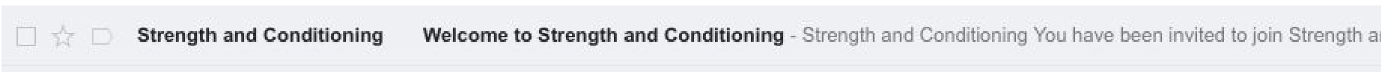
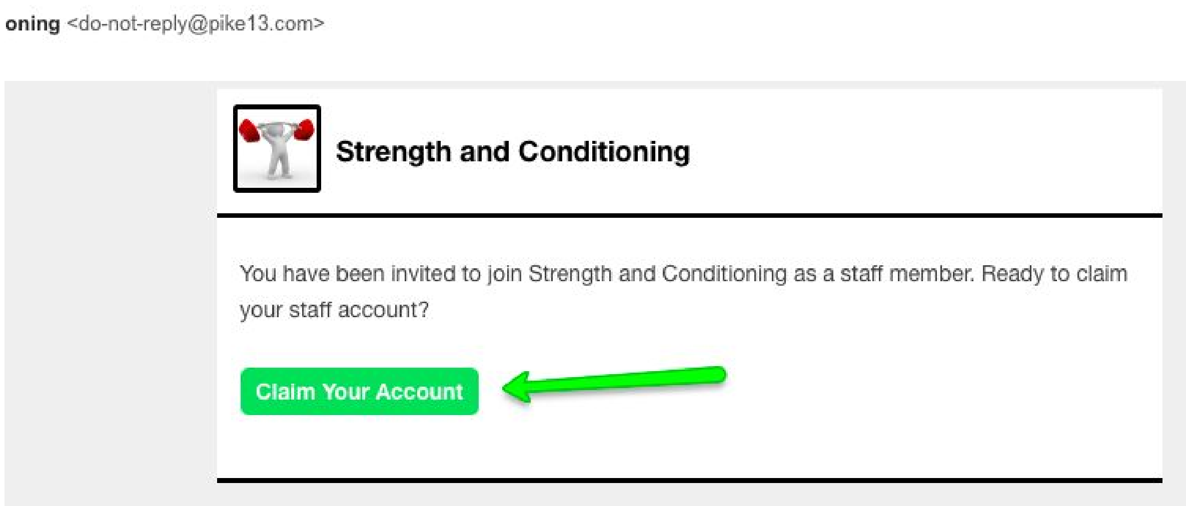
New Staff Members - Mobile

Claiming Your Account

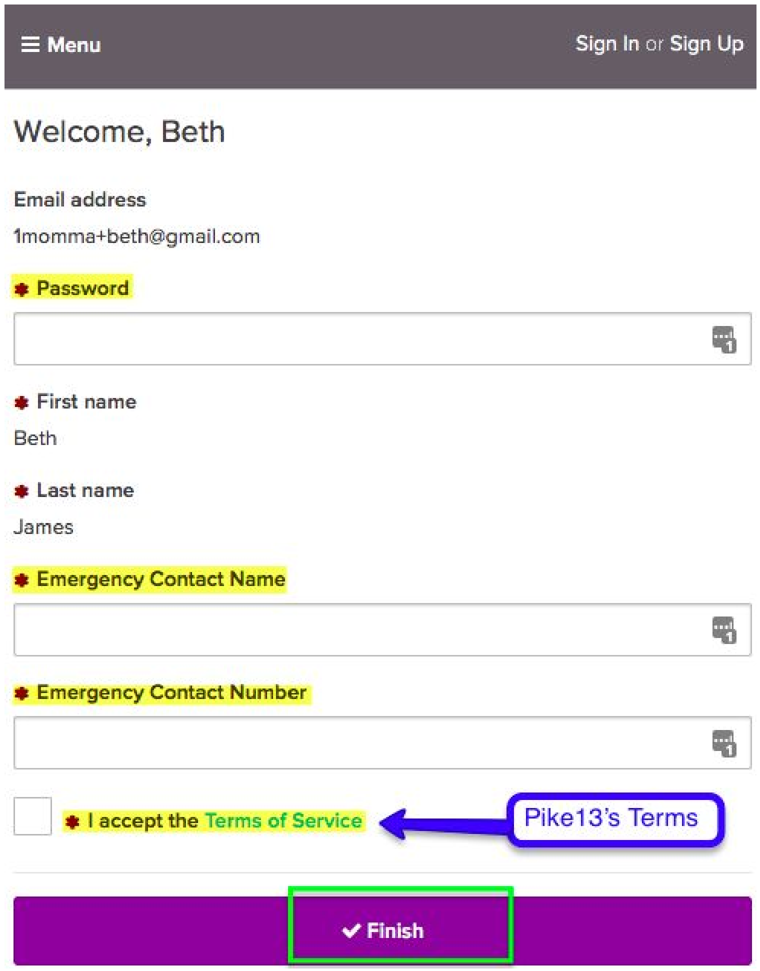
Check your inbox for an email from your business:



Click into it and select the button from within the email to Claim Your Account:

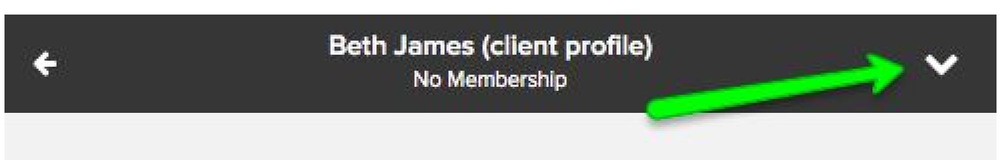


You will be taken to a page where you will create your password and enter any additional information the business requires from you:

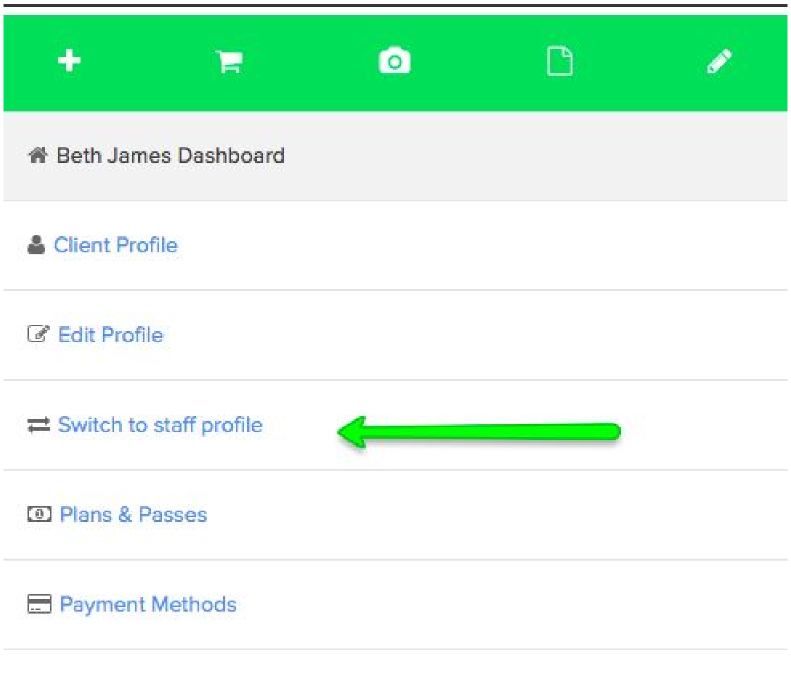


Set Your Notifications

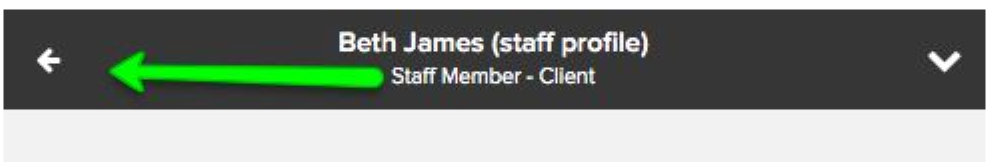
Once you are logged in, you are taken to your client profile. Select the down arrow in the upper right hand corner:



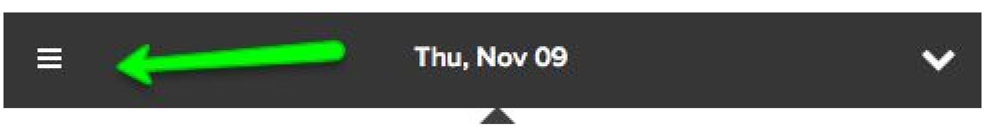
Select Switch to Staff Profile:



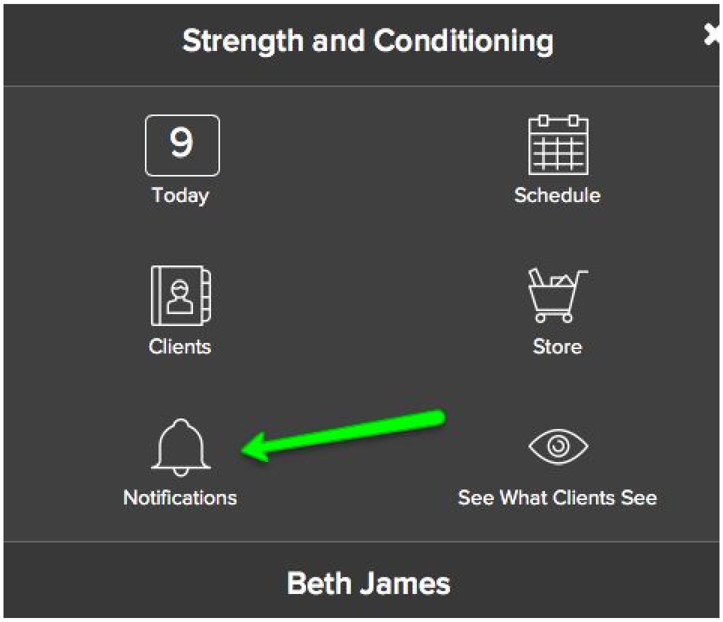
Select Back arrow:



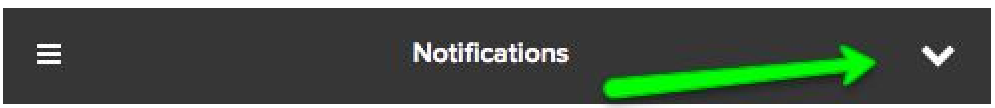
Then the three bars:



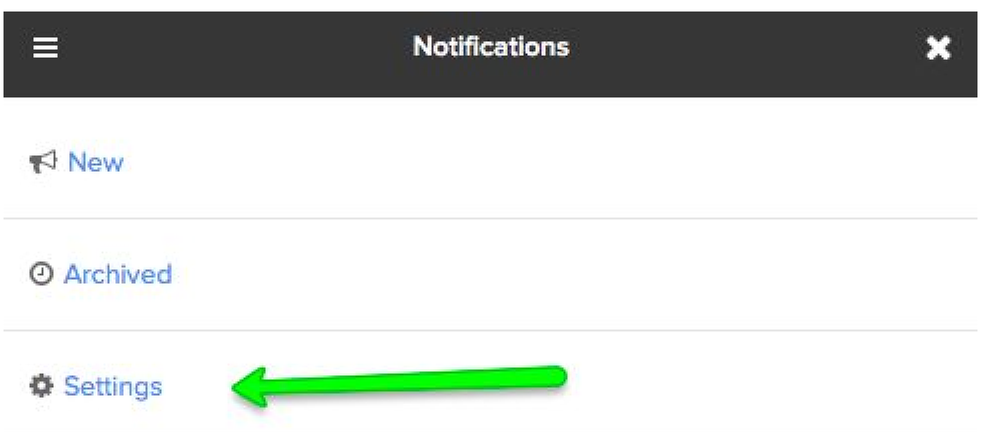
Then Notifications:



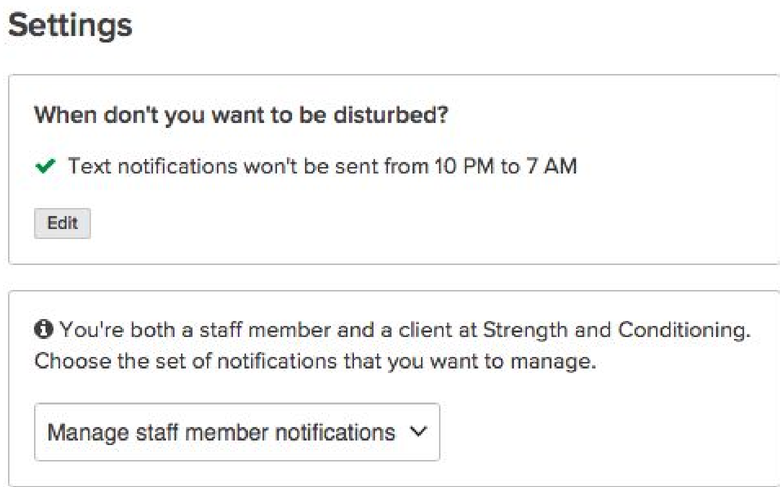
Select the Down Arrow:



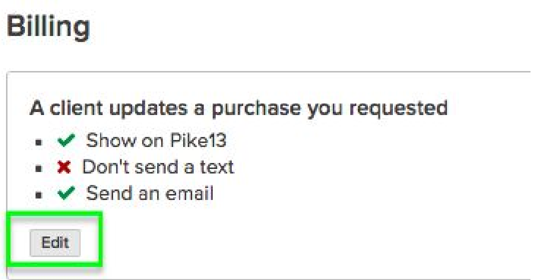
Select Settings:



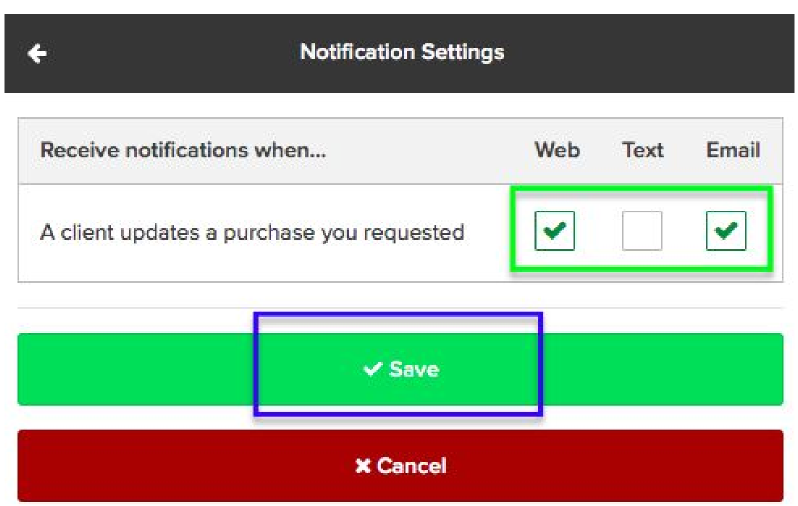
If you have a phone number in your profile, you can set up text message notifications. You will likely have staff and client roles in the organization. Start with your staff member notification settings:



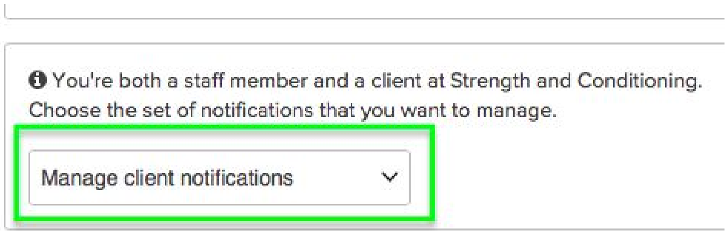
You can receive notifications that are specific to services you instruct/teach. There are three sections that you can scroll through and edit as needed: Billing, Attendance, and Schedule:



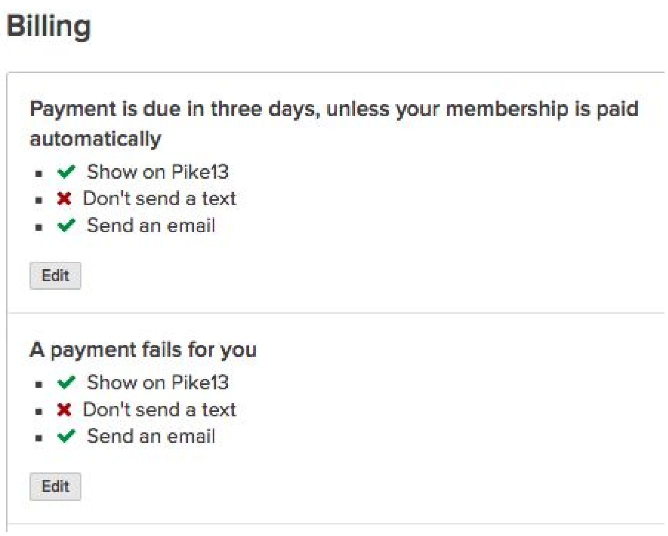
Making edits is easy. Select Edit next to the section you want to make changes to and click on the box to select or deselect that notification type. Please note, web notifications will be turned on if text or email is selected:



Next edit your Client Notifications:



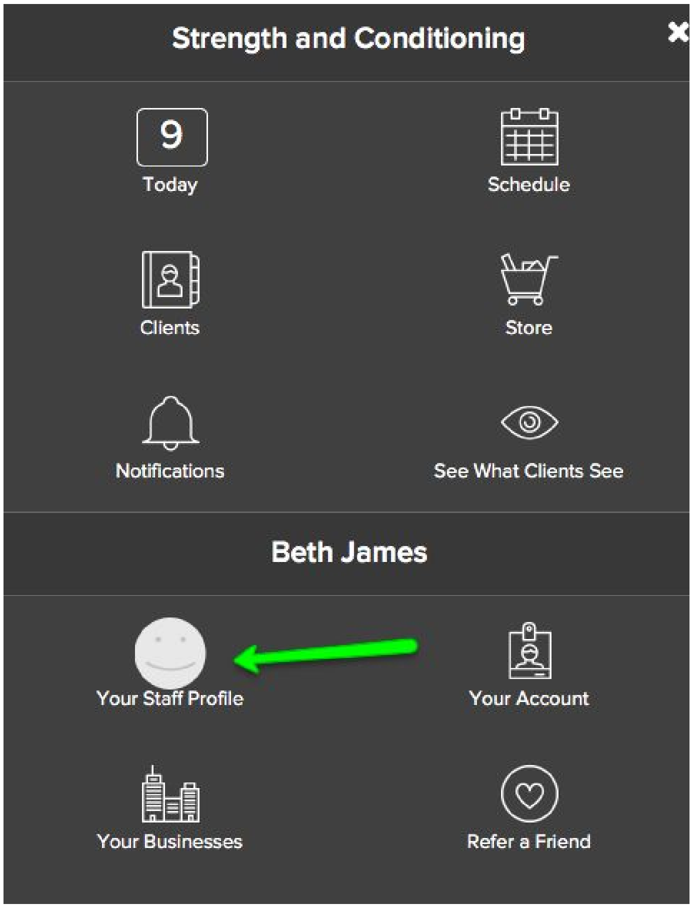
Similar to your staff notifications, you have different sections of client alerts: Billing, Scheduling, and Profile:



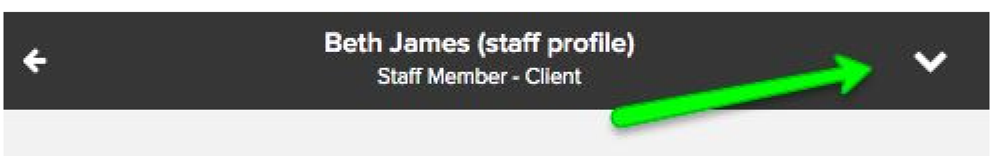
Select the three bars to get out of the notification section:

Add a Profile Picture

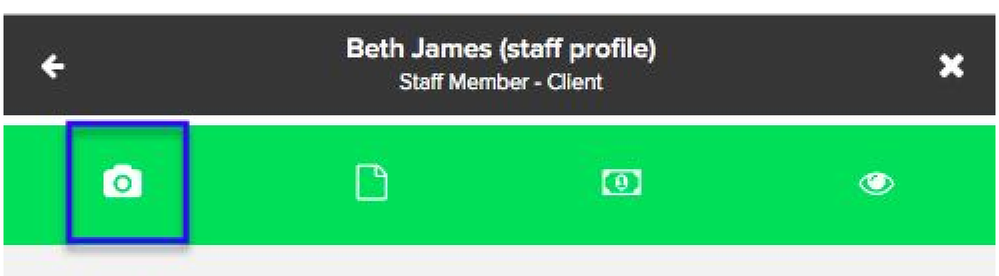
Select Staff Profile:



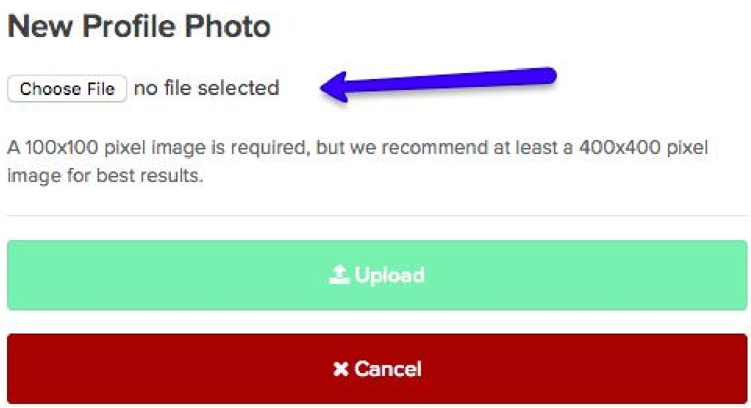
Then the down arrow:



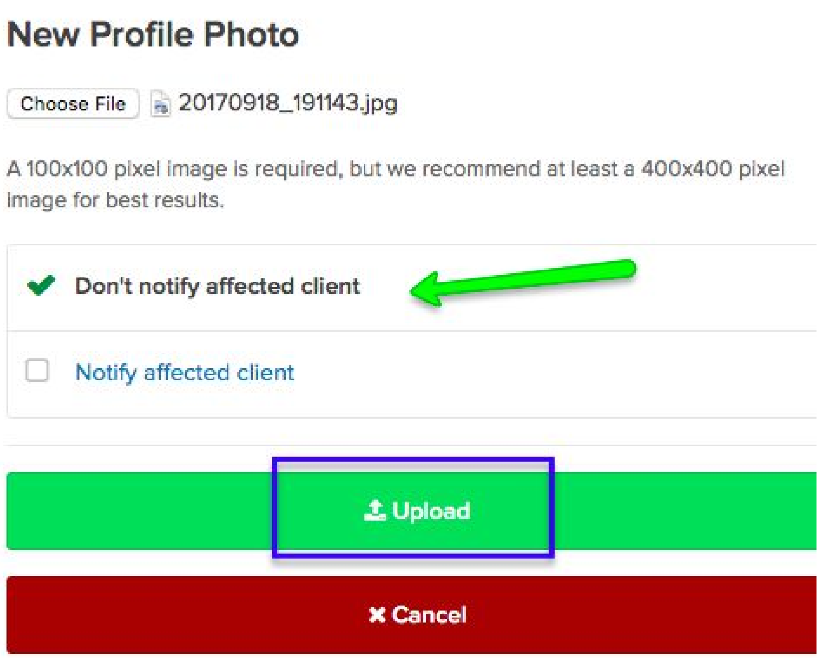
Select the Camera icon:



Upload your picture:


New Profile Photo
Choose File
no file selected
A 100x100 pixel image is required, but we recommend at least a 400x400 pixel image for best results.
Upload
Cancel

Then upload:


New Profile Photo
Choose File
20170918_191143.jpg
A 100x100 pixel image is required, but we recommend at least a 400x400 pixel image for best results.
Don't notify affected client
Notify affected client
Upload
Cancel