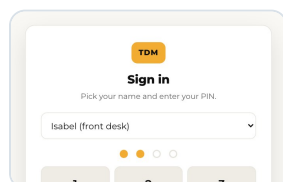


Running the front desk

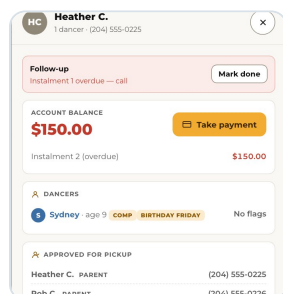
For the front desk · one page, keep it by the console

Front Desk page: internal-mockups.justedo.ca/studio-os/frontdesk-console.html · Bookmark it. Teachers use the attendance page, not this one.



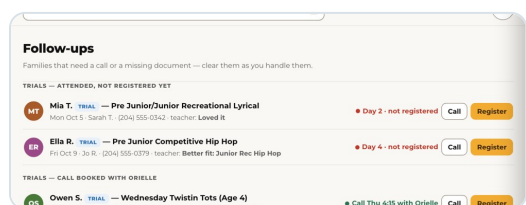
1 Sign in

Open the Front Desk page and bookmark it. Pick **your name** and enter your **4-digit PIN**. First time? Choose a PIN and enter it twice. The screen locks after ten minutes with nobody touching it; enter your PIN again, or tap **Switch person**.



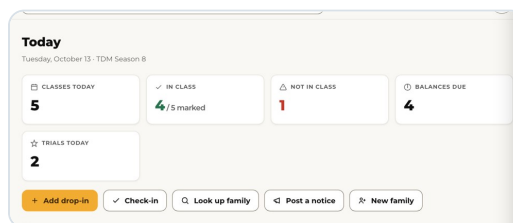
3 Find a family

Tap the **search box** (or press /), type a name or phone number, tap the row. The drawer shows the balance, each dancer with age, allergy flags and classes, approved pickup people, phone and email, waiver status and any open follow-up.



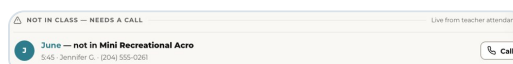
5 Work the Follow-ups

Everyone the desk needs to contact, with the reason: trials waiting on a decision (**Call** or **Register**), then families with a balance or a document to sign. Tap **Mark done** when handled. The list is the day's to-do; empty means nothing is waiting.



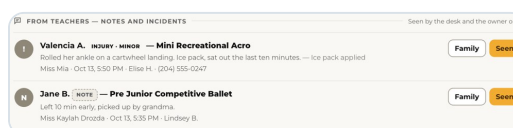
2 Leave Today open

Four counts at the top: classes today, dancers in class against expected, not in class, balances due. Below: **Now and next** (tap a class for its roster), **Not in class**, **Trials today**, **Birthdays**, **From teachers**, **Needs attention**.



4 A dancer is missing, or arrived unmarked

Not in class lists dancers a teacher has not marked once class started. Tap **Call**; once you have spoken to the parent the dancer moves off the list. If they are sick, that is all you do; the absence is on the record. Arrived and the teacher missed them? Tap **Arrived** and the teacher's list updates in seconds.



6 Read what teachers send

Notes and incidents from class land under **From teachers**, newest and most serious first. Tap **Family** to open them, **Seen** once handled. They also go to Orielle and onto the dancer's record. Nothing is sent to a parent automatically; the studio decides what the parent hears.

This season

StudioLab keeps registration, tuition and the family portal until January 2027. Studio OS runs the day: classes, who is in, families, trials, follow-ups.

Forgot a PIN?

Open **Staff**, tap **Reset PIN** on the row. They choose a new one at their next sign-in. The **Substitute teacher** PIN is set here too.

Something looks wrong?

A dancer missing from a roster, a wrong class: fix it in the registration system and the console refreshes overnight. Teachers do nothing on the iPad.

Need more?

Every answer is in the help center: internal-mockups.justedo.ca/studio-os/help/