



Class + User Manual - App 应用程序用户手册指南

All-in-One Platform for Classes, Studios, Services & Shopping App

Platform – Mobile iOS, Android and Web

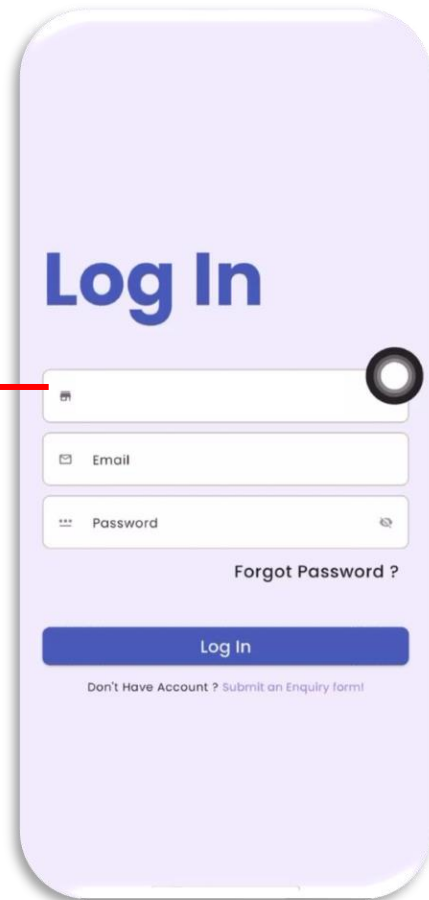
Login Page

DOWNLOAD THE APPS.

1. Enter Tenant ID
Tenant ID from the Centre/Branch administrator before logging in.
2. Key in the details and click login

下载应用程序。

1. 输入 Tenant ID
登录前，请向中心 / 分行管理员获取 Tenant ID。
2. 输入登录资料
输入相关资料后，点击 Login 登录。



Home page Features Overview – Top Buttons

1. Scan (QR) – Scan QR to mark attendance

扫描 – 扫描二维码进行签到

2. Attend – View attendance records

签到表 – 查看出席记录

3. Bills – View Billing details

账单 – 查看账单详情

4. Wallet – View Credit details

钱包 – 查看余额详情

5. Pending Payment – All Pending payment will display here

待付款项 – 所有待付款记录将显示于此

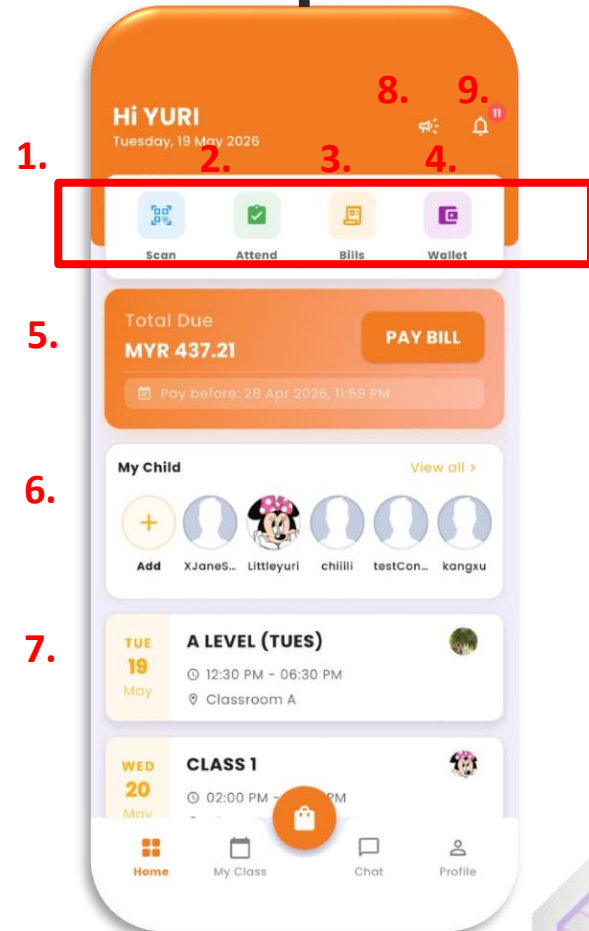
6. My Child – View the children under your care
您负责的孩子会显示于此

7. Upcoming Classes

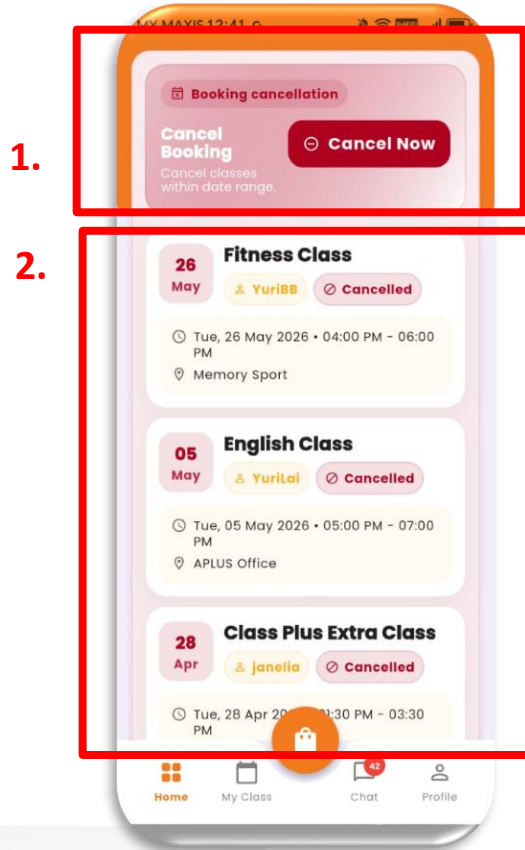
即将开始的课程

8. Announcement
公告

9. Notification
通知

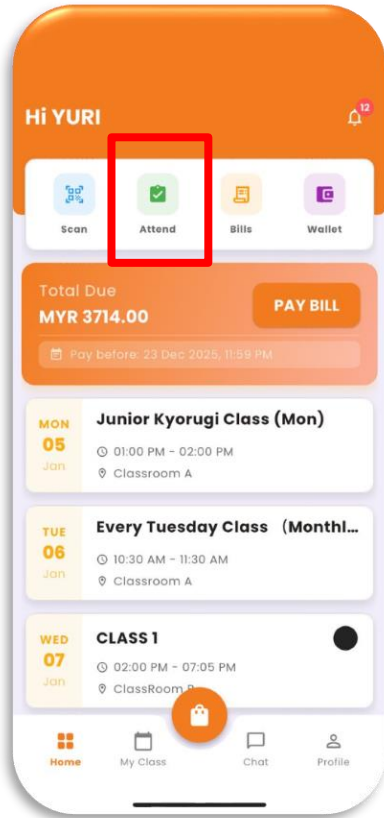


Home page - Cancel Class Features

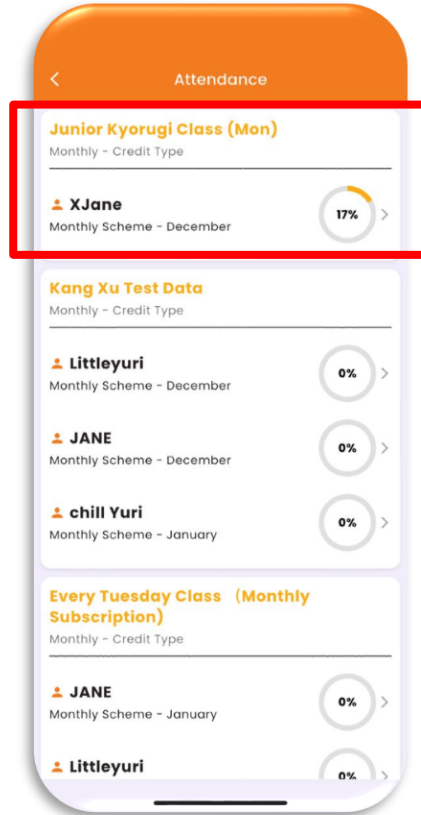


1. Members can cancel bookings by selecting a date range. All classes within the selected dates will be cancelled together.
会员可选择日期范围取消课程，所选日期内的所有课程将一并取消
2. All successfully cancelled classes will be displayed here.
所有成功取消的课程将显示于此。

My Attendance



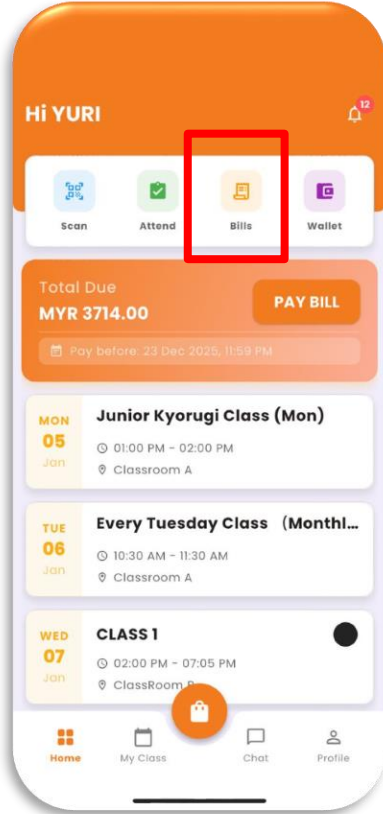
Click Attend
点击签到表



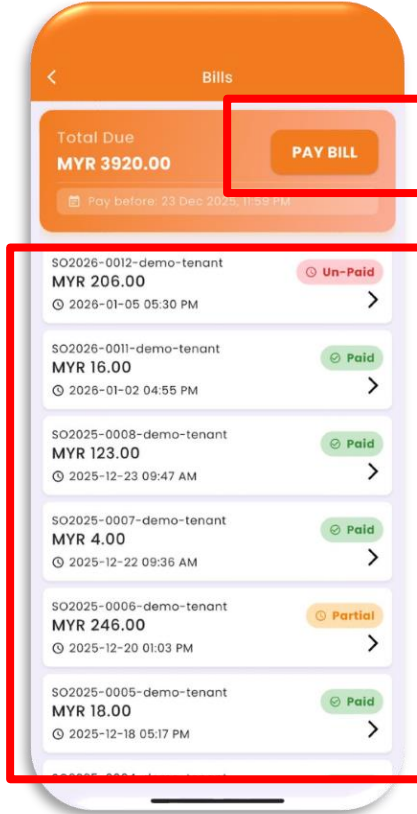
Attendance – All children's attendance records will be displayed here by course

签到表– 所有孩子的出席记录将根据课程显示在这里

My Billing



Click Bills
点击账单

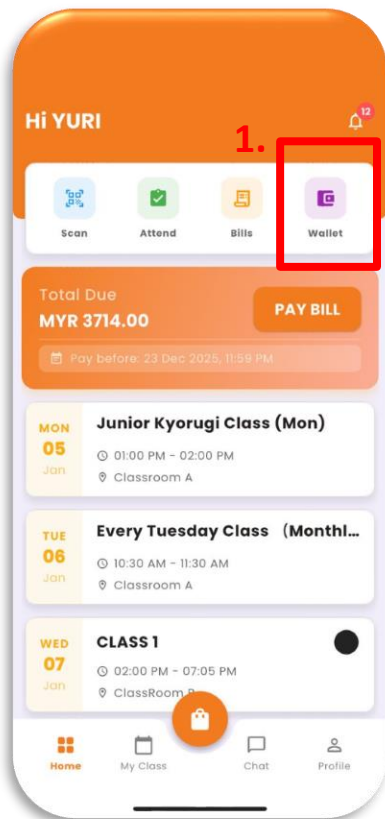


Also can make the payment directly
也可直接在这里进行付款

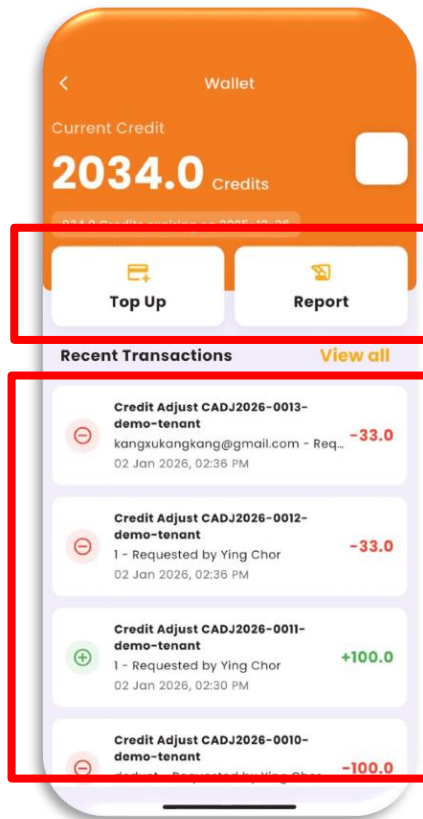
Billing – All billing records will be displayed here.
Paid invoices can be download directly from this
page

账单 – 所有账单记录将显示在这里。已付款的账
单可直接在此下载 Invoice (发票)

Credit Transaction



Click Wallet
点击钱包



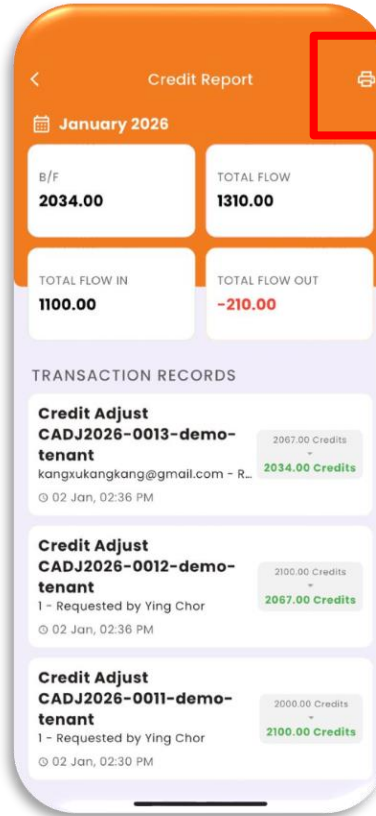
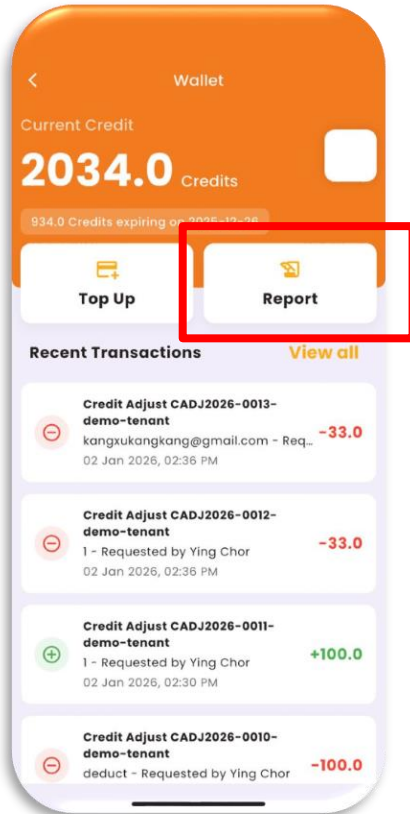
You can top up your credits and download your credit report here.

你也可以在这里充值积分，并下载报告

View all credit transactions (in & out) details
查看所有积分进出记录

Download Credit Statement report

1.

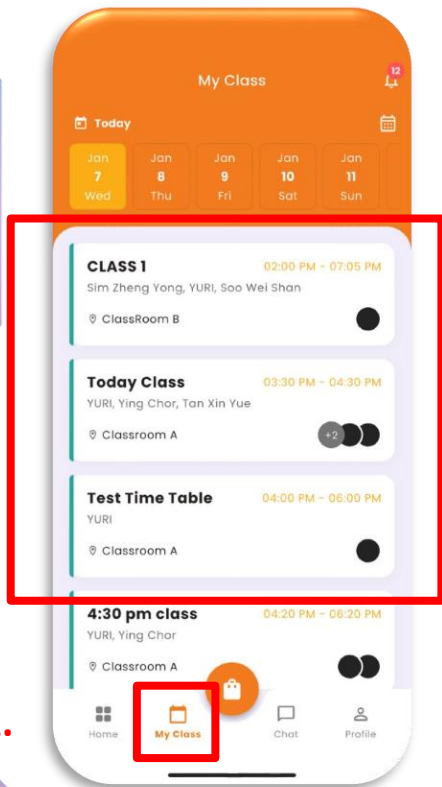


Download your credit statement report
下载你的积分明细报表

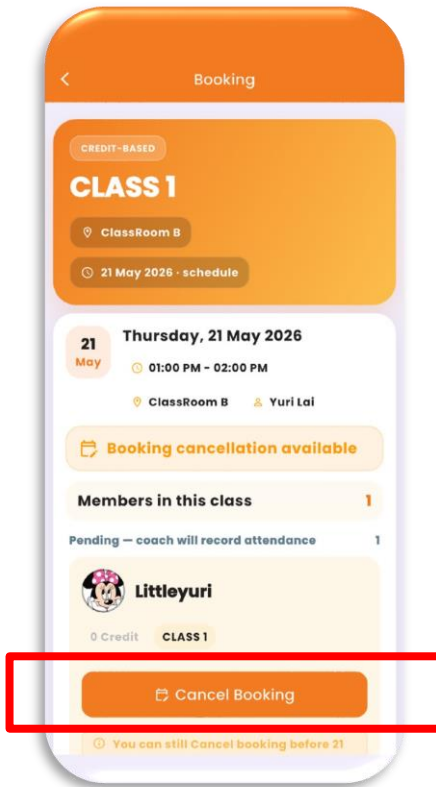
Click Report
点击报告

My Class

2.



1.



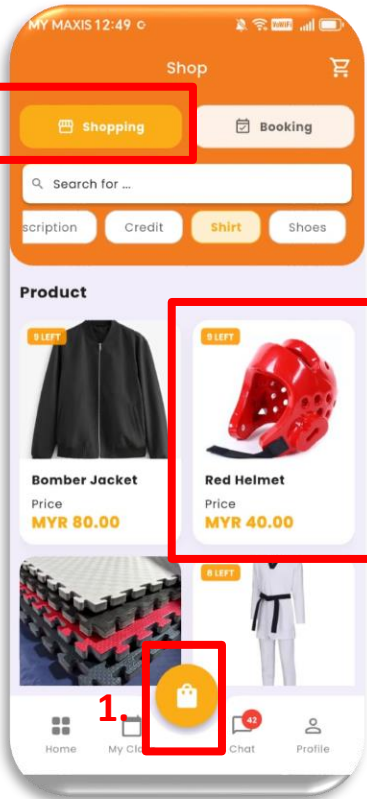
All classes will be shown inside this calendar. Click a class to view details and you also can cancel the booking.

所有课程都会显示在这里的日历中，点击课程可以查看详情，也可以取消预订

Shopping cart

1.

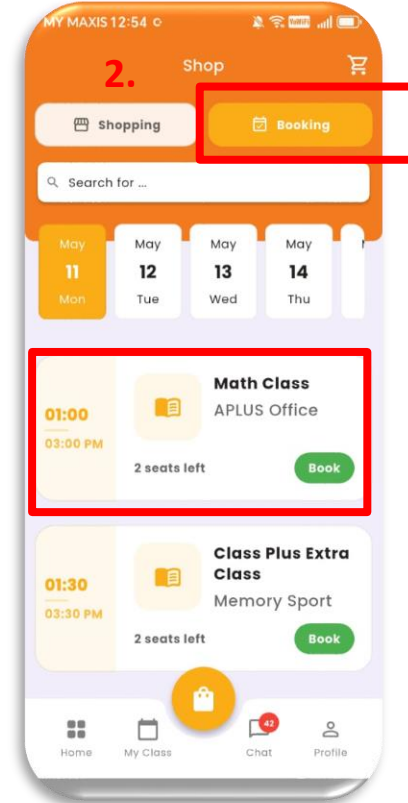
1.



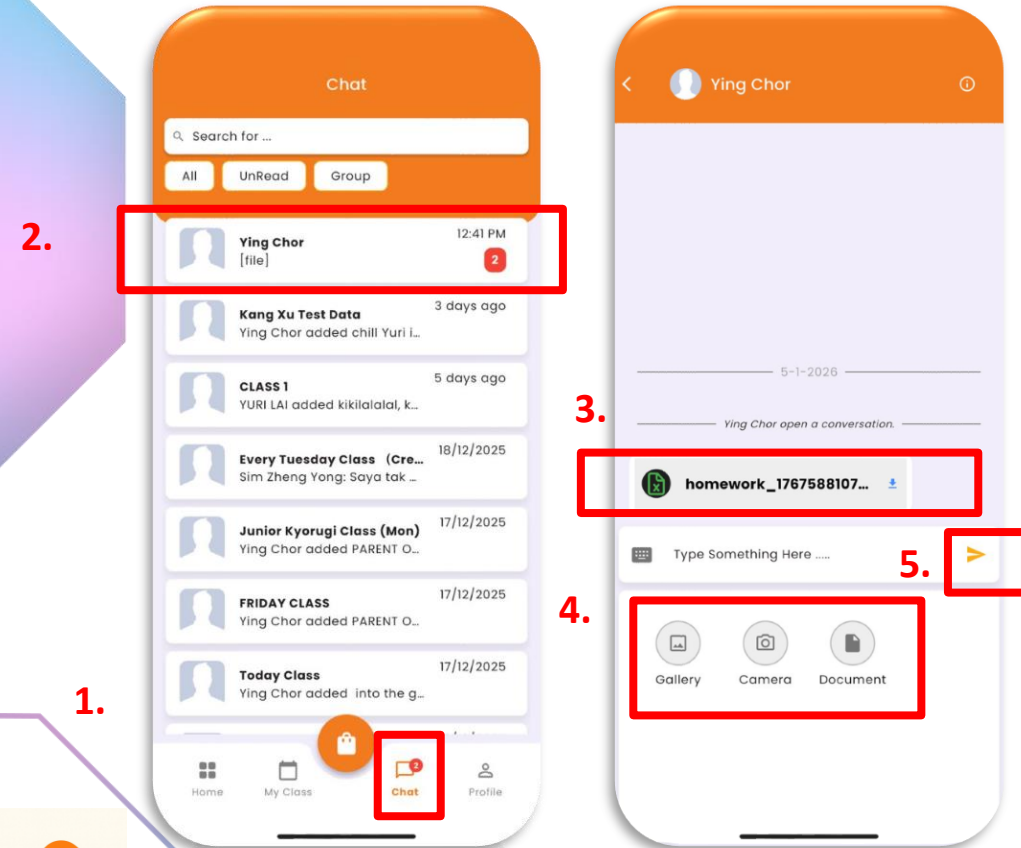
Shopping cart has two options: products and class bookings. Users can purchase products or book classes.

购物车有两个选项：商品和课程预订。用户可以购买商品或预订课程。

2.



Chat - Communicate with coach & Home work

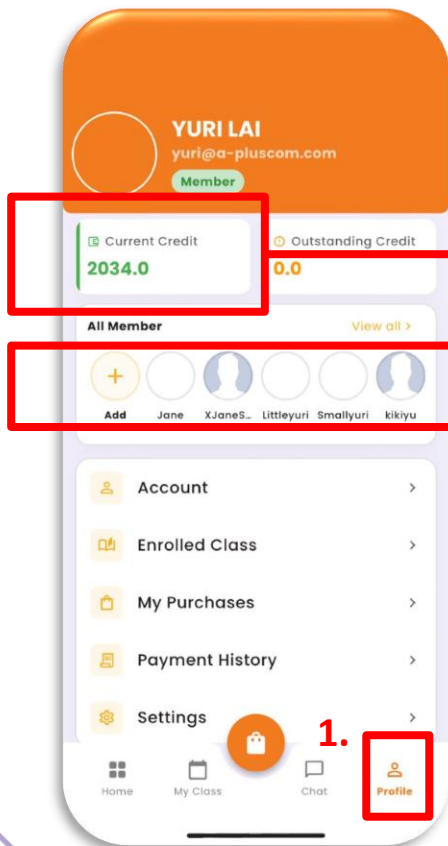


Coaches and parents can communicate via chat. Coaches also can send homework through the chat.

老师和家长可以通过Chat进行沟通，老师也可以在聊天中发送作业。

Profile features - Current Credit

2.

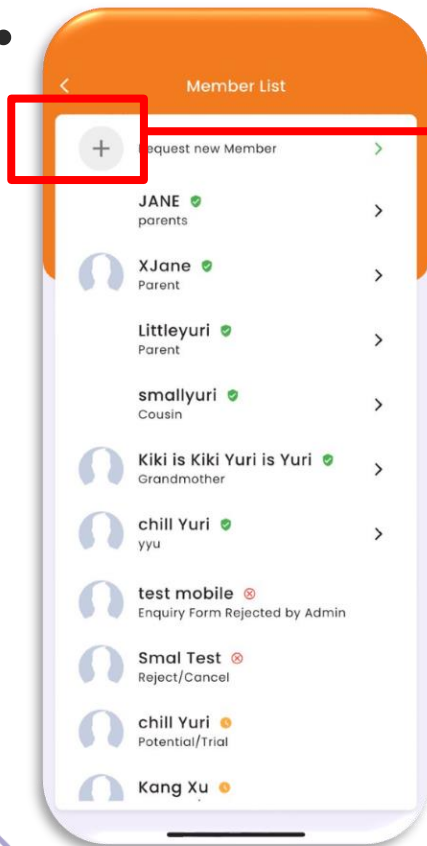


Check your current credit balance,
查看当前信用点余额,

View your children's profiles / edit their details,
管理孩子资料, 编辑他们的详细信息,

2. How to check/add member under my account?

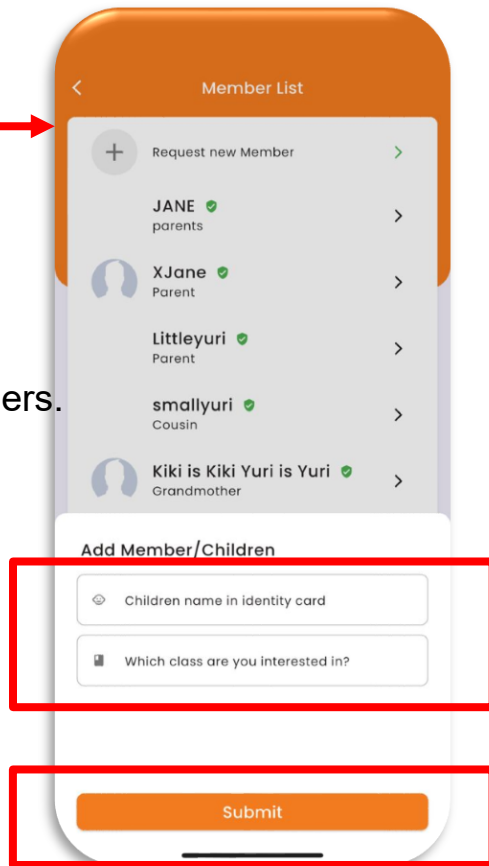
3.



Member list

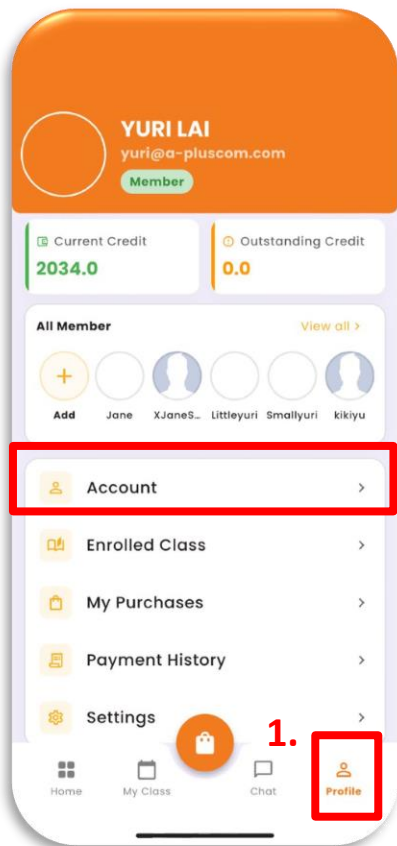
Or send invitations to add new members.
或者发送邀请添加新成员。

4.



5.

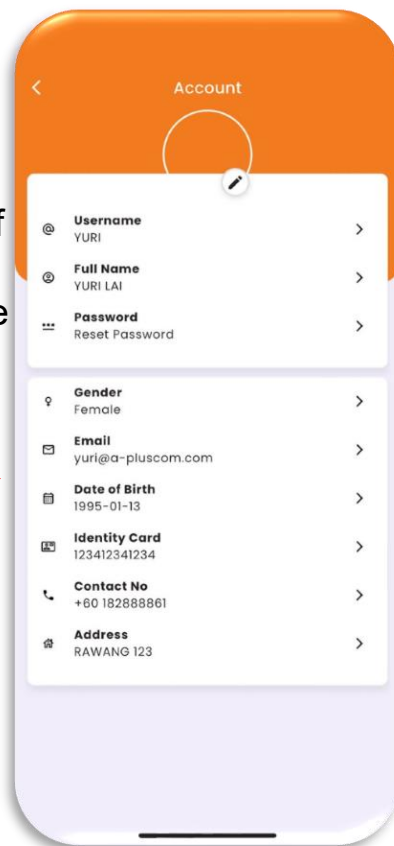
Edit Profile Details



2.

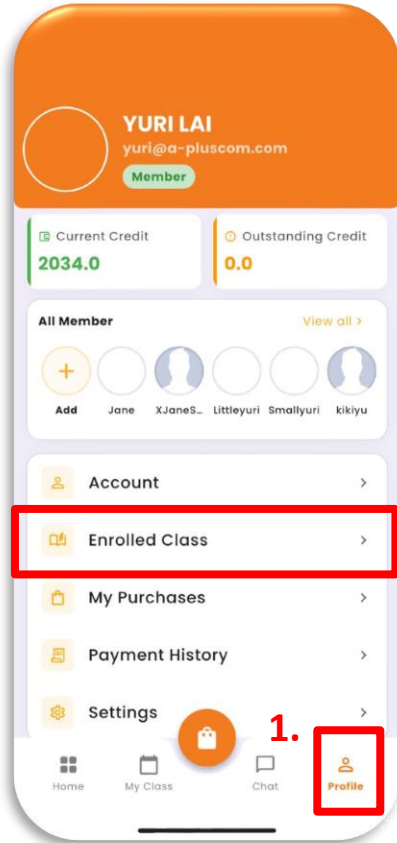
- 1: Click the Profile icon at the bottom of the screen.
- 2: Click “Account” to update your profile details.

- 1: 点击屏幕底部的个人资料图标。
- 2: 点击“Account”更新你的个人资料信息。



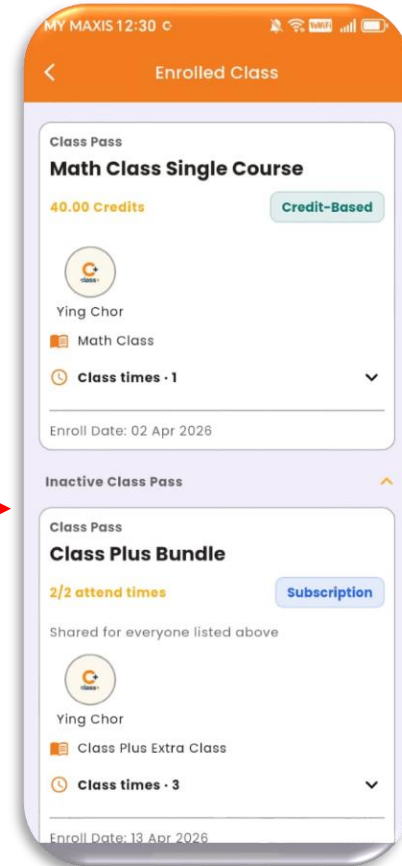
My Enrolled Class

2.



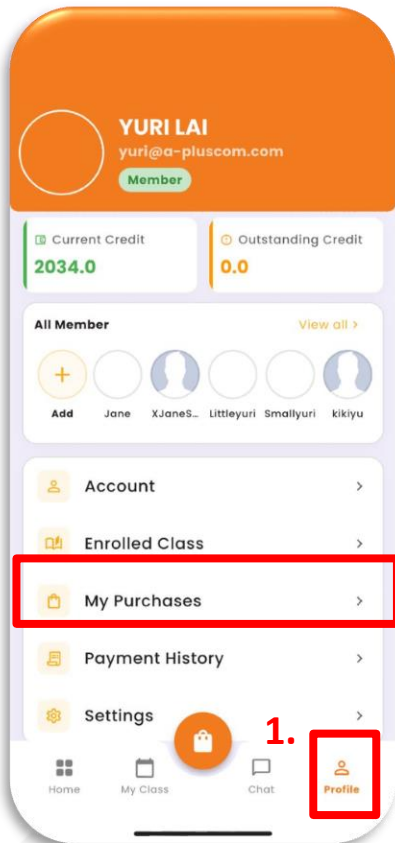
Click “Enrolled Class” to view your enrolled classes.

点击“Enrolled Class”查看已报名的课程。



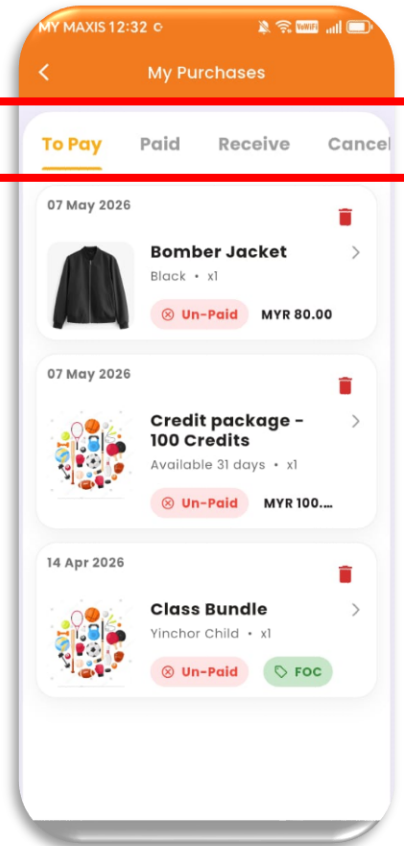
My Purchases details

2.

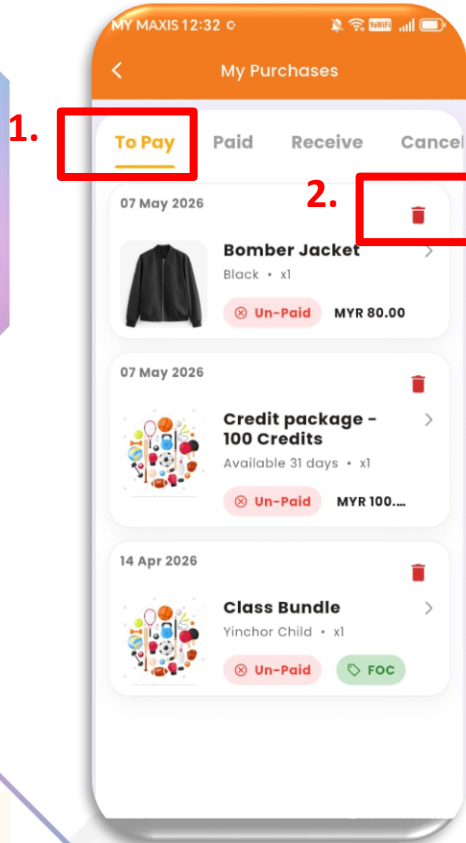


Click “My Purchase” to view your orders under different tabs: To Pay (pending payment), Paid (completed purchases), and Cancelled (cancelled orders).

点击“My Purchase”查看你的订单分类：To pay（待付款）、Paid（已完成购买）和 Cancelled（已取消订单）。

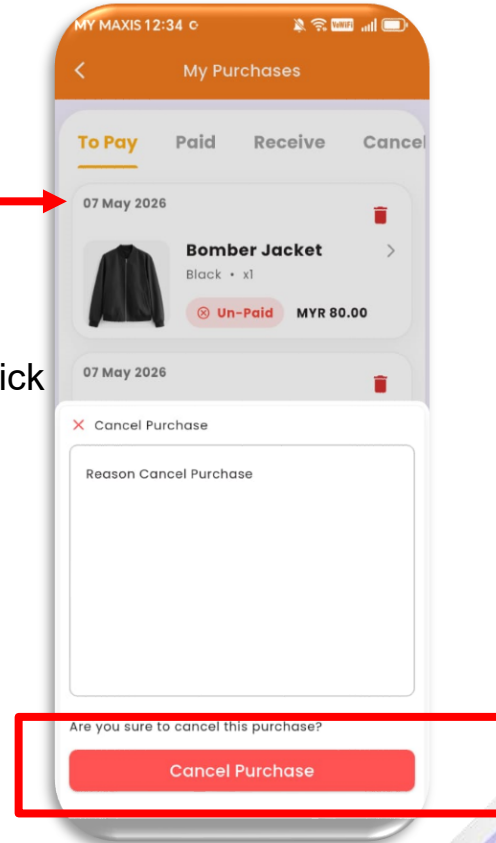


How to Cancel my purchases?

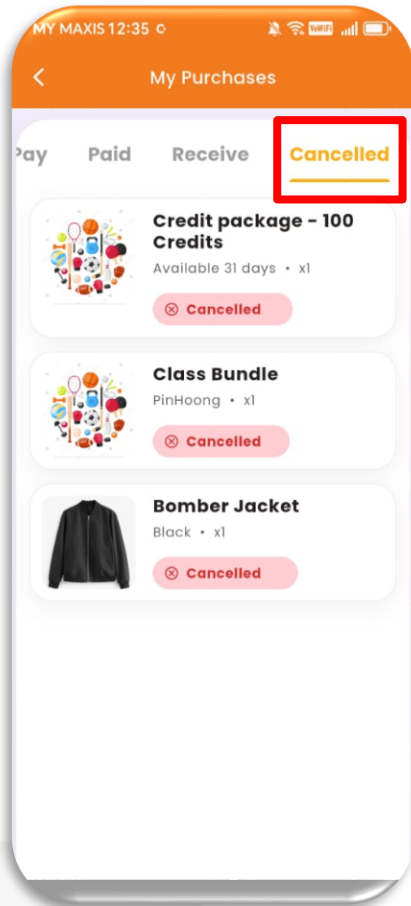


- 1: Go to the “To Pay” tab.
- 2: Click the “Cancel” button.
- 3: Enter the cancellation reason, then click “Cancel Purchase” to confirm.

- 1: 进入“To Pay”标签页。
- 2: 点击“Cancel”按钮。
- 3: 输入取消原因，然后点击“Cancel Purchase”确认取消。



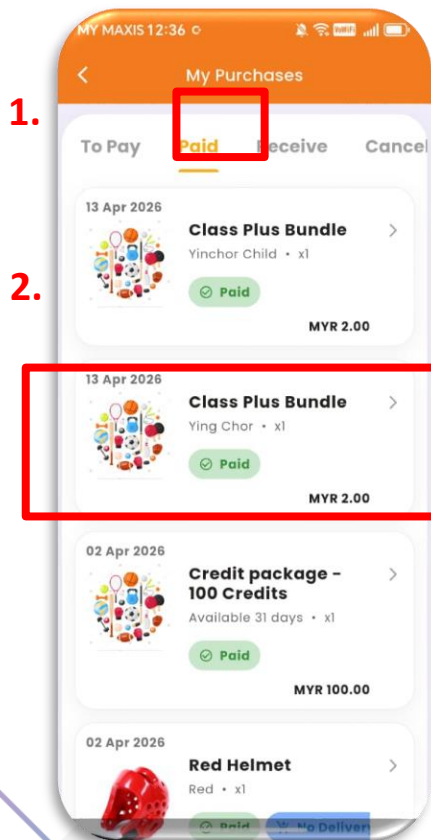
Where to check my Cancelled Purchase?



Go to the “Cancelled” tab to view your successfully cancelled purchases.

进入“Cancelled”标签页查看已成功取消的订单。

Where Can I Download My Official Purchase Receipt?

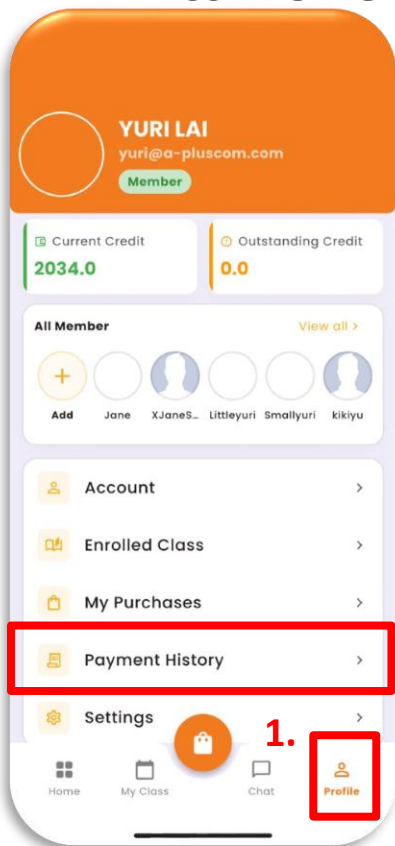


- 1: Go to the “Paid” tab to view your successfully paid purchases.
- 2: Click a purchase to view details.
- 3: Click “Download Receipt” to download the official receipt.

- 1: 进入“Paid”标签页查看已成功付款的订单。
- 2: 点击订单查看详情。
- 3: 点击“Download Receipt”下载正式收据。

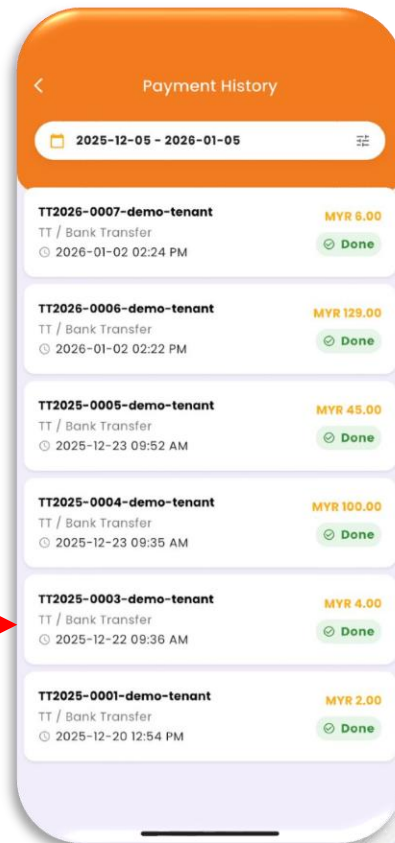


Where to check my Payment History?

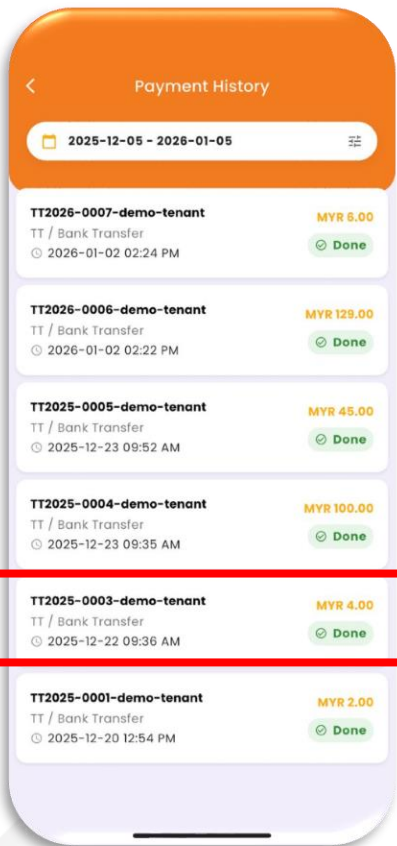


Click “Payment History” to view your payment history details.

点击“Payment History”查看你的付款记录详情



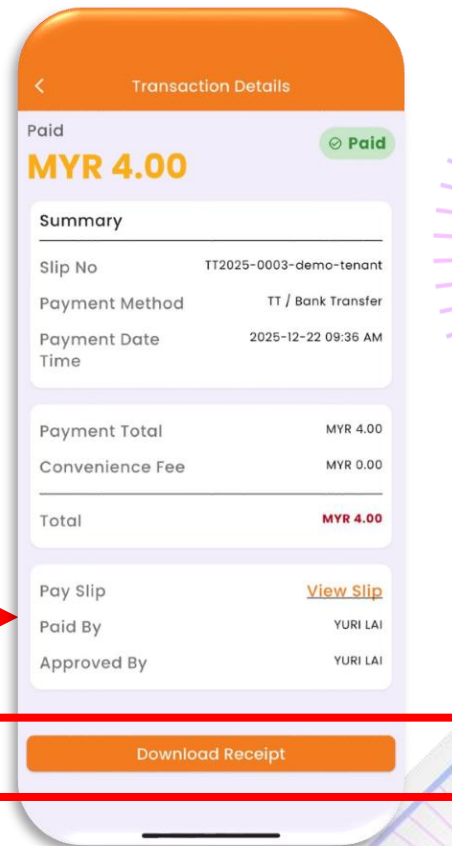
Where to download payment official receipt?



1.

- 1: Select your payment.
- 2: Click “Download Receipt” to download the official receipt.

- 1: 选择你的付款记录。
- 2: 点击“Download Receipt”下载正式收据。



2.



THANKS!