



How To Use Our Mobile App

**We're so glad you decided to try
out our FREE Mobile App!**

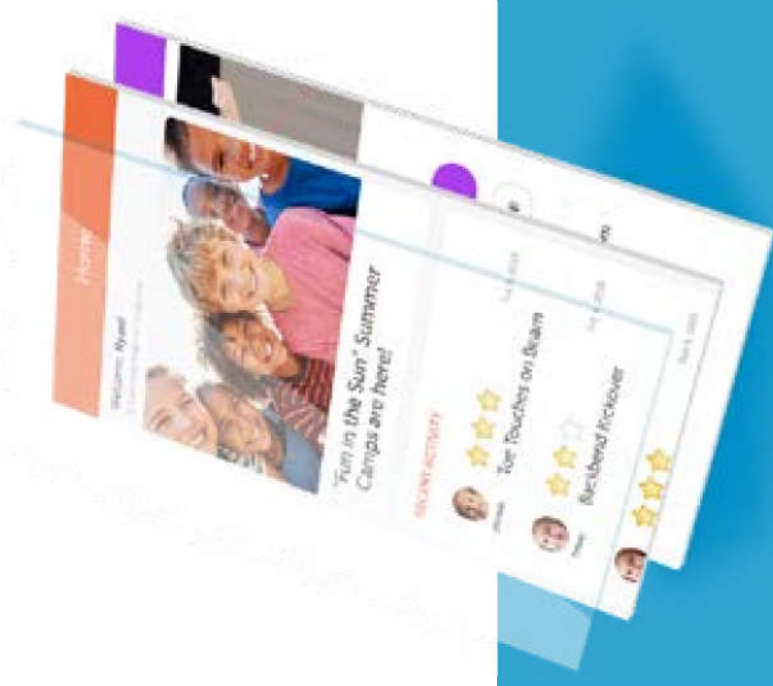


**Once downloaded, you'll find that it's
easier than ever to connect with us using
your mobile device. Key benefits of our
convenient app include...**

- **FREE** for you to download and use
- Available for Apple iOS and Android users
- Quick and easy to get started
- Access our facility from anywhere, day or night

Please feel free to let us know if you have any questions but in the meantime, we hope you find these instructions to be helpful.

Thank you!



Downloading The iClassPro App

Start by locating our app for download. Go to either “Google Play” (for Android devices) or the “App Store” (for iOS devices). Once there, search for “The iClassPro App”, download it and click “Install.” It’s that simple, and FREE!(See photo to the right for what our app icon looks like.)

You can also find our app by navigating directly to these links:



Android - <https://play.google.com/store/apps/details?id=com.iclasspro.customerportal>



iOS - <https://itunes.apple.com/app/id1331001591>

Assistance with downloading/installing apps can be found here:

Google Play - https://support.google.com/googleplay/topic/3365058?hl=en&ref_topic=3364260

App Store - <https://support.apple.com/en-us/HT204266>



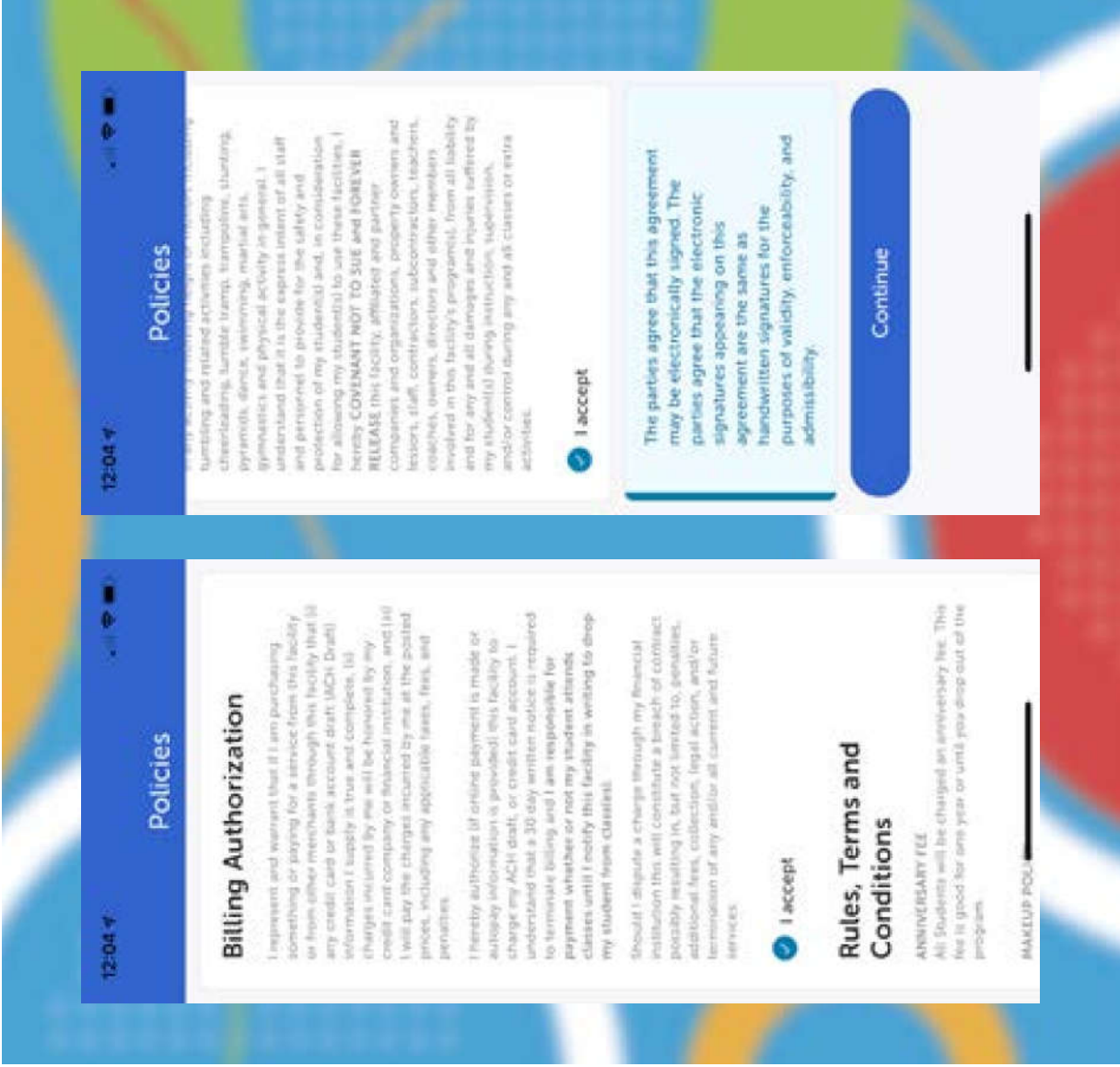
Logging In for the First Time

When launching our Mobile App for the first time, you will be prompted to enter the name (code) for our organization. Once entered, click “Submit”. Please ask us what our code is prior to logging in.

After clicking “Submit”, you will be prompted to either “Log In” or “Create an Account”. If you choose to “Log In”, please use your existing email address and password. This is the same email and password used when logging into our Customer Portal.

If you choose to “Create an Account”, then you will follow the same steps as when you established a new account through our Customer Portal (including receipt of a verification email).

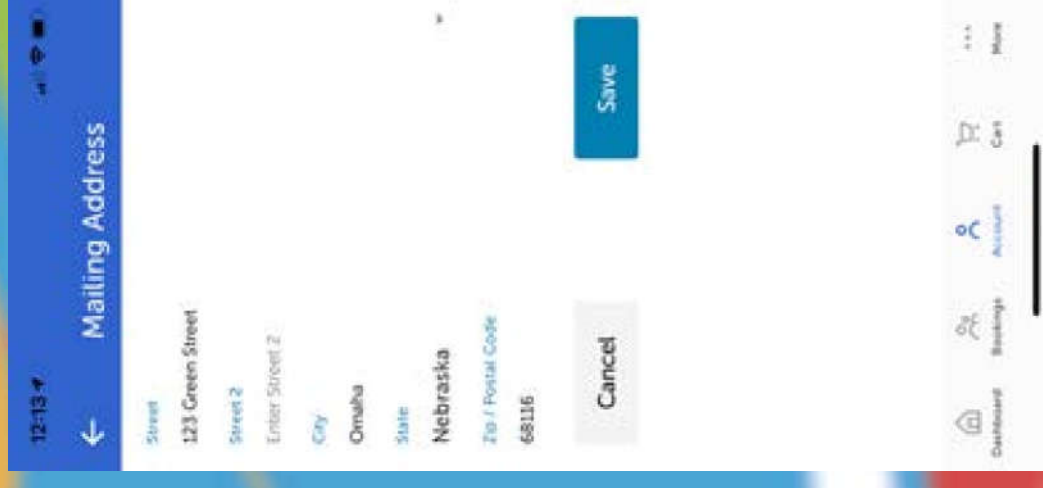
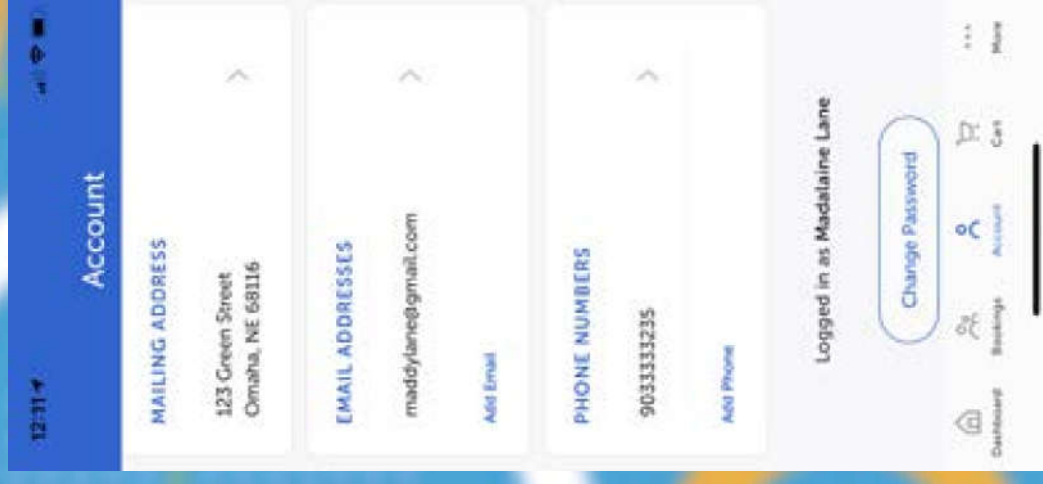
Once logged in, you will be directed to your “Account Dashboard” where you may be asked to agree to our policies. You will be asked to agree to these policies if you have not done so previously.



Updating Personal Information

The “Account” section allows you to update, add, and remove basic information about yourself. All changes made here will automatically update in our system.

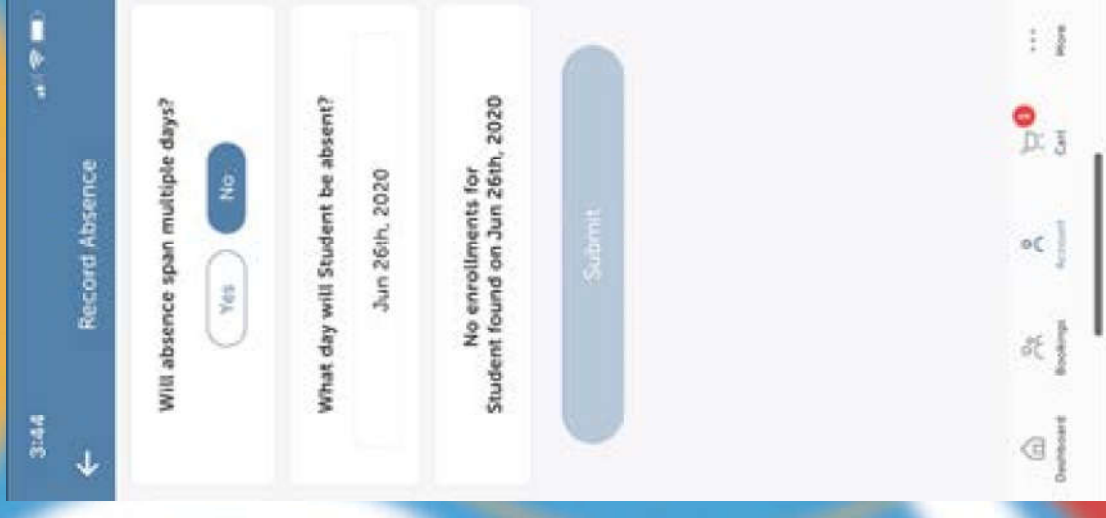
From your “Account” tab in our iClassPro App, you can update personal information for yourself or your student. Simply select the detail that needs updating, correct the information, and click “Save.”



Attendance & Future Absences

The iClassPro App puts your students' attendance right at your fingertips and gives you the ability to record future absences.

To view attendance and/or record future absences, simply navigate to the "Account" tab at the bottom of your screen and select the student you would like to view. From the student, select "Attendance".

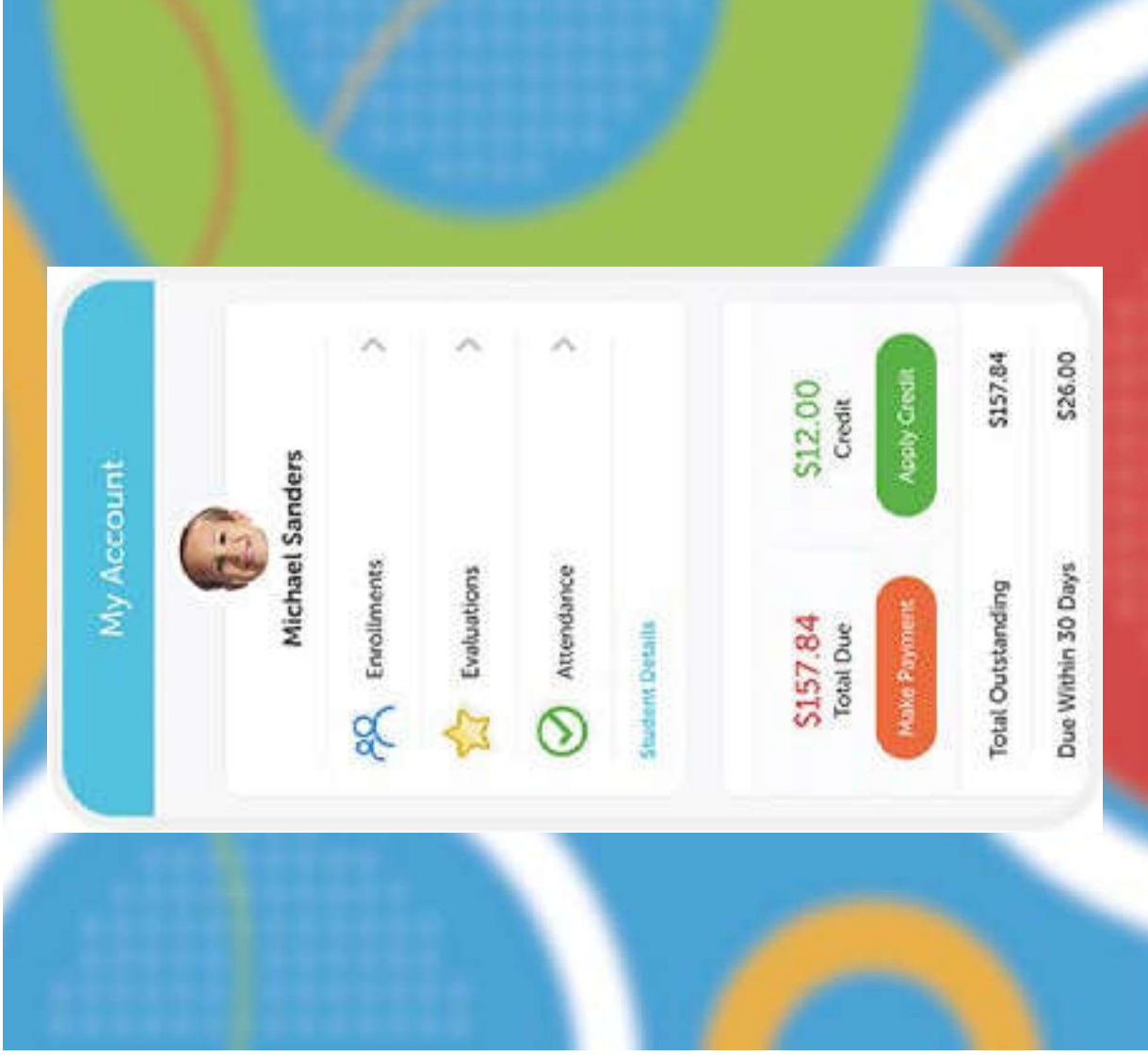


Checkout

Cart checkout using The iClassPro App is easy and must be done in order to complete any enrollments or party bookings.

To complete the checkout process, navigate to the “Cart” tab at the bottom of the screen. From there, make sure to verify the class, camp, or party information showing in the cart. Next, verify the payment method you wish to use. (You can edit/add a payment method as needed.)

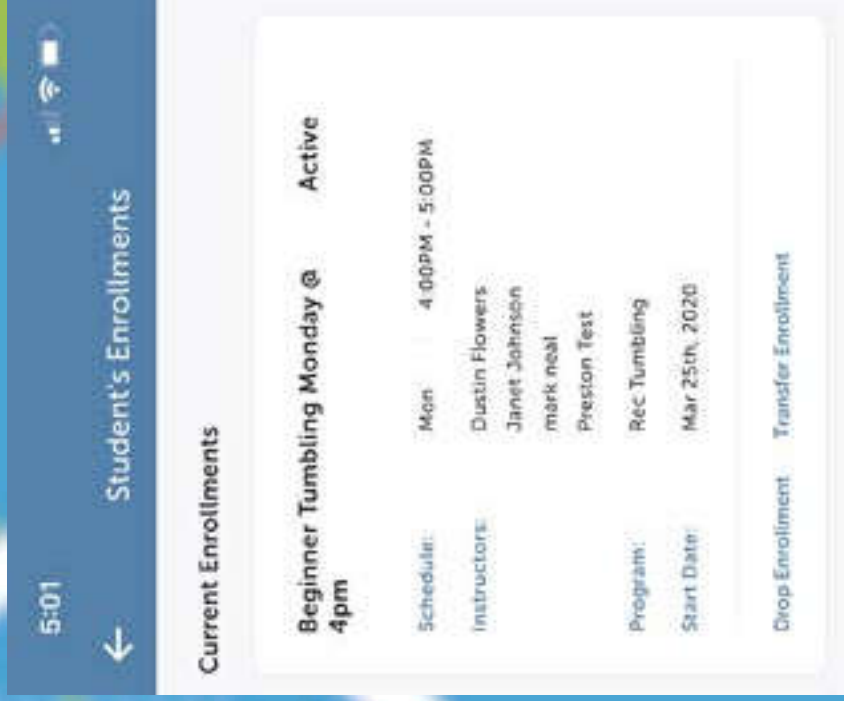
When you are ready to complete your checkout, click “Complete Transaction” which will allow the system to attempt to run a payment. You will be notified if there is an error.



Requesting Class Transfers

Sometimes schedules change and class transfers are needed so we've made it easy for you to request transfers using our iClassPro App.

You can request a class transfer using our app by navigating to the "Account" tab located at the bottom of the screen. Find the student that you would like to request a transfer for and select "Enrollments". From this screen, select the class that you would like to transfer out of and select "Transfer Enrollment". You will now be able to view all classes available to transfer to. After you select a class, click "Submit" and your transfer request will be sent for approval.

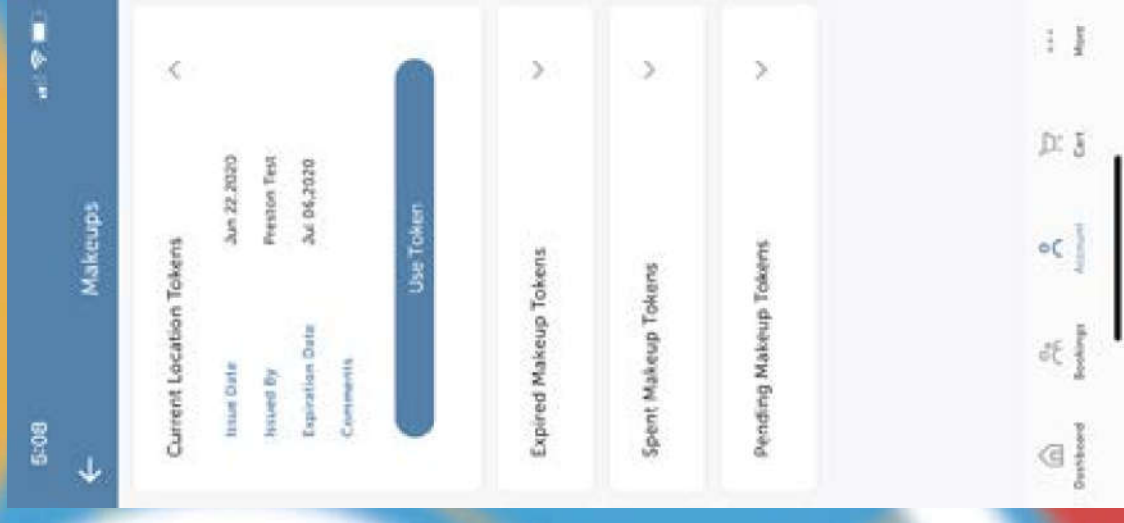


Viewing & Using Makeup Tokens

Makeup tokens are virtual tokens that you can easily view and apply to classes using our iClassPro App.

Simply navigate to the “Account” tab located at the bottom of the screen, find the student that you would like to view Makeup Tokens for and the select “Makeups”. From here you can see all current tokens, expired tokens, spent tokens, and pending tokens.

To apply a token, select “Use Token” and select the class you would like to apply the token to.



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