



Studio Pro Setup Guide



Get started with the world's best
studio software!

www.gostudiopro.com

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WELCOME

Welcome to Studio Pro! We are excited to get you started!

Studio Pro is a robust management system that will transform how you run your business.

With over 6,000 customers, we know the key to getting started is simplicity.

We've created this easy-to-follow guide with instructional videos and articles to teach you how to navigate the system and operate the fundamental features of Studio Pro.

This guide is designed to help you master the basics so you can be up and running quickly.

Studio Pro is a comprehensive system that can do MUCH more than what we've listed here.

If you need more help, inside your software is a comprehensive database of articles and FAQs to direct you further.

We also have a knowledgeable and friendly Support Team that can quickly answer any questions you have. You can contact them through chat inside your DSP software or via email at Support@gostudiopro.com.

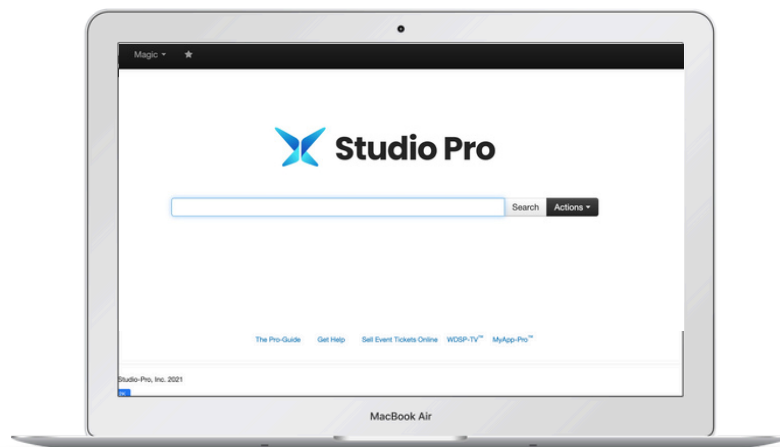
Let's get started!

GETTING STARTED

For the smoothest setup experience, we recommend you gather the following materials before getting started:

- ☐ Class schedules, flyers, etc.
- ☐ List of location(s)
- ☐ List of available studio rooms
- ☐ Tuition structure
- ☐ Registration information required from families
- ☐ Waivers and policies for all aspects of business

This is all information that you will enter into your Studio Pro software.



SET UP SERVICES

All new accounts gain access to a 30-minute check-in call with a member of our customer success team. During the call, we will review what you've set up in your account to ensure the system is configured to function as you expect, based on the settings established during the Setup Wizard steps.

The link to book with our customer success team will be in your welcome email after you sign up with Studio Pro!

Don't have time to set it all up? We can do it for you! We can set up your:

- Tuition, discounts, and registration fees setup
- Class settings
- Online registration setup
- Portal design
- Import of current student lists if formatted with the Studio Pro Excel file
- and more!

Want to learn more or request a quote?

[Click here](#) to request Professional Services Set up.

THE BASICS

Entering Your Account Settings

In this [video](#), we show you how to enter your account settings in your Studio Pro system.

You'll learn how to enter your:

- Account details
- Location
- Studio rooms
- And more!



Adding a Student, Season, and Class

In this [video](#), we show you how to put your schedule and your customers into your Studio Pro software.

You'll learn how to create:

- A student
- A parent
- A class
- A season



ADDING STAFF



Adding a Staff Member

In this [video](#), we show you how to add a staff member.

This will allow you to:

- Assign classes to certain instructors when building your class schedule
- Log their rate by the hour or by class
- Select if parents can communicate with them via the parent portal
- Color code your class schedule by teacher
- And much more!

IMPORT DATA



Importing Your Data

In this [video](#), we show you how to upload your customer data to your Studio Pro software.

By using our CSV template, you will be able to save tons of time. This is a great option for those migrating from another software or for those trying to avoid manually inputting all of their studio's information.

PAYMENT PROCESSING



Adding a Payment Processor

In this [video](#), we show you how connect a payment processor to your account. You have several options for payment processing:

- Studio Pro Merchant Services powered by Stripe
- Stripe
- Paypal
- Authorize.Net

With a payment processor connected to your Studio Pro account, you will be able to accept payments online via credit card or ACH/BECS*. This will make collecting tuition, costume fees, etc. convenient for you and your families.

*US and Australia only

INTRO TO TUITION

Studio Pro's most used feature is our Tuition and Payment Collection options.

Our robust system provides a variety of tuition structures to meet your studio's needs.

In Studio Pro, you can set up tuition in four ways:

1. Hourly Count Rates
2. Class Count Rates
3. Fixed Tuition by Student
4. Fixed Tuition by Class

For further customization, you can also add:

- Registration Fees
- Discounts
- Late Fees
- Payment Terms

In the next section of the Setup Guide, we will review all these options so you can use what works for your business.

If you have any questions or need help with setting up your tuition, please contact Support@gostudiopro.com

TUITION RATES

Adding Tuition Rates

(Hourly & Class Count)

In this [video](#), we show you how to set up hourly and class count tuition rates.



Adding Tuition Rates

(Fixed Tuition)

In this [video](#), we show you how to set up your rates within each class or by student.



FEES

A computer monitor with a silver base and bezel, displaying the text "Registration Fee" in bold black font. The monitor is set against a white background with a large, faint, light blue 'X' watermark. The entire monitor is centered within a solid blue circle.

Registration Fee

In this [video](#), we show you how to add a registration fee.

A computer monitor with a silver base and bezel, displaying the text "Late Fee" in bold black font. The monitor is set against a white background with a large, faint, light blue 'X' watermark. The entire monitor is centered within a solid blue circle.

Late Fee

In this [article](#), we share how to set up a late fee policy that can be automatically applied to a charge.

A computer monitor with a silver base and bezel, displaying the text "Discounts" in bold black font. The monitor is set against a white background with a large, faint, light blue 'X' watermark. The entire monitor is centered within a solid blue circle.

Discounts

In this [video](#), we show you the multiple ways you can set up tuition discounts.

A computer monitor with a silver base and bezel, displaying the text "Payment Terms" in bold black font. The monitor is set against a white background with a large, faint, light blue 'X' watermark. The entire monitor is centered within a solid blue circle.

Payment Terms

In this [article](#), we share how to set up payment terms for customers who pay within a certain time frame.

AUTO-PAY

Setting Up Auto-Pay

In this [video](#), we show you how to set up auto-pay, so you can collect funds from accounts that have enrolled in the service through the Parent Portal.



Running Auto-Pay

In this [video](#), we show you how to post monthly tuition along with running Auto-Pay to receive payments.



POSTING TUITION

Due Dates and Transaction Codes

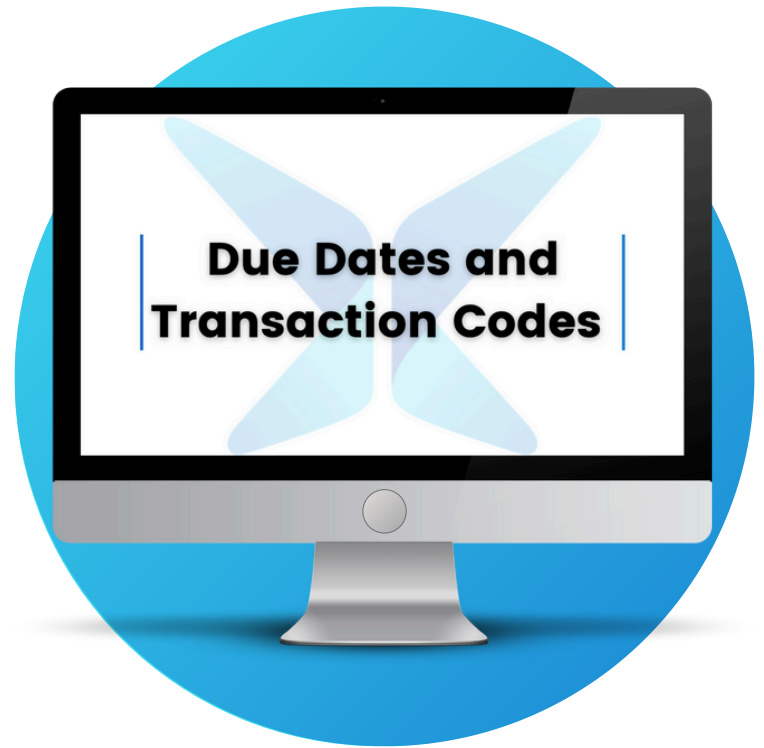
In this [video](#), we show you how to set up due dates and transaction codes.

Transaction codes can be assigned when you create a credit or a debit on a student account. This will group similar transactions, so you can run reports and keep track of important information about your business.

Posting Tuition

In this [article](#), we show you how to post tuition. This will make the system apply the calculated tuition for each student enrolled in classes.

Running this program will create a debit entry on the student's statement.



REGISTRATION

Enrolling Students

In this video, we show you two ways to enroll students in classes from the admin side:

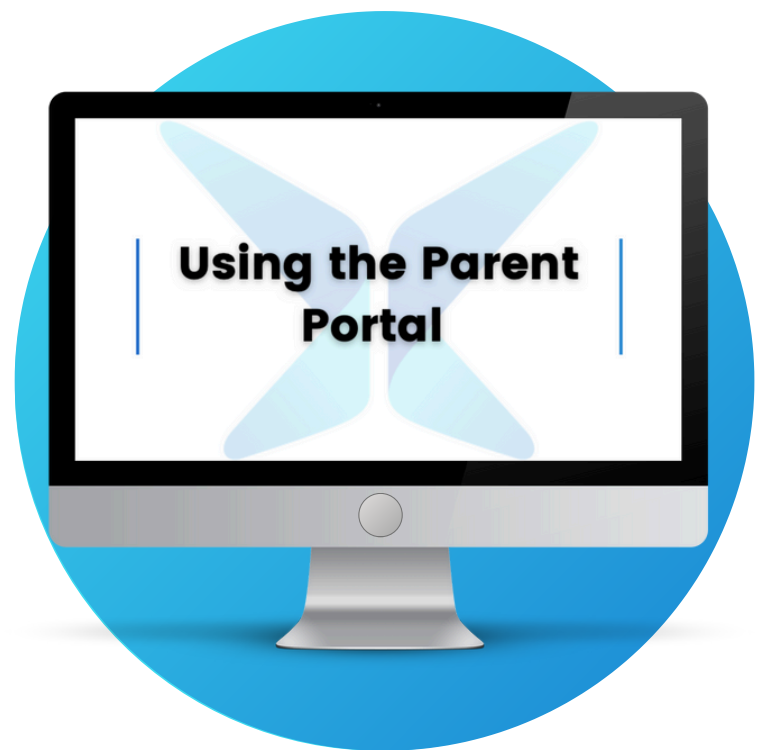
- Entering manually
- Using the Registration Manager



Using the Parent Portal

In this video, we show you the basics of our Parent Portal. This incredible tool gives parents access to:

- Class schedule
- Payments
- Registration
- Waivers
- Bulletin board
- Shared files
- And more!



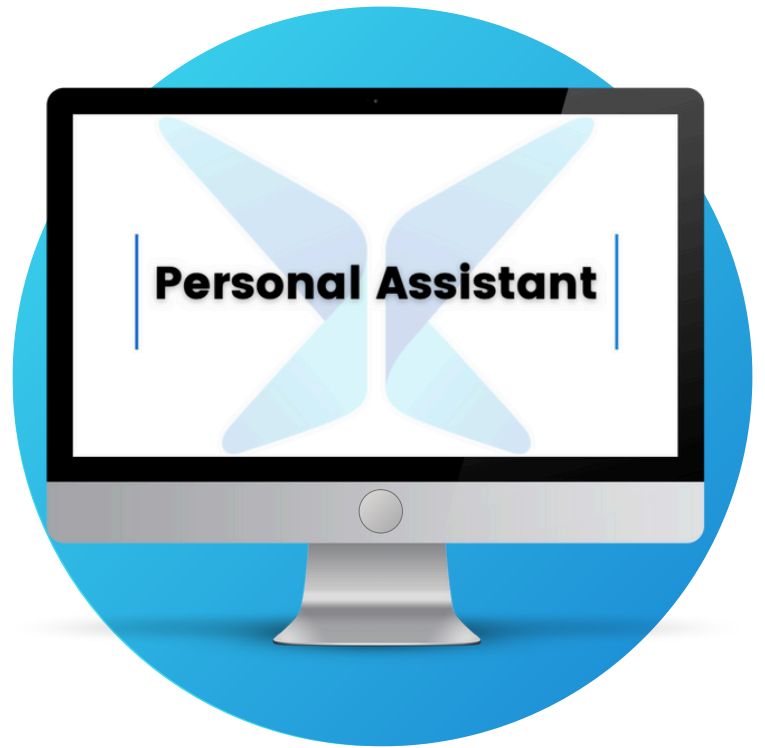
COMMUNICATION

Personal Assistant

In this video, we show you how to use the Personal Assistant feature.

It can automate important reminders via phone, email, and text, such as:

- Late tuition
- Teachers' schedule
- Birthdays
- And more!

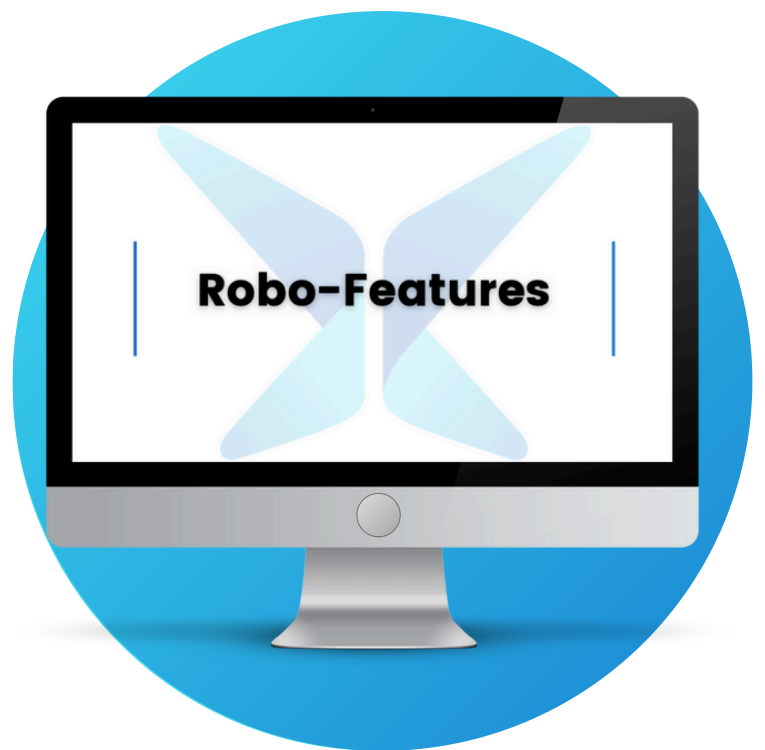


Robo-Features

In this video, we show you how to use our Robo-Features:

- Robo-Mailer
- Robo-Dialer
- Robo-Texter

These are great tools for effective and streamlined communication with families.



CLASS MANAGER



Class Manager

In this [video](#), we show you how to use the Class Manager. It is a total classroom management tool designed just for teachers that can be accessed from any device.

This feature allows teachers and staff to access important data they need without them having to be inside of the Studio Pro system, such as:

- The mobile timeclock
- Attendance
- Lesson plans
- Notes and files
- Costume sizes
- And more!

ONLINE STORE



Using the Online Store

In this [video](#), we show you how to set up your online store.

With this feature, you can sell items within the Parent Portal using the online store or in person using the point of sale system.

This allows your customers to purchase items directly from the parent portal and pay online. This makes selling items like tights, leotards, shoes, etc. convenient for you and your customers.

RECITAL

Tickets and Events

In this [video](#), we show you how to manage events and sell tickets online with Studio Pro.

Our system allows you to easily sell tickets online for your event and use the Recital Wizard feature to:

- Create your recital's playbook
- Add volunteers
- Communicate seamlessly with your customers
- And so much more!



Costume Console

In this [video](#), we show you how to manage costumes using the Costume Console.

This feature makes the tedious task of organizing and keeping track of your costumes a breeze!



HELP CENTER

Inside your Studio Pro software, you can access our Help Center by going to More > Help.

Inside you'll find:

Hi there! Welcome to the help center. Ask me a question.

Example: How do I share files on the portal

Studio Pro Setup Guide	Video Tutorials / Webinars	Studio Pro Merchant Services
Tuition/Auto-Pay	Parents/Students	Seasons/Classes
Teachers/Staff	Resources	Online Registration/Parent Portal
Tickets/Events	Costumes	Online Store/Point of Sale
Magic Menu & More	Studio Pro Elite	Studio Pro Premier
Troubleshooting & FAQs		

Want to speak to someone from our Support Team?
Contact us via:

Live Chat

More > Help

Email

support@gostudiopro.com

Phone

(707) 377-3770
1 (877) 667-1377
+448000554529

support@gostudiopro.com