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. **Center Off-times: (Administration > Off-times)**
   This is where you can set days and hours your Center is not available.

3. **Set your Calendars: (Control Panel > General)** This is where you can set how the calendars appear for scheduling Tutors and Appointments.

4. **Set Walk-in Settings: (Control Panel > Walk-ins)**
   Set the options you want Students to select when they visit your Center.

5. **Set Appointment Settings: (Control Panel > Appointments)** Set the restrictions you want Students to follow when they make appointments.

6. **Design your Sign-in Station: (Control Panel > Appearance & Themes)**
   Here you can customize the visual appearance of your Sign-in Stations.

7. **Enter Tutors/Staff: (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.)

8. **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.

9. **Create a Sign-in Station (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).