

Creating Teams

You can combine teachers into teams on the **Class Editor** page. To create a team, you will do the following:

1. Select **Add Teacher / Team, Add Team**
2. The Select Person dialog box will display
3. In the Select Person dialog box that displays, search and click on the first teacher you would like on your team, then click on the Add to Team button on the Select Person pop-up window in the top left corner. Then search and click on the 2nd teacher you would like in the team, then click on the Add to Team button.
4. Once you have your team selected, all team members would be listed in the top-left corner of the Select Person pop-up window - press the Ok button.

When a parent books with the team, the corresponding time slots for all individual members of the team will become unavailable. Similarly, when a parent books with an individual teacher, the corresponding time slot for the team will become unavailable.

1. If your teacher is already listed on the **Class Editor** page and you would like to add teachers to the teacher listing, click on the teacher (on the left-hand side) and then do the following:
2. Select **Assign Contact / Team -> Assign Team** option
3. The Select Person dialog box will display
4. In the Select Person dialog box that displays, search and click on the first teacher you would like on your team, then click on the Add to Team button on the Select Person pop-up window in the top left corner. Then search and click on the 2nd teacher you would like in the team, then click on the Add to Team button.
5. Once you have your team selected, all team members will be listed in the top-left corner of the Select Person pop-up window - press the Ok button.

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