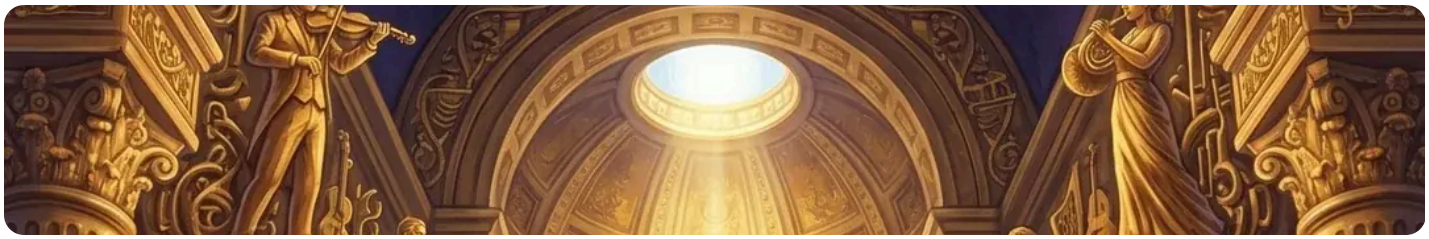
FOR STUDIO ADMINS

Getting started

Welcome to the NoteAdventure™ studio portal. Here is the lay of the land, and how the Communication page brings families and teachers in.





1. Signing in

The studio portal runs in any up-to-date browser, on a computer or a tablet. There is nothing to install.

- Your account is set up for you, with a first password, by another administrator or by the NoteAdventure team. Open the portal address they give you and sign in.
- Change that first password straight away in **Settings**, under **Administration**. Changing it signs out every other device.
- Teachers sign in to the same portal and see a shorter menu with only their own students. Parents and children cannot sign in to it.

2. The main pages

Everything is in the menu on the left (on a narrow screen, behind the menu button). Communication and Settings have their own sections below.

Dashboard

Studio-wide numbers at a glance: students, teachers, practice, and a 30-day trend.

Account holders and Students

Every family and every student, with their teacher, pieces and progress. Search, filter and export.

Teachers, Schedules and Pieces

Your teachers and their students, lessons by week, and the studio's shared repertoire.

Events, Reports and Export

Recitals with a countdown, practice by teacher and instrument, parents' lesson ratings, and downloads.

3. The Communication page

One page for everyone you are in touch with. It replaces the invite buttons that used to sit on the Account holders, Students and Teachers pages.

- **People who are interested**: paste addresses, or import the waiting-list Form's response sheet. Each one starts as *interested*.
- **Invitations**: add a family, a teacher, or (if your studio allows it) an older student who holds their own account, or import your roster.
- **Tracking**: follow each person from interested, to invited, to accepted.

> IMPORTANT
>
> **This page never creates an administrator.** That is done in Settings, under Administration, and nowhere else.

4. Bringing families in

1 Import your roster, or add one family

An import never sends anything by itself. Imported families wait in a holding area, and nothing about a child can be reached from there until a parent accepts.

2 Review

When an import finishes, it tells you how many families were added and how many are ready to invite. Re-read the addresses: they are where the invitations go.

3 Send

Sending is a separate, deliberate step. Each parent gets one email with a private link; a family with three students gets one email. Pressing send twice never emails anyone twice.

> NOTE
>
> **Children are never emailed.** Invitations go to parents, and a child's own sign-in is something their parent turns on. Someone who already has an account is never sent an invitation; add a new student to their existing family instead.

5. Shelves and documents

Five fixed shelves

Parents, Students, Teachers and two spares, for your studio's own material. Each holds one PDF or one link. Not a file library: there is no sixth shelf.

The app's own documents

These guides and the iPhone and Android cheat sheets can be sent too, with a shelf or on their own.

Links, never attachments

Everything arrives as a link, so a shelf you replace later still opens.

To anyone you are in touch with

The waiting list, parents, teachers. The system picks the kind of email, and a student's guide goes to their parent. Check the preview, then send.

6. Settings worth a first look

Emails

Invitations come from your studio's own email domain. Check that it shows verified before your first invitation.

Administration

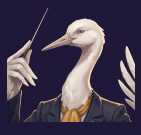
Studio details, your password, and portal access. Add a second administrator early, so the studio is never locked out.

Studio Tuning

The dials for pacing and how forgiving practice streaks are. Yours to adjust.

Studio goals and counters

One studio-wide goal in minutes, with an end date and a reward you write, plus switches for what families see, Top 10 badges included.



Need help?

Questions about lessons or your account go to your studio; locked out, ask your other administrator or use **Forgot password?** on the sign-in screen. For app problems, use **Report an Issue** in the app (on the About screen, in the menu) or email **issues-na@sniffsafarilabs.com**. A real person reads every one.