



# Accudemia Center Setup Guide



1. **Setup Centers & Services:** ([Administration > Centers & Classrooms](#))  
This is where you will setup your Centers that will be tracked and add the Services they offer students.
2. **Enter Administrators:** ([Administration > User Accounts > System Users](#))  
This step is important to determine what Admins you'll need for what Locations and then give permissions to access specific sections of the Accudemia interface.
3. **Center Off-times:** ([Administration > Off-times](#))  
This is where you can set days and hours your Center is not available.
4. **Set your Calendars:** ([Administration > Control Panel > General](#))  
This is where you can set how the calendars appear for scheduling Tutors and Appointments.
5. **Set Walk-in Settings:** ([Administration > Control Panel > Walk-ins](#))  
Set the options you want Students to select when they visit your Center.
6. **Set Appointment Settings:** ([Administration > Control Panel > Appointments](#)) Set the restrictions you want Students to follow when they make appointments.
7. **Design your Sign-in Station:** ([Administration > Control Panel > Appearance & Themes](#))  
Here you can customize the visual appearance of your Sign-in Stations.
8. **Enter Tutors/Staff & Assignments:** ([Administration > User Accounts > Tutors/Staff](#))  
Manually create them or you can import them. Here you can also modify what Subjects Areas this person can assist with at your Center by clicking the *Edit Tutor's Assignments* button.)
9. **Enter Staff Schedules:** ([Center Attendance > Tutor's Schedule](#))  
This is where you set the times they will be available to take appointments/walk-ins for specific Subjects, Services, and Centers.
10. **Create a Sign-in Station:** ([Administration > Sign-in Station > Computer or iAccu](#))  
This is where you designate a Computer to be a Sign-in Station for your Center or Activate/Deactivate Apple devices running iAccu (the Accudemia App).