER:** The color theme and labels may differ in the screenshots compared to those on the platform.

An asterisk (\*) next to a label indicates that the information is mandatory.

The **secondary language** setting and tabs are **ONLY available** if you have selected more than one language for the platform.



All lessons | Unscheduled | Scheduled | Completed | Canceled | Listing | **Calendar**

Keyword:  Keyword  
 Session type:  Select  
 Lesson start date:  2025-06-30  
 Lesson end date:  End time  
 Search Clear

● Online session ● In-person session

Jun, 2025 < >

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	1	2	3	4	5
6	7	8	9	10	11	12

● 15:45 Science

Use < > in the upper-right corner to switch between months in calendar view.

## Manage the lessons list

Each lesson is displayed as a widget arranged in a list format. Each widget shows the following information, as highlighted in the image below:

**DISCLAIMER:** The color theme and labels may differ in the screenshots compared to those on the platform.

An asterisk (\*) next to a label indicates that the information is mandatory.

The secondary language setting and tabs are **ONLY available** if you have selected more than one language for the platform.

**UNSCHEDULED**

● Online session ● In-person session

Lesson name	Lesson duration	Offline / Online lesson	Lesson status	Lesson order type	Name, Picture & location of student
Science » Biology, 30 minutes of lesson	30 minutes of lesson	Online session	Unscheduled + Attach lesson plan + Attach Quiz	Subscription plan	Olivia Martha India
Science » Biology, 30 minutes of lesson	30 minutes of lesson	Online session	Unscheduled + Attach lesson plan 6 Quiz(zes) Attached <a href="#">Attach</a>	Subscription plan	Dwight Vandervort United States of America
<b>JUL 08, 2025</b>					
Science » Biology, 15 minutes of lesson	15 minutes of lesson	Scheduled	+ Attach lesson plan + Attach Quiz	Subscription plan	Thalia Brown United States of America
15:45 - 16:00 Jul 08, 2025 ⌚ 07:23:29:07					
<b>JUL 13, 2025</b>					
Science » Biology, 60 minutes of lesson	60 minutes of lesson	Completed	+ Attach lesson plan 2 Quiz(zes) Attached <a href="#">Attach</a>	Subscription plan	Acton Rhodes Israel
01:30 - 02:30 Jul 13, 2025					
<b>CANCELED</b>					
Science » Physics, 45 minutes of lesson	45 minutes of lesson	Canceled	Subscription plan		Casper United Arab Emirates
Social Studies » Political Science, 30 minutes of lesson	30 minutes of lesson	Canceled			Jacklyn Reichel Israel

The screenshot displays a web application for managing lessons. It features a table with columns for Lesson name, Lesson duration, Offline / Online lesson, Lesson status, Lesson order type, and Name, Picture & location of student. The interface is divided into sections: UNSCHEDULED, JUL 08, 2025, JUL 13, 2025, and CANCELED. Annotations include: 'Lesson to be scheduled' pointing to 'Unscheduled' status; 'Cancel lesson' pointing to a red 'X' icon; 'Click to attach quiz' pointing to '+ Attach Quiz'; 'Click to attach lesson plan' pointing to '+ Attach lesson plan'; 'Enter classroom button' pointing to a '+' icon; 'Countdown to scheduled lesson time' pointing to a clock icon and time; 'Date and time of the lesson' pointing to the date and time of the lesson; and 'Name, Picture & location of student' pointing to the student's profile information.

**DISCLAIMER:** The color theme and labels may differ in the screenshots compared to those on the platform.

An asterisk (\*) next to a label indicates that the information is mandatory.

The **secondary language** setting and tabs are **ONLY available** if you have selected more than one language for the platform.

Excluding the other specific lesson status tab pages (which display only the respective lesson status bookings), the **All lessons** tab shows all lessons in the following order: **Unscheduled** → **Scheduled** → **Completed** → **Canceled**.

- **Unscheduled:** Lessons that have been booked but are not yet scheduled by the learners. In the list view, the most recently purchased lesson appears at the top.
- **Scheduled:** Lessons that have been booked and scheduled by the learners. The list is arranged in chronological order based on the scheduled dates.
- **Completed:** Lessons that you have successfully delivered. The list is displayed in chronological order based on the scheduled dates.
- **Canceled:** Lessons that were booked but have since been canceled, either by you or the learners. The list is displayed in chronological order based on the original scheduled dates.

This consolidated view of all booking types allows you to track and manage all booked sessions from one place.

The information shown in each lesson widget varies depending on its current status.

As illustrated in the image above, the widget includes different elements such as lesson name, duration, order type, session type (online or offline), learner details, and relevant actions (like attaching a lesson plan or entering the classroom) according to the lesson's status.

## Action buttons

Each lesson widget includes one to four buttons ([Enter classroom](#), [Cancel](#), [Reschedule](#) and [Reported issue](#)) and one to two links ([Attach lesson plan](#) and [Attach quiz](#)), depending on the type and status of the booking. The available actions are described in detail below:

### i. Attach lesson plan






*This link is displayed below the lesson booking status only for lessons whose booking statuses are either **Scheduled** or **Unscheduled**. It is also available for lessons marked as **Completed**, allowing teachers to share assignments or plans with learners even after the lesson ends.*

**DISCLAIMER:** The color theme and labels may differ in the screenshots compared to those on the platform.

An asterisk (\*) next to a label indicates that the information is mandatory.

The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

Click  **Attach lesson plan** to link a lesson plan to the selected lesson booking. The **Attach lesson plans** window will appear. All the lesson plans you added under the [Lesson plan](#) submodule are listed here.

Attach lessons plans <span>Q Search</span> <span>×</span>			
Title	Description	Level	Actions
Test Assignment	Please perform the test assignment after the module session is delivered.	Intermediate	
Homework - Science	Please use the attached file for the homework to be done.	Beginner	

Use the search feature to narrow down your search. Click Q Search and the search bar will appear.

Attach lessons plans <span>Q Search</span> <span>×</span>	
Keyword	Level
<input type="text" value="Keyword"/>	<input type="text" value="Select"/>
	<span>Search</span> <span>Clear</span>

There are two filters that help narrow down the search. Each field is explained below:

- **Keyword:** Enter the title of the lesson plan you are searching for in this field.
- **Level:** Click the field and select the level of the lesson plan from the dropdown list.

Click **Search** to view results. Click **Clear** to reset the search.

Once you locate the lesson plan, click  beside it to link it to the lesson. The lesson plan will be attached, and the window will close automatically.

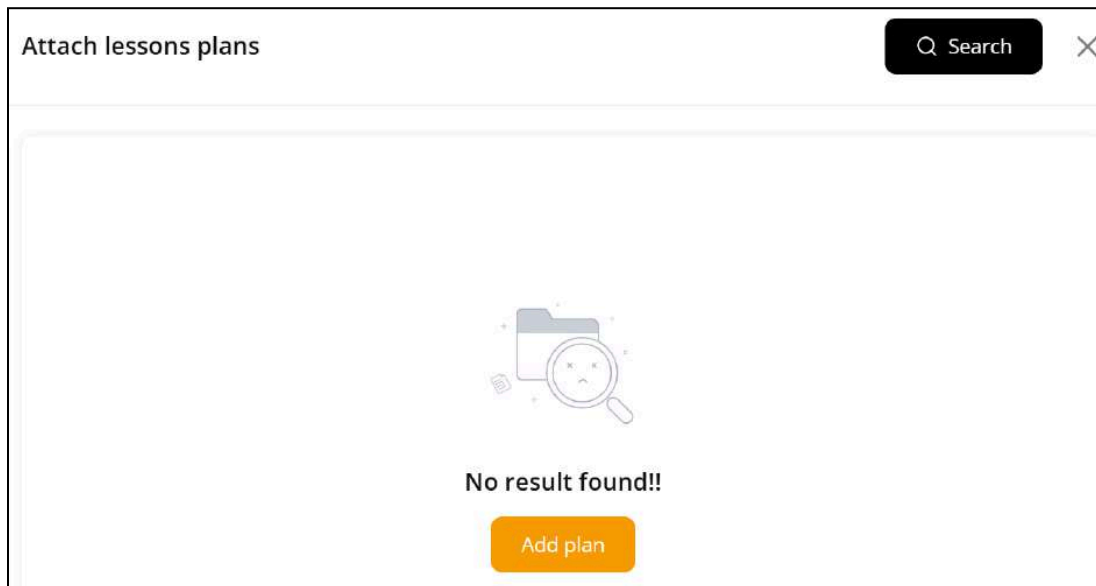


*If no lesson plan appears in the list, it means you have not yet created one. In this case, the [Add plan](#) button is displayed on the page (as shown in the image below). Refer to the [Lesson plan](#) submodule to learn how to add a plan.*

**DISCLAIMER:** The color theme and labels may differ in the screenshots compared to those on the platform.

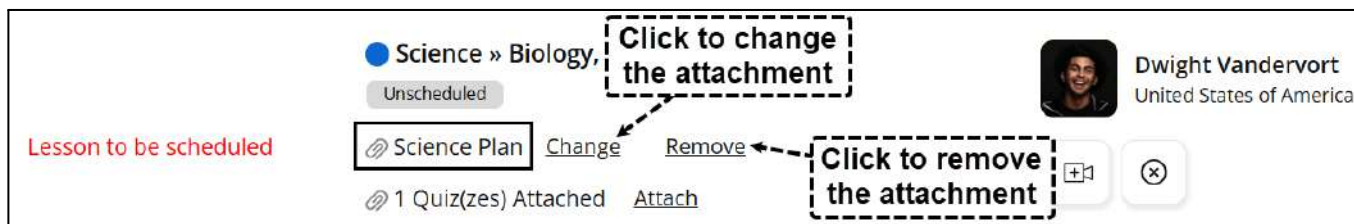
An asterisk (\*) next to a label indicates that the information is mandatory.

The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

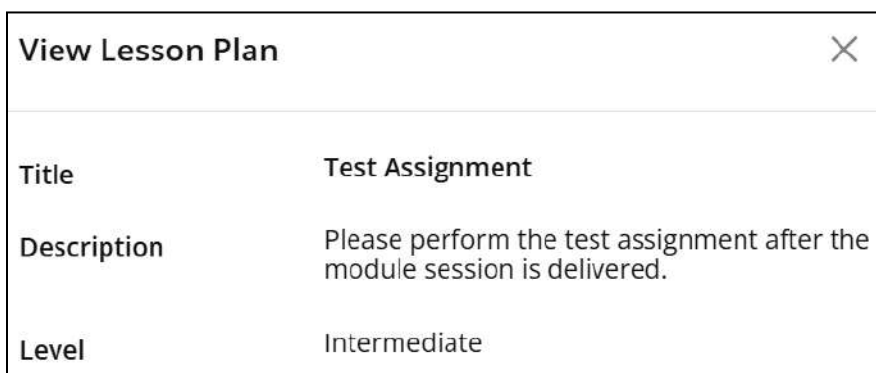


Additionally, if the lesson plan you are looking for is not listed in the window, it may not have been added yet. You must first create it through the [Lesson plan](#) submodule. After adding the lesson plan, return to this window and link it to the lesson booking.

The attached lesson plan is displayed below lesson status on the **Manage lessons** page.



You can attach only one lesson plan to a lesson booking. Click **Change** beside the linked lesson plan to change the lesson plan. Click **Remove** to delete the lesson plan. Click the attached lesson plan. The **View lesson plan** pop-up window appears, displaying the details of the attached lesson plan (as shown below).



**DISCLAIMER:** The color theme and labels may differ in the screenshots compared to those on the platform.


An asterisk (\*) next to a label indicates that the information is mandatory.

The **secondary language** setting and tabs are **ONLY available** if you have selected more than one language for the platform.

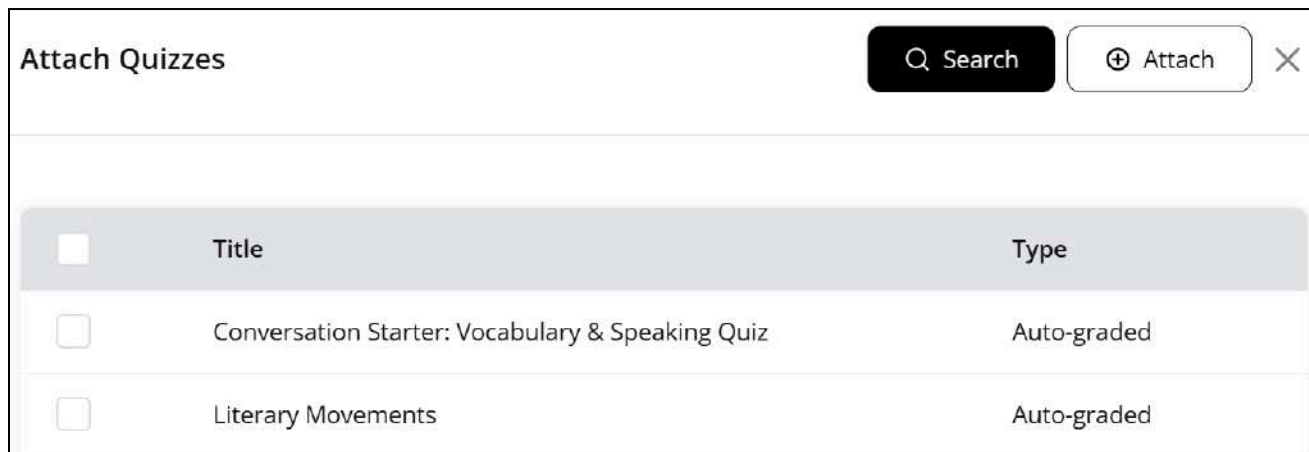
## ii. Attach quiz




This link is displayed below the lesson booking status only for lessons whose booking statuses are either **Scheduled** or **Unscheduled**. It is also available for lessons marked as **Completed**, allowing teachers to share quizzes with learners even after the lesson ends.

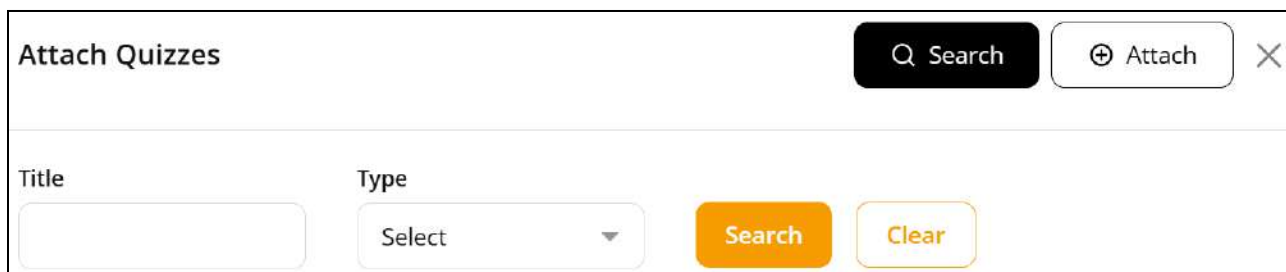
Click  **Attach Quiz** to link a quiz to the selected lesson booking. The **Attach quizzes** window will appear.

All the quizzes you added under the [Quiz](#) module are listed here.



	Title	Type
<input type="checkbox"/>	Conversation Starter: Vocabulary & Speaking Quiz	Auto-graded
<input type="checkbox"/>	Literary Movements	Auto-graded

Use the search feature to narrow down your search. Click  and the search bar will appear.



Title

Type

Select ▼

Search

Clear

There are two filters that help narrow down the search. Each field is explained below:

- **Keyword:** Enter the title of the quiz you are searching for in this field.
- **Type:** Click the field, and select the quiz type—**Auto graded** or **Non graded**—from the dropdown list.

Click **Search** to view results. Click **Clear** to reset the search.

**DISCLAIMER:** The color theme and labels may differ in the screenshots compared to those on the platform.


An asterisk (\*) next to a label indicates that the information is mandatory.

The secondary language setting and tabs are **ONLY available** if you have selected more than one language for the platform.



Once you locate the quiz, select the checkbox next to it. To select all quizzes at once, select the checkbox at the top of the list.

 Attach

Then, click  to link the selected quizzes to the lesson. The quizzes will be attached, and the window will close automatically.



*If no quizzes appear in the list, or if the quiz you want to attach is not listed, it means you have not created it yet. In this case, go to the [Quiz](#) module to create the required quiz. After creating it, return to this window and link it to the lesson booking.*

The attached quiz(zes) is displayed below the attached lesson plan (or the [Attach lesson plan](#) link) on the **Manage lessons** page.



01:30 - 02:30  
Jul 13, 2025

Science » Biology, 60 minutes of lesson  
Completed Subscription plan

Acton Rhodes Israel

Click to view/remove the attached quiz(zes)

Attach lesson plan





2 Quiz(zes) Attached

Attach

Click to attach more quiz(zes)

To attach more quizzes, click **Attach** next to the desired quiz, and follow the same process to attach additional quizzes.

To view or remove attached quizzes, click the **{no.} quiz(zes) attached** link. The **Attached quizzes** window will appear, displaying a list of quizzes currently linked to the lesson booking.

ID	Title	Type	Learner	Valid Till	Action
QZ001-23	Advanced Mathematical Theorem Test	Manually-graded	Dwight Vandervort	Expired	 
QZ003-22	Critical Thinking in Mathematics Exam	Auto-graded	Dwight Vandervort	Expired	 


Each quiz entry in the list displays the following information: ID, title, quiz type, name of the learner assigned to the quiz, and validity period.

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An asterisk (\*) next to a label indicates that the information is mandatory.

The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

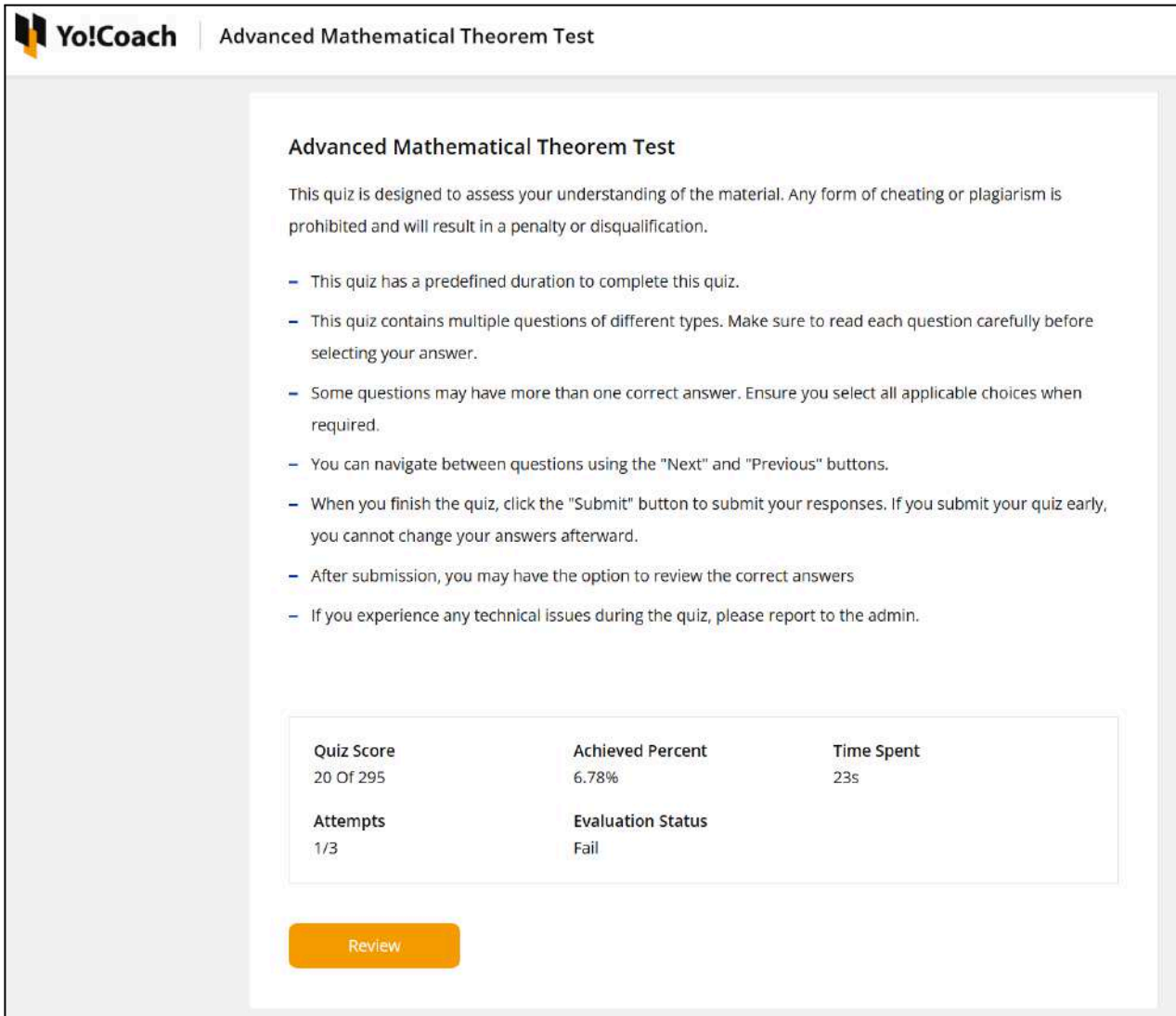
Additionally, there are two action buttons available for each quiz entry:

- **View** : Click this to view the quiz results.



*This button is accessible only if the quiz has been attempted and completed by the learner.*


The quiz page, including its details and results, opens in a new tab, as shown below.



The screenshot shows the Yo!Coach interface for an "Advanced Mathematical Theorem Test". The page includes a header with the Yo!Coach logo and the test title. Below the title, there is a paragraph explaining the quiz's purpose and a list of instructions. At the bottom, a summary box displays the quiz score, achieved percent, time spent, attempts, and evaluation status. A "Review" button is located at the bottom of the page.

Quiz Score	Achieved Percent	Time Spent
20 Of 295	6.78%	23s
Attempts	Evaluation Status	
1/3	Fail	

[Review](#)

- **Remove** : Click this to remove the attached quiz from the lesson booking.

Once finished, click  to exit the **Attached quizzes** window.

**DISCLAIMER:** The color theme and labels may differ in the screenshots compared to those on the platform.

An asterisk (\*) next to a label indicates that the information is mandatory.

The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.



### iii. Enter classroom



*This button is displayed on the left side of the lesson booking widget, and only for lessons whose booking statuses are either **Scheduled** or **Unscheduled**. It is also visible for **Completed** lessons, allowing users to return to the classroom and review the notes created during the lesson.*

When it is time for the lesson, click this button to start the session. You will be directed to the lesson page, where you can conduct the lesson.

### iv. Cancel



*This button is available only for lesson bookings with the **Scheduled** or **Unscheduled** status. However, if the lesson was purchased through a subscription plan, the button is not available—even if the lesson has the **Scheduled** or **Unscheduled** status.*

*The lesson cancellation feature is managed by the admin, where the admin gets to define the allowed cancellation window. After this time has passed, the **Cancel** button is no longer displayed for you and the learner.*

To cancel a booked lesson, click this button provided beside the [Enter classroom](#) button. The **Cancel lesson** pop-up form appears on the screen.




*A message indicating the refund percentage offered upon cancellation is displayed below the field. This refund amount is managed by the administrator.*

**DISCLAIMER:** The color theme and labels may differ in the screenshots compared to those on the platform.

An asterisk (\*) next to a label indicates that the information is mandatory.

The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

Enter the cancellation reason or related comments in the **Comments** field, and click **Submit** to proceed.

Canceled lessons appear at the end of the list in the **All lessons** tab.

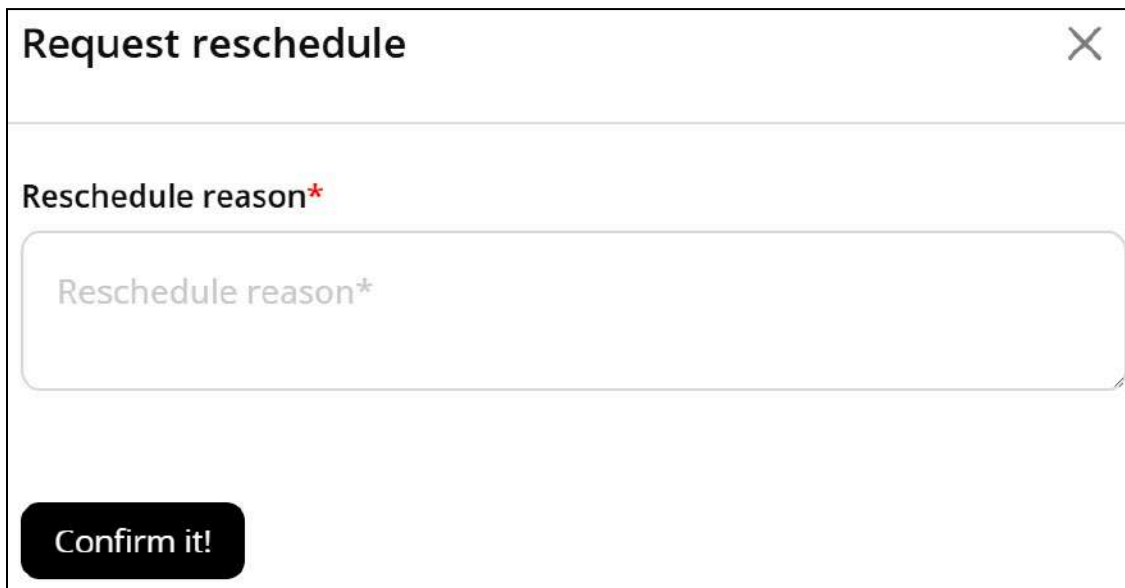
## v. Reschedule



*This button is visible only for lesson bookings with the **Scheduled** status.*

To request the learner to reschedule a scheduled lesson to another time, click this button provided beside the [Cancel](#) button.

The **Request reschedule** pop-up form appears.



Enter the reason for the reschedule request in the **Reschedule reason** field, and click **Confirm it!**

The lesson status is then updated to **Unscheduled** for both you and the learner. The learner can reschedule the lesson from their learner dashboard accordingly.



*The lesson reschedule feature is admin-managed. The admin defines the time window during which a reschedule request can be made. After this period, the **Reschedule** button is no longer displayed.*

**DISCLAIMER:** The color theme and labels may differ in the screenshots compared to those on the platform.

An asterisk (\*) next to a label indicates that the information is mandatory.

The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

## vi. Reported issue

*This button is available only for lessons with a **Completed** status and only if the learner has reported an issue.*



After a lesson has ended, the learner has the option to report an issue with the teacher regarding any difficulties or discrepancies experienced during the session.

Click this button and the **Reported issues details** pop-up window will appear displaying all the details of the report.

Reported issue details

In progress

Reported issue

Teacher left early

Was posted by

Jul 02, 2025 14:11

Tina Jacobs

Issue logs

Tina Jacobs [Learner] Take action

Teacher left early

Jul 02, 2025 14:11

Comment:

Teacher left and did not return

Lesson details

Lesson

Order ID O001278 Lesson ID 422 Lesson price \$30.00 Ended by Tina Jacobs

Lydia Deckow [Teacher]

Join time Jul 02, 2025 14:02 End time Jul 02, 2025 14:10

Tina Jacobs [Learner]

Join time Jul 02, 2025 14:02 End time Jul 02, 2025 14:10

You can only review the details here. To take action against a reported issue that is **In progress**, visit the [Reported issues](#) page.

**DISCLAIMER:** The color theme and labels may differ in the screenshots compared to those on the platform.

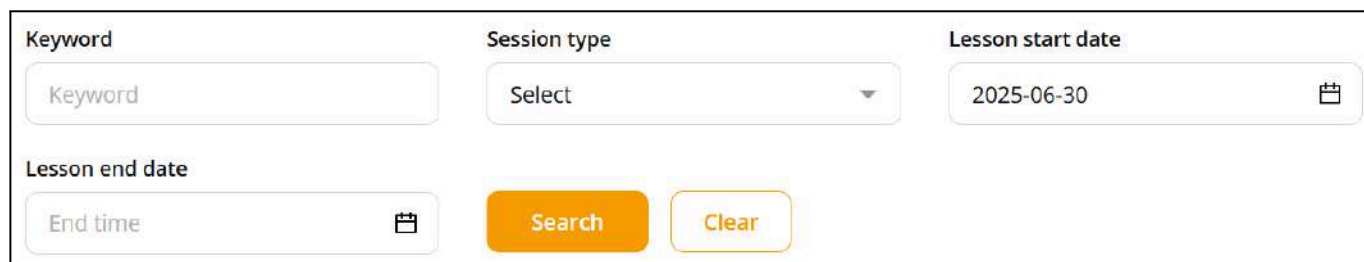
An asterisk (\*) next to a label indicates that the information is mandatory.

The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

Once you have reviewed everything, click  to close the window.

## Search for a lesson booking

Use the search functionality at the top of the listing view page (same search bar is there for each tab) to find a specific lesson booking.



The search form is a rectangular box with a light gray border. It contains four input fields and two buttons. The first row has three fields: 'Keyword' (a text input with placeholder 'Keyword'), 'Session type' (a dropdown menu with 'Select' and a downward arrow), and 'Lesson start date' (a date input with '2025-06-30' and a calendar icon). The second row has two fields: 'Lesson end date' (a date input with placeholder 'End time' and a calendar icon) and two buttons: 'Search' (orange) and 'Clear' (yellow). Labels for each field are positioned above them.

There are several filters that help narrow down the search. Each field is explained below:

- **Keyword:** Enter the learner's name or the subject's name to search for a lesson booking.
- **Session type:** Click the field and select the session type—**offline** or **online**—from the dropdown list.
- **Lesson start date:** Click the field and select the start date (the date when the lesson is starting on or after) from the calendar.
- **Lesson end date:** Click the field and select the end date (the date when the lesson is ending on or before) from the calendar.



*Use both fields to get the exact lessons whose start and end dates fall before a date range. Also, the **Lesson start date** value must be later than the date selected in the **Lesson end date** field.*

Search for a lesson booking by filling in a single field or multiple fields. To view bookings within a date range, use the date fields.

After filling in the desired fields, click **Search** to display the results. Click **Clear** to reset all fields and start a new search.

**DISCLAIMER:** The color theme and labels may differ in the screenshots compared to those on the platform.

An asterisk (\*) next to a label indicates that the information is mandatory.

The **secondary language** setting and tabs are **ONLY available** if you have selected more than one language for the platform.

## 6.2 Lesson plan

Yo!Coach allows teachers to create lesson plans and attach them to individual lessons and group classes.

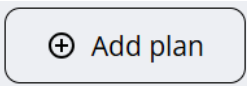
These lesson plans help guide learners by outlining the objectives, content, and scope of each session.

This submodule enables you to add new lesson plans as well as search for and edit existing ones.

Title	Description	Level	Actions
Test Assignment	Please perform the test assignment after the module session is delivered.	Intermediate	[Edit] [Delete]
Homework - Science	Please use the attached file for the homework to be done.	Beginner	[Edit] [Delete]
Science Plan	This plan is for the science sessions.	Beginner	[Edit] [Delete]
Let's Learn Step by Step	Let's Learn Step by Step	Upper beginner	[Edit] [Delete]

This list displays the plan title, description, and associated teaching level.

### Add a plan

Click  from the upper-right corner of the page to open the **Setup lesson plan** form.

**DISCLAIMER:** The color theme and labels may differ in the screenshots compared to those on the platform.

An asterisk (\*) next to a label indicates that the information is mandatory.

The secondary language setting and tabs are **ONLY available** if you have selected more than one language for the platform.

Setup lesson plan

Title \*

Level \*

Select

Detail \*

Plan files

Choose Files

No file chosen

Max allowed file size is - 2.00 MB and the allowed file extensions are - png, jpg, jpeg, txt, doc, docx, pdf

Submit

Cancel

Update the following:

- **Title\*:** Enter the title of the lesson plan you are adding.
- **Level\*:** Click the field and select the appropriate level for the lesson plan from the dropdown list.
- **Detail\*:** Enter the content or description of the lesson plan that you want to share with your learners.
- **Plan files:** Click **Choose file**, select the reference file or image for the lesson plan from your system, and click **Open** to add it here.

Click **Submit** to save the plan details, and add it to the list.



*You can assign a lesson plan to a session by clicking [Attach lesson plan](#) from the respective session in the [Lessons](#) submodule. All the plans added under this submodule will be visible and can be selected accordingly.*




## Action buttons

Under the **Action** column, each entry includes two action buttons, allowing you to perform specific actions:

**DISCLAIMER:** The color theme and labels may differ in the screenshots compared to those on the platform.

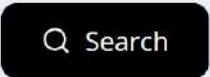
An asterisk (\*) next to a label indicates that the information is mandatory.

The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

- **Edit** : Click this to edit the lesson plan's details. The [Setup lesson plan](#) form will appear. Update the fields, then click **Submit**. To close the form, click  in the upper-right corner.
- **Delete** : Click this to delete the lesson plan from the system. A confirmation message will appear. Click **OK** to confirm the action or **Cancel** to abort it.

## Search for a lesson plan

Use the search functionality at the top of the list to find a specific course resource.

Click  to expand the search bar (also used to collapse it).



The screenshot shows a web interface titled "Manage lessons plans". At the top right of the interface are two buttons: a black "Search" button with a magnifying glass icon and a white "Add plan" button with a plus icon. Below these is a search form. The form has two input fields: "Keyword" (a text box with "Keyword" as placeholder text) and "Level" (a dropdown menu with "Select" as the current selection). To the right of these fields are two buttons: an orange "Search" button and a white "Clear" button with an orange border.

There are several filters that help narrow down the search. Each field is explained below:

- **Keyword:** Enter the plan title or description in the field.
- **Level:** Click the field and select the lesson plan level from the dropdown list.

Search for a lesson plan by filling in a single field or multiple fields.

After filling in the desired fields, click **Search** to display the results. Click **Clear** to reset all fields and start a new search.

**DISCLAIMER:** The color theme and labels may differ in the screenshots compared to those on the platform.

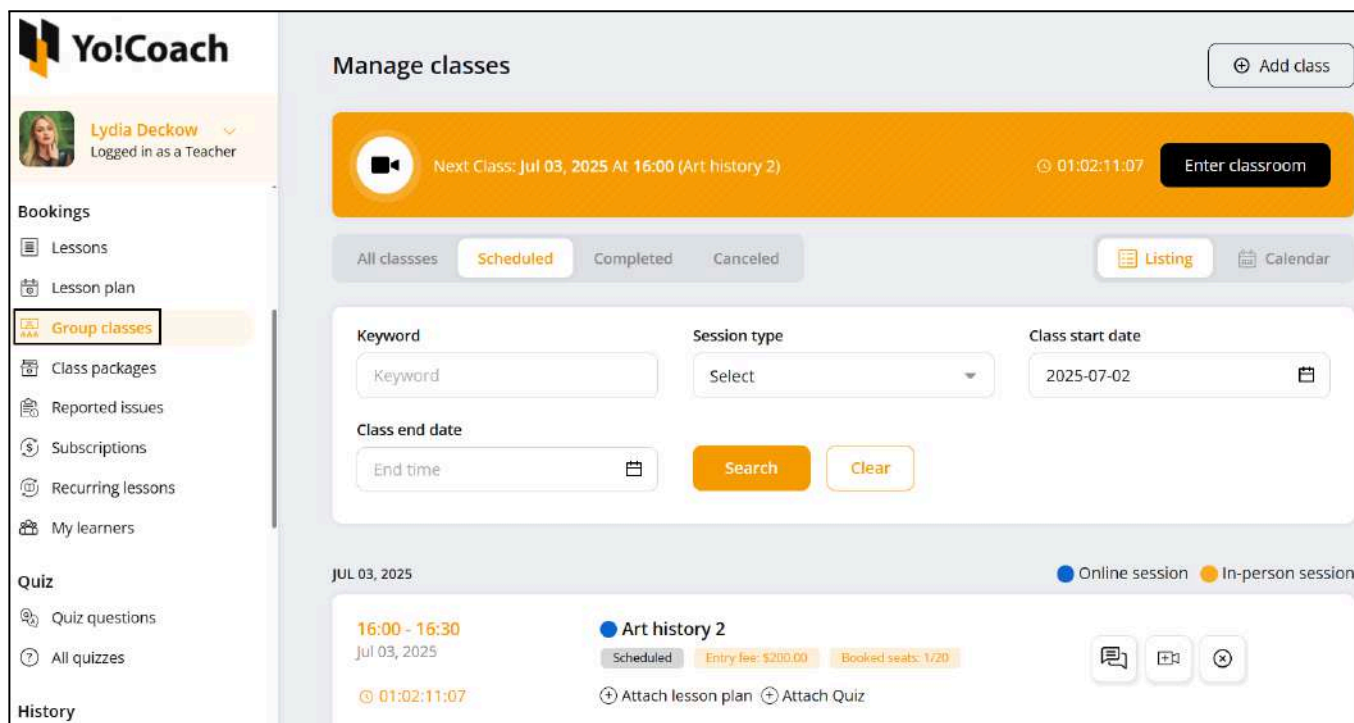
An asterisk (\*) next to a label indicates that the information is mandatory.

The **secondary language** setting and tabs are **ONLY available** if you have selected more than one language for the platform.

## 6.3 Group classes

Yo!Coach allows you to pre-schedule and conduct teaching sessions with multiple learners in the form of group classes. Learners can join a group class by paying a one-time entry fee and attending the session at the scheduled time.

You can manage these group classes through this submodule.



This list displays all classes created by you, including both individual group classes and those created as part of a group class package.

At the top of the page, a countdown section shows the date and time of your next class along with the learner's details.

Enter classroom

When it is time, click **Enter classroom** to begin the session.

Furthermore, classes are organized into four tabs based on their current status. Each tab displays only the classes that match its respective status. The layout and information within each tab remain the same.

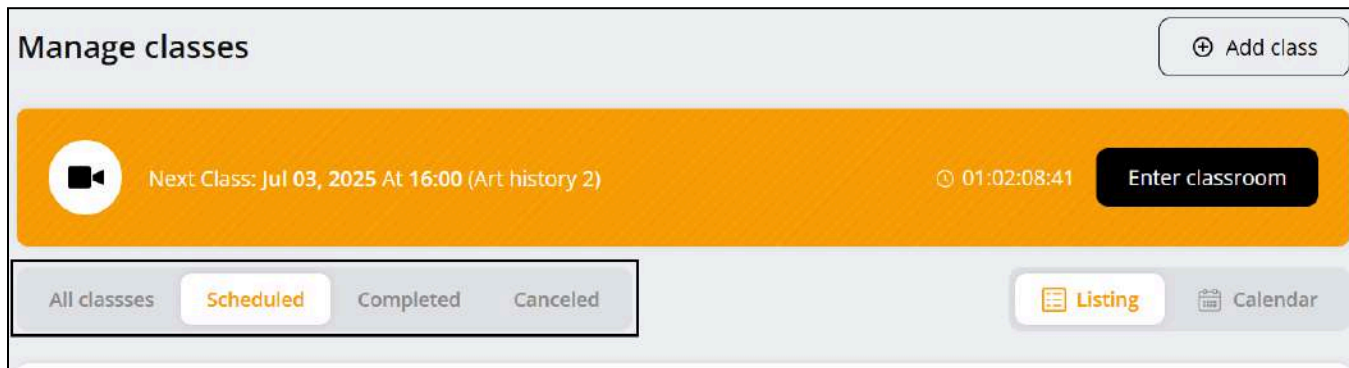
By default, the **Scheduled** tab appears when you visit this page. Use the top navigation on the **Manage classes** page to access each tab.

**DISCLAIMER:** The color theme and labels may differ in the screenshots compared to those on the platform.

An asterisk (\*) next to a label indicates that the information is mandatory.

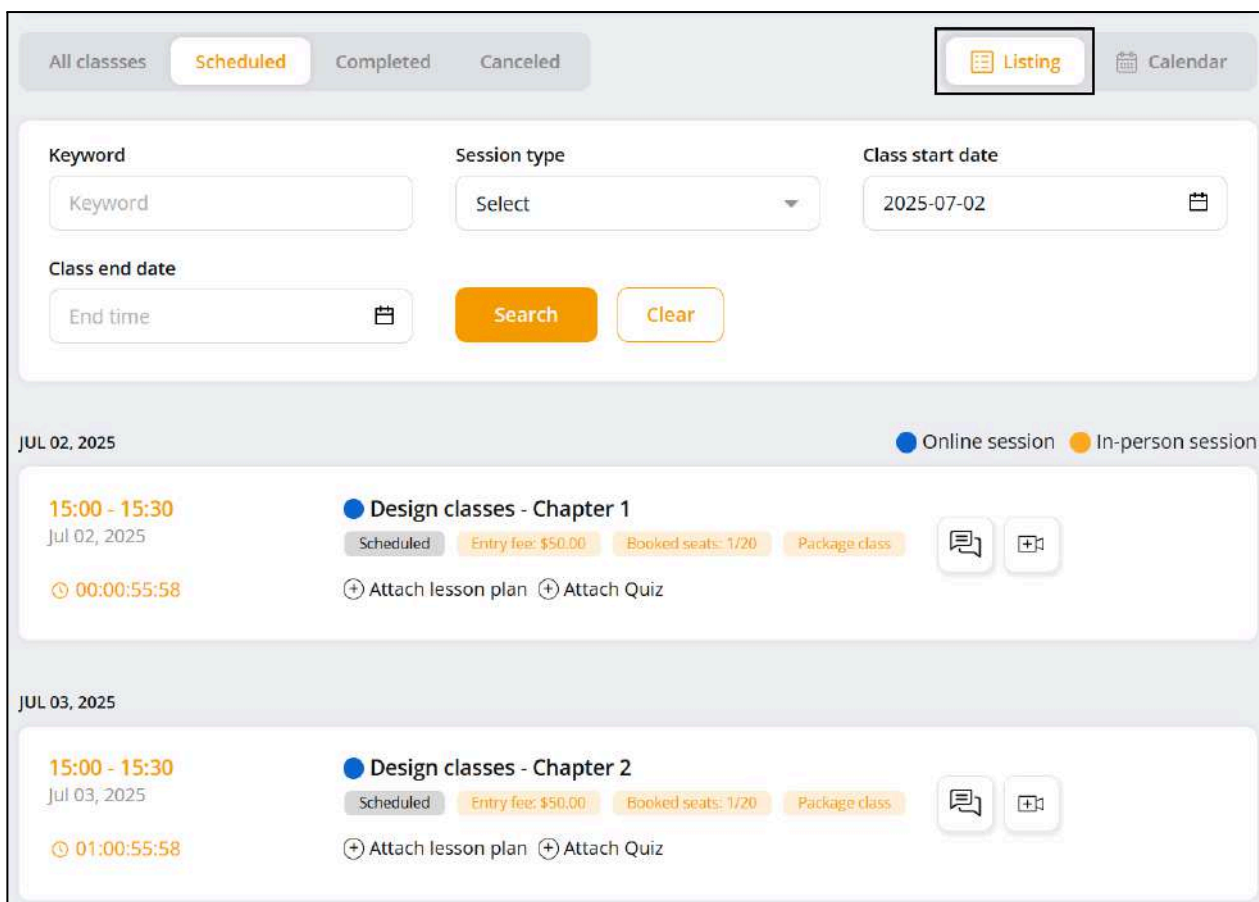
The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.





Each tab supports two display views:

- Listing view: Default view showing classes in a chronological list.



- Calendar view: Shows a month-wise calendar with classes marked by date—for all the scheduled, completed, or canceled classes.

**DISCLAIMER:** The color theme and labels may differ in the screenshots compared to those on the platform.

An asterisk (\*) next to a label indicates that the information is mandatory.

The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

All classes **Scheduled** Completed Canceled

Listing **Calendar**

Keyword:  Session type:  Class start date:

Class end date:

Search Clear

● Online session ● In-person session

SUN	MON	TUE	WED	THU	FRI	SAT
29	30	1	2 ● 15:00 Design	3 ● 15:00 Design ● 16:00 Art his	4 ● 15:00 Design	5 ● 01:00 Art His
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

Use < > in the upper-right corner to switch between months in calendar view.

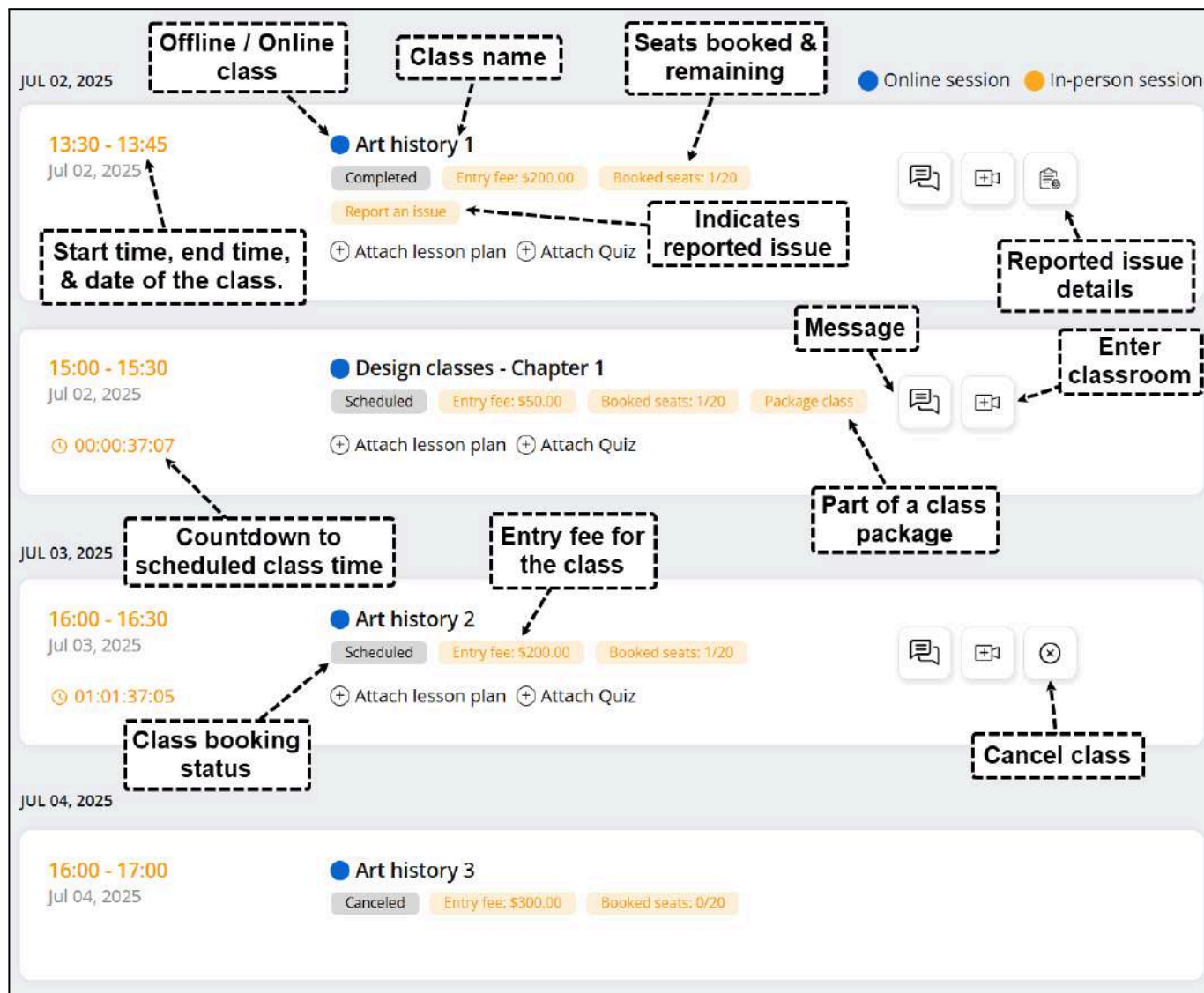
## Manage the group classes list

Each group class is displayed as a widget arranged in a list format. Each widget shows the following information, as highlighted in the image below:

**DISCLAIMER:** The color theme and labels may differ in the screenshots compared to those on the platform.

An asterisk (\*) next to a label indicates that the information is mandatory.

The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.



The screenshot displays a list of classes in a chronological order. The classes shown are:

- Art history 1** (Completed): 13:30 - 13:45, Jul 02, 2025. Entry fee: \$200.00, Booked seats: 1/20. Includes a 'Report an issue' button and links to 'Attach lesson plan' and 'Attach Quiz'.
- Design classes - Chapter 1** (Scheduled): 15:00 - 15:30, Jul 02, 2025. Entry fee: \$50.00, Booked seats: 1/20. Includes a 'Package class' label and links to 'Attach lesson plan' and 'Attach Quiz'.
- Art history 2** (Scheduled): 16:00 - 16:30, Jul 03, 2025. Entry fee: \$200.00, Booked seats: 1/20. Includes a 'Cancel class' button.
- Art history 3** (Canceled): 16:00 - 17:00, Jul 04, 2025. Entry fee: \$300.00, Booked seats: 0/20.

Annotations highlight various features and buttons within the interface, such as 'Offline / Online class', 'Class name', 'Seats booked & remaining', 'Start time, end time, & date of the class.', 'Indicates reported issue', 'Reported issue details', 'Message', 'Enter classroom', 'Part of a class package', 'Countdown to scheduled class time', 'Entry fee for the class', 'Class booking status', and 'Cancel class'.

Excluding the other specific class status tab pages (which display only the respective class status bookings), the **All classes** tab shows all classes in a chronological order according to the start date of the class.

The next tabs display the following:

- **Scheduled:** The upcoming classes. The list is displayed in a chronological order according to the start date of the group classes.
- **Completed:** Classes that have already been completed. The list is displayed in a chronological order according to the start date of the group classes.
- **Canceled:** The canceled classes. The list is displayed in a chronological order according to the start date of the group classes.

**DISCLAIMER:** The color theme and labels may differ in the screenshots compared to those on the platform.

An asterisk (\*) next to a label indicates that the information is mandatory.

The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.


This consolidated view of all booking types allows you to track and manage all booked sessions from one place.


The information displayed in each class widget varies based on the class status.

As shown in the image above, the widget includes details such as the class name, start and end time, date, session type (online or offline), entry fee, seats booked, class booking status, and countdown to the scheduled time.

It also shows whether the class is part of a package, reported issues, and allows relevant actions such as attaching a lesson plan or quiz, entering the classroom, sending a message, or canceling the class.

## Add a group class

 Add class

Click  from the upper-right corner of the page to open the **Setup group class** form.

**Setup group class** [X]

**General** English Arabic Spanish

**Title \*** [Text input]

**Subjects \*** [Select ▼]

**Slug \*** [Text input]

**Class banner**

[Choose File] No file chosen

Max size: 2.00 MB, extension: png, jpg, jpeg & dimensions 1000x563

**Description \*** [Text area]

**Session type \*** [Online ▼]

**Addresses** [Select ▼]

**DISCLAIMER:** The color theme and labels may differ in the screenshots compared to those on the platform.

An asterisk (\*) next to a label indicates that the information is mandatory.

The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

This form contains multiple tabs: the [General](#) tab, followed by the [Primary language](#) tab. After that, you'll find the [Secondary language](#) tabs, corresponding to the languages available on your platform. Let's start with the **General** tab.

## General

Update the following:

- **Title\*:** Enter a title for the group class.
- **Subjects\*:** Click the field and select the subject for the group class from the dropdown list. The subjects available in this list are managed by the admin. If the subject you are looking for is not listed, contact your admin.
- **Slug\*:** Enter the URL slug that is not bulky and is SEO-friendly.



*A slug is the part of a URL that identifies a particular page on a website. For instance, if the website is `yo-coach.com/group-classes/view/Art_History`, the slug is `Art_History`. You need to enter this part of the URL in this field.*

- **Class banner:** Click **Choose file**, select a banner image from your system, and click **Open** to upload it in this field.
- **Description\*:** Enter a brief description of the group class, its components, or any other relevant information for learners.
- **Session type\*:** Click the field and select whether the group class will be conducted Online or Offline from the dropdown list.





*This field appears only if the teacher has enabled offline sessions under **Account settings** > [Personal info](#) tab.*

- **Addresses:** Click the field and select the address where the offline class will be held.



*This field is accessible only if you selected **Offline** in the previous field.*

<b>Entry fee [USD] *</b> <input type="text"/>	<b>Max learners *</b> <input type="text"/>
<b>Start time *</b> <input type="text"/> 	<b>Duration *</b> <input type="text" value="15 Minutes"/> 
<input type="button" value="Save &amp; next"/>	

**DISCLAIMER:** The color theme and labels may differ in the screenshots compared to those on the platform.

An asterisk (\*) next to a label indicates that the information is mandatory.

The **secondary language** setting and tabs are **ONLY available** if you have selected more than one language for the platform.

- **Entry fee [default currency]\*:** Enter the fee to be charged per learner for enrolling in the group class.
- **Max learners\*:** Enter the maximum number of learners allowed to enroll in the group class.
- **Start time\*:** Click the field and a calendar will appear. Select the start date and time for the group class from here.
- **Duration\*:** Click the field and select the class duration from the dropdown list.



*The list is populated with durations allowed by the system administrator.*

Once done, click **Save & next**. This will direct you to the next tab, which is the primary language tab (English tab).

## English

This is the primary language tab, and completing this tab is mandatory for publishing the group class on the platform.

Since English is set as the primary language, this tab is labeled **English**.

Setup group class

General

English

Arabic

Spanish

Title \*

Art History 3

Description \*

Art History 3

☐

Auto-translate into other languages


Save changes

**DISCLAIMER:** The color theme and labels may differ in the screenshots compared to those on the platform.

An asterisk (\*) next to a label indicates that the information is mandatory.

The secondary language setting and tabs are **ONLY available** if you have selected more than one language for the platform.

Update the following:

- **Title\*:** This field comes prefilled with the data you entered in the [General](#) tab. Edit the title of the course in the primary language.
- **Description\*:** This field comes prefilled with the data you entered in the [General](#) tab. Edit the course description in the primary language.
- **Auto-translate into other languages:** Turn on  this toggle switch to automatically update the secondary language(s) data. The data in the subsequent language tab(s) will be auto-filled.



*This feature is available only if the **Microsoft translator API** is configured by the admin.*



Turn off this toggle switch if you prefer to manually fill in the secondary language(s) data.

Once done, click **Save changes**.



*If you had selected the auto-translate option, the secondary language tab(s) will be prefilled. Review the data, make any necessary edits, click **Save changes**, and close the form.*

*If you did not use the auto-translate feature earlier, use the **Auto-translate & fill language data** button beside the **Save changes** button on each secondary language tab to auto-fill the secondary language fields. Then, click **Save changes**, and move to the next tab, or close the form.*

*If you do not want to fill the secondary language tab(s) at this time, complete only the primary language tab (English tab), click **Save changes**, and close the form.*

The group class is added to the list and published on the front end under the **Group class** page.

## Action buttons

Each class widget includes one to five buttons ([Enter classroom](#), [Cancel](#), [Edit](#), [Message](#) and [Reported issue details](#)) and one to two links ([Attach lesson plan](#) and [Attach quiz](#)), depending on the type and status of the booking.

The available actions are described in detail below:

**DISCLAIMER:** The color theme and labels may differ in the screenshots compared to those on the platform.

An asterisk (\*) next to a label indicates that the information is mandatory.


The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.





## i. Attach lesson plan




This link is displayed below the group class booking status only for classes whose booking status is **Scheduled**. It is also available for group classes marked as **Completed**, allowing teachers to share assignments or plans with learners even after the class ends.

Click  **Attach lesson plan** to link the lesson plan to the selected class booking. The **Attach lesson plans** window will appear.

All the lesson plans you added under the [Lesson plan](#) submodule are listed here.

Attach lessons plans <span>Q Search</span> <span>×</span>			
Title	Description	Level	Actions
Test Assignment	Please perform the test assignment after the module session is delivered.	Intermediate	
Homework - Science	Please use the attached file for the homework to be done.	Beginner	

Use the search feature to narrow down your search. Click  and the search bar will appear.

Attach lessons plans Q Search ×

Keyword

Level

Select ▼

Search

Clear

There are two filters that help narrow down the search. Each field is explained below:

- **Keyword:** Enter the title of the lesson plan you are searching for in this field.
- **Level:** Click the field and select the level of the lesson plan from the dropdown list.

Click **Search** to view results. Click **Clear** to reset the search.


**DISCLAIMER:** The color theme and labels may differ in the screenshots compared to those on the platform.

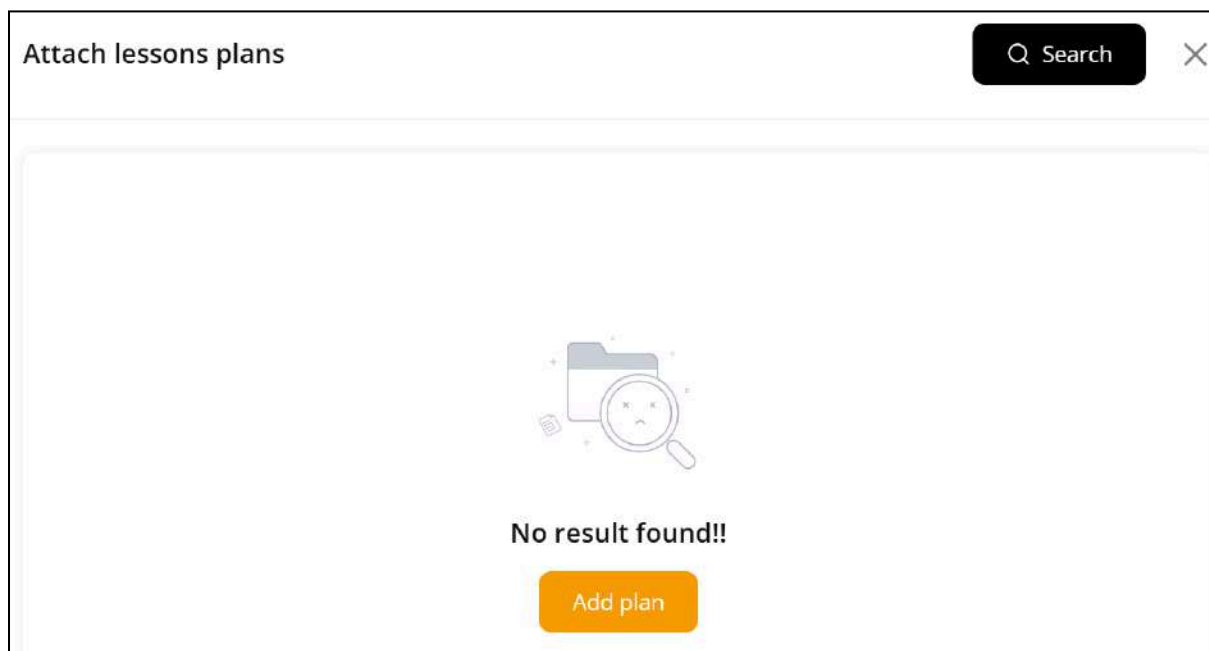
An asterisk (\*) next to a label indicates that the information is mandatory.

The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.



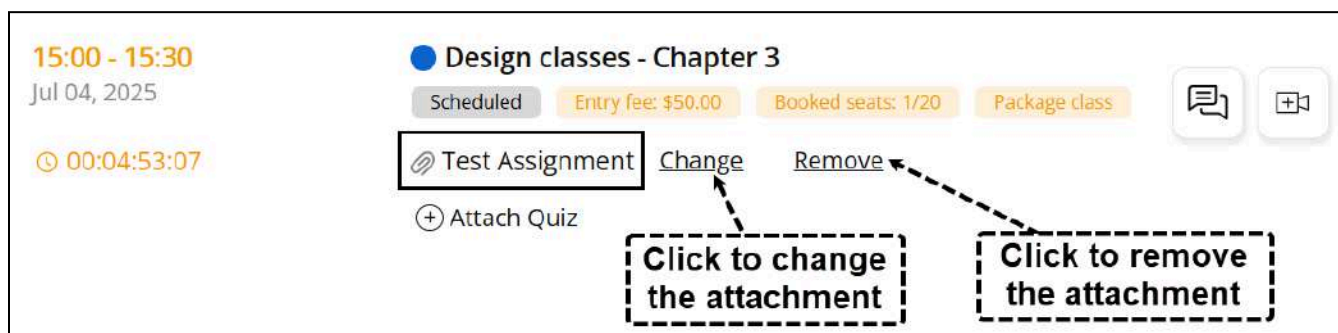
Once you locate the lesson plan, click  beside it to link it to the group class. The lesson plan will be attached, and the window will close automatically.

 If no lesson plan appears in the list, it means you have not yet created one. In this case, the [Add plan](#) button is displayed on the page (as shown in the image below). Refer to the [Lesson plan](#) submodule to learn how to add a plan.



Additionally, if the lesson plan you are looking for is not listed in the window, it may not have been added yet. You must first create it through the [Lesson plan](#) submodule. After adding the lesson plan, return to this window and link it to the group class booking.

The attached lesson plan is displayed below group class status on the **Manage classes** page.



You can attach only one lesson plan to a group class booking. Click **Change** beside the linked lesson plan to change the lesson plan. Click **Remove** to delete the lesson plan.

**DISCLAIMER:** The color theme and labels may differ in the screenshots compared to those on the platform.

An asterisk (\*) next to a label indicates that the information is mandatory.


The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.


Click the attached lesson plan. The **View lesson plan** pop-up window appears, displaying the details of the attached lesson plan (as shown below).

View Lesson Plan
×

Title	Test Assignment
Description	Please perform the test assignment after the module session is delivered.
Level	Intermediate

## ii. Attach quiz


 This link is displayed below the group class booking status only for classes whose booking status is **Scheduled**. It is also available for group classes marked as **Completed**, allowing teachers to share assignments or plans with learners even after the class ends.

Click  **Attach Quiz** to link a quiz to the selected group class booking. The **Attach quizzes** window will appear.

All the quizzes you added under the [Quiz](#) module are listed here.

Attach Quizzes
Q Search
⊕ Attach
×

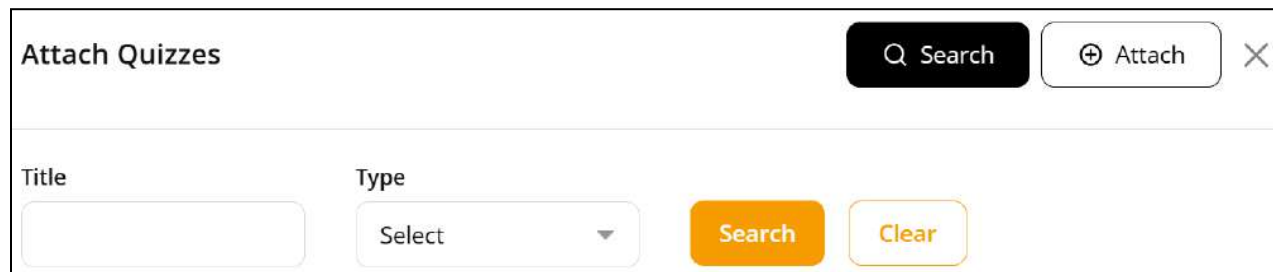
<input type="checkbox"/>	Title	Type
<input type="checkbox"/>	Conversation Starter: Vocabulary & Speaking Quiz	Auto-graded
<input type="checkbox"/>	Literary Movements	Auto-graded

Use the search feature to narrow down your search. Click  **Search** and the search bar will appear.

**DISCLAIMER:** The color theme and labels may differ in the screenshots compared to those on the platform.

An asterisk (\*) next to a label indicates that the information is mandatory.

The secondary language setting and tabs are **ONLY available** if you have selected more than one language for the platform.




The 'Attach Quizzes' window has a title bar with a search icon, 'Search', an 'Attach' button with a plus icon, and a close 'X' button. Below the title bar, there are two input fields: 'Title' (a text box) and 'Type' (a dropdown menu with 'Select' as the current selection). To the right of these fields are two buttons: 'Search' (orange) and 'Clear' (yellow).


There are two filters that help narrow down the search. Each field is explained below:

- **Keyword:** Enter the title of the quiz you are searching for in this field.
- **Type:** Click the field, and select the quiz type—Auto graded or Non graded—from the dropdown list.

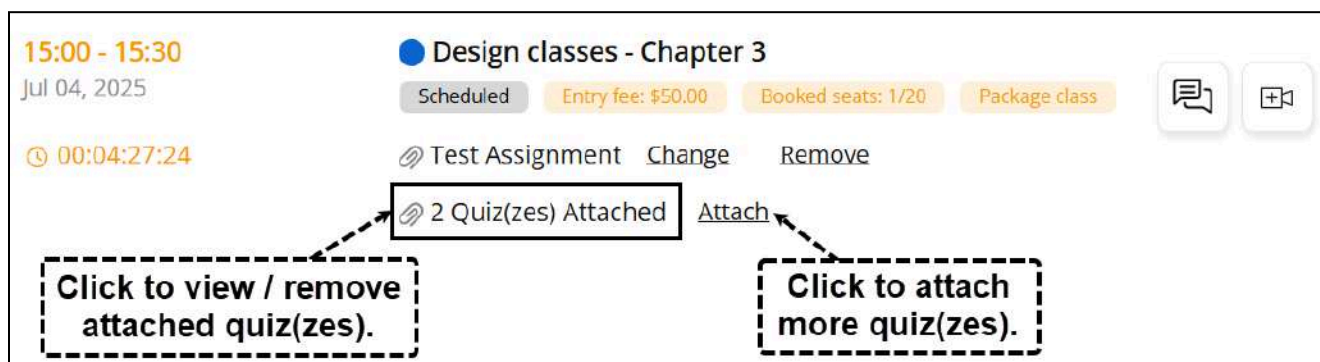
Click **Search** to view results. Click **Clear** to reset the search.

Once you locate the quiz, select the checkbox next to it. To select all quizzes at once, select the checkbox at the top of the list.

Then, click  to link the selected quizzes to the group class. The quizzes will be attached, and the window will close automatically.

 *If no quizzes appear in the list, or if the quiz you want to attach is not listed, it means you have not created it yet. In this case, go to the [Quiz](#) module to create the required quiz. After creating it, return to this window and link it to the group class booking.*

The attached quiz(zes) is displayed below the attached lesson plan (or the [Attach lesson plan](#) link) on the **Manage classes** page.



This screenshot shows a class entry for 'Design classes - Chapter 3' on 'Jul 04, 2025' from '15:00 - 15:30'. It includes details like 'Scheduled', 'Entry fee: \$50.00', 'Booked seats: 1/20', and 'Package class'. Below these are icons for chat and video. A section shows 'Test Assignment' with 'Change' and 'Remove' options. Below that, it says '2 Quiz(zes) Attached' with an 'Attach' link. Two dashed boxes with arrows point to these elements: one pointing to '2 Quiz(zes) Attached' with the text 'Click to view / remove attached quiz(zes).', and another pointing to the 'Attach' link with the text 'Click to attach more quiz(zes).'






To attach more quizzes, click **Attach** next to the desired quiz, and follow the same process to attach additional quizzes.


**DISCLAIMER:** The color theme and labels may differ in the screenshots compared to those on the platform.


An asterisk (\*) next to a label indicates that the information is mandatory.

The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.


To view or remove attached quizzes, click the {no.} quiz(zes) attached link. The **Attached quizzes** window will appear, displaying a list of quizzes currently linked to the lesson booking.


Attached Quizzes			
Title	Type	Valid Till	Action
 Literary Movements	Auto-graded	Jul 06, 2025 02:32	
ID	Learner	Status	Action
QZ006-27	Tina Jacobs	Pending	
 Conversation Starter: Vocabulary & Speaking Quiz	Auto-graded	Jul 05, 2025 10:32	

Each quiz entry in the list displays the **title**, **type**, and **valid till** date. Click  beside a quiz to remove it from the class booking. Since multiple learners are enrolled in a group class, each quiz entry can be expanded to view individual learner details.


Click  beside the quiz name to view the list of learners who have booked the class. Each learner entry displays the quiz ID, learner name, and quiz status (whether the quiz has been completed).

To view a learner's quiz results, click  beside the respective learner's entry under the quiz.

 *This button is available only if the learner has attempted and completed the quiz.*

The quiz page, including its details and results, opens in a new tab. Once finished, click  to exit the **Attached quizzes** window.


### iii. Edit

 *This button is visible only for group classes with the **Scheduled** status that have not been booked by any learners. Once the class is booked by at least one learner, the button is no longer displayed.*


**DISCLAIMER:** The color theme and labels may differ in the screenshots compared to those on the platform.

An asterisk (\*) next to a label indicates that the information is mandatory.

The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.


Click this to edit the group class' details. The [Setup group class](#) form will appear. Update the fields, then click **Save changes**. To close the form, click  in the upper-right corner.

#### iv. Enter classroom

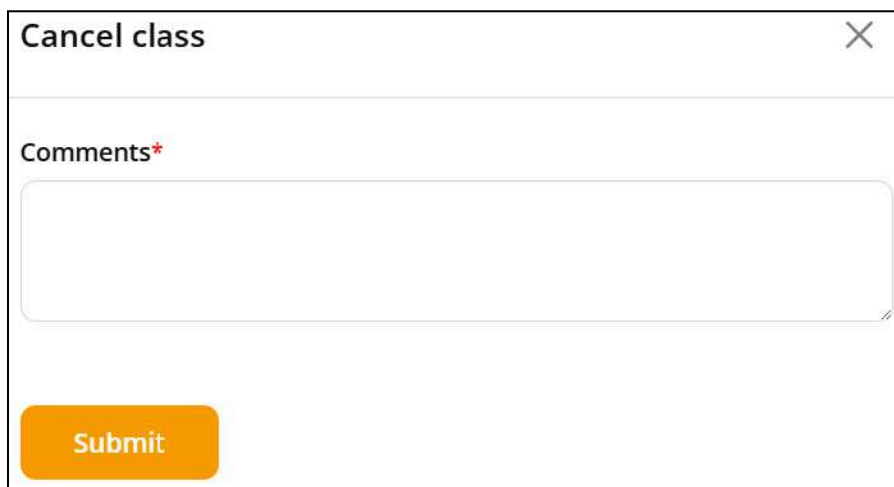
 *This button is displayed on the left side of the class booking widget, and only for classes whose booking status is **Scheduled**. It is also visible for **Completed** classes, allowing users to return to the classroom and review the notes created during the class.*

When it is time for the class, click this button to start the session. You will be directed to the class page, where you can conduct the session.

#### v. Cancel

 *This button is available only for class bookings with the **Scheduled** status. However, the class cancellation feature is managed by the admin, where the admin gets to define the allowed cancellation window. After this time has passed, the **Cancel** button is no longer displayed for you and the learner.*

To cancel a group class, click this button and the **Cancel class** pop-up form appears on the screen.




Enter the cancellation reason or related comments in the **Comments** field, and click **Submit** to proceed.

**DISCLAIMER:** The color theme and labels may differ in the screenshots compared to those on the platform.


An asterisk (\*) next to a label indicates that the information is mandatory.

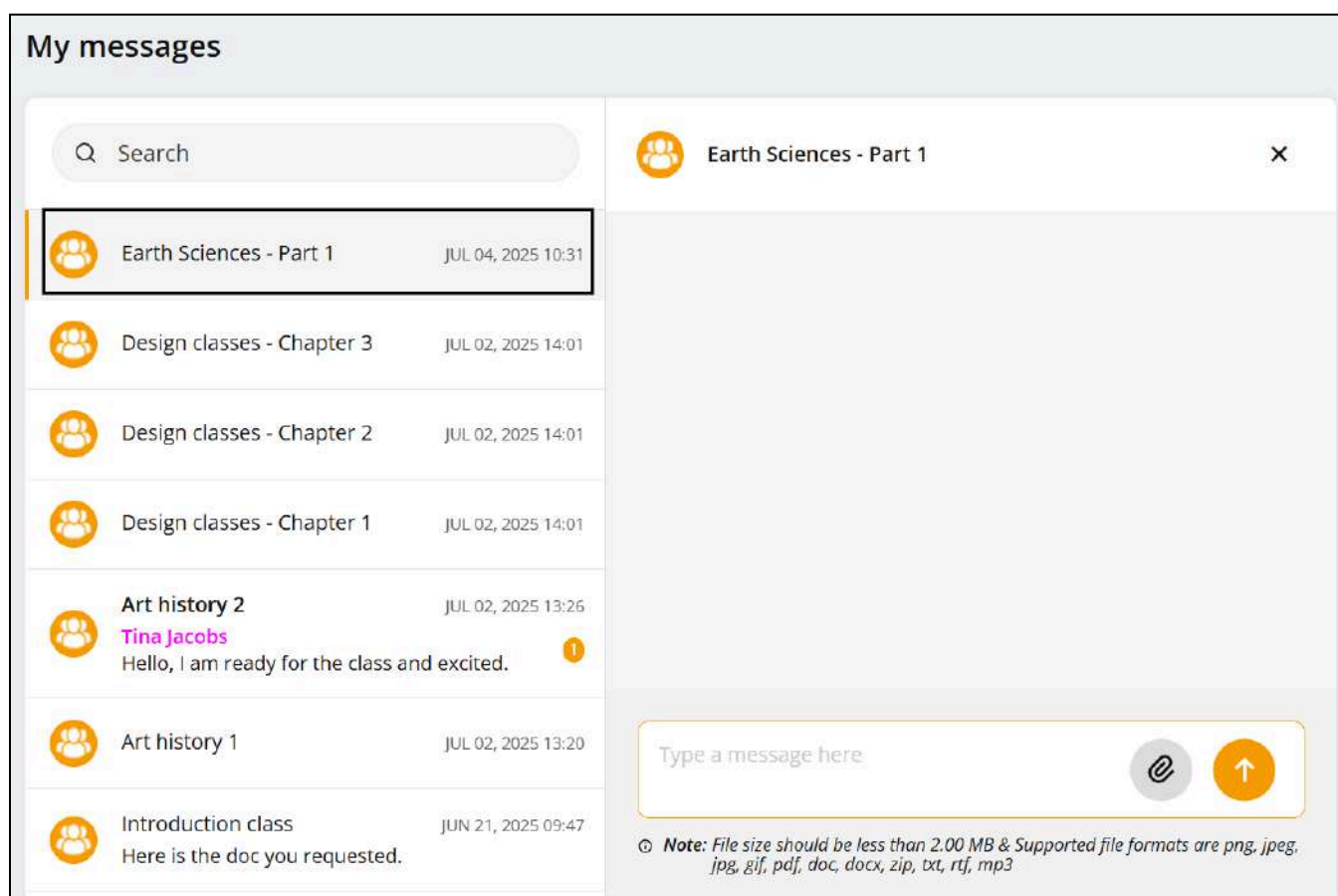
The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

## vi. Message


 This button is visible only for class bookings with the **Scheduled** or **Completed** status. For **Scheduled** classes, it appears only if at least one learner has booked the class.

Once a group class is created and a learner enrolls, a class-specific group chat is automatically generated in the [Messages](#) section.

Additionally, a button () also appears in the group class widget on the **Manage classes** page. Clicking this button directs you to the class group chat on the **My messages** page.



As more learners enroll, they are automatically added to the same group chat. You can use this chat to share updates or announcements with all enrolled learners.

 Refer to the [Messages](#) section of this manual to learn more about the available actions on that page.

**DISCLAIMER:** The color theme and labels may differ in the screenshots compared to those on the platform.

An asterisk (\*) next to a label indicates that the information is mandatory.

The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.




## vii. Reported issue details



This button is available only for classes with a **Completed** status and only if the learner has reported an issue.

After a class has ended, the learner can report an issue with the teacher regarding any difficulties or discrepancies experienced during the session.

Click this button to open the [Reported issues](#) page in a new tab. The specific issue will be listed and highlighted in the view.

Reported issues <span>Q Search</span>						
Learner	Subjects	Session time	Session status	Issue reason	Issue status	Actions
 Tina Jacobs United States of America	Earth Sciences	Jul 04, 2025 10:45	Completed	Teacher related technical difficulties	In progress	 

Refer to the [Reported issues](#) submodule to learn about the available actions for handling a reported issue.

## Search for a group class

Use the search functionality at the top of the listing view page (same search bar is there for each tab) to find a specific group class.

<b>Keyword</b> <input type="text" value="Keyword"/>	<b>Session type</b> <input type="text" value="Select"/>	<b>Class start date</b> <input type="text" value="2025-07-04"/>
<b>Class end date</b> <input type="text" value="End time"/>	<input type="button" value="Search"/> <input type="button" value="Clear"/>	

There are several filters that help narrow down the search. Each field is explained below:

**DISCLAIMER:** The color theme and labels may differ in the screenshots compared to those on the platform.

An asterisk (\*) next to a label indicates that the information is mandatory.

The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.



- **Keyword:** Enter the group class name you are searching for in this field.
- **Session type:** Click the field and select the session type—**offline** or **online**—from the dropdown list.
- **Class start date:** Click the field and select the start date (the date when the class is starting on or after) from the calendar.
- **Class end date:** Click the field and select the end date (the date when the class is ending on or before) from the calendar.



*Use both fields to get the exact classes, whose start and end dates fall before a date range. Also, the **Class start date** value must be later than the date selected in the **Class end date** field.*

Search for a group class by filling in a single field or multiple fields. To view bookings within a date range, use the date fields.

After filling in the desired fields, click **Search** to display the results. Click **Clear** to reset all fields and start a new search.

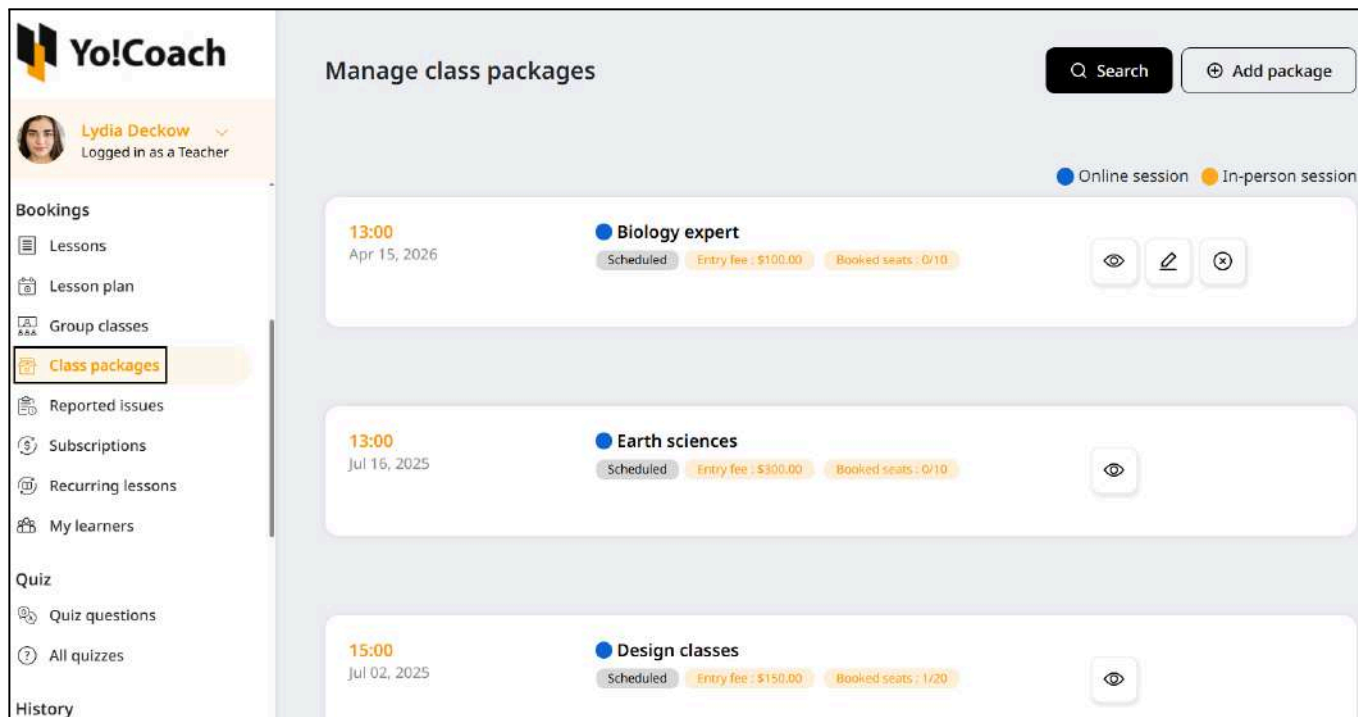
**DISCLAIMER:** The color theme and labels may differ in the screenshots compared to those on the platform.

An asterisk (\*) next to a label indicates that the information is mandatory.

The **secondary language** setting and tabs are **ONLY available** if you have selected more than one language for the platform.

## 6.4 Class packages

Manage your group class packages through this submodule.



As a teacher, you can bundle multiple group classes into a single package and set a one-time package or entry fee.

Learners can purchase the package from the **Group classes** page on the front end and make a single payment.

The total entry fee is divided equally across all classes in the package. You receive payment for each class upon its successful completion.

### Manage the group class packages list

Each group class package is displayed as a widget arranged in a list format. Each widget shows the following information, as highlighted in the image below:

**DISCLAIMER:** The color theme and labels may differ in the screenshots compared to those on the platform.

An asterisk (\*) next to a label indicates that the information is mandatory.

The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

The screenshot displays a list of class packages in the Yo!Coach system. Each package entry includes the following information:

- Date and time of the first class in the package:** Indicated by a callout pointing to the time and date (e.g., 13:00 Apr 15, 2026).
- Online / Offline class:** Indicated by a callout pointing to the session type (Online session or In-person session).
- Group class package name:** Indicated by a callout pointing to the class name (e.g., Biology expert).
- Group class package status:** Indicated by a callout pointing to the status (e.g., Scheduled).
- Entry fee to the class package:** Indicated by a callout pointing to the entry fee (e.g., \$100.00).
- Seats booked & remaining:** Indicated by a callout pointing to the booked seats (e.g., 0/10).
- Click to edit the Class package details:** Indicated by a callout pointing to the edit icon (pencil).
- Click to Delete the Class package:** Indicated by a callout pointing to the delete icon (X).
- Click to view all the classes under this package:** Indicated by a callout pointing to the view icon (eye).

The packages shown are:

- Biology expert:** Scheduled, Entry fee: \$100.00, Booked seats: 0/10.
- Earth sciences:** Scheduled, Entry fee: \$300.00, Booked seats: 0/10.
- Design classes:** Scheduled, Entry fee: \$150.00, Booked seats: 1/20.
- Learn basics of Arts:** Canceled, Entry fee: \$20.00, Booked seats: 0/3.

As shown in the image above, the widget displays details such as the package name, start date and time of the first class, session type (online or offline), entry fee, seats booked, and package booking status.

## Add a package

⊕ Add package

Click from the upper-right corner of the page to open the Setup class package form.

**DISCLAIMER:** The color theme and labels may differ in the screenshots compared to those on the platform.

An asterisk (\*) next to a label indicates that the information is mandatory.

The secondary language setting and tabs are ONLY available if you have selected more than one language for the platform.

Setup class package

×

General

English

Arabic

Spanish

Title \*

Subjects \*

Select

Slug \*

Class banner

Choose File

No file chosen

Max size: 2.00 MB, extension: png, jpg, jpeg & dimensions 1000x563

Description \*

Max learners \*

Entry fee [USD] \*

Each class (minutes) \*

Select

Session type \*

Online

Addresses

Select

Class title-1 \*

Start time \*

+Add more

Save & next

This form contains multiple tabs: the [General](#) tab, followed by the [Primary language](#) tab. After that, you'll find the [Secondary language](#) tabs, corresponding to the languages available on your platform.

Let's start with the **General** tab.

## General

Update the following:

**DISCLAIMER:** The color theme and labels may differ in the screenshots compared to those on the platform.

An asterisk (\*) next to a label indicates that the information is mandatory.

The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

- **Title\*:** Enter a title for the group class package.
- **Subjects\*:** Click the field and select the subject for the group class package from the dropdown list. The subjects available in this list are managed by the admin. If the subject you are looking for is not listed, contact your admin.
- **Slug\*:** Enter the URL slug that is not bulky and is SEO-friendly.



*A slug is the part of a URL that identifies a particular page on a website. For instance, if the website is `yo-coach.com/group-classes/view/Art_History`, the slug is `Art_History`. You need to enter this part of the URL in this field.*

- **Class banner:** Click **Choose file**, select a banner image from your system, and click **Open** to upload it in this field.
- **Description\*:** Enter a brief description of the group class package, its components, or any other relevant information for learners.
- **Max learners\*:** Enter the maximum number of learners allowed to enroll in the group class package.
- **Entry fee [default currency]\*:** Enter the fee to be charged per learner for enrolling in the group class package.
- **Each class (minutes)\*:** Click the field and select the duration for each class in the package from the dropdown list.

For example, if you are offering two classes and select 30 mins, each class in the package will be 30 minutes long.



*The list is populated with durations allowed by the system administrator.*

- **Session type\*:** Click the field and select whether the group classes (under this package) will be conducted **Online** or **Offline** from the dropdown list.



*This field appears only if the teacher has enabled offline sessions under **Account settings** > [Personal info](#) tab.*

- **Addresses:** Click the field and select the address where the offline class will be held.



*This field is accessible only if you selected **Offline** in the previous field.*

The last two fields allow you to add the classes (one by one) that will be included in the group class package:

- **Class title-{class number}\*:** Enter the class title in this field.
- **Start time\*:** Click the field to open a calendar and select the start date and time for the class.

**DISCLAIMER:** The color theme and labels may differ in the screenshots compared to those on the platform.

An asterisk (\*) next to a label indicates that the information is mandatory.

The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

To add more classes, click **+Add more** from the bottom-right corner of the form.

Class title-1 \* Start time \*

Part 1 2026-04-15 13:00

Class title-2 \* Remove class Start time \*

Part 2 2026-04-23 13:00

Class title-3 \* Remove class Start time \*

Part 3 2026-05-05 13:00

+Add more

Save & next

A new set of fields will appear (as shown in the image above), where you can enter the title and start time for the next class. Repeat the process to add all the classes under this package.

Starting from the second class, each additional class will display a **Remove class** link beside the field name. Click this link to remove that class.



*You cannot remove the first (and only) class, as the system requires at least one class in the package.*

After adding all classes, click **Save & next** to proceed to the next tab, which is the **Primary language (English)** tab.

## English

This is the primary language tab, and completing this tab is mandatory for publishing the group class on the platform.

Since English is set as the primary language, this tab is labeled **English**.

**DISCLAIMER:** The color theme and labels may differ in the screenshots compared to those on the platform.

An asterisk (\*) next to a label indicates that the information is mandatory.

The **secondary language** setting and tabs are **ONLY available** if you have selected more than one language for the platform.

Setup class package

General
English
Arabic
Spanish

Title \*

Earth sciences

Description \*

Earth sciences

Class title-1 \*

Earth sciences - Part 1


Class title-2 \*

Earth sciences - Part 2

☐ Auto-translate into other languages

Save changes

Update the following:

- **Title\*:** This field comes prefilled with the data you entered in the [General](#) tab. Edit the title of the course in the primary language.
- **Description\*:** This field comes prefilled with the data you entered in the [General](#) tab. Edit the course description in the primary language.
- **Class title-{class number}\*:** This field comes prefilled with the data you entered in the [General](#) tab. Edit the class title in the primary language.
- **Auto-translate into other languages:** Turn on  this toggle switch to automatically update the secondary language(s) data. The data in the subsequent language tab(s) will be auto-filled.




*This feature is available only if the **Microsoft translator API** is configured by the admin.*

**DISCLAIMER:** The color theme and labels may differ in the screenshots compared to those on the platform.


An asterisk (\*) next to a label indicates that the information is mandatory.

The **secondary language** setting and tabs are **ONLY available** if you have selected more than one language for the platform.



Turn off  this toggle switch if you prefer to manually fill in the secondary language(s) data.

Once done, click **Save changes**.


 *If you had selected the auto-translate option, the secondary language tab(s) will be prefilled. Review the data, make any necessary edits, click **Save changes**, and close the form.*

*If you did not use the auto-translate feature earlier, use the **Auto-translate & fill language data** button beside the **Save changes** button on each secondary language tab to auto-fill the secondary language fields. Then, click **Save changes**, and move to the next tab, or close the form.*

*If you do not want to fill the secondary language tab(s) at this time, complete only the primary language tab (English tab), click **Save changes**, and close the form.*

The group class package is added to the list and published on the front end under the **Group class** page.

Additionally, all the individual group classes under the package are also listed on the [Group classes](#) page.

 *Once a class package is created, you cannot add new classes to it or remove existing ones. However, you can edit certain package details such as the class titles, class dates and timings, and the package title.*

## Action buttons

Each package widget includes one to three buttons ([Edit](#), [Cancel](#), and [View](#)) depending on whether learners have booked the package or not. The available actions are described in detail below:

### i. View classes

Click this to open the [Manage classes](#) page, which displays a detailed list of the classes included in the package.

This page is a replica of the [Group classes](#) module but shows only the classes that belong to the selected package. You can perform the same actions as described in the [Group classes](#) submodule section earlier in this manual.


 *New classes cannot be added to the package using the **Add class** button on the upper-right corner of the [Manage classes](#) page.*

**DISCLAIMER:** The color theme and labels may differ in the screenshots compared to those on the platform.


An asterisk (\*) next to a label indicates that the information is mandatory.

The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

## ii. Edit


 This button is visible only for group class packages that have not been booked by any learners. Once the class is booked by at least one learner, the button is no longer displayed.

Click this to edit the package's details. The [Setup class package](#) form will appear.

 You cannot edit the number of classes in a package once it has been created. However, you can edit all other details, such as class titles, dates, timings, and the package title.

Update the fields, then click **Save changes**. To close the form, click  in the upper-right corner.

## iii. Cancel

 This button is available only for packages that have not been booked by any learners. In addition, the admin sets a time limit for canceling the package before the first group class begins. Once this cancellation window has passed, this button is no longer visible to you or the learner.

To cancel a package, click this button.

A confirmation message will appear. Click **OK** to confirm the action or **Cancel** to abort it.

## Search for a package

Use the search functionality at the top of the list to find a specific package. Click



to expand the search bar (also used to collapse it).



The screenshot shows a web interface titled "Manage class packages". At the top right, there is a dark button with a magnifying glass icon and the text "Search", and a light button with a plus icon and the text "Add package". Below these, there is a search form with two input fields: "Keyword" and "Session type". The "Keyword" field contains the placeholder text "Keyword". The "Session type" field is a dropdown menu with the text "Select" and a downward arrow. To the right of these fields are two buttons: an orange "Search" button and a light "Clear" button.

**DISCLAIMER:** The color theme and labels may differ in the screenshots compared to those on the platform.

An asterisk (\*) next to a label indicates that the information is mandatory.

The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

There are several filters that help narrow down the search. Each field is explained below:

- **Keyword:** Enter the package name you are searching for in this field.
- **Session type:** Click the field and select the session type—**offline** or **online**—from the dropdown list.

Search for a class package by filling in a single field or multiple fields.

After filling in the desired fields, click **Search** to display the results. Click **Clear** to reset all fields and start a new search.

**DISCLAIMER:** The color theme and labels may differ in the screenshots compared to those on the platform.

An asterisk (\*) next to a label indicates that the information is mandatory.

The **secondary language** setting and tabs are **ONLY available** if you have selected more than one language for the platform.

## 6.5 Reported issues

Once a session is successfully delivered and completed, learners can report issues related to that session.

Reported issues are escalated to you for resolution and are displayed on this page. Payment for a session is received only after the reported issue has been resolved.

Learner	Subjects	Session time	Session status	Issue reason	Issue status	Actions
Tina Jacobs United States of America	Earth Sciences	Jul 04, 2025 10:45	Completed	Teacher related technical difficulties	In progress	
Tina Jacobs United States of America	Design	Jul 02, 2025 14:00	Completed	Teacher left early	In progress	

Issues reported for both one-on-one lessons and group classes are displayed as a widget arranged in a list format.

And the list is sorted by issue status, with **in-progress issues** appearing at the top, followed by **resolved issues**, **issues escalated to the admin**, and **closed issues**.

The list displays the following information:

- **Learner:** The profile picture, name and location of the learner who reported the issue.
- **Subjects:** The name of the subject selected for the lesson or class for which the issue was reported.
- **Session time:** The date and time of the session for which the report was made.
- **Session status:** The status of the session.
- **Issue reason:** The report issue reason selected by the learner.
- **Issue status:** The status of the reported issue, which can be—In progress, Escalated, Resolved, or Closed.

**DISCLAIMER:** The color theme and labels may differ in the screenshots compared to those on the platform.

An asterisk (\*) next to a label indicates that the information is mandatory.

The secondary language setting and tabs are **ONLY available** if you have selected more than one language for the platform.

## Action buttons

Each entry in the list includes one to two buttons ([View details](#) and [Resolve issue](#)) depending on whether learners have booked the package or not. The available actions are described in detail below:

### i. View details

Click this button to open the **Reported issue details** window.

Reported issue details

Resolved

Reported issue

Teacher was late

Was posted by

Feb 21, 2025 12:48

Mustafa Dicki

Issue logs

Mustafa Dicki [Learner]

Take action

Teacher was late

Feb 21, 2025 12:48

Comment:

The lesson was for 2 minutes. Is this a joke?

Lydia Deckow [Teacher]

Take action

Reset and unschedule

Jul 04, 2025 16:12

Comment:

Sorted this issue.

Lesson details

Lesson

Order ID 0001261 Lesson ID 384 Lesson price \$27.50 Ended by Mustafa Dicki

Lydia Deckow [Teacher]

Join time Feb 21, 2025 12:40 End time Feb 21, 2025 12:40

Mustafa Dicki [Learner]

Join time Feb 21, 2025 12:40 End time Feb 21, 2025 12:40

**DISCLAIMER:** The color theme and labels may differ in the screenshots compared to those on the platform.

An asterisk (\*) next to a label indicates that the information is mandatory.

The secondary language setting and tabs are **ONLY available** if you have selected more than one language for the platform.

The complete information about the reported issue is organized into the following sections:

- **Issue details:** Displays the current issue status, the reported issue, the name of the learner who posted it, and the date and time it was submitted. The action taken by the learner is also shown in this section.
- **Issue logs:** Shows the timeline of actions taken by users related to the issue. Each entry includes the user's name and role, the action taken, the date and time of the action, and any associated comments.
- **Session details:** Displays key session information, including Order ID, Lesson ID, Lesson price, and the name of the user who ended the session. It also displays the teacher's and learner's names along with their respective join and end times.

## ii. Resolve issue

This button is displayed only for reported issues that are still **in progress**. Click this button to open the **Reported issue details** window, containing the **Resolution form**.

Reported issue details

In progress

Reported issue

Teacher left early

Was posted by

Jul 02, 2025 14:11

Tina Jacobs

Resolution form

Take action \*

Select

Your comment \*

Submit

**DISCLAIMER:** The color theme and labels may differ in the screenshots compared to those on the platform.

An asterisk (\*) next to a label indicates that the information is mandatory.

The **secondary language** setting and tabs are **ONLY available** if you have selected more than one language for the platform.

In this window, you can view the issue status, the reported issue, the name of the learner who posted it, and the date and time the issue was submitted.

Update the following fields to take action against the reported issue:

- **Take action\*:** Click the field and select the most appropriate resolution from the dropdown list.



*The available actions are defined by the administrator.*

- **Your comment\*:** Enter any supporting details or comments you want to share with the learner regarding the resolution.

Once the form is completed, click **Submit**.

The issue status is updated on the **Reported issues** page, and a system-generated email notification is sent to the learner.

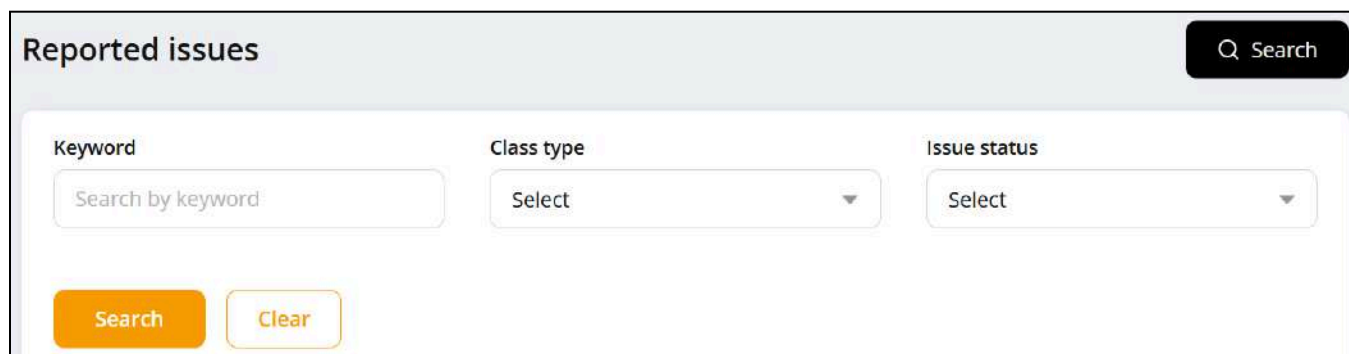
Learners can escalate the issue to the admin if they are not satisfied with the resolution. In such cases, you will no longer be able to take any action on the issue, but you can still review its details on the **Reported issues** page.

## Search for a reported issue

Use the search functionality at the top of the list to find a specific reported issue.

 Search

Click  Search to expand the search bar (also used to collapse it).



Reported issues

Q Search

Keyword

Search by keyword

Class type

Select

Issue status

Select

Search Clear

There are several filters that help narrow down the search. Each field is explained below:

- **Keyword:** Enter the name of the learner who reported the issue.

**DISCLAIMER:** The color theme and labels may differ in the screenshots compared to those on the platform.

An asterisk (\*) next to a label indicates that the information is mandatory.

The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.



- **Class type:** Click the field and select the session type—One-to-one lessons or Group classes/packages—from the dropdown list.
- **Issue status:** Click the field and select the status of the issue from the dropdown list—In progress, Resolved, Escalated, or Closed.

Search for a reported issue by filling in a single field or multiple fields.

After filling in the desired fields, click **Search** to display the results. Click **Clear** to reset all fields and start a new search.

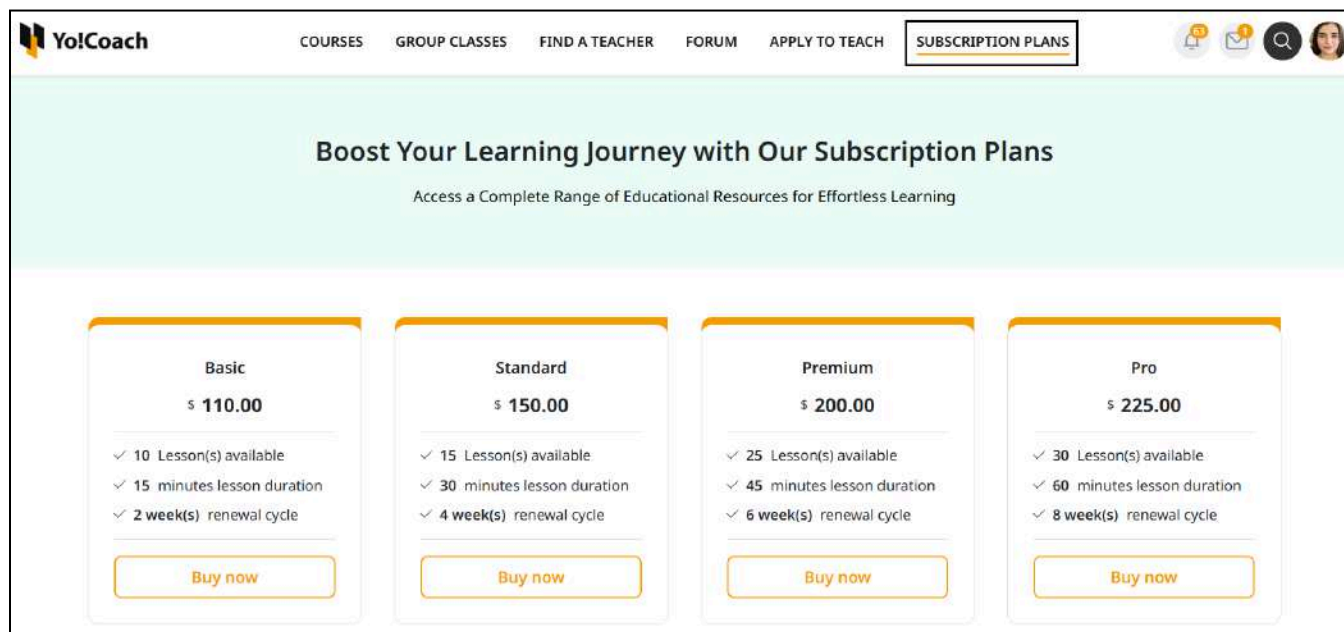
**DISCLAIMER:** The color theme and labels may differ in the screenshots compared to those on the platform.

An asterisk (\*) next to a label indicates that the information is mandatory.

The secondary language setting and tabs are **ONLY available** if you have selected more than one language for the platform.

## 6.6 Subscriptions

If the subscription feature is enabled on the platform, learners can purchase lesson-based subscription plans from the **Subscription plans** page on the front end.



These plans allow learners to book one-on-one lessons with teachers without making a separate payment for each session, as the subscription covers the cost.

Each subscription plan includes a fixed number of lessons that must be booked within a defined validity period—such as 2 weeks, 1 month, or 6 weeks. For example, a learner may purchase a plan with 10 lessons, each 15 minutes long, valid for 2 weeks. After the plan expires, any unused lessons are forfeited, and the plan automatically renews if applicable.

The process to book a lesson under a subscription plan is the same as for regular lesson bookings. The only differences are:

- No payment is required during booking, as the subscription covers it.
- The recurring lesson option is not available.

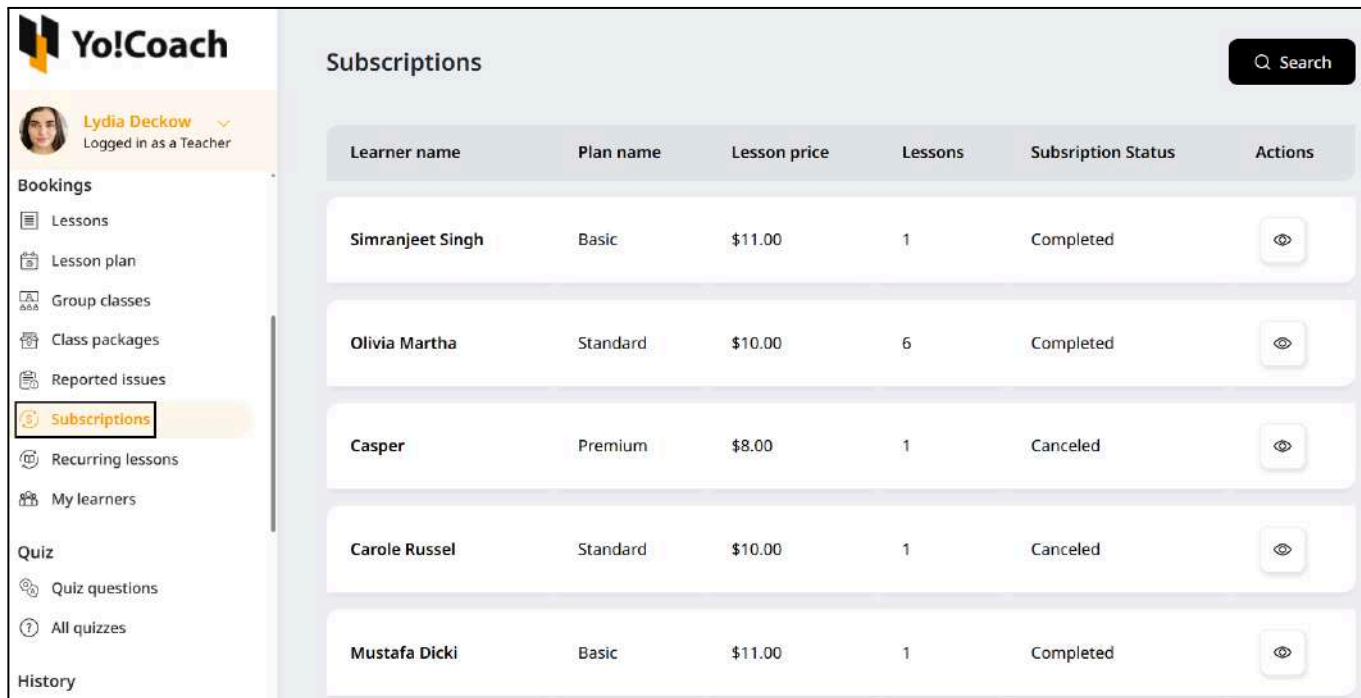
Learners can book lessons for different subjects, provided the total number of booked lessons stays within the plan's limit and the bookings are made before the plan expires.






**DISCLAIMER:** The color theme and labels may differ in the screenshots compared to those on the platform.

An asterisk (\*) next to a label indicates that the information is mandatory.

The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

You can access and manage lessons booked under subscription plans through this submodule.




Learner name	Plan name	Lesson price	Lessons	Subscription Status	Actions
Simranjeet Singh	Basic	\$11.00	1	Completed	
Olivia Martha	Standard	\$10.00	6	Completed	
Casper	Premium	\$8.00	1	Canceled	
Carole Russel	Standard	\$10.00	1	Canceled	
Mustafa Dicki	Basic	\$11.00	1	Completed	

It displays a list of subscriptions purchased by your learners, arranged chronologically by subscription start date.

The list displays the following information:

- **Learner name:** The name of the learner who booked one or more lessons with you as part of a subscription.
- **Plan name:** The name of the subscription plan used by the learner to book the lessons.
- **Lesson price:** The price of each lesson booked through the subscription plan.
- **Lessons:** The number of lessons booked within a single subscription cycle. This is the number of lessons you are expected to deliver to the learner during each subscription cycle.
- **Subscription status:** The current status of the learner's subscription plan.

## Action button

There is a single action button next to each entry—**View lessons** .

**DISCLAIMER:** The color theme and labels may differ in the screenshots compared to those on the platform.


An asterisk (\*) next to a label indicates that the information is mandatory.

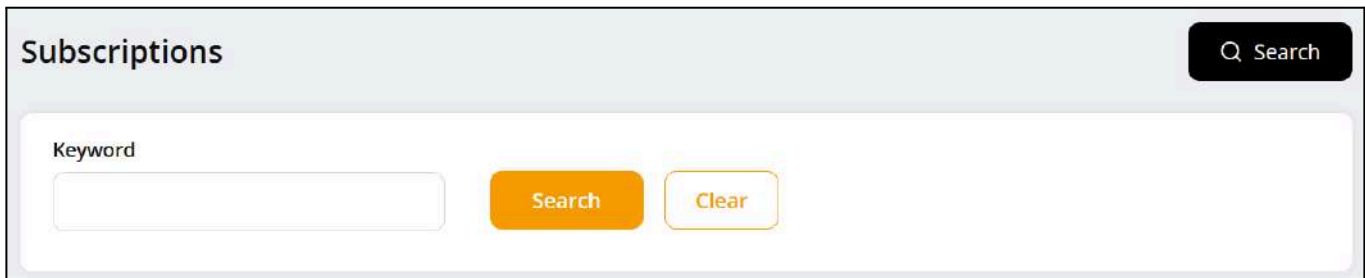
The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

You are directed to the [Manage lessons](#) page, which displays the lessons scheduled in the current subscription.

This page is a replica of the [Lessons](#) module, and similar functionalities are available. Refer to the [Lessons](#) module section earlier in this manual for more information.

## Search for a subscription booking

Use the search functionality at the top of the list to find a specific subscription booking. Click  to expand the search bar (also used to collapse it).



The screenshot shows a search interface for subscriptions. At the top left, the word "Subscriptions" is displayed. At the top right, there is a search button with a magnifying glass icon and the text "Search". Below this, there is a search bar with the label "Keyword" above it. The search bar contains a text input field. To the right of the input field are two buttons: an orange "Search" button and a yellow "Clear" button.

Enter the learner name in the **keyword** field and click **Search** to get the results.

Click **Clear** to reset the field and start a new search.

**DISCLAIMER:** The color theme and labels may differ in the screenshots compared to those on the platform.

An asterisk (\*) next to a label indicates that the information is mandatory.

The **secondary language** setting and tabs are **ONLY available** if you have selected more than one language for the platform.

## 6.7 Recurring lessons

Yo!Coach allows learners to book recurring one-on-one lessons with teachers by enabling the **Recurring buy** option during checkout.

### Select subject and duration

Accounting
15 minutes lesson

- 1 +

Recurring buy
☒
Offline lesson
☐

Repeat on Every 4 weeks ⓘ
See address info ⓘ

Total price :  
**\$38.75**
Next

When a learner activates this option, the selected schedule is repeated every four weeks. For example, if a learner purchases four lessons and enables the recurring buy feature, they must schedule four time slots within the next four weeks. Time slots beyond the four-week window cannot be selected.

### Schedule your lessons

July 2025

MON	TUE	WED	THU	FRI	SAT	SUN
	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 Lesson(s) To Schedule

Jul 22, 2025

08:00
08:15
08:30
08:45
09:00
09:15
09:30
09:45

Total price:  
**\$27.50**
Next

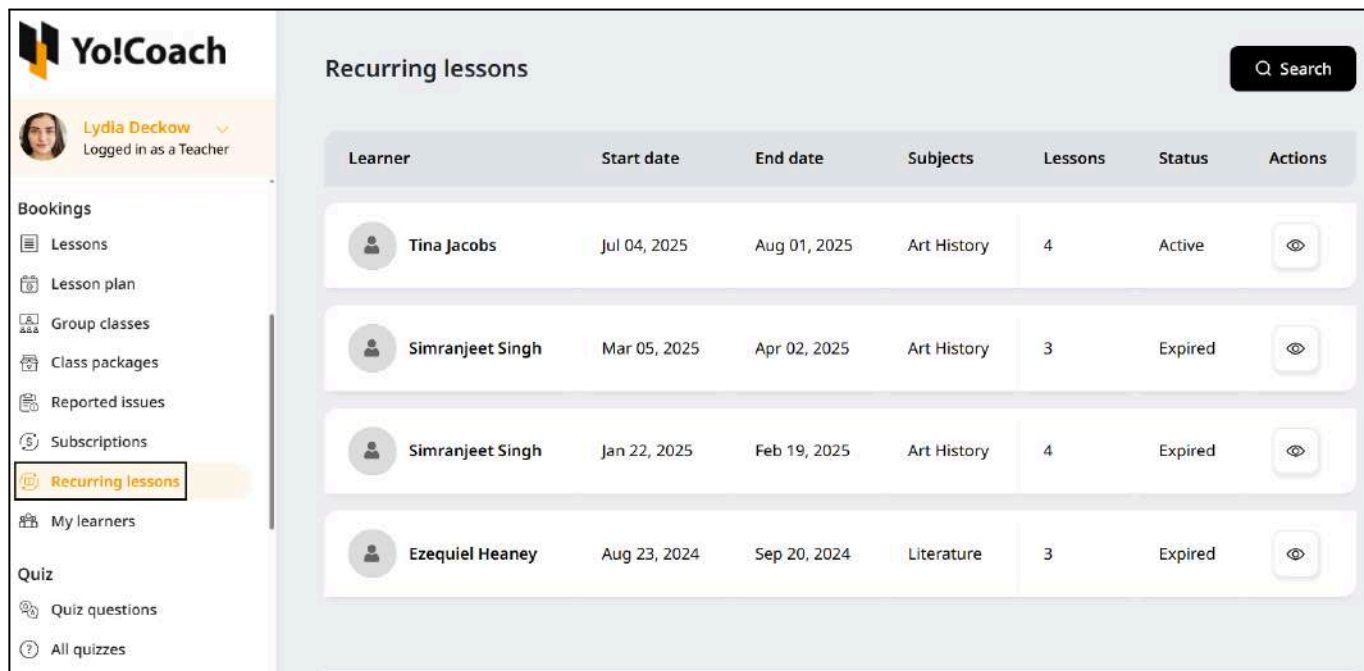
**DISCLAIMER:** The color theme and labels may differ in the screenshots compared to those on the platform.









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At the end of each 4-week period, the order automatically renews with the same number of lessons and the same scheduled time slots. This cycle continues until the learner cancels the subscription or you discontinue offering the respective subject lessons.

As a teacher, you can view your recurring lesson bookings through this submodule. The page displays a list of recurring lessons booked with you, arranged chronologically by the start date of each recurring order.



Recurring lessons						
Learner	Start date	End date	Subjects	Lessons	Status	Actions
 Tina Jacobs	Jul 04, 2025	Aug 01, 2025	Art History	4	Active	
 Simranjeet Singh	Mar 05, 2025	Apr 02, 2025	Art History	3	Expired	
 Simranjeet Singh	Jan 22, 2025	Feb 19, 2025	Art History	4	Expired	
 Ezequiel Heaney	Aug 23, 2024	Sep 20, 2024	Literature	3	Expired	

The list displays the following information:


- **Learner:** The learner's profile picture and name.
- **Start date:** The date on which the recurring lesson booking begins.
- **End date:** The date on which the recurring lesson booking ends.
- **Subjects:** The subject selected for the recurring lesson booking.
- **Lessons:** The number of lessons booked per 28 days. This is the number of lessons you are expected to deliver during each cycle.
- **Status:** The current status of the recurring lesson booking.

**DISCLAIMER:** The color theme and labels may differ in the screenshots compared to those on the platform.

An asterisk (\*) next to a label indicates that the information is mandatory.

The secondary language setting and tabs are **ONLY available** if you have selected more than one language for the platform.

## Action button

There is a single action button next to each entry—**View lessons** .

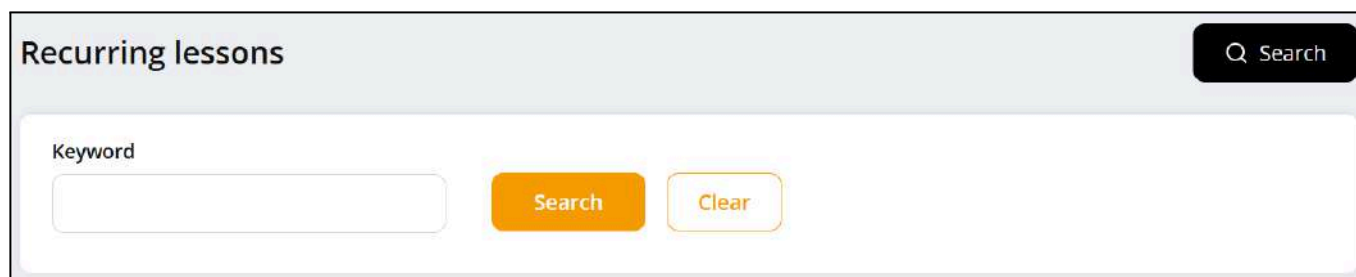
You are directed to the [Manage lessons](#) page, which displays the lessons scheduled in the current recurring lesson booking for the 28-day period.

This page is a replica of the [Lessons](#) module, and similar functionalities are available. Refer to the [Lessons](#) module section earlier in this manual for more information.

## Search for a recurring lesson booking

Use the search functionality at the top of the list to find a specific recurring lesson

booking. Click  to expand the search bar (also used to collapse it).



Recurring lessons

Q Search

Keyword

Search Clear

Enter the learner name in the **keyword** field and click **Search** to get the results.

Click **Clear** to reset the field and start a new search.

**DISCLAIMER:** The color theme and labels may differ in the screenshots compared to those on the platform.

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The **secondary language** setting and tabs are **ONLY available** if you have selected more than one language for the platform.



## 6.8 My learners

This submodule displays a list of all learners who have ever booked a session with you—whether a one-on-one lesson or a group class.

Learner	Lessons	Classes	Lessons offer	Classes offer	Package offer	Actions
Viola Medhurst	1	0	3.00% off on 15 minutes session 5.00% off on 30 minutes session	3.00% off on 30 minutes session 5.00% off on 45 minutes session 8.00% off on 60 minutes session	10.00% off	
Akeem Sawayn	3	0	NA	NA	NA	
Dwight Vandervort	2	0	NA	NA	NA	

For each learner, the page shows the total number of lessons and classes they have booked with you to date.

This section also allows you to create learner-specific discount offers. These personalized discounts can help you promote your sessions, encourage repeat bookings, and strengthen learner retention.

### Action buttons

Each learner entry includes two action buttons. The functions of these buttons are explained below:

**DISCLAIMER:** The color theme and labels may differ in the screenshots compared to those on the platform.

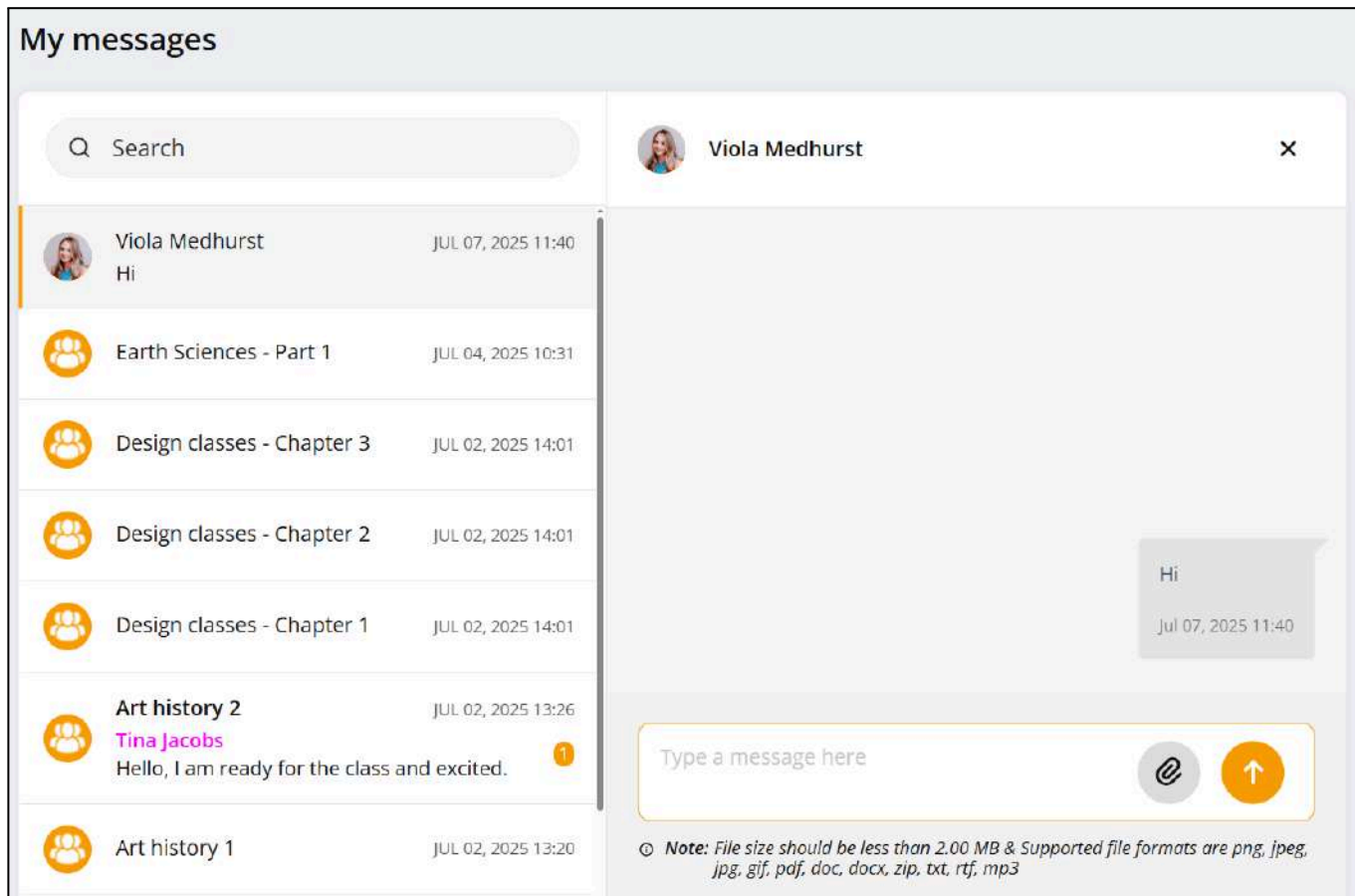
An asterisk (\*) next to a label indicates that the information is mandatory.


The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

## i. Message

Click this to contact a learner directly through messages, and the messaging interface will appear. Based on your message history with the learner, one of the following scenarios will occur:

1. If you have previously interacted with the learner, you will be redirected to the existing conversation window under the [My messages](#) page.



 Refer to the [My messages](#) section of this manual to learn more about the available actions and features on that page.

2. If you have not interacted with the learner before, the Start conversation window appears.

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**Start conversation** ✕

**Message\***

Choose File 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, rtf, mp3*

**Send**

Update the following:

- **Message\*:** Enter your message in the description box.
- **Choose file:** Click this to upload a supporting media file, select the file from your system storage, and click **Open** to add it to this field.

Click **Send** to deliver the message.

A new conversation thread will be created, which can be accessed from the [My messages](#) section.

## ii. Offer price

Click this to offer learner-specific discounts on your one-on-one lessons, group classes, and class packages.

The **Offer percentage for [Learner]** window opens, where you can define custom discount values for the selected learner.

**DISCLAIMER:** The color theme and labels may differ in the screenshots compared to those on the platform.

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**Offer percentage for Viola Medhurst** ✕

**Lesson offer**

Lesson 15 slot offer(%)

Lesson 30 slot offer(%)

**Class offer**

Class 15 slot offer(%)

Class 30 slot offer(%)

Class 45 slot offer(%)

Class 60 slot offer(%)

**Class package offer**

Class packages offer(%)

**Save**

The form includes the following three sections:

- **Lesson offer:** Enter the discount percentage for each available lesson time slot. Leave a field blank if no discount applies to that time slot.
- **Class offer:** Enter the discount percentage for each available group class time slot. Leave a field blank if no discount applies.
- **Class package offer:** Enter the discount percentage for group class packages. Leave the field blank if no offer applies.

Once done, click **Save** to apply the offers and the form will close automatically.


The defined discounts appear under the Lessons offer, Classes offer, and Package offer headers for the respective learner (as shown in the image below).

**DISCLAIMER:** The color theme and labels may differ in the screenshots compared to those on the platform.

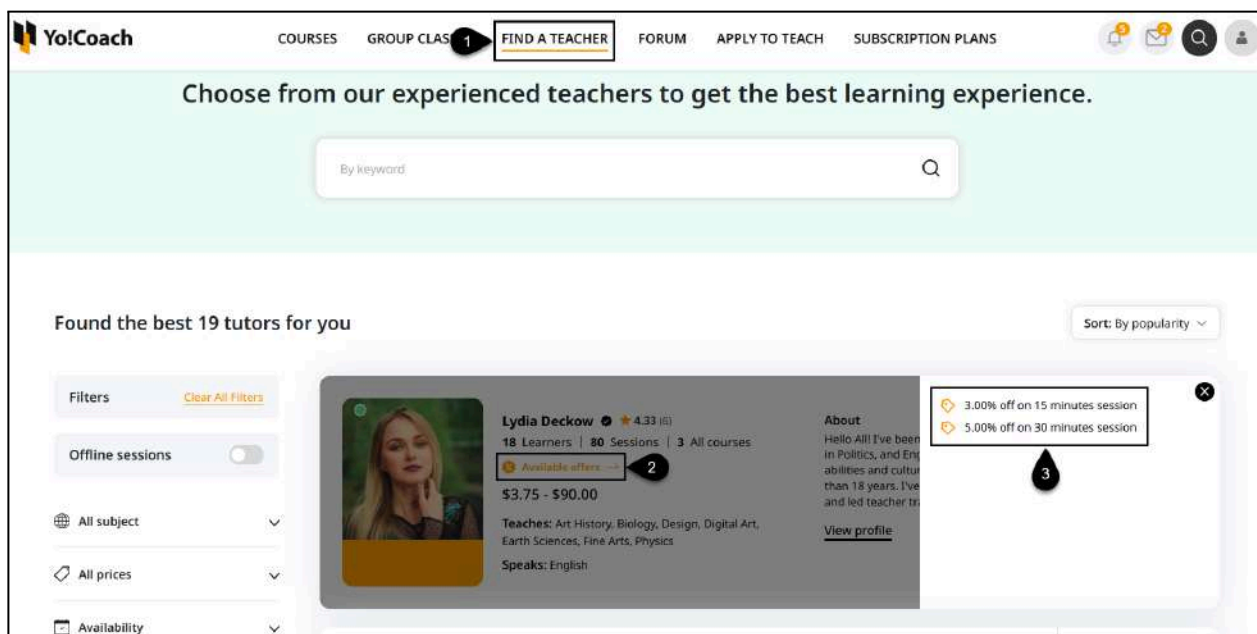
An asterisk (\*) next to a label indicates that the information is mandatory.

The secondary language setting and tabs are **ONLY available** if you have selected more than one language for the platform.

My learners							Search
Learner	Lessons	Classes	Lessons offer	Classes offer	Package offer	Actions	
 <b>Viola Medhurst</b>	1	0	 5% off on 30 minutes session	 3% off on 30 minutes session  5% off on 45 minutes session  8% off on 60 minutes session	 10.00% off	 	

 The lesson and class time slot fields displayed in the form depend on the slots you have activated in the **Account settings > Price** tab.

The discounts are visible only to the selected learner on the front end, under your teacher profile. For example, the added lesson offers are displayed as shown in the image below.



The screenshot shows the 'Find a Teacher' page on Yo!Coach. A search bar at the top is labeled 'By keyword'. Below it, a section titled 'Found the best 19 tutors for you' displays a teacher profile for Lydia Deckow. The profile includes her photo, name, rating (4.33), and statistics (18 Learners, 30 Sessions, 3 All courses). A callout box labeled '2' points to the 'Available offers' section, which lists two offers: '3.00% off on 15 minutes session' and '5.00% off on 30 minutes session'. Another callout box labeled '3' points to the 'About' section of the profile.

At checkout, the system automatically applies the defined percentage to calculate the discounted price.

**DISCLAIMER:** The color theme and labels may differ in the screenshots compared to those on the platform.

An asterisk (\*) next to a label indicates that the information is mandatory.

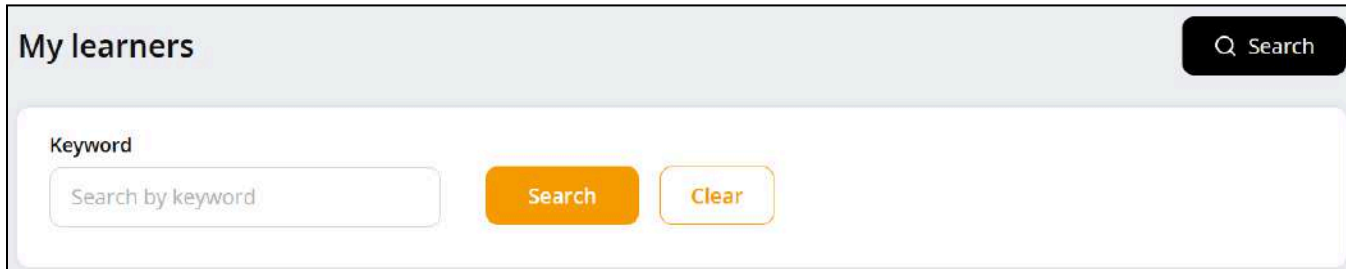
The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

## Search for a learner

Use the search functionality at the top of the list to find a specific learner. Click

 Search

to expand the search bar (also used to collapse it).



My learners

Keyword

Search by keyword

Search

Clear

Enter the learner name in the **keyword** field and click **Search** to get the results.

Click **Clear** to reset the field and start a new search.

**DISCLAIMER:** The color theme and labels may differ in the screenshots compared to those on the platform.

An asterisk (\*) next to a label indicates that the information is mandatory.

The **secondary language** setting and tabs are **ONLY available** if you have selected more than one language for the platform.

## 7. Quiz

Quizzes are interactive tools that help assess learners' understanding across a variety of contexts, including standalone classes, group class packages, one-on-one lessons, and courses. They not only engage learners but also allow you to track learning outcomes effectively.

As a teacher, you are responsible for creating and managing quizzes on the platform. This process involves two steps:

1. **Create questions:** Begin by adding individual questions under the [Quiz questions](#) submodule.
2. **Create quizzes:** Next, build quizzes by selecting and linking the questions you have created.

You can then attach the quizzes to relevant [lessons](#), [classes](#), or [courses](#), depending on your teaching structure.

Quizzes can only be linked to bookings that have already been made—they cannot be associated with unbooked classes or lessons. For courses, quizzes are typically added as the final step of the structure and are available only to learners who have purchased the course. Use this module to create and manage all your quizzes.

### 7.1 Quiz questions

Use this submodule to create and manage your quiz questions.

Title	Type	Category	Subcategory	Status	Added on	Actions
What is YoCoach?	Multiple choice	Art & Design	Techniques and Mediums	<input checked="" type="checkbox"/>	Dec 18, 2024 19:25	<a href="#">Edit</a> <a href="#">Delete</a>
The human body has how many bones in total?	Multiple choice	Science	Concept Checks	<input checked="" type="checkbox"/>	Nov 28, 2024 16:01	<a href="#">Edit</a> <a href="#">Delete</a>
Which of these animals is a mammal?	Multiple choice	Science	Concept Checks	<input checked="" type="checkbox"/>	Nov 28, 2024 16:00	<a href="#">Edit</a> <a href="#">Delete</a>

**DISCLAIMER:** The color theme and labels may differ in the screenshots compared to those on the platform.

An asterisk (\*) next to a label indicates that the information is mandatory.

The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.



These questions form the foundation of your quizzes and can be reused across lessons, group classes, and courses.

The question repository supports multiple formats, including multiple-choice, single-choice, and text-based questions, allowing for flexible quiz design to match different learning needs.

## Manage the quiz questions list

Each entry in the list includes the following details and provides options for management including:

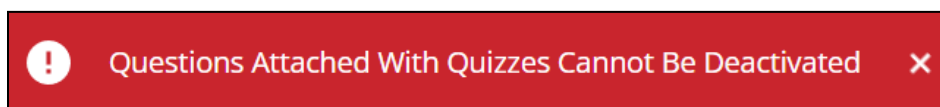
- **Title:** The title of the quiz question.
- **Type:** The type of question, which can be Multiple choice, Single choice, or Text-based.
- **Category:** The main category to which the quiz question belongs.
- **Subcategory:** The subcategory under the selected category, if applicable.
- **Status:** Edit the status (activate or deactivate) of a quiz question as per your requirements using the toggle switch beside it, under the status column.

Turn on  the toggle switch beside the quiz question to activate it. Turn off  the toggle switch to deactivate it.

A warning dialog box will appear for both actions, asking if you want to update the status or not. Click **OK** to delete it or **Cancel** to abort the action.

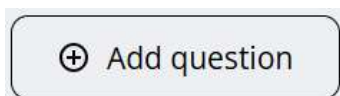


*If the quiz question is linked to at least one quiz, an error message will appear, preventing the action.*



- **Added on:** The date and time the quiz question was added on.

## Add a question



Click from the upper-right corner of the page to open the Setup question form.

**DISCLAIMER:** The color theme and labels may differ in the screenshots compared to those on the platform.

An asterisk (\*) next to a label indicates that the information is mandatory.

The secondary language setting and tabs are **ONLY available** if you have selected more than one language for the platform.



Setup Question

Title \*

Type \*

Description

Category \*

Subcategory

Marks \*

Hint

Save

Update the following:

- **Title\*:** Enter a clear and concise title for the question. This helps you identify the question later when linking it to a quiz.
- **Type\*:** Click the dropdown and select the type of question you want to create. The available options include Multiple choice, Single choice, and Text.
- **Description:** Enter the full question text and additional context for the learner. This field can also include supporting information or instructions, if necessary.
- **Category\*:** Click the dropdown and select the relevant quiz category under which the question will be classified. Categories are managed by the admin and help organize questions.
- **Subcategory:** If applicable, select a subcategory related to the selected category. This helps further classify the question for easier search and reuse.
- **Marks\*:** Enter the number of marks the question carries. This value contributes to the total score when the quiz is evaluated.

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- **Hint:** Optionally, enter a hint to assist the learner in answering the question. Hints are visible during the quiz, depending on how the quiz is configured.


After filling in the required details, click **Save** to create the question and add it to the question repository.

## Action buttons

Each question entry has two action buttons, allowing you to perform specific actions on them. The functions of each button are explained in detail below:

- **Edit** : Click this to edit the quiz question details.


This will direct you to the [Setup question](#) form. Update the details as required and click **Save**.


- **Delete** : Click this to delete the quiz question.

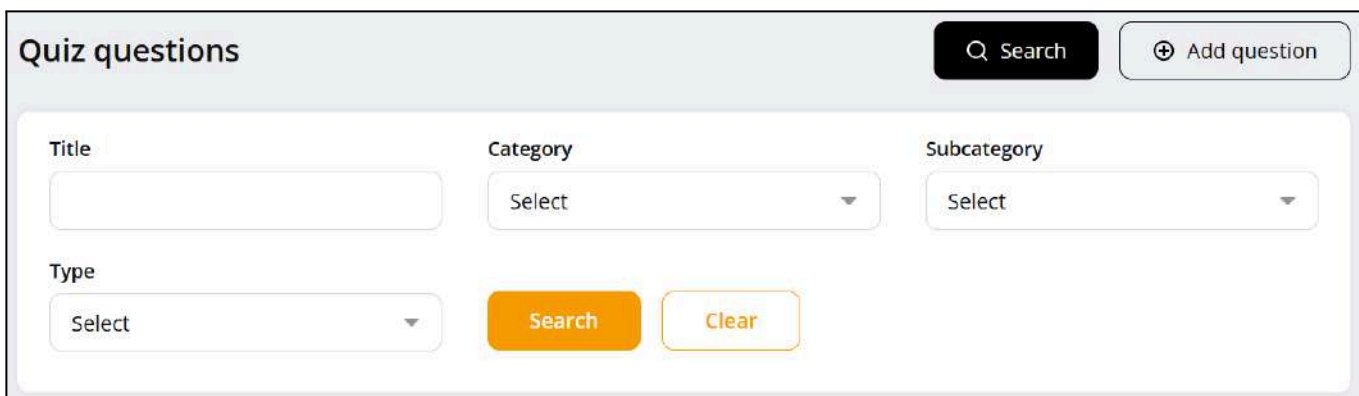
A confirmation message will appear. Click **OK** to confirm the action or **Cancel** to abort it.

## Search for a quiz question

Use the search functionality at the top of the list to find a specific quiz question.

 Search

Click  to expand the search bar (also used to collapse it).



The screenshot shows a search interface for quiz questions. At the top, there's a header "Quiz questions" with a search bar and an "Add question" button. Below the header, there are four filter fields: "Title" (text input), "Category" (dropdown menu), "Subcategory" (dropdown menu), and "Type" (dropdown menu). At the bottom, there are "Search" and "Clear" buttons.

There are several filters that help narrow down the search. Each field is explained below:

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- **Title:** Enter the title of the quiz question.
- **Category:** Click the field and select the quiz category from the dropdown list.
- **Subcategory:** Click the field and select the quiz subcategory from the dropdown list.
- **Type:** Click the field and select the type of question from the dropdown list—Multiple choice, Single choice, or Text.

Search for a quiz question by filling in a single field or multiple fields.

After filling in the desired fields, click **Search** to display the results. Click **Clear** to reset all fields and start a new search.

**DISCLAIMER:** The color theme and labels may differ in the screenshots compared to those on the platform.

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## 7.2 All quizzes

Use this submodule to create and manage quizzes for your one-on-one lessons, group classes, and courses.

Title	Type	No. of questions	Duration	Attempts	Pass percent	Status	Active	Date	Actions
Aptitude test	Auto-graded	16	-	-	-	Drafted	<input checked="" type="checkbox"/>	Jul 08, 2025 14:36	
Quiz test 1	Auto-graded	3	10m	3	70%	Published	<input checked="" type="checkbox"/>	Jun 10, 2025 09:51	
Conversation Starter: Vocabulary & Speaking Quiz	Auto-graded	4	10m	3	75%	Published	<input checked="" type="checkbox"/>	Dec 18, 2024 19:26	
Literary Movements	Auto-graded	3	30m	5	80%	Published	<input checked="" type="checkbox"/>	Nov 28, 2024 16:05	
General Science Knowledge Exam	Auto-graded	4	45m	5	45%	Published	<input checked="" type="checkbox"/>	Nov 28, 2024 15:56	

Quizzes help assess learner understanding and can be customized using different question types linked from your personal question bank.

Only teachers can create quizzes on the platform.

Each quiz consists of one or more questions that you can select from the **Quiz questions** repository.

### Manage the quizzes list

Each entry in the list includes the following details and provides options for management including:

- **Title:** The title of the quiz.
- **Type:** The quiz type, which can be Auto-graded or Manually-graded.
- **No. of questions:** The number of questions linked to the quiz.
- **Duration:** The duration of the quiz.
- **Attempts:** The number of attempts learners are allowed for the quiz.

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- **Pass percent:** The percentage required to pass the quiz, after which it will be marked as complete.
- **Status:** This defines the published status of the quiz, which can be either published or draft.



*A quiz with a published status is visible to learners, provided it is also marked as active.*

*A quiz in draft status has not yet been published and will not be visible to learners.*

- **Active:** Edit the status (activate or deactivate) of a quiz as per your requirements using the toggle switch beside it, under the status column.

Turn on  the toggle switch beside the quiz to activate it. Turn off  the toggle switch to deactivate it.

A warning dialog box will appear for both actions, asking if you want to update the status or not.

Click **OK** to delete it or **Cancel** to abort the action.

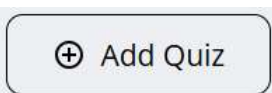


*This feature allows you to hide a published quiz from the platform without deleting it.*

*To ensure a quiz is visible on the platform, it must be both active and published (as defined in the previous column).*

- **Added on:** The date and time when the quiz was added.

## Add a quiz



Click from the upper-right corner of the page.

This will direct you to the **Setup quiz**.

**DISCLAIMER:** The color theme and labels may differ in the screenshots compared to those on the platform.

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The screenshot shows the 'Quizzes' setup interface. The main form area is titled 'Setup Quiz' and contains three mandatory fields: 'Title \*' (a text input), 'Type \*' (a dropdown menu with 'Select' as the current option), and 'Instructions \*' (a rich text editor with a toolbar). To the right of the main form is a sidebar with three tabs: 'General' (active, indicated by a yellow circle), 'Quiz questions', and 'Settings'. Each tab has a yellow exclamation mark icon. Below the tabs is an orange 'Save & next' button.

The form is divided into three tabs—**General**, **Quiz questions**, and **Settings**.

Navigate between the tabs by clicking them as needed. You can return to any tab you have already filled. However, you cannot proceed to the next tab in a new form until all mandatory fields in the current tab are completed and saved.

Let us begin with the **General** tab.

## i. General

Update the following:

- **Title\*:** Enter the title of the quiz in this field.
- **Type\*:** Click the field and select the type of quiz you are creating from the options:
  - **Auto-graded:** The system automatically assigns grades based on scoring criteria set by you for each question under **Quiz > [Quiz questions](#)**.

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- **Manually-graded:** You review and assign grades manually.
- **Instructions\*:** Enter the quiz instructions in this text box. These instructions appear before the quiz begins.

Use the available editor tools to format the content as needed. The same formatting and instructions will be displayed on the front end when the learner clicks to attempt the quiz.

Click **Save & next** from the right-side to save the details and move to the next tab.

## ii. Quiz questions

Use this tab to attach questions to the quiz you are creating. You can select one or more questions from your existing question bank.

When you arrive at this tab, the form header updates to **Add quiz** to reflect the current step in the process.

← Back To Quizzes

### Quizzes

#### Add Quiz

?

Add Questions

≡↑	Title	Type	Category	Subcategory	Action
No Questions Found					

●

General

✓

○

Quiz questions

!

○

Settings

!

Save & next

⊕ Attach

To attach questions to the quiz, click **Attach** to open the **Attach questions** window.

**DISCLAIMER:** The color theme and labels may differ in the screenshots compared to those on the platform.

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Attach Questions				
<div> <div>Q Search</div> <div>⊕ Attach</div> <div>×</div> </div>				
Note: Didn't Find Question? Click To <a href="#">Add new</a>				
<input type="checkbox"/>	Title	Type	Category	Subcategory
<input type="checkbox"/>	What is YoCoach?	Multiple choice	Art & Design	Techniques and Mediums
<input type="checkbox"/>	The human body has how many bones in total?	Multiple choice	Science	Concept Checks
<input type="checkbox"/>	Which of these animals is a mammal?	Multiple choice	Science	Concept Checks
<input type="checkbox"/>	Which of the following is the largest planet in our solar system?	Single choice	Science	Concept Checks

In the **Attach questions** window, the following actions are available:

- **Search:** Click 

Q Search

 to open the search bar and use it to search for a question.

Attach Questions

Q Search

⊕ Attach

×

Title

Keyword

Category

Select

Subcategory

Select

Search

Clear

There are several filters that help narrow down the search. Each field is explained below:

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- **Title:** Enter a keyword from the question title.
- **Category:** Click the field and select the relevant category from the dropdown list.
- **Subcategory:** Click the field and select the appropriate subcategory from the dropdown list.

Click **Search** to apply the filters and view the matching questions. To reset the filters and display all available questions again, click **Clear**.

- **Checkbox:** Select the checkbox beside each question to include it in the quiz. You can select multiple questions at once by selecting the first checkbox in the heading section.

<input checked="" type="checkbox"/>	Title	Type	Category	Subcategory
<input checked="" type="checkbox"/>	Which of the following are properties of real numbers?	Multiple choice	Mathematics	Numbers and Equations
<input checked="" type="checkbox"/>	What are ways to calculate distances in physics problems?	Multiple choice	Mathematics	Problem Solving & Calculations

- **Add new:** If you cannot find the required question, click **Add new** at the top of the window to create a new quiz question from scratch.

Attach Questions

Q Search

+ Attach

×

Note: Didn't Find Question? Click To [Add new](#)


<input type="checkbox"/>	Title	Type	Category	Subcategory
<input type="checkbox"/>	What is YoCoach?	Multiple choice	Art & Design	Techniques and Mediums

This will redirect you to the [Setup question](#) form.

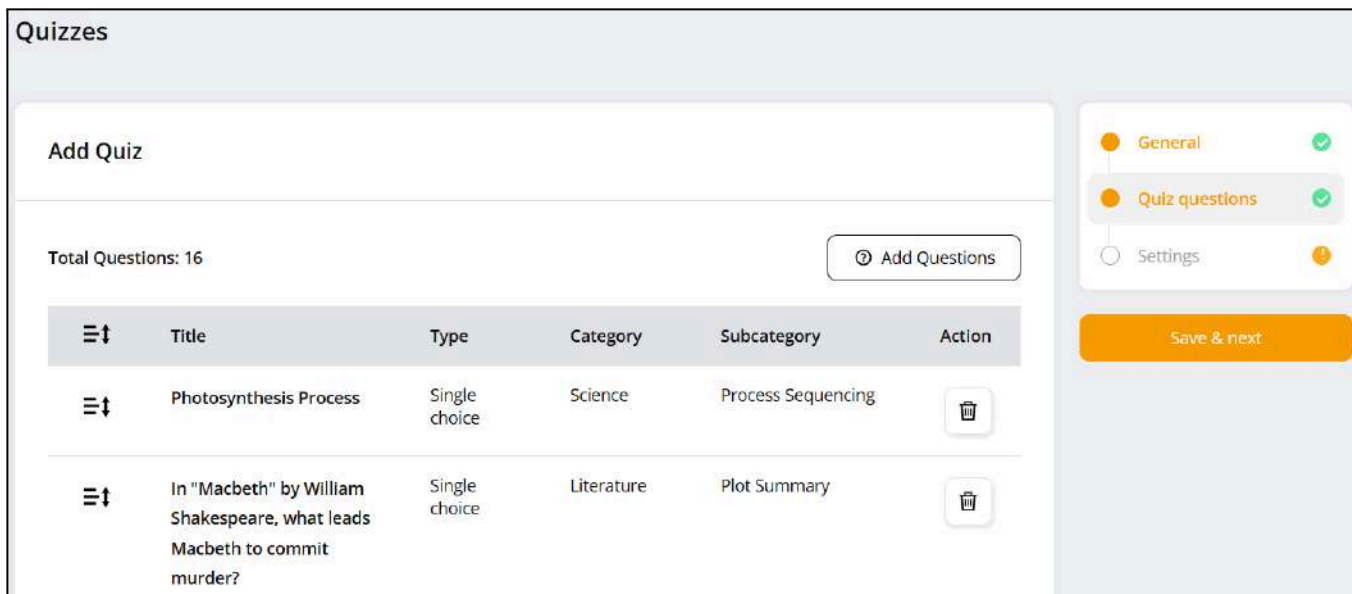
**DISCLAIMER:** The color theme and labels may differ in the screenshots compared to those on the platform.

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The **secondary language** setting and tabs are **ONLY available** if you have selected more than one language for the platform.

- **Attach:** After selecting the required questions, click  Attach to add them to the quiz. The window will close automatically, and the selected questions will appear in a table on the **Quiz questions** tab.





To abort the process, click .






**Quizzes**

Add Quiz


Total Questions: 16 Add Questions

	Title	Type	Category	Subcategory	Action
	Photosynthesis Process	Single choice	Science	Process Sequencing	
	In "Macbeth" by William Shakespeare, what leads Macbeth to commit murder?	Single choice	Literature	Plot Summary	

General    
 Quiz questions    
 Settings 

Save & next

The questions added to the quiz are displayed in a table format with the following columns:

- **Drag-and drop** : Click and hold this beside a question to move the question up or down in the list and reorder them.

The serial numbers update automatically to reflect the new order, and the same order is preserved when the quiz is presented to learners.

- **Title:** The title of the quiz question.
- **Type:** The type of question, which can be Multiple choice, Single choice, or Text-based.
- **Category:** The main category to which the quiz question belongs.
- **Subcategory:** The subcategory under the selected category, if applicable.
- **Action:** There is only one action button beside each question—Delete.

Click  beside any listed question to remove it from the quiz.

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A confirmation message will appear.

Click OK to confirm or Cancel to abort.

Once you have added all the required questions, click **Save & next** to proceed to the **Settings** tab.

### iii. Settings

Use this tab to define the evaluation rules and success criteria for the quiz. This is the final step of the quiz creation form.

#### Quizzes

##### Add Quiz

Duration (in mins)  
  
Leave Empty in Case Of No Time Limit

No. of attempts allowed \*

Pass percentage \*

Validity (in hours) \*  
  
The validity of the quiz will be counted from the day of attachment.

Fail message \*

Pass message \*

Offer certificate \*  
☐ Yes ☒ No

Note: Validity & Offer Certificate Settings are not applicable for courses.

General ✓  
Quiz questions ✓  
**Settings !**

Save

Update the following fields:

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- **Duration (in mins):** Enter the time limit in minutes for attempting the quiz. Leave the field blank or enter 0 if there is no time restriction.
- **No. of attempts allowed\*:** Enter the number of attempts the learner is allowed to make for this quiz.
- **Pass percentage\*:** Enter the minimum percentage score required to pass the quiz.
- **Validity (in hours)\*:** Enter the time period (in hours) during which the quiz remains valid after it is attached to a class or lesson. The validity starts from the moment the quiz is attached. Enter 0 for no expiration.



*Validity settings are not applicable for quizzes attached to courses.*

- **Fail message\*:** Enter the message that will be shown to learners if they fail the quiz. Use this space to guide or encourage learners.
- **Pass message\*:** Enter the message that will be displayed to learners who pass the quiz. This can include congratulatory text or next steps.
- **Offer certificate\*:** Click the field and select **Yes** to issue a certificate automatically to learners who pass the quiz. Select **No** if you do not want to offer a certificate.




*This feature is not applicable when the quiz is attached to a course. In that case, no certificate is issued upon quiz completion.*


Once all required fields are filled out, click **Save** to complete the quiz creation process.

## Action buttons

Each entry has two action buttons, allowing you to perform specific actions on them. The functions of each button are explained in detail below:

- **Edit** : Click this to edit the quiz details.

This will direct you to the [Setup quiz](#) form. Update the details as required and click **Save**.

- **Delete** : Click this to delete the quiz.

A confirmation message will appear. Click **OK** to confirm the action or **Cancel** to abort it.

**DISCLAIMER:** The color theme and labels may differ in the screenshots compared to those on the platform.

An asterisk (\*) next to a label indicates that the information is mandatory.

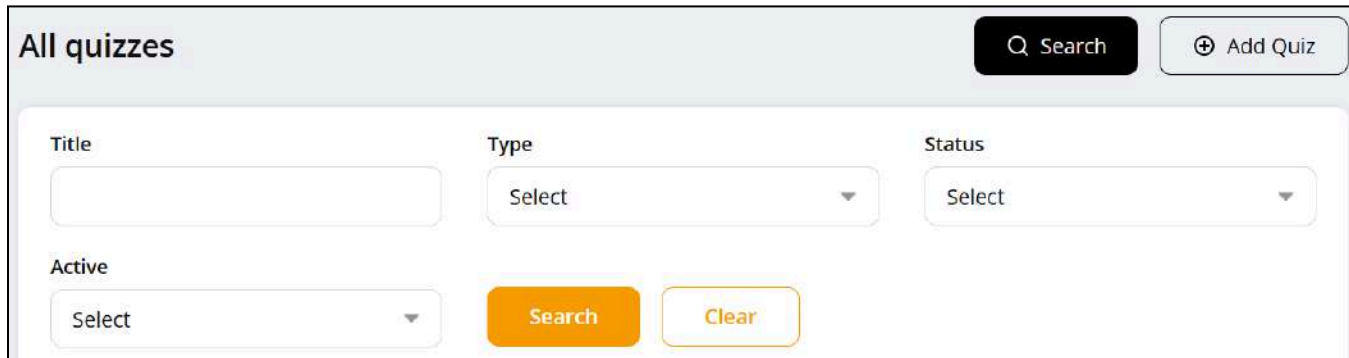
The secondary language setting and tabs are **ONLY available** if you have selected more than one language for the platform.

## Search for a quiz

Use the search functionality at the top of the list to find a specific quiz. Click

 Search

to expand the search bar (also used to collapse it).



There are several filters that help narrow down the search. Each field is explained below:

- **Title:** Enter the title of the quiz.
- **Type:** Click the field and select the type of quiz from the dropdown list of options—Auto-graded or Manually-graded.
- **Status:** Click the field and select the publish status of the quiz from the dropdown list of options—Drafted or Published.
- **Active:** Click the field and select platform status of the quiz. Select **Yes** if the quiz is active, and **No** if it is inactive.

Search for a quiz by filling in a single field or multiple fields.

After filling in the desired fields, click **Search** to display the results. Click **Clear** to reset all fields and start a new search.

**DISCLAIMER:** The color theme and labels may differ in the screenshots compared to those on the platform.

An asterisk (\*) next to a label indicates that the information is mandatory.

The secondary language setting and tabs are **ONLY available** if you have selected more than one language for the platform.

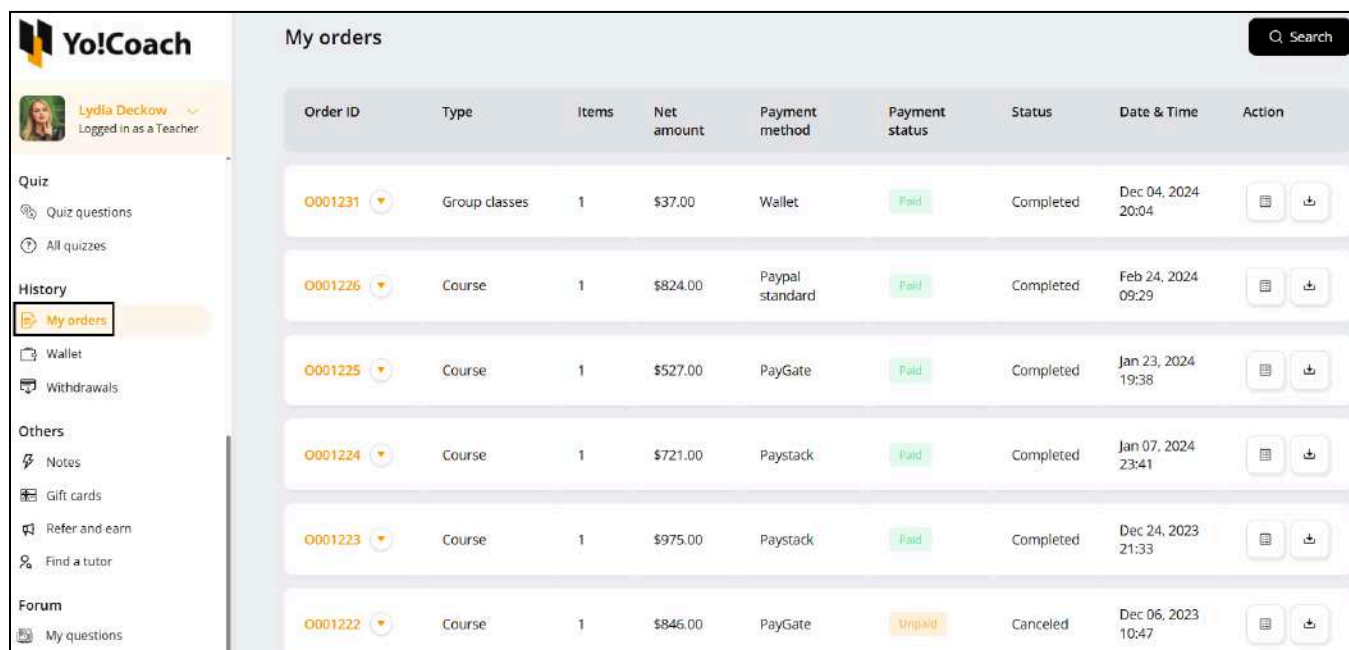
## 8. History













This module allows you to conveniently track your financial and transactional activities on the platform.

It includes access to three key submodules—My orders, Wallet, and Withdrawals—each designed to help you manage purchases, monitor your balance, and keep track of withdrawal requests.

### 8.1 My orders

Use this submodule to view and manage all the orders you have placed on the platform. This includes purchases made for group classes, courses, and other paid services.



Order ID	Type	Items	Net amount	Payment method	Payment status	Status	Date & Time	Action
0001231	Group classes	1	\$37.00	Wallet	Paid	Completed	Dec 04, 2024 20:04	 
0001226	Course	1	\$824.00	Paypal standard	Paid	Completed	Feb 24, 2024 09:29	 
0001225	Course	1	\$527.00	PayGate	Paid	Completed	Jan 23, 2024 19:38	 
0001224	Course	1	\$721.00	Paystack	Paid	Completed	Jan 07, 2024 23:41	 
0001223	Course	1	\$975.00	Paystack	Paid	Completed	Dec 24, 2023 21:33	 
0001222	Course	1	\$846.00	PayGate	Unpaid	Canceled	Dec 06, 2023 10:47	 

The page displays a complete list of your orders in reverse chronological order—showing the most recent one at the top for easy tracking.

This list is unified across your teacher and learner profiles, meaning all transactions appear in one place regardless of the role under which the order was made.

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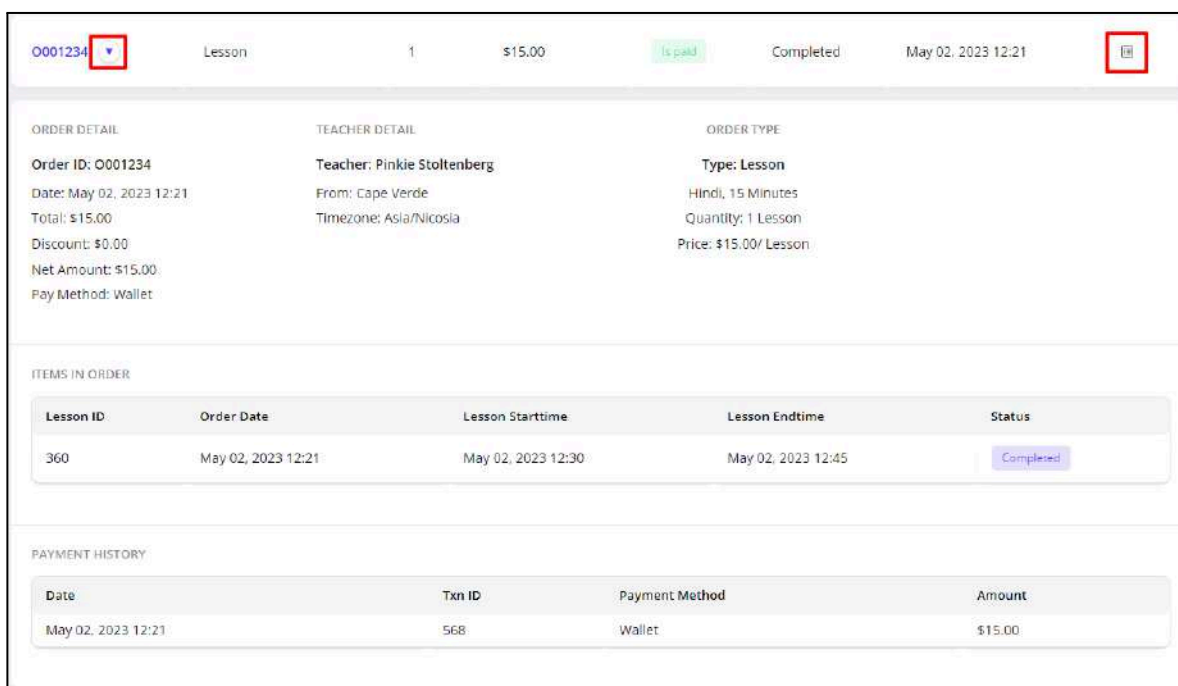
## Manage the orders list



Each entry in the list includes the following details and provides options for management including:

- **Order ID:** The unique identifier for each order.

Click  beside the number to view additional order details, including order type, teacher details, order item breakdown, and payment history.

This same section appears when you click [View](#) (explained under action buttons - refer it to know more).



**Order ID:** 0001234  Lesson 1 \$15.00 Is paid Completed May 02, 2023 12:21 

ORDER DETAIL		TEACHER DETAIL		ORDER TYPE	
<b>Order ID:</b> 0001234		<b>Teacher:</b> Pinkie Stoltenberg		<b>Type:</b> Lesson	
<b>Date:</b> May 02, 2023 12:21		<b>From:</b> Cape Verde		<b>Hindi, 15 Minutes</b>	
<b>Total:</b> \$15.00		<b>Timezone:</b> Asia/Nicosia		<b>Quantity:</b> 1 Lesson	
<b>Discount:</b> \$0.00				<b>Price:</b> \$15.00/ Lesson	
<b>Net Amount:</b> \$15.00					
<b>Pay Method:</b> Wallet					

ITEMS IN ORDER				
Lesson ID	Order Date	Lesson Starttime	Lesson Endtime	Status
360	May 02, 2023 12:21	May 02, 2023 12:30	May 02, 2023 12:45	Completed

PAYMENT HISTORY			
Date	Txn ID	Payment Method	Amount
May 02, 2023 12:21	568	Wallet	\$15.00

- **Type:** The type of order placed. Supported order types include Group classes, Course, Class packages, Lesson, Recurring lessons, Wallet recharge, Gift card, and Subscription plan.
- **Items:** The total number of items included in the order.
- **Net amount:** The final amount payable after applying discounts. It is calculated as Total – Discount.
- **Payment method:** The method used to pay for the order.

If **Bank transfer** is selected during the checkout, the learner is directed to a form displaying the bank account details where the payment needs to be made.

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An asterisk (\*) next to a label indicates that the information is mandatory.

The secondary language setting and tabs are **ONLY available** if you have selected more than one language for the platform.

Payable amount : \$232.50
Order number: O001282

Complete your order by providing below details

Bank code (Bankleitzahl): 20811008  
domestic account number: 1039531801  
IBAN: AL90208110080000001039531801

Transaction ID\*

Transaction detail\*

Transaction receipt

Choose File
No file chosen

Supported file formats are png, jpg, jpeg, txt, doc, docx, pdf

Submit detail

Once the payment is made, they need to add the details of the transaction in this form and submit it. The admin will review the information and add the payment to your wallet, once it is verified.

- **Payment status:** Indicates whether the payment has been **completed (Paid)** or is still **pending (Unpaid)**.
- **Status:** The current progress status of the order, such as **Completed** or **Pending**.
- **Date & time:** The exact date and time when the order was placed.

## Action buttons

Each entry has two action buttons, allowing you to perform specific actions on them. The functions of each button are explained in detail below:


**DISCLAIMER:** The color theme and labels may differ in the screenshots compared to those on the platform.

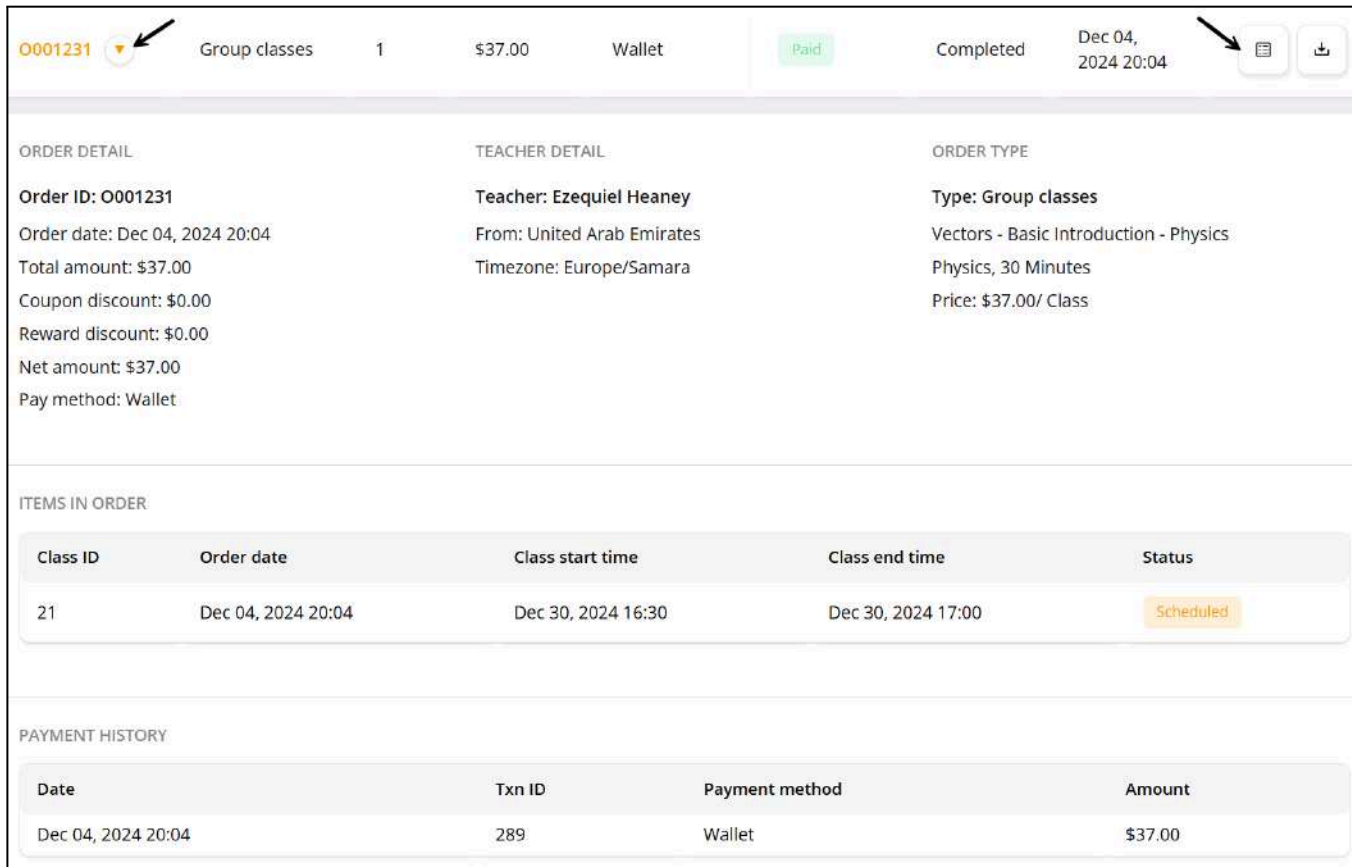
An asterisk (\*) next to a label indicates that the information is mandatory.




The **secondary language** setting and tabs are **ONLY available** if you have selected more than one language for the platform.



## i. View

Click this button beside an entry (or  beside the **Order ID**), the order expands to display detailed information grouped under three sections—Order detail, **Teacher detail**, and **Order type**—along with two supporting tables: **Items in order** and **Payment history**.



**Order ID:** 0001231  Group classes 1 \$37.00 Wallet Paid Completed Dec 04, 2024 20:04  

ORDER DETAIL	TEACHER DETAIL	ORDER TYPE
<b>Order ID:</b> 0001231 <b>Order date:</b> Dec 04, 2024 20:04 <b>Total amount:</b> \$37.00 <b>Coupon discount:</b> \$0.00 <b>Reward discount:</b> \$0.00 <b>Net amount:</b> \$37.00 <b>Pay method:</b> Wallet	<b>Teacher:</b> Ezequiel Heaney <b>From:</b> United Arab Emirates <b>Timezone:</b> Europe/Samara	<b>Type:</b> Group classes Vectors - Basic Introduction - Physics Physics, 30 Minutes <b>Price:</b> \$37.00/ Class

ITEMS IN ORDER				
Class ID	Order date	Class start time	Class end time	Status
21	Dec 04, 2024 20:04	Dec 30, 2024 16:30	Dec 30, 2024 17:00	Scheduled

PAYMENT HISTORY			
Date	Txn ID	Payment method	Amount
Dec 04, 2024 20:04	289	Wallet	\$37.00

- **Order detail:** Displays the order ID, order date and time, total amount, applied discounts, net amount paid, and the payment method used.
- **Teacher detail:** Displays the teacher's name, country, and timezone associated with the order.
- **Order type:** Displays the type of order (for example, group classes), the class topic, subject, duration, and price per class.
- **Items in order:** Lists each class booked in the order along with its class ID, order date, class start and end times, and current class status.

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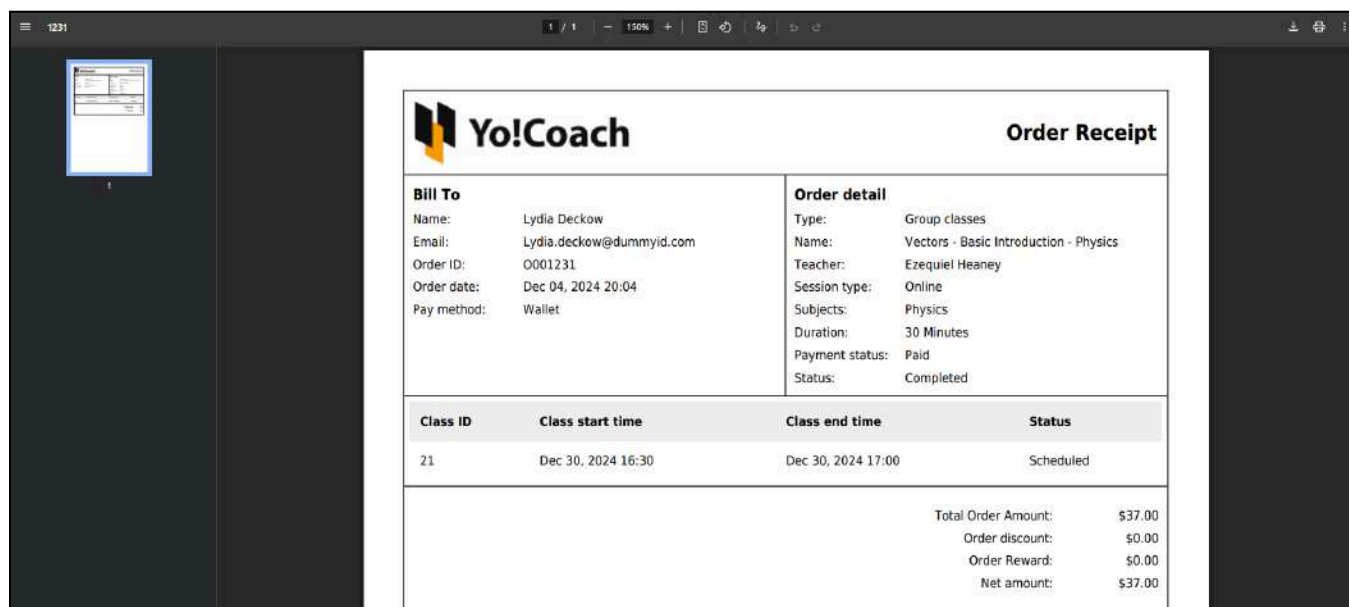
The secondary language setting and tabs are **ONLY available** if you have selected more than one language for the platform.

- **Payment history:** Lists the date of payment, transaction ID, payment method, and the amount paid.

Click  or  again to close the section.

## ii. Download invoice

Click this to **view** and **download** the order invoice. The invoice will open in PDF format in a new tab.



The screenshot shows a PDF document titled "Yo!Coach Order Receipt". The document is divided into two main sections: "Bill To" and "Order detail".

Bill To		Order detail	
Name:	Lydia Deckow	Type:	Group classes
Email:	Lydia.deckow@dummysid.com	Name:	Vectors - Basic Introduction - Physics
Order ID:	O001231	Teacher:	Ezequiel Heaney
Order date:	Dec 04, 2024 20:04	Session type:	Online
Pay method:	Wallet	Subjects:	Physics
		Duration:	30 Minutes
		Payment status:	Paid
		Status:	Completed

Class ID	Class start time	Class end time	Status
21	Dec 30, 2024 16:30	Dec 30, 2024 17:00	Scheduled

Total Order Amount:	\$37.00
Order discount:	\$0.00
Order Reward:	\$0.00
Net amount:	\$37.00

Review the invoice and click the **Download** button in the upper-right corner to save the PDF to your system.

## Search for an order

Use the search functionality at the top of the list to find a specific order. Click



to expand the search bar (also used to collapse it).

**DISCLAIMER:** The color theme and labels may differ in the screenshots compared to those on the platform.

An asterisk (\*) next to a label indicates that the information is mandatory.

The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

The screenshot shows a search interface titled "My orders". At the top right is a "Search" button with a magnifying glass icon. Below the title are five filter fields: "Keyword" (a text input field with placeholder text "Keyword"), "Order type" (a dropdown menu with "Select" and a downward arrow), "Payment method" (a dropdown menu with "Select" and a downward arrow), "Date range: From" (a text input field with placeholder text "From date" and a calendar icon), and "Date range: To" (a text input field with placeholder text "To date" and a calendar icon). At the bottom right are two buttons: "Search" (orange) and "Clear" (yellow).


There are several filters that help narrow down the search. Each field is explained below:

- **Keyword:** Enter the order ID in this field.
- **Order type:** Click the field and select the session type—lesson, recurring lesson, group classes, class packages, course, wallet recharge, gift card or subscription plans—from the dropdown list.
- **Payment method:** Click the field and select the payment method from the dropdown list of options. Only the payment methods active on the platform will be displayed here.
- **Date range: From:** To view orders that were placed on a specific date, select the desired date in this field.

To filter orders placed within a date range, select the start date by clicking the field. A calendar will appear; choose the date, and it will be added to the field.

Use the **Today** button to select today's date and **Ok** to close the calendar.

- **Date range: To:** Click the field and select the ending date of the range in this field.

 *The **Date range :From** value must always be an earlier date, and the **Date range :To** value must be later than the date selected in the **Date range :From** field.*

*For example, if the **Date range :From** is 09/24/2020, the **Date range :To** must be a date after this, such as 09/25/2020 or any future date. If incorrect dates are entered, no results will be displayed in the list.*

Search for an order by filling in a single field or multiple fields. To view orders within a date range, use the date fields.

After filling in the desired fields, click **Search** to display the results. Click **Clear** to reset all fields and start a new search.

**DISCLAIMER:** The color theme and labels may differ in the screenshots compared to those on the platform.

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The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

## 8.2 Wallet

This submodule provides a summary of your current wallet balance along with a detailed record of all wallet transactions, including payments, refunds, recharges, and redemptions. It acts as your personal digital wallet on the platform.

**My wallet**

Wallet balance: **\$1,316.98**

Recharge wallet | Redeem gift card

Txn ID	Type	Amount	Date	Comments
TXN-0000339	Money withdraw	-120.00\$	Jul 10, 2025 12:00	Payout sent & transaction charge \$10.00
TXN-0000338	Redeem gift card	\$40.00	Jul 10, 2025 11:25	Giftcard redeem to wallet \$40.00 by gift code 686f78ddf00f0
TXN-0000289	Group class ordered	-37.00\$	Dec 04, 2024 20:04	Group class ordered: ID 0001231
TXN-0000273	Teacher payment	\$9.00	Jul 24, 2025 12:30	Payment on lesson 303

All refunds and received payments are credited directly to your wallet, and charges for upcoming lesson subscription cycles are automatically deducted from it.

On the very top of the page, your current wallet balance is displayed along with these options—recharge your wallet and redeem any gift cards received from other users.

### Manage the transactions list

The list displays the following information:

- **Txn ID:** The unique identifier assigned to the transaction.
- **Type:** The type of transaction executed, such as teacher payment, learner refund, package ordered, subscription ordered, gift card ordered, lesson ordered, or group class ordered.
- **Amount:** The exact amount involved in the transaction.
- **Date:** The date and time when the transaction was processed.

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The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.


- **Comments:** Any supporting notes or information related to the transaction.

## Recharge wallet

Click this button from the upper-right side on the header section of the page.

My wallet

Search

 Wallet balance  
**\$1,396.98**

Recharge wallet

Redeem gift card

Txn ID	Type	Amount	Date	Comments
--------	------	--------	------	----------

When you do this, the Add money to the wallet pop-up form appears.

Add money to the wallet

×

Amount to be added [USD] \*

Payment method \*

Bank transfer

▼

\* All purchases are in USD. Foreign transaction fees might apply,  
according to your bank policies

The order will automatically be cancelled if it isn't paid within 10 minutes.

Submit

Update the following fields:

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An asterisk (\*) next to a label indicates that the information is mandatory.

The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

- **Amount to be added [default currency]\*:** Enter the amount you want to add to your digital wallet. This value is entered in the platform's default transaction currency.
- **Payment method\*:** Click the field and select the payment method you want to use for recharging your wallet.




*The list of available payment methods is managed by the admin and may vary depending on the platform configuration.*

Once both fields are filled, click **Submit** to proceed.

### Points to note

1. If **Bank transfer** is selected as the payment method, you will be directed to a form displaying the bank account details where the payment needs to be made.



**Complete your order by providing below details**

Bank code (Bankleitzahl): 20811008  
 domestic account number: 1039531801  
 IBAN: AL90208110080000001039531801

Payable amount <b>\$40.00</b>	Order number <b>0001290</b>
----------------------------------	--------------------------------

**Transaction ID\***

**Transaction detail\***

**Transaction receipt**

Choose File No file chosen

File size should be less than 2.00 MB & Supported file formats are png, jpg, jpeg, txt, doc, docx, pdf

Submit detail

**DISCLAIMER:** The color theme and labels may differ in the screenshots compared to those on the platform.

An asterisk (\*) next to a label indicates that the information is mandatory.

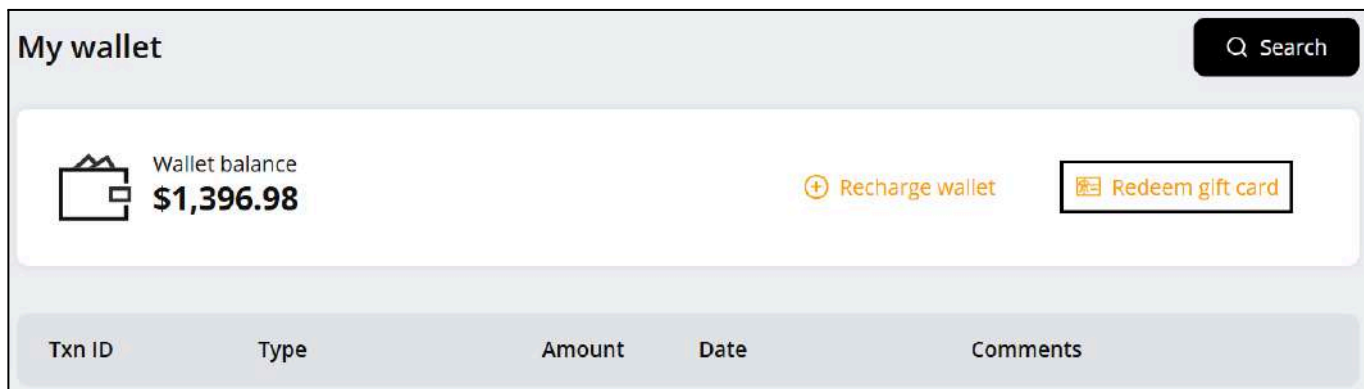
The **secondary language** setting and tabs are **ONLY available** if you have selected more than one language for the platform.

After making the payment through your bank, fill out the required transaction details in the form and click **Submit detail**. The admin will review the information and update your wallet balance once the payment is verified.

2. If any **other payment method** (such as Stripe, PayPal, or any gateway) is selected, the wallet will be recharged immediately after the transaction is successfully processed. No manual verification is required for these methods.

## Redeem gift card

Click this button from the upper-right side on the header section of the page.



When you do this, the **Redeem gift card** pop-up form appears.

Redeem giftcard

Gift card code \*

Redeem

Cancel


Enter the **Gift card code** in the field provided, and click **Redeem**.

The card will be redeemed and the amount will be added to your wallet instantly and you will be directed back to the Wallet page (as shown in the image below).

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My wallet

Q Search



Wallet balance  
**\$1,436.98**

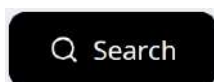
+ Recharge wallet

 Redeem gift card

Txn ID	Type	Amount	Date	Comments
TXN-0000338	Redeem gift card	\$40.00	Jul 10, 2025 11:25	Giftcard redeem to wallet \$40.00 by gift code 686f78ddf00f0

## Search for a transaction

Use the search functionality at the top of the list to find a specific transaction. Click




to expand the search bar (also used to collapse it).

My wallet


Q Search

Keyword

Date range: From  



Date range: To  



Search

Clear

There are several filters that help narrow down the search. Each field is explained below:

- **Keyword:** Enter the transaction ID, or a keyword or phrase from the comments associated with the transaction, in this field.
- **Date range: From:** To view transactions that were made on a specific date, select the desired date in this field.

To filter transactions made within a date range, select the start date by clicking the field. A calendar will appear; choose the date, and it will be added to the field.

**DISCLAIMER:** The color theme and labels may differ in the screenshots compared to those on the platform.

An asterisk (\*) next to a label indicates that the information is mandatory.

The secondary language setting and tabs are **ONLY available** if you have selected more than one language for the platform.



Use the **Today** button to select today's date and **Ok** to close the calendar.

- **Date range: To:** Click the field and select the ending date of the range in this field.



*The **Date range :From** value must always be an earlier date, and the **Date range :To** value must be later than the date selected in the **Date range :From** field.*

*For example, if the **Date range :From** is 09/24/2020, the **Date range :To** must be a date after this, such as 09/25/2020 or any future date. If incorrect dates are entered, no results will be displayed in the list.*

Search for a transaction by filling in a single field or multiple fields. To view transactions made within a date range, use the date fields.

After filling in the desired fields, click **Search** to display the results. Click **Clear** to reset all fields and start a new search.

**DISCLAIMER:** The color theme and labels may differ in the screenshots compared to those on the platform.

An asterisk (\*) next to a label indicates that the information is mandatory.

The **secondary language** setting and tabs are **ONLY available** if you have selected more than one language for the platform.

## 8.3 Withdrawals

This submodule allows you to request a transfer of funds from your Yo!Coach digital wallet to your personal account.

All withdrawal requests submitted through this section are sent to the admin for review and approval.

Once a request is approved, the specified amount is deducted from your wallet balance and processed for transfer.

You can view and manage your withdrawal requests under this page.

**Yo!Coach**

Lydia Deckow  
Logged in as a Teacher

Quiz

- Quiz questions
- All quizzes

History

- My orders
- Wallet
- Withdrawals**

Others

- Notes
- Gift cards
- Refer and earn

**Wallet withdrawal requests**

Search Request withdrawal

Withdrawal ID	Amount	Txn fee	Comments	Date	Status
#0000004	\$100.00	\$10.00		Jul 22, 2025 09:44	Pending
#0000003	\$100.00	\$10.00		Jul 10, 2025 12:01	Declined
#0000001	\$120.00	\$10.00		Jul 21, 2023 20:04	Completed

Each request is listed with its unique withdrawal ID, requested amount, applicable transaction fee, any added comments (by you), request date, and current status.

### Request withdrawal

Request withdrawal

Click  Request withdrawal to place a wallet withdrawal request.

The Request withdrawal pop-up form appears.

**DISCLAIMER:** The color theme and labels may differ in the screenshots compared to those on the platform.

An asterisk (\*) next to a label indicates that the information is mandatory.

The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

Request withdrawal

Payout type

☒ Paypal payout
☐ Bank payout

Amount to be added [USD] \*

Paypal email \*

brandt.jacobs@dummyid.com

Current wallet balance \$953.70  
Transaction fee 10%

Kindly add any additional supporting information if required.

Send request

Cancel

Update the following fields:

- Payout type:** Select your preferred payout method by clicking one of the available radio buttons. The platform supports the following two payout options:
  - PayPal payout:** Select this to withdraw funds using your PayPal account. The following fields are displayed:
    - Amount to be added [Default currency]\*:** Enter the amount you want to withdraw from your currently available wallet balance.
    - PayPal email\*:** Enter the email address associated with your PayPal account.
  - Bank payout:** Select this to withdraw funds directly to your bank account. The following fields are displayed:

**DISCLAIMER:** The color theme and labels may differ in the screenshots compared to those on the platform.

An asterisk (\*) next to a label indicates that the information is mandatory.

The secondary language setting and tabs are **ONLY available** if you have selected more than one language for the platform.

Request withdrawal

Amount to be added [USD] \*

Bank name \*

Current wallet balance \$953.70  
Transaction fee \$10.00

Account holder name \*

Account number \*

IFSC/Swift code \*

Bank address

Kindly add any additional supporting information if required.

Send request

Cancel

- **Amount to be added [Default currency]\*:** Enter the amount you want to withdraw from your currently available wallet balance.
- **Bank name\*:** Enter the name of your bank.
- **Account holder name\*:** Enter the full name of the account holder.
- **Account number\*:** Enter a valid bank account number.
- **IFSC/Swift code\*:** Enter the correct IFSC or SWIFT code for your bank branch.
- **Bank address:** Enter the full address of your bank branch.
- **Kindly add any additional supporting information if required:** Enter any optional comments or supporting details for the withdrawal request.

Once all the required fields are completed, click **Send request**. Your withdrawal request is sent to the admin for approval and added to the list on the [Withdrawal requests](#) page with a **Pending** status.

After the admin reviews and approves or rejects the request, you will receive an email notification. The updated request status is also reflected under this submodule.


**DISCLAIMER:** The color theme and labels may differ in the screenshots compared to those on the platform.

An asterisk (\*) next to a label indicates that the information is mandatory.

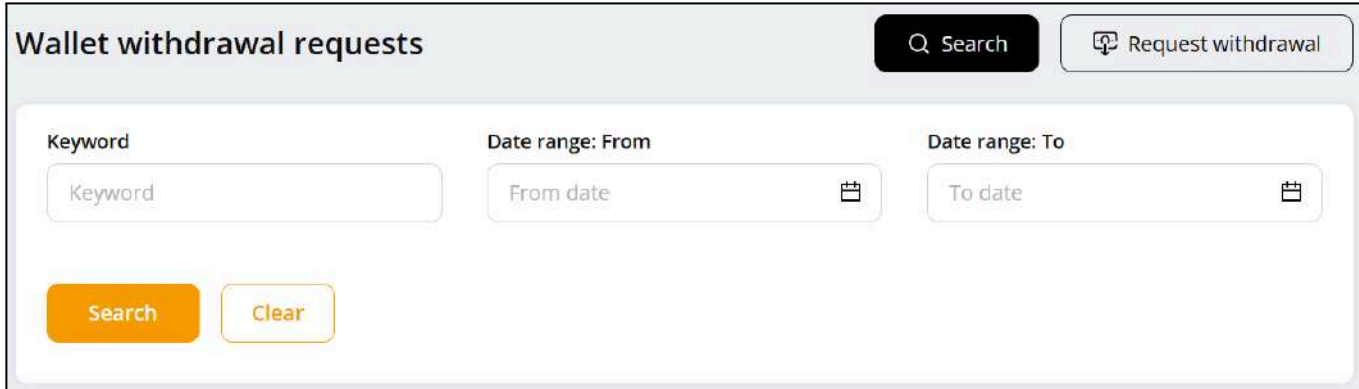
The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

## Search for a withdrawal request

Use the search functionality at the top of the list to find a specific transaction. Click

 Search

to expand the search bar (also used to collapse it).



There are several filters that help narrow down the search. Each field is explained below:

- **Keyword:** Enter the withdrawal request ID, or a keyword or phrase from the comments associated with the request, in this field.
- **Date range: From:** To view requests placed on a specific date, select the desired date in this field. To filter requests placed within a date range, select the start date by clicking the field. A calendar will appear; choose the date, and it will be added to the field. Use the **Today** button to select today's date and **Ok** to close the calendar.
- **Date range: To:** Click the field and select the ending date of the range in this field.



*The **Date range :From** value must always be an earlier date, and the **Date range :To** value must be later than the date selected in the **Date range :From** field. For example, if the **Date range :From** is 09/24/2020, the **Date range :To** must be a date after this, such as 09/25/2020 or any future date. If incorrect dates are entered, no results will be displayed in the list.*

Search for a request by filling in a single field or multiple fields. To view requests placed within a date range, use the date fields.

After filling in the desired fields, click **Search** to display the results. Click **Clear** to reset all fields and start a new search.

**DISCLAIMER:** The color theme and labels may differ in the screenshots compared to those on the platform.

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## 9. Others

This module provides access to a set of additional features that enhance your overall experience on the platform.

These include Notes, Gift cards, Refer and earn, and Find a tutor, each designed to support administrative convenience, engagement, and collaboration.

From storing subject-specific content in notes to redeeming or sending gift cards, this module consolidates frequently used utilities in one place.

### 9.1 Notes

Use this submodule to create, view, and manage help notes related to your classes. Whether you are in a group class or a one-on-one lesson, you can record subject-related observations or supporting details during or after the session. All saved notes appear on this page, where they can be reviewed or edited later.

Subjects	Title	Detail	Date	Action
Physics	Amet tenetur ea vol	Deserunt ut doloremq	Jul 21, 2023 20:05	
Geography	Reprehenderit tempor	Debitis temporibus u	Jul 21, 2023 20:05	
History	Sapiente saepe labor	Mollitia omnis neque	Jul 21, 2023 20:05	
Geography	Rerum odit voluptas	Incididunt eaue qui	Jul 21, 2023 20:04	

You can also add new notes directly from this page, even if no session is currently in progress.



*This submodule is also available on the learner panel. Any note you add for a session is automatically listed under the **Notes** submodule for those learners who are part of the session. This creates a shared, collaborative space for reviewing and referencing session-related content.*

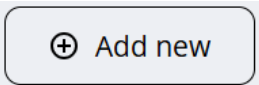
**DISCLAIMER:** The color theme and labels may differ in the screenshots compared to those on the platform.

An asterisk (\*) next to a label indicates that the information is mandatory.

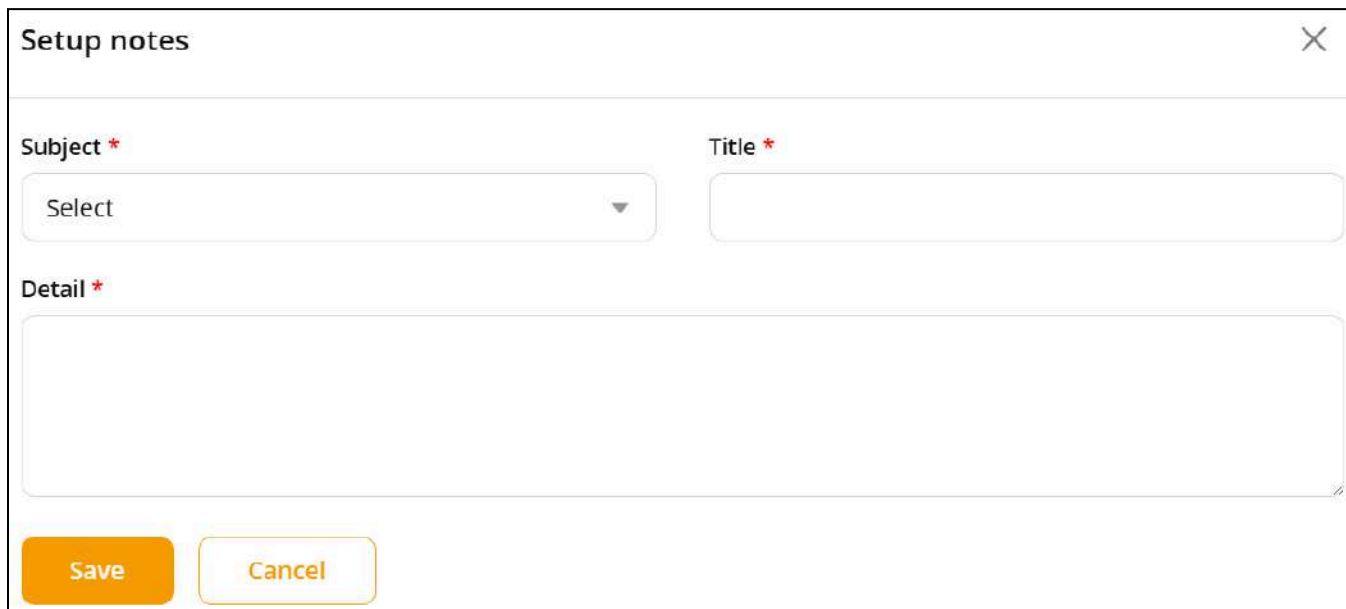
The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

Each entry in the list displays the subject name, note title, full note details, and the date and time when the note was created.

## Add a note

A rectangular button with rounded corners, a light blue background, and a thin grey border. It contains a plus icon followed by the text "Add new".

Click from the upper-right corner of the page, and the **Setup notes** pop-up form will appear.

A screenshot of the "Setup notes" pop-up form. The form has a title bar with "Setup notes" and a close button (X). It contains three fields: "Subject \*" with a dropdown menu showing "Select", "Title \*" with a text input field, and "Detail \*" with a larger text area. At the bottom, there are two buttons: "Save" (orange) and "Cancel" (yellow).

Update the following:

- **Subject\*:** Click the field and select the subject for which you want to add the note.
- **Title\*:** Enter the title of the note.
- **Detail\*:** Enter the details of the note and supporting information.

Click **Save**.



## Action buttons

Each entry has two action buttons, allowing you to perform specific actions on them. The functions of each button are explained in detail below:

**DISCLAIMER:** The color theme and labels may differ in the screenshots compared to those on the platform.

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- **Edit** : Click this to edit the note details. This will direct you to the [Setup notes](#) form. Update the details as required and click **Save**.
- **Delete** : Click this to delete the note. A confirmation message will appear. Click **OK** to confirm the action or **Cancel** to abort it.

## Search for a note

Use the search functionality at the top of the list to find a specific note. Click

 Search

to expand the search bar (also used to collapse it).



There are two filters that help narrow down the search. Each field is explained below:

- **Keyword:** Enter any word or phrase from the note title or note details in this field.
- **Subject:** Click the field and select the subject associated with the note from the dropdown list.

Search for a note by filling in a single field or both fields.

After filling in the desired fields, click **Search** to display the results. Click **Clear** to reset all fields and start a new search.

**DISCLAIMER:** The color theme and labels may differ in the screenshots compared to those on the platform.

An asterisk (\*) next to a label indicates that the information is mandatory.

The secondary language setting and tabs are **ONLY available** if you have selected more than one language for the platform.

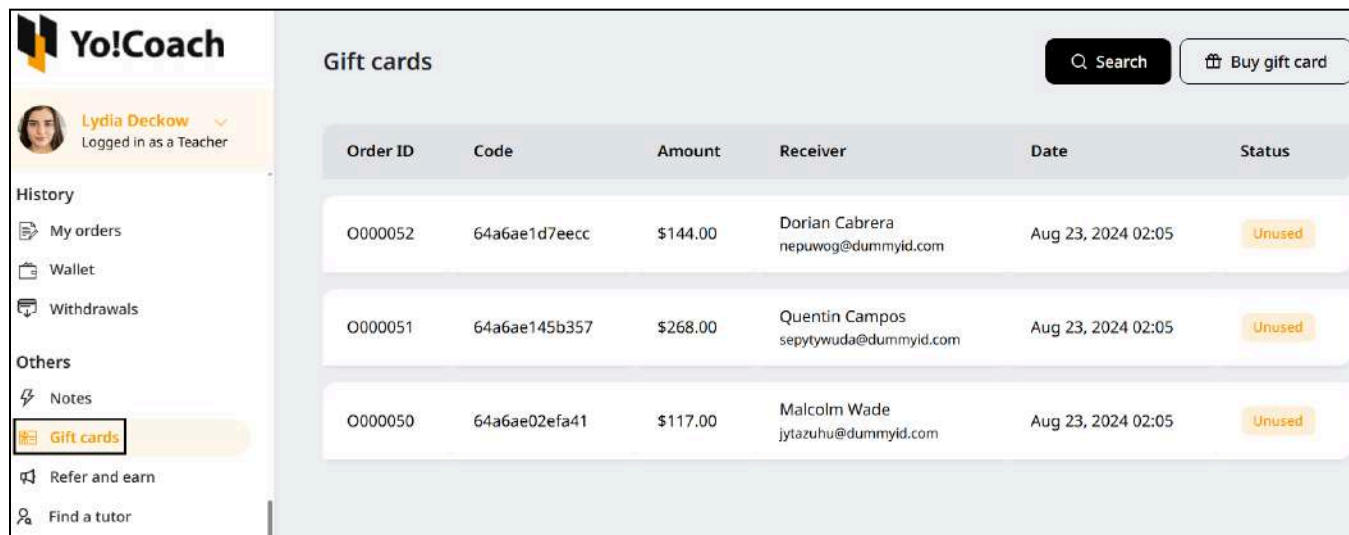


## 9.2 Gift cards

Access and manage all the gift cards you have purchased or received through this submodule.

Gift cards act as wallet credits that can be used to pay for lessons, classes, or other services on the platform. These cards can be gifted by other users or purchased by you to share with someone else.

This page displays the gift cards you have purchased.

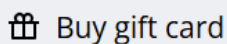


Order ID	Code	Amount	Receiver	Date	Status
O000052	64a6ae1d7eccc	\$144.00	Dorian Cabrera nepuwog@dummyid.com	Aug 23, 2024 02:05	Unused
O000051	64a6ae145b357	\$268.00	Quentin Campos sepytywuda@dummyid.com	Aug 23, 2024 02:05	Unused
O000050	64a6ae02efa41	\$117.00	Malcolm Wade jytazuhu@dummyid.com	Aug 23, 2024 02:05	Unused

However, you can also use the [Search](#) function to view gift cards received from other users. [Redeem your gift card](#) under the [Wallet](#) submodule.

Each entry displays the order ID, gift card code, gift card amount, recipient's name, and the date and time the gift card was received.

### Buy gift card



Click from the upper-right corner of the page, and the **Purchase gift card** pop-up form will appear.

**DISCLAIMER:** The color theme and labels may differ in the screenshots compared to those on the platform.

An asterisk (\*) next to a label indicates that the information is mandatory.

The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

Purchase gift card

Enter amount (USD) \*

\$0

Receiver name \*

Receiver name

Receiver email \*

Receiver email

The order will automatically be cancelled if it isn't paid within 10 minutes.

Payment method \*

☒

Wallet balance (\$1,316.98)

☐

Bank transfer

☐

Stripe

☐

PayFast

☐

Authorize.net

☐

Paypal standard

☐

PayGate

☐

Paystack

Send gift card

\* All purchases are in USD. Foreign transaction fees might apply, according to your bank policies

Update the following:

- **Enter amount [Default currency]\*:** Enter the value of the gift card you want to purchase.
- **Receiver name\*:** Enter the full name of the person who will receive the gift card.
- **Receiver email\*:** Enter the email address of the gift card recipient.
- **Payment method\*:** Select the payment method from the available options.

Click **Send gift card** to proceed.

- If **Bank transfer** is selected, the system displays the bank account details. After making the payment, submit the transaction details using the provided form. The gift card will be activated once the admin approves the transaction.
- If any other payment method is selected, the gift card is added instantly to the **Gift cards** list. The receiver also gets an email notification with the gift card code for redemption.

**DISCLAIMER:** The color theme and labels may differ in the screenshots compared to those on the platform.

An asterisk (\*) next to a label indicates that the information is mandatory.

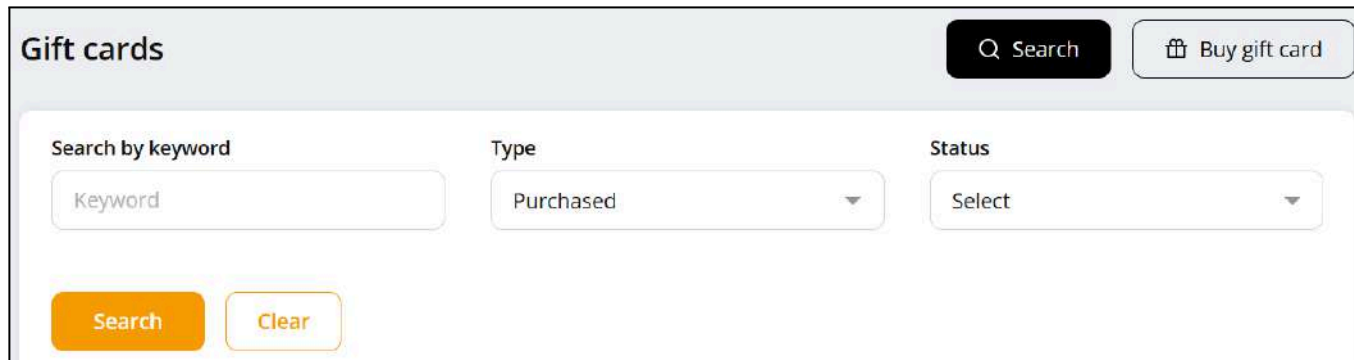
The **secondary language** setting and tabs are **ONLY available** if you have selected more than one language for the platform.

## Search for a gift card

Use the search functionality at the top of the list to find a specific gift card. Click

 Search

to expand the search bar (also used to collapse it).



The screenshot shows a search interface for gift cards. At the top, there's a header bar with the title "Gift cards" on the left, a "Search" button in the center, and a "Buy gift card" button on the right. Below the header, there's a search form with three main sections: "Search by keyword", "Type", and "Status". The "Search by keyword" section has a text input field with the placeholder "Keyword". The "Type" section has a dropdown menu currently showing "Purchased". The "Status" section has a dropdown menu currently showing "Select". At the bottom of the form, there are two buttons: "Search" (orange) and "Clear" (yellow).

There are two filters that help narrow down the search. Each field is explained below:

- **Keyword:** Enter the order ID, gift card code, or sender's name in this field.
- **Type:** Click the field and select the gift card type—**Received** or **Purchased**.

By default, the list shows the gift cards you purchased. To view gift cards received from others, select **Received**.

- **Status:** Click the field and select the status of the gift card from the dropdown list of options—**Used** or **Unused**.

Search for a gift card by filling in a single field or both fields.

After filling in the desired fields, click **Search** to display the results. Click **Clear** to reset all fields and start a new search.

**DISCLAIMER:** The color theme and labels may differ in the screenshots compared to those on the platform.

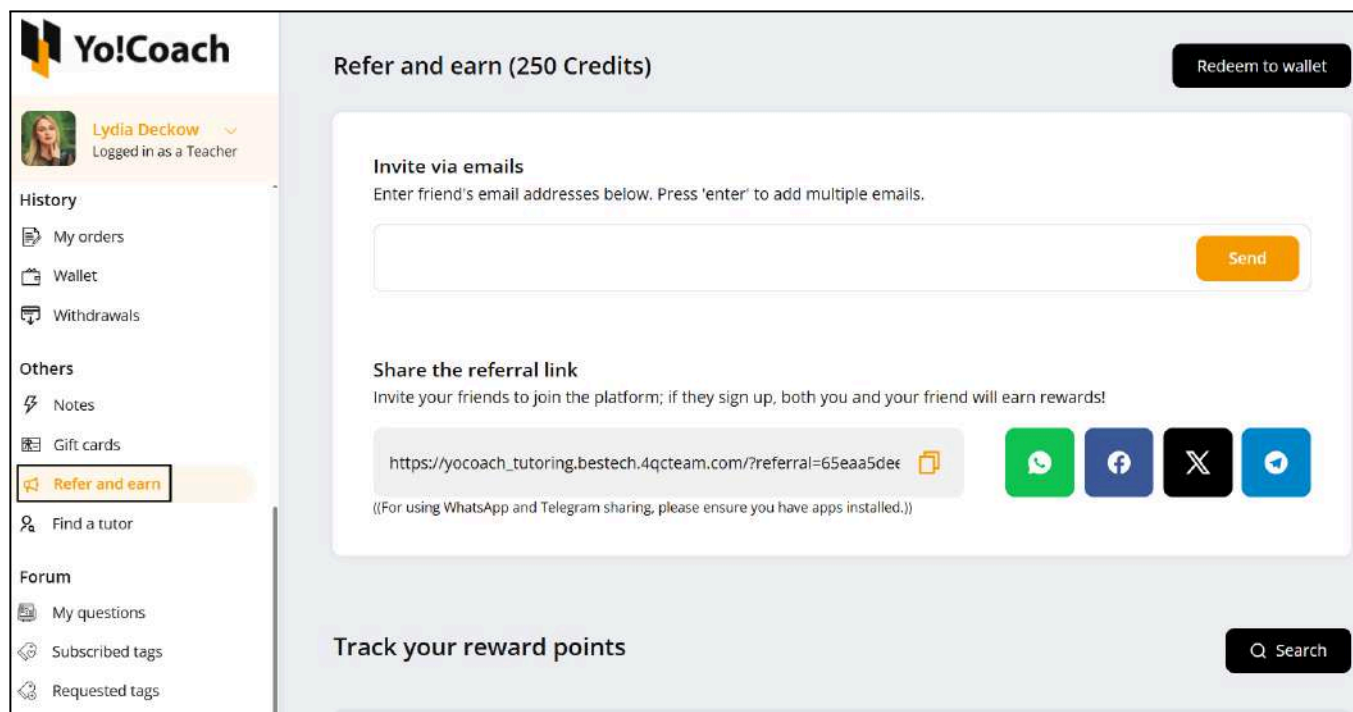
An asterisk (\*) next to a label indicates that the information is mandatory.

The secondary language setting and tabs are **ONLY available** if you have selected more than one language for the platform.

## 9.3 Refer and earn

Use this submodule to promote the platform and earn rewards. This feature allows you to access your personalized referral link, which can be shared with friends, colleagues, or across your social media platforms.

Whenever a new user registers using your link or makes their first purchase, you earn reward points.



This page is divided into two sections. The first section displays your unique referral link, which you can copy and share.

The second section allows you to view the list of referral transactions and track the reward points earned. Each entry in this section provides key details such as the transaction type, associated user, and the number of points credited to your account.

### Invite via emails

To refer the platform to users via email, enter one or more email addresses in the provided input field.

**DISCLAIMER:** The color theme and labels may differ in the screenshots compared to those on the platform.

An asterisk (\*) next to a label indicates that the information is mandatory.

The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

Press **Enter** after typing each email address to add it to the list.

**Invite via emails**

Enter friend's email addresses below. Press 'enter' to add multiple emails.

josh@dummysid.com

x

tina@dummysid.com

x

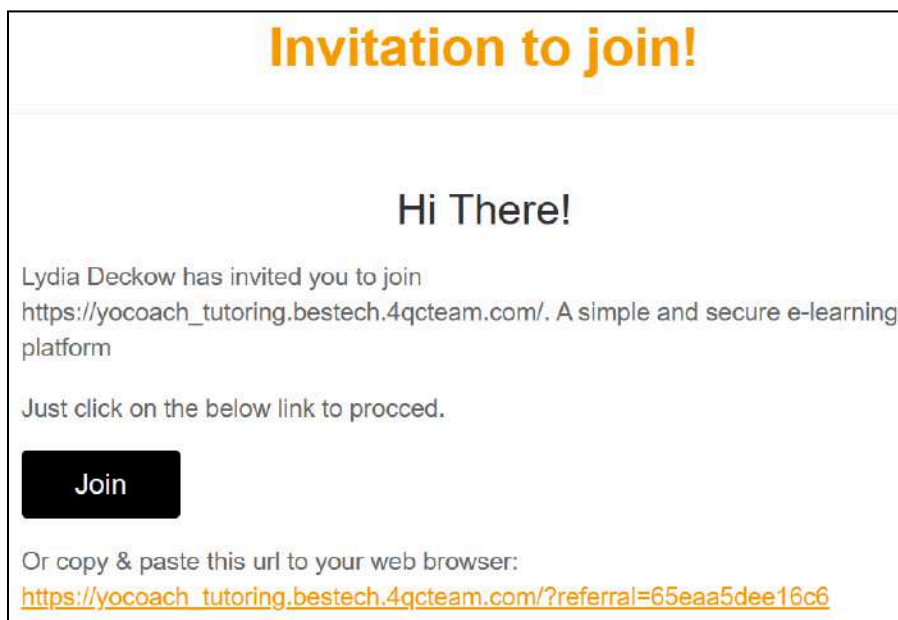
stark@dummysid.com

x

Send


Click  to remove the email address from the list.

Once all the desired email addresses are entered, click **Send** displayed on the right side of the field. A system-generated email containing your referral link will be sent to the specified users.



## Share the referral link

This section displays your unique referral link and allows you to share it with users outside the platform using the available sharing options:

- **Copy to clipboard** : Click this to copy the referral link. You can then paste and share it through any medium of your choice.

**DISCLAIMER:** The color theme and labels may differ in the screenshots compared to those on the platform.

An asterisk (\*) next to a label indicates that the information is mandatory.

The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

- **Social media platforms:** Click the icon of a supported social media platform to share your referral link directly through that platform.



## Redeem to wallet

The reward points currently available in your account are displayed at the top of this page. These points can be used to make purchases on the platform as part of the checkout process.

A screenshot of a user interface section titled 'Refer and earn' with a balance of '(250 Credits)'. In the top right corner of this section is a black button labeled 'Redeem to wallet'. Below the title, there is a sub-section titled 'Invite via emails' with the instruction 'Enter friend's email addresses below. Press 'enter' to add multiple emails.'

Alternatively, you can choose to redeem these points into your digital wallet. The system converts your reward points into the platform's default currency based on the conversion rate configured by the admin.

A black button with the text 'Redeem to wallet' in white.

To proceed, click **Redeem to wallet** from the upper-right corner of the page. A confirmation message will appear. Click **OK** to confirm the action or **Cancel** to abort it.

Once confirmed, the reward points are reset to 0, and the equivalent amount in the default currency is credited to your wallet balance. You can check the same on the [Wallet](#) page.

## Track your reward points

The transactions performed with your reward points are listed in the **Track your reward points** section.

**DISCLAIMER:** The color theme and labels may differ in the screenshots compared to those on the platform.

An asterisk (\*) next to a label indicates that the information is mandatory.

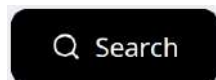
The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

Track your reward points					Q Search
Sr. No.	Type	Rewards	Description	Date & Time	
1	Register	50	Jarod Dach registered	Dec 31, 2024 19:19	
2	Purchase	50	Purchase By Mustafa Dicki	Jul 09, 2023 05:15	
3	Purchase	50	Purchase By Jarod Dach	Mar 23, 2023 15:24	
4	Purchase	50	Purchase By Maximillian Metz	Mar 03, 2023 10:44	
5	Purchase	50	Purchase By Viola Medhurst	Dec 29, 2022 19:43	

Each entry in the list displays the transaction history, type of transaction (earned or redeemed), the number of reward points involved, a brief description, and the date and time of the transaction. This section helps you monitor how your reward points were earned or used over time.

## Search for a reward points transaction

Use the search functionality at the top of the list to find a specific transaction. Click



to expand the search bar (also used to collapse it).

Track your reward points					Q Search
Keyword		Type			
<input type="text" value="Keyword"/>		<input type="text" value="Select type"/>		<input type="button" value="Search"/>	<input type="button" value="Clear"/>

There are two filters that help narrow down the search. Each field is explained below:

- **Keyword:** Enter the transaction description in this field.

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The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

- **Type:** Click the field and select one of the following types of transactions:
  - **Register:** Select to view reward points credit transactions earned when a new user registers using your referral link.
  - **Purchase:** Select to view reward points credit transactions earned when a referred user makes their first purchase.
  - **Points used:** Select to view reward points debit transactions where reward points were used—such as while making a purchase or when points were redeemed to your wallet.

Search for a transaction by filling in a single field or both fields.

After filling in the desired fields, click **Search** to display the results. Click **Clear** to reset all fields and start a new search.

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An asterisk (\*) next to a label indicates that the information is mandatory.

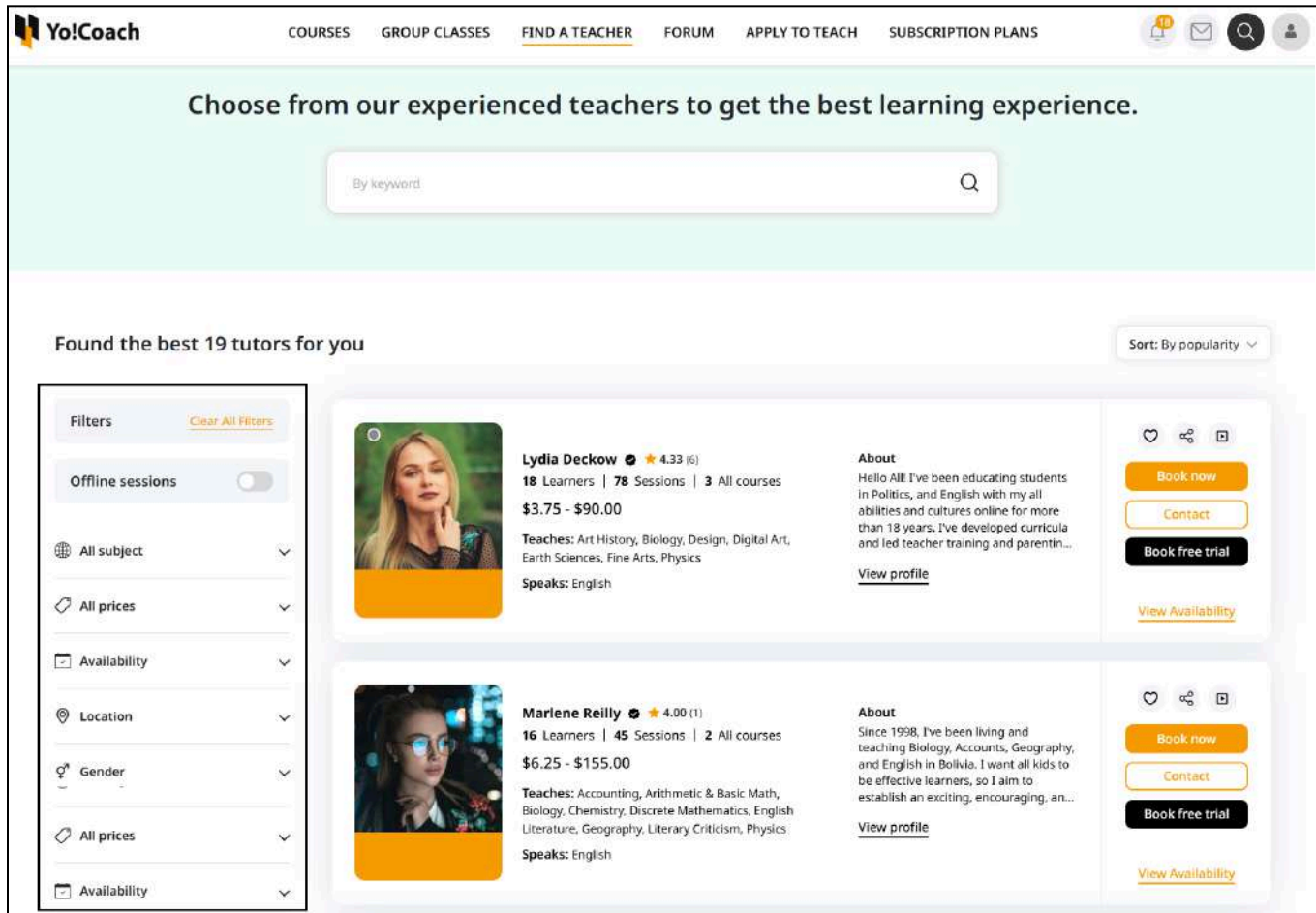
The **secondary language** setting and tabs are **ONLY available** if you have selected more than one language for the platform.



## 9.4 Find a tutor

A teacher profile on Yo!Coach also functions as a learner profile. This means, while conducting sessions as a teacher, you can also book one-on-one sessions with other teachers on the platform as a learner. This dual functionality helps you learn new languages, skills, or subjects while continuing to teach your own.

When you click this submodule, you will be redirected to the front-end of the platform, where all active teachers are displayed in a searchable list.



Use the available quick filters—such as Teacher name, Language, price, and Availability—or apply sorting options like popularity or price to refine your search.

View each teacher's profile to explore their offerings, check their weekly availability, and contact them if needed. Once you find a suitable teacher, proceed to book a session directly from their profile.

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## 10. Forum

This module allows teachers to actively participate in community discussions by asking questions, subscribing to tags of interest, and requesting new tags for better topic categorization.

It helps promote collaborative learning by enabling teachers to share insights, clarify doubts, and engage with other users.

Use the [My questions](#) submodule to track all your posted questions, the [Subscribed tags](#) submodule to manage topics you follow, and the [Requested tags](#) submodule to view or manage your tag requests.

### 10.1 My questions

Use this submodule to create, publish, and manage your contributions to the platform's discussion forum. Yo!Coach allows all users to post questions and receive responses from others, encouraging collaborative learning. Other users can comment on and react to your questions by liking or disliking them.

**Yo!Coach**

Lydia Deckow  
Logged in as a Teacher

History

- My orders
- Wallet
- Withdrawals

Others

- Notes
- Gift cards
- Refer and earn
- Find a tutor

Forum

- My questions**
- Subscribed tags
- Requested tags

**My questions**  
Add new questions for the forum and start a meaningful discussion.

Search Ask question

Sr. No.	Title	Status	Added	Actions
1	What are the amazing fact to learn about geology? Comments 1	Published	Jul 08, 2023 02:07	
2	Which subject is most difficult physics or chemistry? Comments 1	Published	Jul 08, 2023 02:04	
3	Explain 5 advantages of learning Civics? Comments 1	Published	Jul 08, 2023 02:03	

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This page displays a list of all the questions you have added, along with their status, date, and interaction details. You can edit, view, or manage each question using the action buttons available with every entry.

**DISCLAIMER:** The color theme and labels may differ in the screenshots compared to those on the platform.

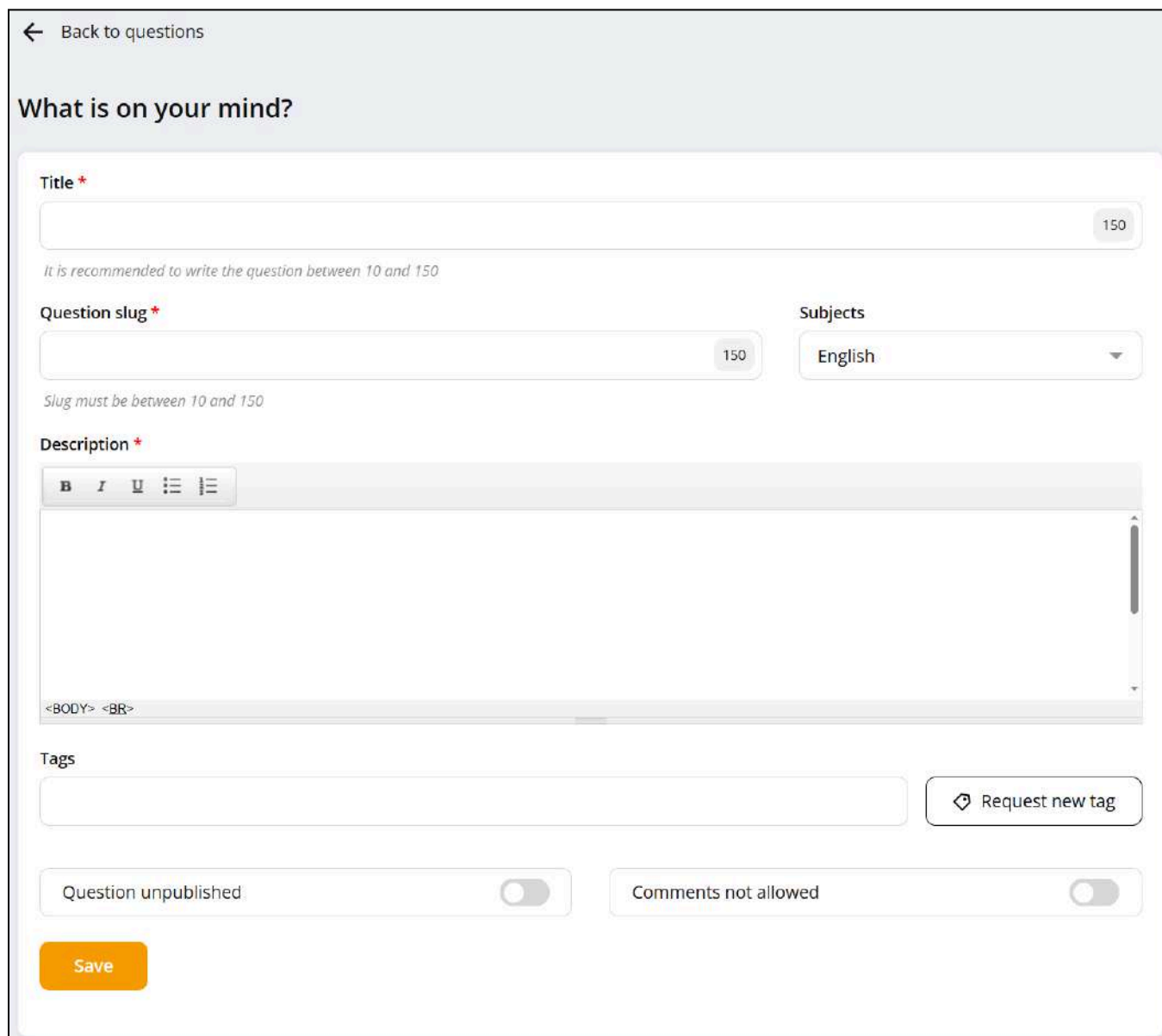
An asterisk (\*) next to a label indicates that the information is mandatory.

The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

## Ask question

 Ask question

Click **What is on your mind** form appears.



← Back to questions

### What is on your mind?

**Title \***

150

*It is recommended to write the question between 10 and 150*

**Question slug \***



150

*Slug must be between 10 and 150*

**Subjects**


English

**Description \***

**B I U**  

<BODY> <BR>

**Tags**

 Request new tag

Question unpublished ☐

Comments not allowed ☐

**Save**

Update the following fields:

- **Title\*:** Enter the title of the question.

The maximum character limit is displayed on the right side of the field.

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- **Question slug\*:** Enter the URL slug that is not bulky and is SEO-friendly.



*A slug is the part of a URL that identifies a particular page on a website. For instance, if the website is `yo-coach.com/forum/view/most_difficult_physics_or_chemistry`, the slug is `most_difficult_physics_or_chemistry`. You need to enter this part of the URL in this field.*

- **Subjects:** Click the field and select the subject that the question is for. The question will be posted only for the selected subject.
- **Description\*:** Enter a brief description of the question in the content text box, and use the editor tools to format it as needed—the same formatting will be displayed on the front end.

Explain the problem statement in detail or include any additional specifications to provide complete context.

- **Tags:** Place the cursor in the field and start typing to search for relevant tags associated with your question. A pre-populated list of tags defined by the admin will appear. Select one or more tags to associate with your question.

If the **required tag** is not available, you can request a new tag by clicking



beside the field. The **Request new tag** pop-up form will appear.

Request new tag

Tag\*

Subjects\*

English

Request tag

Update the following fields under this form:

- **Tag\*:** Enter the name of the tag you want to request.



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The **secondary language** setting and tabs are **ONLY available** if you have selected more than one language for the platform.



- **Subject\*:** Click the field and select the subject the tag will be associated with from the dropdown list.

Click **Request tag**. And the tag request will be sent to the admin, who will review the same and share their approval accordingly.

 *Once approved, return to this form and click  beside the question to add the newly approved tag.*

- **Publish question:** Turn on  this toggle switch to publish the question. The question is displayed on the forum's question listing pages.

Turn off  the toggle switch to save the question as a draft. In this case, the question will only be displayed on the **My questions** page and not on the front end.

- **Allow comments:** Turn on  this toggle switch to allow comments. Turn off  the toggle switch to disable commenting.

Click **Save** to save the question and return to the **My questions** page.

- If published, the question is immediately posted on the discussion forum.
- If unpublished, it is saved as a draft and listed with a status of **Drafted**, visible only on the [My questions](#) page.


## Action buttons

Each entry has two action buttons, allowing you to perform specific actions on them. The functions of each button are explained in detail below:

- **Edit** : Click this to edit the question details.

This will direct you to the "[What is on your mind?](#)" form. Update the details as required and click **Save**.

 *This button is not displayed for questions that are already marked as resolved.*

- **View comments** : Click this to view comments posted on a question. The Question comments pop-up window will appear.

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The **secondary language** setting and tabs are **ONLY available** if you have selected more than one language for the platform.

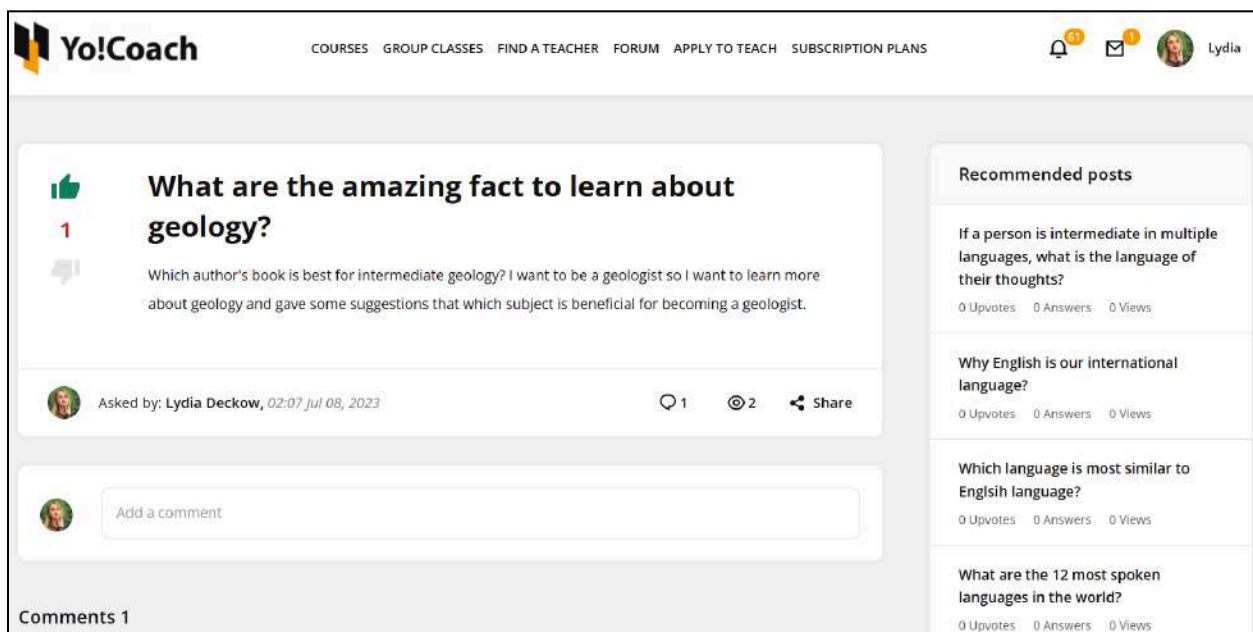
Question comments		X	
Comment basic info		Comment	
User: Pascale Baumbach		Not quite sure about this one	
Accepted: -			
Added on: Jun 22, 2023 21:10			
Likes: 0			
Dislikes: 0			

This window will display the comment details, including the user who posted the comment, the time of posting, the number of likes and dislikes, and the content of the comment.



*This button is displayed only for questions where comments are allowed.*

- **View**  : Click this to preview how the question appears on the discussion forum. You are redirected to the front-end question page.



The screenshot shows the Yo!Coach forum interface. At the top, there's a navigation bar with links: COURSES, GROUP CLASSES, FIND A TEACHER, FORUM, APPLY TO TEACH, and SUBSCRIPTION PLANS. The user profile 'Lydia' is visible in the top right corner. The main content area features a question titled 'What are the amazing fact to learn about geology?' with a thumbs up icon and a '1' next to it. The question text is: 'Which author's book is best for intermediate geology? I want to be a geologist so I want to learn more about geology and gave some suggestions that which subject is beneficial for becoming a geologist.' Below the question, it says 'Asked by: Lydia Deckow, 02:07 Jul 08, 2023'. There are icons for replies (1), views (2), and a share button. Below the question is a comment box with the placeholder text 'Add a comment'. On the right side, there's a 'Recommended posts' section with three posts: 'If a person is intermediate in multiple languages, what is the language of their thoughts?', 'Why English is our international language?', and 'Which language is most similar to English language?'. Each post has '0 Upvotes', '0 Answers', and '0 Views'.

View additional information such as comments posted on the question, likes and dislikes, recommended posts, popular tags, and more.



*This button is not displayed for unpublished questions.*

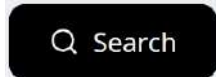
**DISCLAIMER:** The color theme and labels may differ in the screenshots compared to those on the platform.

An asterisk (\*) next to a label indicates that the information is mandatory.

The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

## Search for a question

Use the search functionality at the top of the list to find a specific question. Click



to expand the search bar (also used to collapse it).

A screenshot of the "My questions" section. At the top, it says "Add new questions for the forum and start a meaningful discussion." To the right are two buttons: "Search" (black with white magnifying glass) and "Ask question" (light blue with a plus icon). Below this is a search bar with two fields: "Keyword" (a text input with placeholder text "Keyword") and "Status" (a dropdown menu with "Select" and a downward arrow). To the right of these fields are two buttons: "Search" (orange) and "Clear" (light orange).

There are two filters that help narrow down the search. Each field is explained below:

- **Keyword:** Enter the question title in this field.
- **Status:** Click the field and select the status of the question—Drafted, Published, Resolved, or Spammed—from the dropdown list.

Search for a question by filling in a single field or both fields.

After filling in the desired fields, click **Search** to display the results. Click **Clear** to reset all fields and start a new search.

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An asterisk (\*) next to a label indicates that the information is mandatory.

The secondary language setting and tabs are **ONLY available** if you have selected more than one language for the platform.

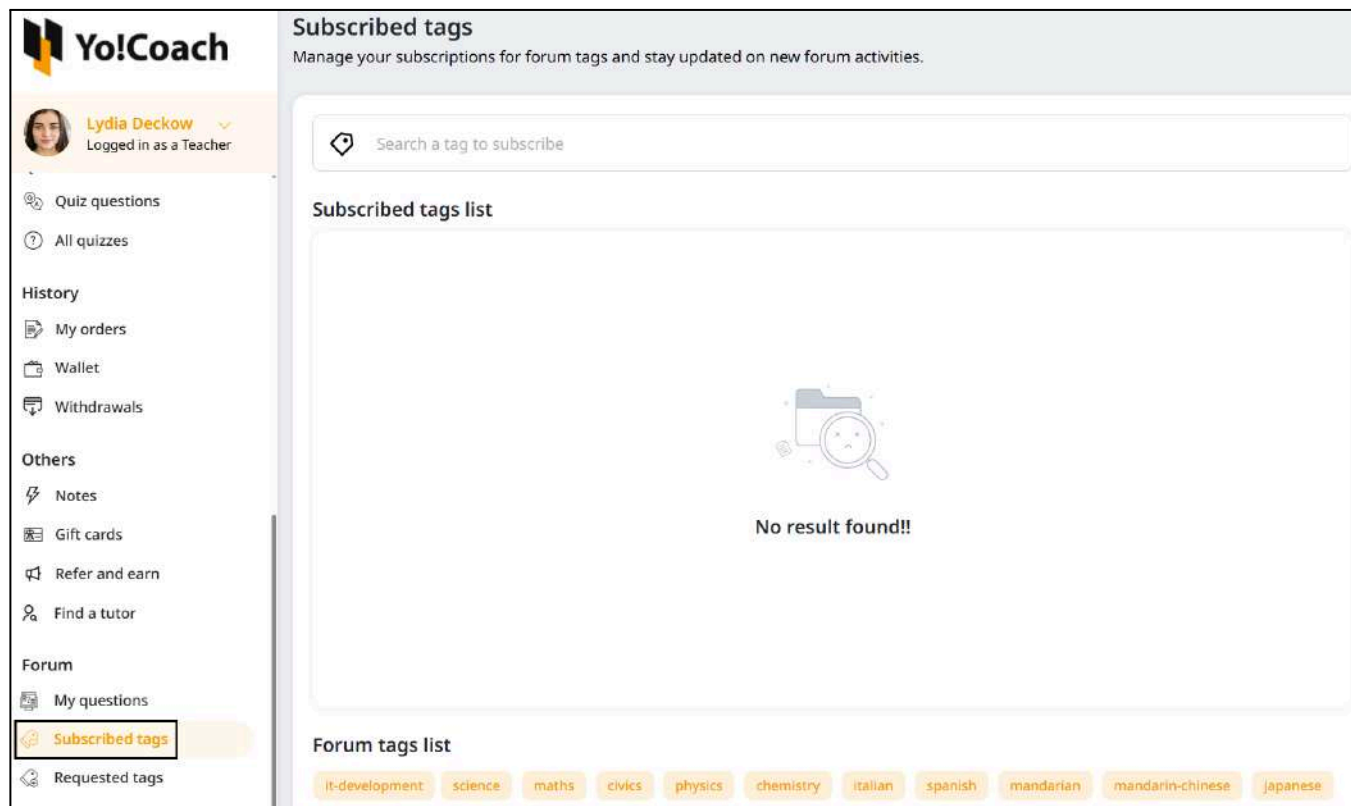


## 10.2 Subscribed tags

Yo!Coach allows you to subscribe to question tags.

This helps you stay informed about new questions or comments posted under the tags you follow.

You can subscribe to tags and manage your preferences from this submodule.



### Subscribe to a tag

To subscribe to a question tag:

1. Under the **Forum tags list**, at the bottom of the page, click one or more tags from this list to subscribe to them.
2. You can also use the **search bar** at the top by typing in the tag name. As you type, a pre-populated list will appear.

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An asterisk (\*) next to a label indicates that the information is mandatory.

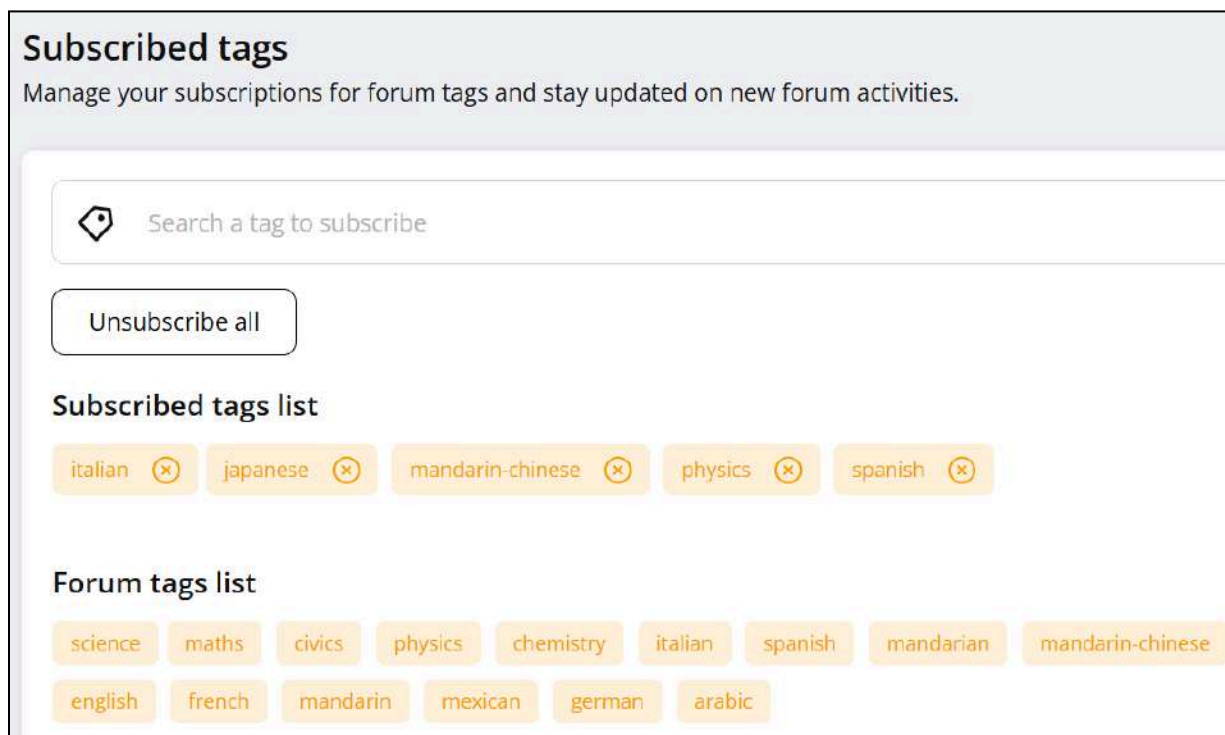
The **secondary language** setting and tabs are **ONLY available** if you have selected more than one language for the platform.






Select the appropriate tag from the list to subscribe for it.

- The subscribed tags are added under the **Subscribed tags list** (above the Forum tags list, as shown in the image above).



## Unsubscribe a tag

To unsubscribe from a question tag:

- Under the **Subscribed tags list**, below the search field, click  beside the tag to remove it.

- To unsubscribe from all tags at once, click

Unsubscribe all

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The **secondary language** setting and tabs are **ONLY available** if you have selected more than one language for the platform.

## 10.3 Requested tags

Access the tag requests you submitted to the admin from this submodule.

**Requested tags**  
Manage your requested tags listing and status under this section.

Sr. No.	Tag name	Subjects	Status	Actions
1	yoruba	English	Pending	
2	hindi	English	Pending	
3	it-development	English	Approved	
4	chemistry	English	Rejected	

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On this page, all your submitted tag requests are listed. Tags with a **Pending** status appear at the top, followed by **Approved** and **Rejected** tags.



*You can only review the status of these requests on this page—new tag requests cannot be submitted here. To request a new tag, use the [Ask question](#) form.*

### Action button

For tags that are still pending approval, one button is visible beside them—**Edit**



. Click this to open the **Request new tag** pop-up form, similar to the form used for submitting a new tag request. Update the fields and click **Request tag** to submit it.

- If the admin approves the request, the tag status updates to **Approved** and the tag becomes available on the platform.
- If the admin rejects the request, the status updates to **Rejected**.

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