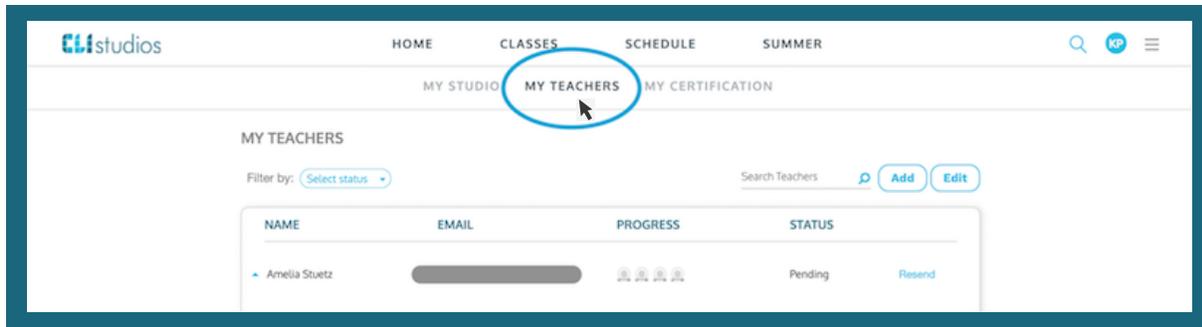


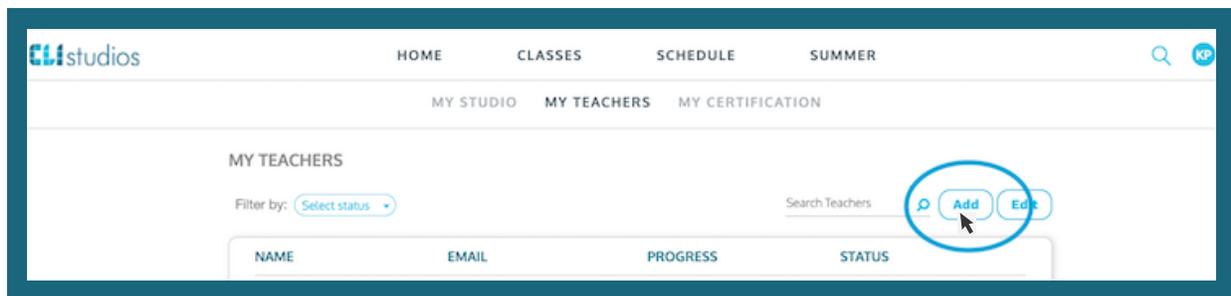
Viewing Your Teachers:

1. Log into your CLI Studios account through a computer.
2. Click the hamburger menu (3 horizontal lines) in the top right corner and select **MY STUDIO** from the dropdown menu.
3. Select the **MY TEACHERS** tab at the top of the page.
4. This page allows you to view all teachers connected to your account, along with their email address, certification progress, and account status.



Adding Teachers:

1. Click the "Add" button above your list of teachers.



2. Input the email address and name of each teacher that you want to add. Please be sure to input the email address correctly, as it can not be changed once the invite has been sent.

3. Once you have entered all of the teachers' names, click "Send Teacher Invites". You will then see the teachers' names appear in your list, and their account status will be "Pending."

Add teachers to your studio

EMAIL ADDRESS	FIRST NAME	LAST NAME
name@example.com	First Name	Last Name

[+ Add more teachers](#)

[Send Teacher Invites](#) [Cancel](#)

4. Once your teachers receive the email invitation, they will click the "Complete Your Registration" button and they will be prompted to enter their date of birth and create a password.

3. When they have successfully completed their registration, your teachers' account status will automatically change to "Active."

Tracking Your Teachers' Activity:

1. Select a teacher from your list and click the arrow to the left of their name to view their activity details.

MY TEACHERS

Filter by: [Select status](#) Search Teachers [Add](#) [Edit](#)

NAME	EMAIL	PROGRESS	STATUS
Kristina Koumaev	[Redacted]	[Progress icons]	Active Edit
Kurtis Sprung	[Redacted]	[Progress icons]	Active Edit

ACTIVITY SUMMARY

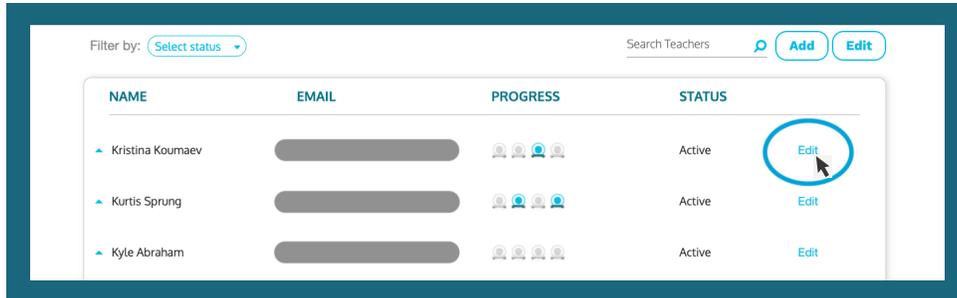
PROGRESS	CLASS	INSTRUCTOR	DATE
[Progress icons]	Classical Ballet Center	Melissa Sandvig	01/21/21
0/3 3/3 1/3 3/3	"A Beautiful Breakthrough"	Jessica Keller	04/25/20
	Let's Talk Best Practices	Melissa Sandvig	07/17/21
	Pre-Pointe Technique Level 1	Melissa Sandvig	07/17/21
	Pre-Pointe Technique Level 2	Melissa Sandvig	07/18/21
	Barre Level 1	Melissa Sandvig	07/18/21
	Barre Level 2	Melissa Sandvig	07/17/21

ACTIVITY SUMMARY

Login	18
Classes Watched	19
Hours Watched	7:01

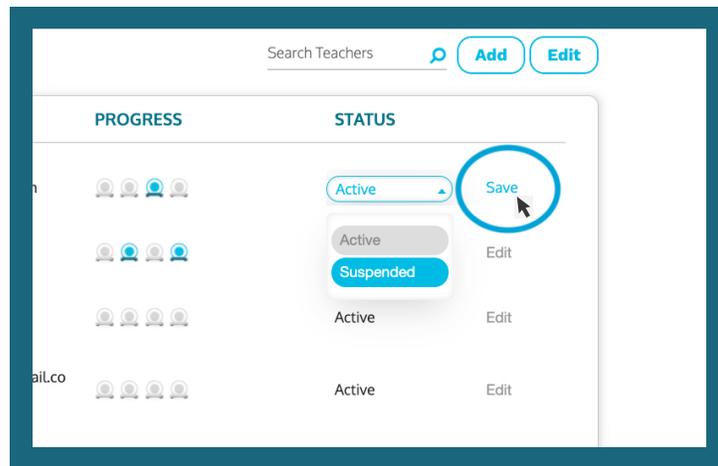
Suspending or Reactivating Teachers' Access:

1. Find the teacher's name and select the "Edit" button next to their account status, or if you would like to edit several accounts at a time, select the "Edit" button at the top right corner of the screen.



2. Click the dropdown arrow in the "Status" column and select "Suspended" from the dropdown list.

3. Once you click the "Save" button, the teacher's status will appear as "Suspended". If your staff member attempts to log in they will receive a message that their account has been cancelled.



4. If you would like to reactivate a teacher's account, follow the above steps and switch the account status from "Suspended" to "Active".