

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.

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:

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.

Revision #1

Created 2026-04-07 18:25:57 UTC by Tara Cicora

Updated 2026-04-07 18:31:46 UTC by Tara Cicora