

# Owner Playbook

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Commit: c4eb5f7

Run daily operations, growth, website publishing, student management, events, community, and reporting from the portal.

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## Not Included Yet

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- Payment gateway connections (Stripe/Square/PayPal/Braintree) are intentionally excluded until gateway setup is complete.

## Feature: Owner Dashboard

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**What it does:** Central KPI, alert, and quick-action command center.

**Why it matters:** Speeds daily checks and points to issues before they escalate.

**Where:** Dashboard </dashboard/>

**Steps:**

1. Open Dashboard from top nav.
2. Review KPI tiles and Needs Attention cards.
3. Use Quick Actions for attendance, website, events, and marketing.

**Expected result:** KPI tiles and alerts render with actionable links.

**Troubleshooting:**

- 403 means role/school membership mismatch.
- If empty, run `seed_playbook_data`.

**step\_01 (desktop)**

## Owner Dashboard

Critical metrics, alerts, and actions for your school.

### Test School

Plan: starter (active)

Website: **Draft changes pending**

Webhook: **Healthy**

REVENUE (MTD)

**4500**

cents this month

INVOICES NEEDING ATTENTION

**2**

open + pending + failed

ATTENDANCE (7D PRESENT)

**36**

last 7 days

ACTIVE STUDENTS

**49**

current memberships

UPCOMING EVENTS (14D)

**6**

next two weeks

WEBSITE LEADS (30D)

**0**

trial/CTA interest

ANNOUNCEMENTS (30D)

**5**

community publishing

### Needs Attention

#### Website draft changes not published

You have unpublished website edits. Publish when ready.

#### 1 failed invoices

Review failed payments and guide members through retry.

#### 38 enrolled students missing waivers

Collect waivers to keep attendance and compliance current.

#### 2 upcoming events near capacity

Check caps and waitlists before registrations close.

### Quick Actions

Take Attendance

Add Student

Create Event

Post Announcement

Schedule Notices

Edit Website

Marketing Hub

Publish Website

### Marketing Engine

Automate growth with assets, leads, referrals, and follow-ups.

ASSETS (30D)

**5**

Generated content kits

NEW LEADS (30D)

**2**

Website leads and follow-ups

FOLLOW-UPS PENDING

**2**

Follow-up actions

### Recent Invoices/Payments

REFERENCE	STATUS	AMOUNT	UPDATED
seed-test-school-failed	failed	USD 12900	2026-02-16 16:08
seed-test-school-open	open	USD 6500	2026-02-16 16:08
seed-test-school-paid	paid	USD 4500	2026-02-16 16:08

### Recent Payments

INVOICE	PROVIDER	STATUS	AMOUNT
seed-test-school-paid	manual	succeeded	USD 4500

### Recent Sessions

CLASS	START	STATUS
Youth (12-15)	2026-02-16 18:00	Active
Adults (16+)	2026-02-16 18:00	Active
Little Tigers (5-7)	2026-02-16 17:00	Active
Children (8-11)	2026-02-16 17:00	Active
Adults Fundamentals	2026-02-13 18:00	Active
Kids Basics	2026-02-13 17:00	Active
Adults Fundamentals	2026-02-09 18:00	Active
Kids Basics	2026-02-09 17:00	Active
Adults Fundamentals	2026-02-08 18:00	Active
Kids Basics	2026-02-08 17:00	Active

### Student Inbox **1 new**

FROM	TO	SUBJECT	STATUS	RECEIVED	ACTIONS
Alex Park	School inbox	<b>Playbook smoke message</b> Automated message send smoke test	New	2026-02-16 14:43	<div style="display: flex; gap: 10px;"> <span>Mark Read</span> <span>Archive</span> <div style="border: 1px solid #ccc; padding: 2px 5px; border-radius: 4px;">Reply to student.</div> <div style="border: 1px solid #ccc; padding: 2px 5px; border-radius: 4px;">Send Reply</div> </div>

**step\_01 (mobile)**

Dashboard

Students

Attendance

Events



Portal

Reports

Business

Settings

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Schedule Notices

Edit Website

Marketing Hub

Publish Website

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Website leads and follow-ups

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Follow-up actions

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Children (8-11)	2026-02-16 17:00	Active
Adults Fundamentals	2026-02-13 18:00	Active
Kids Basics	2026-02-13 17:00	Active
Adults Fundamentals	2026-02-09 18:00	Active
Kids Basics	2026-02-09 17:00	Active
Adults Fundamentals	2026-02-08 18:00	Active
Kids Basics	2026-02-08 17:00	Active

### Student Inbox **1 new**

FROM	TO	SUBJECT	STATUS	RECEIVED	ACTIONS
Alex Park	School inbox	<b>Playbook smoke message</b> Automated message send smoke test	New	2026-02-16 14:43	<div><span>Ma</span> <span>Ar</span></div> <div><span>R</span> <span>e</span></div> <div><span>Ser</span></div>

## Feature: Students Hub

---

**What it does:** View school students and key profile details.

**Why it matters:** Primary roster workspace for student operations.

**Where:** Students > Students `/students/`

**Steps:**

1. Open Students menu.
2. Choose Students list.
3. Review active roster details.

**Expected result:** Student list loads with school-scoped records.

**Troubleshooting:**

- If list is empty, seed data.
- If blocked, confirm owner/staff role.

**step\_01 (desktop)**

## Students

Manage student records for Test School.

Add Student

Name	Email	Username
Logan Adams	logan.adams@seed.local	logan.adams@seed.local
Adult09 BlackSash	black.adult.seed09@seed.local	black.adult.seed09@seed.local
Kids09 BlackSash	black.kids.seed09@seed.local	black.kids.seed09@seed.local
Little09 BlackSash	black.little.seed09@seed.local	black.little.seed09@seed.local
Youth09 BlackSash	black.youth.seed09@seed.local	black.youth.seed09@seed.local
Adult04 BlueSash	blue.adult.seed04@seed.local	blue.adult.seed04@seed.local
Kids04 BlueSash	blue.kids.seed04@seed.local	blue.kids.seed04@seed.local
Little04 BlueSash	blue.little.seed04@seed.local	blue.little.seed04@seed.local
Youth04 BlueSash	blue.youth.seed04@seed.local	blue.youth.seed04@seed.local
Avery Brown	avery.brown@seed.local	avery.brown@seed.local
Adult08 BrownSash	brown.adult.seed08@seed.local	brown.adult.seed08@seed.local
Kids08 BrownSash	brown.kids.seed08@seed.local	brown.kids.seed08@seed.local
Little08 BrownSash	brown.little.seed08@seed.local	brown.little.seed08@seed.local
Youth08 BrownSash	brown.youth.seed08@seed.local	brown.youth.seed08@seed.local
Taylor Chen	taylor.chen@seed.local	taylor.chen@seed.local
Adult07 DarkGreenSash	dark-green.adult.seed07@seed.local	dark-green.adult.seed07@seed.local
Kids07 DarkGreenSash	dark-green.kids.seed07@seed.local	dark-green.kids.seed07@seed.local
Little07 DarkGreenSash	dark-green.little.seed07@seed.local	dark-green.little.seed07@seed.local
Youth07 DarkGreenSash	dark-green.youth.seed07@seed.local	dark-green.youth.seed07@seed.local
Riley Garcia	riley.garcia@seed.local	riley.garcia@seed.local
Quinn Hall	quinn.hall@seed.local	quinn.hall@seed.local
Jordan Kim	jordan.kim@seed.local	jordan.kim@seed.local
Jamie Lee	jamie.lee@seed.local	jamie.lee@seed.local
Adult06 LightGreenSash	light-green.adult.seed06@seed.local	light-green.adult.seed06@seed.local
Kids06 LightGreenSash	light-green.kids.seed06@seed.local	light-green.kids.seed06@seed.local
Little06 LightGreenSash	light-green.little.seed06@seed.local	light-green.little.seed06@seed.local
Youth06 LightGreenSash	light-green.youth.seed06@seed.local	light-green.youth.seed06@seed.local
Drew Martin	drew.martin@seed.local	drew.martin@seed.local
Casey Nguyen	casey.nguyen@seed.local	casey.nguyen@seed.local
Adult03 OrangeSash	orange.adult.seed03@seed.local	orange.adult.seed03@seed.local
Kids03 OrangeSash	orange.kids.seed03@seed.local	orange.kids.seed03@seed.local
Little03 OrangeSash	orange.little.seed03@seed.local	orange.little.seed03@seed.local
Youth03 OrangeSash	orange.youth.seed03@seed.local	orange.youth.seed03@seed.local
Alex Park	alex.park@seed.local	alex.park@seed.local
Adult05 PurpleSash	purple.adult.seed05@seed.local	purple.adult.seed05@seed.local
Kids05 PurpleSash	purple.kids.seed05@seed.local	purple.kids.seed05@seed.local
Little05 PurpleSash	purple.little.seed05@seed.local	purple.little.seed05@seed.local
Youth05 PurpleSash	purple.youth.seed05@seed.local	purple.youth.seed05@seed.local
Morgan Santos	morgan.santos@seed.local	morgan.santos@seed.local
Adult01 WhiteSash	white.adult.seed01@seed.local	white.adult.seed01@seed.local
Kids01 WhiteSash	white.kids.seed01@seed.local	white.kids.seed01@seed.local
Little01 WhiteSash	white.little.seed01@seed.local	white.little.seed01@seed.local
Youth01 WhiteSash	white.youth.seed01@seed.local	white.youth.seed01@seed.local
Michael Wood	michael.wood777@gmail.com	mykl
Sam Wright	sam.wright@seed.local	sam.wright@seed.local

Adult02 YellowSash	yellow.adult.seed02@seed.local	yellow.adult.seed02@seed.local
Kids02 YellowSash	yellow.kids.seed02@seed.local	yellow.kids.seed02@seed.local
Little02 YellowSash	yellow.little.seed02@seed.local	yellow.little.seed02@seed.local
Youth02 YellowSash	yellow.youth.seed02@seed.local	yellow.youth.seed02@seed.local

## step\_01 (mobile)

Dashboard

Students

Attendance

Events



Portal

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Business

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## Students

Manage student records for Test School.

Add Student

Name	Email
Logan Adams	logan.adams@seed.local
Adult09 BlackSash	black.adult.seed09@seed
Kids09 BlackSash	black.kids.seed09@seed.l
Little09 BlackSash	black.little.seed09@seed.l
Youth09 BlackSash	black.youth.seed09@seec
Adult04 BlueSash	blue.adult.seed04@seed.l
Kids04 BlueSash	blue.kids.seed04@seed.lo
Little04 BlueSash	blue.little.seed04@seed.lc
Youth04 BlueSash	blue.youth.seed04@seed.
Avery Brown	avery.brown@seed.local

Adult08 BrownSash	brown.adult.seed08@seed
Kids08 BrownSash	brown.kids.seed08@seed.
Little08 BrownSash	brown.little.seed08@seed
Youth08 BrownSash	brown.youth.seed08@see
Taylor Chen	taylor.chen@seed.local
Adult07 DarkGreenSash	dark- green.adult.seed07@seed
Kids07 DarkGreenSash	dark- green.kids.seed07@seed.
Little07 DarkGreenSash	dark- green.little.seed07@seed.
Youth07 DarkGreenSash	dark- green.youth.seed07@see
Riley Garcia	riley.garcia@seed.local
Quinn Hall	quinn.hall@seed.local
Jordan Kim	jordan.kim@seed.local
Jamie Lee	jamie.lee@seed.local
Adult06 LightGreenSash	light- green.adult.seed06@seed
Kids06 LightGreenSash	light- green.kids.seed06@seed.
Little06 LightGreenSash	light- green.little.seed06@seed.
Youth06 LightGreenSash	light- green.youth.seed06@see

Drew Martin	drew.martin@seed.local
Casey Nguyen	casey.nguyen@seed.local
Adult03 OrangeSash	orange.adult.seed03@seed.local
Kids03 OrangeSash	orange.kids.seed03@seed.local
Little03 OrangeSash	orange.little.seed03@seed.local
Youth03 OrangeSash	orange.youth.seed03@seed.local
Alex Park	alex.park@seed.local
Adult05 PurpleSash	purple.adult.seed05@seed.local
Kids05 PurpleSash	purple.kids.seed05@seed.local
Little05 PurpleSash	purple.little.seed05@seed.local
Youth05 PurpleSash	purple.youth.seed05@seed.local
Morgan Santos	morgan.santos@seed.local
Adult01 WhiteSash	white.adult.seed01@seed.local
Kids01 WhiteSash	white.kids.seed01@seed.local
Little01 WhiteSash	white.little.seed01@seed.local
Youth01 WhiteSash	white.youth.seed01@seed.local
Michael Wood	michael.wood777@gmail.com

Sam Wright	sam.wright@seed.local
Adult02 YellowSash	yellow.adult.seed02@seed
Kids02 YellowSash	yellow.kids.seed02@seed.
Little02 YellowSash	yellow.little.seed02@seed
Youth02 YellowSash	yellow.youth.seed02@see

## Feature: Add Student

---

**What it does:** Create a new student account and membership.

**Why it matters:** Supports onboarding from front desk workflows.

**Where:** Students > Add Student `/students/new/`

### Steps:

1. Open Add Student.
2. Enter required student identity fields.
3. Submit and confirm success message.

**Expected result:** Student account is created or updated successfully.

### Troubleshooting:

- Email required and must be unique in username context.
- If validation fails, check required inputs.

### step\_01 (desktop)

### Add Student

Create a new student account and assign them to this school.

First name

Last name

Email

Phone (optional)

Create student [Back to roster](#)

step\_01 (mobile)

Dashboard

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## Add Student

Create a new student account and assign them to this school.

**First name**

**Last name**

**Email**

**Phone (optional)**

[Create student](#) [Back to roster](#)

## Feature: Progression Workflows

**What it does:** Manage rank ladders, requirements, and student progression.

**Why it matters:** Keeps testing and advancement consistent.

**Where:** Students > Progression `/progression/`

**Steps:**

1. Open Progression.
2. Review ranks and requirements.
3. Use management links for updates.

**Expected result:** Progression pages render and allow role-appropriate management.

**Troubleshooting:**

- If no ranks, initialize ladder data.
- If blocked, confirm owner/staff role.

**step\_01 (desktop)**

## Progression

Manage ranks, requirements, and student progress

[Ranks](#)[Requirements](#)[Students](#)

### Ranks

Order	Name
1	White Sash
2	Yellow Sash
3	Orange Sash
4	Blue Sash
5	Purple Sash
6	Light Green Sash
7	Dark Green Sash
8	Brown Sash
9	Black Sash

### Create / Update Rank

Edit existing

1 — White Sash

Rank name

White Sash

Order

1

Save rank

step\_01 (mobile)

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## Progression

Manage ranks, requirements, and student progress

Ranks

Requirements

Students

### Ranks

Order	Name
1	White Sash
2	Yellow Sash
3	Orange Sash
4	Blue Sash
5	Purple Sash
6	Light Green Sash
7	Dark Green Sash
8	Brown Sash
9	Black Sash

**Create / Update Rank**

Edit existing

1 — White Sash

Rank name

White Sash

Order

1

Save rank

## Feature: Take Attendance

---

**What it does:** Mark attendance for active class sessions.

**Why it matters:** Feeds progression and attendance analytics.

**Where:** Attendance </attendance/?tab=take>

**Steps:**

1. Open Attendance.
2. Select session/date.
3. Mark present/absent and save.

**Expected result:** Attendance marks persist and success message appears.

**Troubleshooting:**

- If no sessions, create one or seed data.
- Archived meeting times cannot be used.

## step\_01 (desktop)

**Portal**   Dashboard   Students   **Attendance**   Events   Reports   Business   Settings

### Attendance

Manage sessions, groups, and rosters quickly.

**Take**   Sessions   Groups   Times

#### Choose class + date

**Meeting time**  
Adults (16+) — Mon 6 p.m. ▾

**Date**  
02/16/2026 📅

Load   **View logs**

Take attendance

## step\_01 (mobile)

Dashboard

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## Attendance

Manage sessions, groups, and rosters quickly.

Take


Sessions

Groups

Times

### Choose class + date

Meeting time

Adults (16+) — Mon 6 p.m. 

Date

02/16/2026 

Load

**View logs**

Take attendance

## Feature: Attendance Logs

---

**What it does:** Review historical attendance records.

**Why it matters:** Audits participation and supports support requests.

**Where:** Attendance > Logs `/attendance/logs/`

**Steps:**

1. Open Attendance Logs.
2. Filter by class/date as needed.
3. Review mark history.

**Expected result:** Logs show historical marks by session and student.

**Troubleshooting:**

- If no logs, record attendance first.
- Verify school context.

**step\_01 (desktop)**

## Attendance Logs

### Meeting time

Adults (16+) — Mon 6 p.m.

### Date

02/16/2026

[Load](#)

## Records

Time	User	Status
Feb. 16, 2026, 6 p.m.	alex.park@seed.local	present
Feb. 16, 2026, 6 p.m.	black.adult.seed09@seed.local	present
Feb. 16, 2026, 6 p.m.	blue.adult.seed04@seed.local	present
Feb. 16, 2026, 6 p.m.	brown.adult.seed08@seed.local	absent
Feb. 16, 2026, 6 p.m.	casey.nguyen@seed.local	absent
Feb. 16, 2026, 6 p.m.	dark-green.adult.seed07@seed.local	present
Feb. 16, 2026, 6 p.m.	jamie.lee@seed.local	absent
Feb. 16, 2026, 6 p.m.	jordan.kim@seed.local	excused
Feb. 16, 2026, 6 p.m.	light-green.adult.seed06@seed.local	excused
Feb. 16, 2026, 6 p.m.	morgan.santos@seed.local	present
Feb. 16, 2026, 6 p.m.	orange.adult.seed03@seed.local	absent
Feb. 16, 2026, 6 p.m.	purple.adult.seed05@seed.local	present
Feb. 16, 2026, 6 p.m.	riley.garcia@seed.local	present
Feb. 16, 2026, 6 p.m.	sam.wright@seed.local	present
Feb. 16, 2026, 6 p.m.	taylor.chen@seed.local	present
Feb. 16, 2026, 6 p.m.	white.adult.seed01@seed.local	excused
Feb. 16, 2026, 6 p.m.	yellow.adult.seed02@seed.local	present

step\_01 (mobile)

Dashboard   Students

Attendance   Events



**Portal**

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## Attendance Logs

Meeting time

Adults (16+) — Mon 6 p.m. ▾

Date

02/16/2026 📅

Load

## Records

Time	User	Status
Feb. 16, 2026, 6 p.m.	alex.park@seed.local	present
Feb. 16, 2026, 6 p.m.	black.adult.seed09@seed.local	present
Feb. 16, 2026, 6 p.m.	blue.adult.seed04@seed.local	present
Feb. 16.		

2026, 6 p.m.	brown.adult.seed08@seed.local	absent
Feb. 16, 2026, 6 p.m.	casey.nguyen@seed.local	absent
Feb. 16, 2026, 6 p.m.	dark- green.adult.seed07@seed.local	present
Feb. 16, 2026, 6 p.m.	jamie.lee@seed.local	absent
Feb. 16, 2026, 6 p.m.	jordan.kim@seed.local	excused
Feb. 16, 2026, 6 p.m.	light- green.adult.seed06@seed.local	excused
Feb. 16, 2026, 6 p.m.	morgan.santos@seed.local	present
Feb. 16, 2026, 6	orange.adult.seed03@seed.local	absent

<p>~ p.m.</p>	
<p>Feb. 16, 2026, purple.adult.seed05@seed.local 6 p.m.</p>	present
<p>Feb. 16, 2026, riley.garcia@seed.local 6 p.m.</p>	present
<p>Feb. 16, 2026, sam.wright@seed.local 6 p.m.</p>	present
<p>Feb. 16, 2026, taylor.chen@seed.local 6 p.m.</p>	present
<p>Feb. 16, 2026, white.adult.seed01@seed.local 6 p.m.</p>	excused
<p>Feb. 16, 2026, yellow.adult.seed02@seed.local 6 p.m.</p>	present

## Feature: Class Enrollments

---

**What it does:** Manage roster enrollment by class group.

**Why it matters:** Controls who appears in attendance workflows.

**Where:** Attendance > Enrollments </attendance/enrollments/>

**Steps:**

1. Open Attendance Enrollments.
2. Assign/remove students from groups.
3. Save and verify roster.

**Expected result:** Enrollment changes persist and affect attendance lists.

**Troubleshooting:**

- If user missing, confirm school membership role.
- If save fails, check class group selection.

**step\_01 (desktop)**

Portal
Dashboard   Students   Attendance   Events   Reports   Business   Settings

### Enrollments

Class group  
 Adults (16+) ▼

Load

#### Manage roster for Adults (16+)

Select the users who should be on this class roster. Everyone else will be removed.

alex.park@seed.local (alex.park@seed.local)	<input checked="" type="checkbox"/>
avery.brown@seed.local (avery.brown@seed.local)	<input type="checkbox"/>
black.adult.seed09@seed.local (black.adult.seed09@seed.local)	<input checked="" type="checkbox"/>
black.kids.seed09@seed.local (black.kids.seed09@seed.local)	<input type="checkbox"/>
black.little.seed09@seed.local (black.little.seed09@seed.local)	<input type="checkbox"/>
black.youth.seed09@seed.local (black.youth.seed09@seed.local)	<input type="checkbox"/>
blue.adult.seed04@seed.local (blue.adult.seed04@seed.local)	<input checked="" type="checkbox"/>

Save roster

#### Currently enrolled

- alex.park@seed.local
- black.adult.seed09@seed.local
- blue.adult.seed04@seed.local
- brown.adult.seed08@seed.local
- casey.nguyen@seed.local
- dark-green.adult.seed07@seed.local
- jamie.lee@seed.local
- jordan.kim@seed.local
- light-green.adult.seed06@seed.local
- morgan.santos@seed.local
- orange.adult.seed03@seed.local
- purple.adult.seed05@seed.local
- riley.garcia@seed.local
- sam.wright@seed.local
- taylor.chen@seed.local
- white.adult.seed01@seed.local
- yellow.adult.seed02@seed.local

**step\_01 (mobile)**

Dashboard    Students

Attendance    Events



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Settings

## Enrollments

Class group

Adults (16+) ▼

Load

## Manage roster for Adults (16+)

Select the users who should be on this class roster. Everyone else will be removed.

alex.park@seed.local  
(alex.park@seed.local)

avery.brown@seed.local  
(avery.brown@seed.local)

black.adult.seed09@seed.local  
(black.adult.seed09@seed.local)

black.kids.seed09@seed.local  
(black.kids.seed09@seed.local)

black.little.seed09@seed.local  
(black.little.seed09@seed.local)

Save roster

## Currently enrolled

alex.park@seed.local

black.adult.seed09@seed.local  
blue.adult.seed04@seed.local  
brown.adult.seed08@seed.local  
casey.nguyen@seed.local  
dark-green.adult.seed07@seed.local  
jamie.lee@seed.local  
jordan.kim@seed.local  
light-green.adult.seed06@seed.local  
morgan.santos@seed.local  
orange.adult.seed03@seed.local  
purple.adult.seed05@seed.local  
riley.garcia@seed.local  
sam.wright@seed.local  
taylor.chen@seed.local  
white.adult.seed01@seed.local  
yellow.adult.seed02@seed.local

## Feature: Events Management

---

**What it does:** View and manage school events and registrations.

**Why it matters:** Coordinates seminars, testing, and special events.

**Where:** Events `/events/`

### Steps:

1. Open Events.
2. Review upcoming event cards.
3. Open registration management actions.

**Expected result:** Events and registrations render with capacity states.

### Troubleshooting:

- If no events, create one or seed data.
- Full events block further registrations.

**step\_01 (desktop)**

## Events & Seminars

Schedule events and handle registrations.

### Next Action

Create your next seminar, then share registration instructions with students.

### Create Event

Title	Location
Starts mm/dd/yyyy, --:-- --	Ends mm/dd/yyyy, --:-- --
Capacity (optional)	0
USD	No box requirement
No rank requirement	
Description	
<button>Create event</button>	

### Upcoming Events

Event	Time	Eligibility	Seats	Action
<b>Family Intro Night</b> Main Mat Family Intro Night seeded for QA	<b>Feb. 18, 2026, 4:08 p.m.</b> to Feb. 18, 2026, 6:08 p.m.	Open	8 / 20 USD 1400	<button>Register</button>
<b>Playbook Smoke Event</b>	<b>Feb. 18, 2026, 7:43 p.m.</b> to Feb. 18, 2026, 8:43 p.m.	Open	0 / 20 USD 2500	<button>Register</button>
<b>Sparring Seminar</b> Main Mat Sparring Seminar seeded for QA	<b>Feb. 21, 2026, 4:08 p.m.</b> to Feb. 21, 2026, 6:08 p.m.	Open	8 / 30 USD 3000	<button>Register</button>
<b>Near Capacity Open Mat</b> Main Mat Near-capacity scenario for dashboard alerts	<b>Feb. 23, 2026, 4:08 p.m.</b> to Feb. 23, 2026, 6:08 p.m.	Open	9 / 10	<button>Register</button>
<b>Full Capacity Workshop</b> Studio B Full event scenario for registration blocking checks	<b>Feb. 24, 2026, 4:08 p.m.</b> to Feb. 24, 2026, 6:08 p.m.	Open	6 / 6 USD 2500	<button>Register</button>
<b>Belt Testing</b> Main Mat Belt Testing seeded for QA	<b>Feb. 26, 2026, 4:08 p.m.</b> to Feb. 26, 2026, 6:08 p.m.	Open	8 / 16 USD 1500	<button>Register</button>

step\_01 (mobile)

Dashboard

Students

Attendance

Events

 Portal

Reports

Business

Settings

## Events & Seminars

Schedule events and handle registrations.

### Next Action

Create your next seminar, then share registration instructions with students.

### Create Event

Starts



Ends



No rank requirement

No rank requirement

Description

Create event

## Upcoming Events

Event	Time	Eligibility	Sea
Family Intro Night Main Mat Family Intro Night seeded for QA	Feb. 18, 2026, 4:08 p.m. to Feb. 18, 2026, 6:08 p.m.	Open	8 / : USD 1400
Playbook Smoke Event	Feb. 18, 2026, 7:43 p.m. to Feb. 18, 2026, 8:43 p.m.	Open	0 / : USD 2500
Sparring Seminar Main Mat Sparring Seminar seeded for QA	Feb. 21, 2026, 4:08 p.m. to Feb. 21, 2026,	Open	8 / : USD 3000

	6:08 p.m.		
<b>Near Capacity Open Mat</b>	Feb. 23, 2026, 4:08 p.m.	Open	9 / :
Main Mat			
Near-capacity scenario for dashboard alerts	to Feb. 23, 2026, 6:08 p.m.		
<b>Full Capacity Workshop</b>	Feb. 24, 2026, 4:08 p.m.	Open	6 / : USD 2500
Studio B			
Full event scenario for registration blocking checks	to Feb. 24, 2026, 6:08 p.m.		
<b>Belt Testing</b>	Feb. 26, 2026, 4:08 p.m.	Open	8 / : USD 1500
Main Mat			
Belt Testing seeded for QA	to Feb. 26, 2026, 6:08 p.m.		

## Feature: Create Event

**What it does:** Create new events from portal UI.

**Why it matters:** Enables fast event publishing for operations.

**Where:** Quick Actions > Create Event `/events/new/`

**Steps:**

1. Open Create Event.
2. Fill title, schedule, capacity, and fee.
3. Save and confirm in events list.

**Expected result:** New event appears in `/events/`.

**Troubleshooting:**

- Title/start/end required.
- Check datetime format if validation fails.

## step\_01 (desktop)

### Events & Seminars

Schedule events and handle registrations.

#### Next Action

Create your next seminar, then share registration instructions with students.

#### Create Event

<input type="text" value="Title"/>	<input type="text" value="Location"/>
Starts <input type="text" value="mm/dd/yyyy, --:-- --"/>	Ends <input type="text" value="mm/dd/yyyy, --:-- --"/>
<p><input checked="" type="radio"/> Portal      <a href="#">Dashboard</a>   <a href="#">Students</a>   <a href="#">Attendance</a>   <b>Events</b>   <a href="#">Reports</a>   <a href="#">Business</a>   <a href="#">Settings</a></p>	
<input type="text" value="USD"/>	<input type="text" value="No box requirement"/>
<input type="text" value="No rank requirement"/>	
<input type="text" value="Description"/>	
<input type="button" value="Create event"/>	

#### Upcoming Events

Event	Time	Eligibility	Seats	Action
<b>Family Intro Night</b> Main Mat Family Intro Night seeded for QA	<b>Feb. 18, 2026, 4:08 p.m.</b> to Feb. 18, 2026, 6:08 p.m.	Open	<b>8 / 20</b> USD 1400	<input type="button" value="Register"/>
<b>Playbook Smoke Event</b>	<b>Feb. 18, 2026, 7:43 p.m.</b> to Feb. 18, 2026, 8:43 p.m.	Open	<b>0 / 20</b> USD 2500	<input type="button" value="Register"/>
<b>Sparring Seminar</b> Main Mat Sparring Seminar seeded for QA	<b>Feb. 21, 2026, 4:08 p.m.</b> to Feb. 21, 2026, 6:08 p.m.	Open	<b>8 / 30</b> USD 3000	<input type="button" value="Register"/>
<b>Near Capacity Open Mat</b> Main Mat Near-capacity scenario for dashboard alerts	<b>Feb. 23, 2026, 4:08 p.m.</b> to Feb. 23, 2026, 6:08 p.m.	Open	<b>9 / 10</b>	<input type="button" value="Register"/>
<b>Full Capacity Workshop</b> Studio B Full event scenario for registration blocking checks	<b>Feb. 24, 2026, 4:08 p.m.</b> to Feb. 24, 2026, 6:08 p.m.	Open	<b>6 / 6</b> USD 2500	<input type="button" value="Register"/>
<b>Belt Testing</b> Main Mat Belt Testing seeded for QA	<b>Feb. 26, 2026, 4:08 p.m.</b> to Feb. 26, 2026, 6:08 p.m.	Open	<b>8 / 16</b> USD 1500	<input type="button" value="Register"/>

## step\_01 (mobile)

## Events & Seminars

Schedule events and handle registrations.

### Next Action

Create your next seminar, then share registration instructions with students.

- Dashboard
- Students
- Attendance
- Events**
- Portal
- Reports
- Business
- Settings

Ends

mm/dd/yyyy, --:-- --



Capacity (optional)

0

USD

No box requirement



No rank requirement

No rank requirement

Description

Create event

## Upcoming Events

Event	Time	Eligibility	Sea
Family Intro Night Main Mat Family Intro Night seeded for QA	Feb. 18, 2026, 4:08 p.m. to Feb. 18, 2026, 6:08 p.m.	Open	8 / : USD 1400
Playbook Smoke Event	Feb. 18, 2026, 7:43 p.m. to Feb. 18, 2026, 8:43 p.m.	Open	0 / : USD 2500
Sparring Seminar Main Mat Sparring Seminar seeded for QA	Feb. 21, 2026, 4:08 p.m. to Feb. 21, 2026,	Open	8 / : USD 3000

	6:08 p.m.		
Near Capacity Open Mat Main Mat	Feb. 23, 2026, 4:08 p.m.	Open	9 / :
Near-capacity scenario for dashboard alerts	Feb. 23, 2026, 6:08 p.m.		
Full Capacity Workshop Studio B	Feb. 24, 2026, 4:08 p.m.	Open	6 / USD 2500
Full event scenario for registration blocking checks	Feb. 24, 2026, 6:08 p.m.		
Belt Testing Main Mat	Feb. 26, 2026, 4:08 p.m.	Open	8 / USD 1500
Belt Testing seeded for QA	Feb. 26, 2026, 6:08 p.m.		

## Feature: Community Feed

**What it does:** Publish and manage school announcements.

**Why it matters:** Keeps students/families informed with scoped updates.

**Where:** Business > Community `/community/`

**Steps:**

1. Open Community.
2. Review published announcements.
3. Use compose/delete actions if needed.

**Expected result:** Announcements render and scope rules apply.

**Troubleshooting:**

- Unpublished items stay hidden from students.
- Check box membership for scoped visibility.

## step\_01 (desktop)

**Portal**      Dashboard   Students   Attendance   Events   Reports   **Business**   Settings

### Community

Post announcements for all members or selected boxes.

#### Next Action

Post one concise weekly update and target a box when the message should stay segmented.

#### Post Announcement

Announcement title

Details

Visible to everyone  Published

Post announcement

#### Announcements

**Playbook Smoke Announcement** Delete  
Feb. 16, 2026, 2:43 p.m. by owner@seed.local • All members  
Automated smoke announcement

**Adults Team Open Mat** Delete  
Feb. 16, 2026, 9:45 a.m. by owner@seed.local • Box: Adults Team  
Adults team only: extra open mat this Saturday.

**Youth Team Travel Note** Delete  
Feb. 16, 2026, 9:45 a.m. by staff@seed.local • Box: Youth Team  
Youth team only: travel details posted for tournament families.

**Draft: Parent Q&A Night** Delete  
Feb. 16, 2026, 9:35 a.m. by staff@seed.local • All members • Draft  
Draft announcement to validate unpublished state.

**Tournament Prep Week** Delete  
Feb. 16, 2026, 9:35 a.m. by staff@seed.local • All members  
Bring full sparring gear this week.

**Welcome Families** Delete  
Feb. 16, 2026, 9:35 a.m. by owner@seed.local • All members  
Welcome to our academy portal. Check weekly updates here.

## step\_01 (mobile)

Dashboard

Students

Attendance

Events



Portal

Reports

Business

Settings

## Community

Post announcements for all members or selected boxes.

### Next Action

Post one concise weekly update and target a box when the message should stay segmented.

### Post Announcement

Announcement title

Details

Visible to everyone



Published

Post announcement

## Announcements

### **Playbook Smoke Announcement** [Delete](#)

Feb. 16, 2026, 2:43 p.m. by owner@seed.local • All members

Automated smoke announcement

### **Adults Team Open Mat** [Delete](#)

Feb. 16, 2026, 9:45 a.m. by owner@seed.local • Box: Adults Team

Adults team only: extra open mat this Saturday.

### **Youth Team Travel Note** [Delete](#)

Feb. 16, 2026, 9:45 a.m. by staff@seed.local • Box: Youth Team

Youth team only: travel details posted for tournament families.

### **Draft: Parent Q&A Night** [Delete](#)

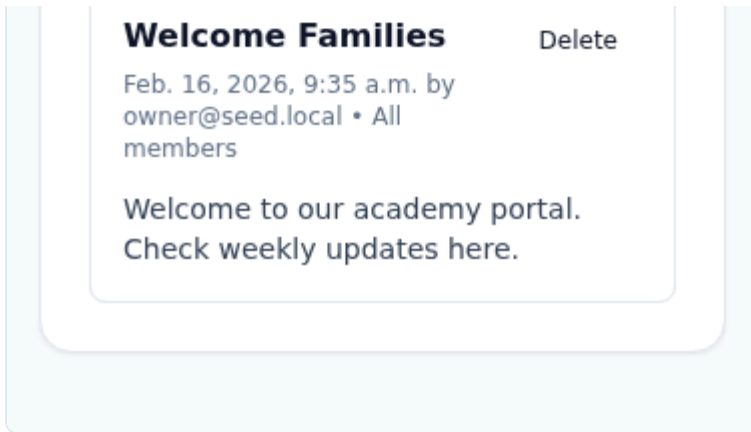
Feb. 16, 2026, 9:35 a.m. by staff@seed.local • All members • Draft

Draft announcement to validate unpublished state.

### **Tournament Prep Week** [Delete](#)

Feb. 16, 2026, 9:35 a.m. by staff@seed.local • All members

Bring full sparring gear this week.



## Feature: Post Announcement

---

**What it does:** Create a new community announcement.

**Why it matters:** Supports proactive communication from staff.

**Where:** Quick Actions > Post Announcement `/community/new/`

**Steps:**

1. Open new announcement page.
2. Enter title/body and publish settings.
3. Submit and verify in community feed.

**Expected result:** Announcement appears in `/community/` based on publish/scoping.

**Troubleshooting:**

- Title and body required.
- If not visible, check publish flag.

### step\_01 (desktop)

## Community

Post announcements for all members or selected boxes.

### Next Action

Post one concise weekly update and target a box when the message should stay segmented.

### Post Announcement

Portal

Dashboard

Students

Attendance

Events

Reports

Business

Settings

Post announcement

### Announcements

#### Playbook Smoke Announcement

Feb. 16, 2026, 2:43 p.m. by owner@seed.local • All members

Automated smoke announcement

Delete

#### Adults Team Open Mat

Feb. 16, 2026, 9:45 a.m. by owner@seed.local • Box: Adults Team

Adults team only: extra open mat this Saturday.

Delete

#### Youth Team Travel Note

Feb. 16, 2026, 9:45 a.m. by staff@seed.local • Box: Youth Team

Youth team only: travel details posted for tournament families.

Delete

#### Draft: Parent Q&A Night

Feb. 16, 2026, 9:35 a.m. by staff@seed.local • All members • Draft

Draft announcement to validate unpublished state.

Delete

#### Tournament Prep Week

Feb. 16, 2026, 9:35 a.m. by staff@seed.local • All members

Bring full sparring gear this week.

Delete

#### Welcome Families

Feb. 16, 2026, 9:35 a.m. by owner@seed.local • All members

Welcome to our academy portal. Check weekly updates here.

Delete

step\_01 (mobile)

## Community

Post announcements for all members or selected boxes.

### Next Action

Post one concise weekly update and target a box when the message should stay segmented.

Dashboard Students

Attendance Events

 Portal

Reports

Business

Settings

Visible to everyone



Published

Post announcement

## Announcements

### **Playbook Smoke Announcement** [Delete](#)

Feb. 16, 2026, 2:43 p.m. by owner@seed.local • All members

Automated smoke announcement

### **Adults Team Open Mat** [Delete](#)

Feb. 16, 2026, 9:45 a.m. by owner@seed.local • Box: Adults Team

Adults team only: extra open mat this Saturday.

### **Youth Team Travel Note** [Delete](#)

Feb. 16, 2026, 9:45 a.m. by staff@seed.local • Box: Youth Team

Youth team only: travel details posted for tournament families.

### **Draft: Parent Q&A Night** [Delete](#)

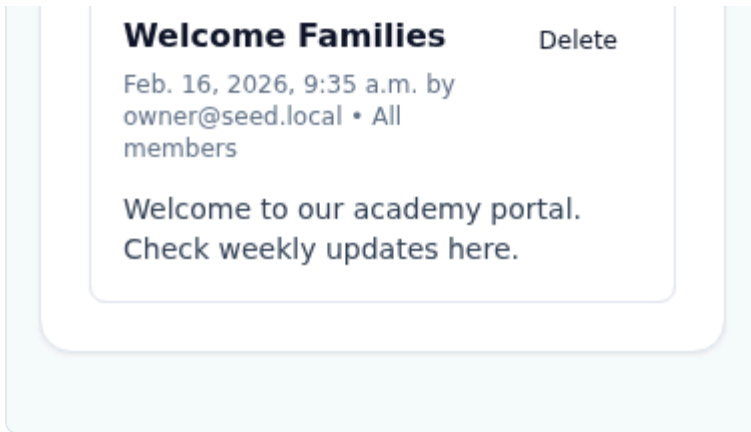
Feb. 16, 2026, 9:35 a.m. by staff@seed.local • All members • Draft

Draft announcement to validate unpublished state.

### **Tournament Prep Week** [Delete](#)

Feb. 16, 2026, 9:35 a.m. by staff@seed.local • All members

Bring full sparring gear this week.



## Feature: Store Operations

---

**What it does:** Manage products and review store activity.

**Why it matters:** Supports gear sales and in-app purchase flow.

**Where:** Business > Store `/store/`

**Steps:**

1. Open Store.
2. Review products and order-related activity.
3. Manage catalog entries if needed.

**Expected result:** Store catalog renders with active products.

**Troubleshooting:**

- If empty, seed data or create products.
- Check role permissions for product management.

### step\_01 (desktop)

## Store

Sell digital offers and route purchases through billing.

### Cart

Review items before checkout.

[View Cart \(0\)](#)

### Next Action

Keep 1-3 active products and verify billing is connected before announcing a new offer.

### Add Product

Product title	Price (cents)
USD	<input checked="" type="checkbox"/> Active
Description	
<input type="button" value="Create product"/>	

### Catalog

#### Century Lightweight Chest Guard

Century Lightweight Chest Guard seeded gear product

USD 5499

Qty

#### Century Student Headgear

Century Student Headgear seeded gear product

USD 3499

Qty

#### Century Student Hi-Top Sparring Boots

Century Student Hi-Top Sparring Boots seeded gear product

USD 2999

Qty

#### Century Student Sparring Gloves

Century Student Sparring Gloves seeded gear product

USD 2999

Qty

#### Everlast Elite 2 Boxing Glove

Everlast Elite 2 Boxing Glove seeded gear product

USD 5499

Qty

#### KIL Rattan 28in Kali Sticks (Pair)

KIL Rattan 28in Kali Sticks (Pair) seeded gear product

USD 2495

Qty

#### Polypropylene Butterfly Swords (Pair)

Polypropylene Butterfly Swords (Pair) seeded gear product

USD 4295

Qty

#### ProForce Foam Chanbara Sword

ProForce Foam Chanbara Sword seeded gear product

USD 4999

Qty

#### Shock Doctor Gel Max Mouthguard

Shock Doctor Gel Max Mouthguard seeded gear product

USD 1279

Qty

#### Sparring Bundle

Sparring Bundle seeded product

USD 12900

Qty

#### Starter Gloves

Starter Gloves seeded product

USD 4500

#### Youth Uniform

Youth Uniform seeded product

USD 6500

Qty

Add to Cart

Buy Now

Qty

Add to Cart

Buy Now

### Recent Purchases

Product	Buyer	Status	Invoice
Sparring Bundle	white.youth.seed01@seed.local	canceled	seed-test-school-failed
Youth Uniform	white.kids.seed01@seed.local	initiated	seed-test-school-open
Starter Gloves	white.little.seed01@seed.local	paid	seed-test-school-paid

step\_01 (mobile)

Dashboard

Students

Attendance

Events



**Portal**

Reports

**Business**

Settings

## Store

Sell digital offers and route purchases through billing.

### Cart

Review items before checkout.

**View Cart  
(0)**

### Next Action

Keep 1-3 active products and verify billing is connected before announcing a new offer.

### Add Product

Product title

Price (cents)

USD



Active

Description

Create product

## Catalog

### Century Lightweight Chest Guard

Century Lightweight Chest Guard seeded gear product

USD 5499

Qty

Add to Cart

Buy Now

### Century Student Headgear

Century Student Headgear seeded gear product

USD 3499

Qty

Add to Cart

Buy Now

### Century Student Hi-Top Sparring Boots

Century Student Hi-Top Sparring Boots seeded gear product

USD 2999

Qty

Add to Cart

Buy Now

### Century Student Sparring Gloves

Century Student Sparring Gloves seeded gear product

USD 2999

Qty

Add to Cart

Buy Now

### Everlast Elite 2 Boxing Glove

Everlast Elite 2 Boxing Glove seeded gear product

USD 5499

Qty

Add to Cart

Buy Now

### KIL Rattan 28in Kali Sticks (Pair)

KIL Rattan 28in Kali Sticks (Pair) seeded gear product

USD 2495

Qty

Add to Cart

Buy Now

### Polypropylene Butterfly Swords (Pair)

Polypropylene Butterfly Swords (Pair) seeded gear product

(Pair) seeded gear product

USD 4295

Qty

Add to Cart

Buy Now

### **ProForce Foam Chanbara Sword**

ProForce Foam Chanbara Sword  
seeded gear product

USD 4999

Qty

Add to Cart

Buy Now

### **Shock Doctor Gel Max Mouthguard**

Shock Doctor Gel Max Mouthguard  
seeded gear product

USD 1279

Qty

Add to Cart

Buy Now

### **Sparring Bundle**

Sparring Bundle seeded product

USD 12900

Qty

Add to Cart

Buy Now

### Starter Gloves

Starter Gloves seeded product

USD 4500

Qty

Add to Cart

Buy Now

### Youth Uniform

Youth Uniform seeded product

USD 6500

Qty

Add to Cart

Buy Now

## Recent Purchases

Product	Buyer	Status	Invoice
Sparring Bundle	white.youth.seed01@seed.local	canceled	seed-test-school-failed
Youth Uniform	white.kids.seed01@seed.local	initiated	seed-test-school-open
Starter Gloves	white.little.seed01@seed.local	paid	seed-test-school-paid

## Feature: Reports Dashboard

---

**What it does:** View revenue, invoice, and operational trends.

**Why it matters:** Supports owner-level performance tracking.

**Where:** Reports `/reports/`

**Steps:**

1. Open Reports.
2. Review KPI blocks and trends.
3. Drill into billing pages.

**Expected result:** Reports render school-scoped metrics.

**Troubleshooting:**

- If zero values, ensure seeded invoice/payment data.
- If blocked, verify role.

**step\_01 (desktop)**

## Reports

Operational and billing snapshot.

### Next Action

Review failed invoices first, then compare attendance and upcoming events to plan outreach.

Revenue (30d)  
4500 cents

Revenue (MTD)  
4500 cents

Attendance Present (30d)  
36

Active Students  
49

Upcoming Events  
6

Invoices  
open: 1  
pending: 0  
paid: 1  
failed: 1  
refunded: 0

### Recent Invoices

Reference	Status	Amount	Updated
seed-test-school-failed	failed	USD 12900	Feb. 16, 2026, 4:08 p.m.
seed-test-school-open	open	USD 6500	Feb. 16, 2026, 4:08 p.m.
seed-test-school-paid	paid	USD 4500	Feb. 16, 2026, 4:08 p.m.

step\_01 (mobile)

Dashboard

Students

Attendance

Events



Portal

Reports

Business

Settings

## Reports

Operational and billing snapshot.

### Next Action

Review failed invoices first, then compare attendance and upcoming events to plan outreach.

Revenue (30d)

4500 cents

Revenue (MTD)

4500 cents

Attendance Present (30d)

36

Active Students

49

## Upcoming Events

6

## Invoices

open: 1  
pending: 0  
paid: 1  
failed: 1  
refunded: 0

## Recent Invoices

Reference	Status	Amount	Updated
seed-test-school-failed	failed	USD 12900	Feb. 16, 2026, 4:08 p.m.
seed-test-school-open	open	USD 6500	Feb. 16, 2026, 4:08 p.m.
seed-test-school-paid	paid	USD 4500	Feb. 16, 2026, 4:08 p.m.

## Feature: Website Builder

**What it does:** Edit draft site content and theme-driven sections.

**Why it matters:** Enables non-technical website updates.

**Where:** Settings > Website </website/>

**Steps:**

1. Open Website builder.
2. Edit draft fields/sections.
3. Publish when ready.

**Expected result:** Draft changes save and can be published.

**Troubleshooting:**

- If publish fails, check session/CSRF.
- If stale CSS, bump SITE\_ASSET\_VERSION.

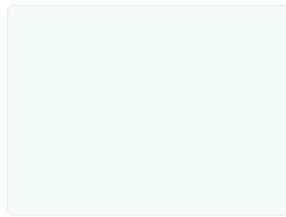
**step\_01 (desktop)**

# Website Builder

Configure your public site

Draft has unpublished changes. Save updates as draft or publish them live.

## Choose a template pack



### Clean Academy

Clean, simple, and well-organized layout with builder-first sections.

Apply pack



### Dojo Bold

High-contrast, energetic layout for competitive schools.

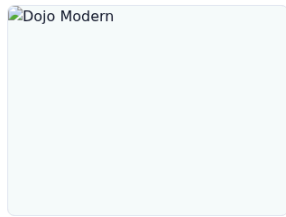
Apply pack



### Dojo Minimal

Minimal layout with compact sections and clean typography.

Apply pack

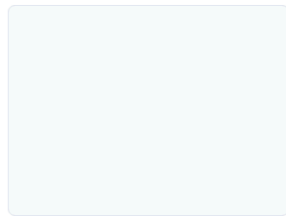


### Dojo Modern

Clean, modern layout with strong hero and card sections.

Apply pack

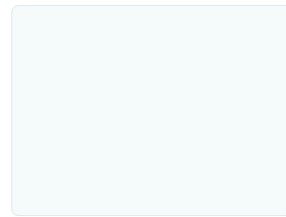
Currently applied



### Impact Funnel

Dynamic hero with conversion-focused sections and premium defaults.

Apply pack



### Mono Minimal

Brutalist-leaning minimal layout with strong typography and clean spacing.

Apply pack

## Template

Preview site

Template preset

Impact Funnel

## Theme colors

All changes saved

Primary



Enter a valid hex color.

Accent



Enter a valid hex color.

Background



Enter a valid hex color.

Text



Enter a valid hex color.

Hero kicker text



Hero headline text



Hero subhead text



Hero primary CTA text



Hero secondary CTA text



Hero Focus X (%)

Move crop left/right (0 = left, 100 = right).

Hero Focus Y (%)

Move crop up/down (0 = top, 100 = bottom).

Reset theme to default

Use hex colors (example: #4f46e5).

## Site logo

No file chosen

## Hero image

No file chosen

## Homepage sections

Reorder sections and toggle visibility.

Hero mode

Hero Slider

Only one hero mode is active at a time.

### Hero\_slider

Section key: hero\_slider

Enabled

Up to 4 slides. Provide image URL or video URL. Upload is optional.

Train with purpose. Progress with confidence.

High-energy classes with clear coaching for all levels.

Start Free Trial

Slide 1 CTA link

Slide 1 image URL (optional)

No file chosen

Slide 1 video URL (optional)

Kids programs that build focus and discipline

Structured classes that help students thrive on and off the mats.

Explore Programs

Slide 2 CTA link

Slide 2 image URL (optional)

No file chosen

Slide 2 video URL (optional)

Adult classes for fitness and practical self-defense

Morning and evening options with progressive coaching.

View Schedule

Slide 3 CTA link

Slide 3 image URL (optional)

No file chosen

Slide 3 video URL (optional)

Slide 4 headline (optional)

Slide 4 subhead (optional)

Slide 4 CTA text (optional)

Slide 4 CTA link (optional)

Slide 4 image URL (optional)

No file chosen

Slide 4 video URL (optional)

### Hero\_split

Section key: hero\_split

Enabled

Martial arts training with a clear path to results

Simple onboarding, structured classes, and coaches who care.

Book Intro Class

Primary CTA link

See Schedule

Secondary CTA link

Right media image URL (optional)

Choose File No file chosen

Right media video URL (optional)

### Program\_grid

Section key: program\_grid

Enabled

Reset to defaults

Move up

Move down

Programs

Little Champions

Ages 4-6. Focus, listening, and fun fundamentals.



Card 1 link

Kids Martial Arts

Ages 7-12. Confidence, discipline, and practical skills.



Card 2 link

Teen & Adult

Technique, conditioning, and real-world self-defense.



Card 3 link

Card 4 title (optional)

Card 4 description (optional)

Card 4 icon (optional)

Card 4 link (optional)

Card 5 title (optional)

Card 5 description (optional)

Card 5 icon (optional)

Card 5 link (optional)

Card 6 title (optional)

Card 6 description (optional)

Card 6 icon (optional)

Card 6 link (optional)

### Why\_train\_here

Section key: why\_train\_here

Enabled

Reset to defaults

Move up

Move down

Why Train Here

Beginner-friendly onboarding for every age group.

Experienced instructors with structured curriculum.

Clean facility with safety-first coaching.

Flexible class times for busy families.

Supportive, respectful academy culture.

Clear progression and measurable outcomes.

**Schedule\_preview**

Section key: schedule\_preview

Enabled

Reset to defaults

Move up

Move down

Schedule Preview

Weekday and weekend classes for kids, teens, and adults.

Open Full Schedule

CTA link

**Testimonials\_funnel**

Section key: testimonials\_funnel

Enabled

Reset to defaults

Move up

Move down

What members say

"The coaches are excellent and classes are very organized."

Jordan M.

Parent

Photo URL 1 (optional)

Choose File No file chosen

"I feel stronger and more confident every week."

Taylor R.

Adult Student

Photo URL 2 (optional)

Choose File No file chosen

"My child loves class and has better focus at school."

Alex P.

Parent

Photo URL 3 (optional)

Choose File No file chosen

"Great atmosphere and clear instruction."

Casey L.

Teen Student

Photo URL 4 (optional)

Choose File No file chosen

Quote 5 (optional)

Name 5 (optional)

Rank/Role 5 (optional)

Photo URL 5 (optional)

Choose File No file chosen

**Trial\_signup**

Section key: trial\_signup

Enabled

Reset to defaults

Move up

Move down

Claim your free trial class

Tell us your goals and we will place you in the right program.

Start Trial Signup

CTA link

No payment required to reserve your first class.

**Location\_contact**

Section key: location\_contact

Enabled

Reset to defaults

Move up

Move down

Visit the academy

123 Main Street

123 Main Street

Mon-Fri 4pm-9pm, Sat 9am-1pm

(555) 123-4567

https://maps.google.com

Contact Us

CTA link

**Footer**  
Section key: footer

Enabled [Reset to defaults](#) [Move up](#) [Move down](#)

123 Main Street

**Preview**  
Quick preview of theme variables and sections. [Refresh preview](#)

**Preview card**  
Buttons and cards respond to theme colors.

SCHOOL NAME  
**Hero headline preview**  
Hero subhead preview text.

**Test School** [Menu](#)

**Train with purpose. Progress with confidence.**

High-energy classes with clear coaching for all levels.

[Start Free Trial](#)

[Save draft](#) [Publish now](#)

step\_01 (mobile)

Dashboard

Students

Attendance

Events



**Portal**

Reports

Business

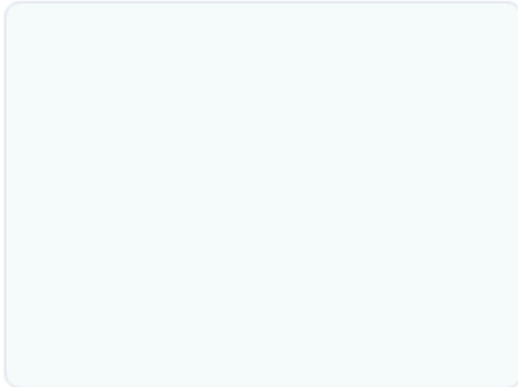
Settings

## Website Builder

Configure your public site

Draft has unpublished changes. Save updates as draft or publish them live.

### Choose a template pack

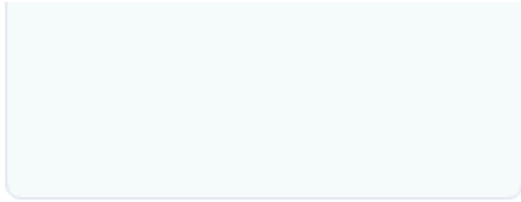


#### **Clean Academy**

Clean, simple, and well-organized layout with builder-first sections.

**Apply pack**

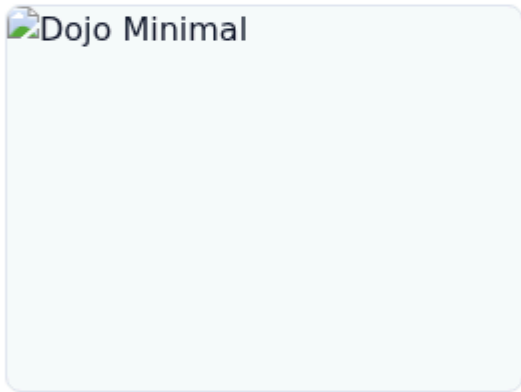
 Dojo Bold



### **Dojo Bold**

High-contrast, energetic layout for competitive schools.

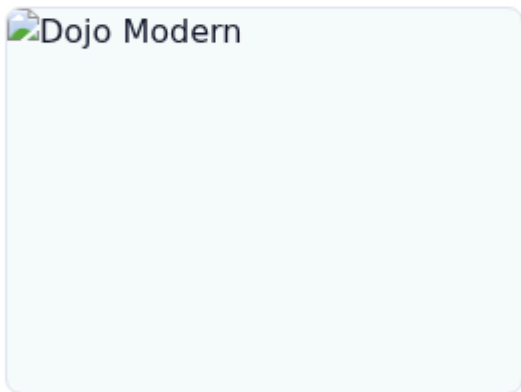
**Apply pack**



### **Dojo Minimal**

Minimal layout with compact sections and clean typography.

**Apply pack**



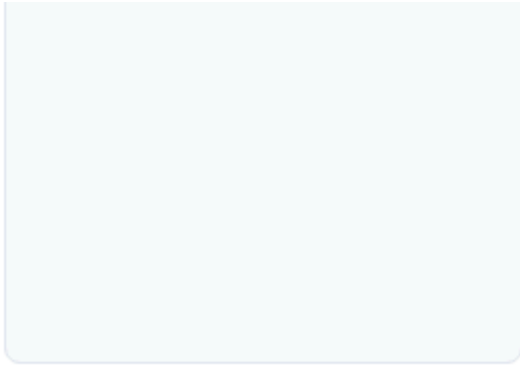
### **Dojo Modern**

Clean, modern layout with strong hero and card sections.

**Apply pack**

Currently applied

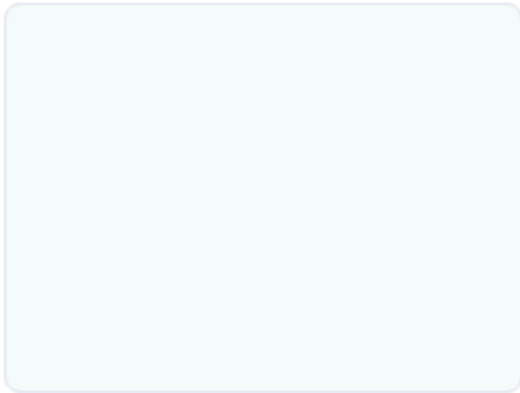




### **Impact Funnel**

Dynamic hero with conversion-focused sections and premium defaults.

**Apply pack**



### **Mono Minimal**

Brutalist-leaning minimal layout with strong typography and clean spacing.

**Apply pack**

## **Template**

[Preview site](#)

Template preset

Impact Funnel



## **Theme colors**

All changes saved

Primary

Enter a valid hex color.

Accent

Enter a valid hex color.

Background

Enter a valid hex color.

Text

Enter a valid hex color.

Hero kicker text

Hero headline text

Hero subhead text

Hero primary CTA text

Hero secondary CTA text

Hero Focus X (%)

Move crop left/right (0 = left, 100 = right).

Hero Focus Y (%)



Move crop up/down (0 = top, 100 = bottom).

Reset theme to default

Use hex colors (example: #4f46e5).

## Site logo

Choose File No file chosen

## Hero image

Choose File No file chosen

## Homepage sections

Reorder sections and toggle visibility.

Hero mode

Hero Slider



Only one hero mode is active at a time.

### Hero\_slider

Section key: hero\_slider

Enabled

Reset to defaults

Move up

Move down

Up to 4 slides. Provide image URL or video URL. Upload is optional.

Train with purpose. Progress with

High-energy classes with clear

coaching for all levels.

Start Free Trial

Slide 1 CTA link

Slide 1 image URL (optional)

Choose File No file chosen

Slide 1 video URL (optional)

Kids programs that build focus ar

Structured classes that help students thrive on and off the

Explore Programs

Slide 2 CTA link

Slide 2 image URL (optional)

Choose File No file chosen

Slide 2 video URL (optional)

Adult classes for fitness and prac

Morning and evening options with progressive coaching.

View Schedule

Slide 3 CTA link

Slide 3 image URL (optional)

Choose File No file chosen

Slide 3 video URL (optional)

Slide 4 headline (optional)

Slide 4 subhead (optional)

Slide 4 CTA text (optional)

Slide 4 CTA link (optional)

Slide 4 image URL (optional)

Choose File No file chosen

Slide 4 video URL (optional)

### Hero\_split

Section key: hero\_split

Enabled

Reset to defaults

Move up

Move down

Martial arts training with a clear p

Simple onboarding, structured classes, and coaches who care.

Book Intro Class

Primary CTA link

See Schedule

Secondary CTA link

Right media image URL (optional)

Choose File No file chosen

Right media video URL (optional)

### Program\_grid

Section key: program\_grid

Enabled

Reset to defaults

Move up

Move down

Programs

Little Champions

Ages 4-6. Focus, listening, and fu



Card 1 link

Kids Martial Arts

Ages 7-12. Confidence, discipline



Card 2 link

Teen & Adult

Technique, conditioning, and real



Card 3 link

Card 4 title (optional)

Card 4 description (optional)

Card 4 icon (optional)

Card 4 link (optional)

Card 5 title (optional)

Card 5 description (optional)

Card 5 icon (optional)

Card 5 link (optional)

Card 6 title (optional)

Card 6 description (optional)

Card 6 icon (optional)

Card 6 link (optional)

### Why\_train\_here

Section key: why\_train\_here

Enabled

Reset to defaults

Move up

Move down

Why Train Here

Beginner-friendly onboarding for

Experienced instructors with stru

Clean facility with safety-first coa

Flexible class times for busy fami

Supportive, respectful academy c

Clear progression and measurabl

## Schedule\_preview

Section key: schedule\_preview

Enabled

Reset to defaults

Move up

Move down

Schedule Preview

Weekday and weekend classes for kids, teens, and adults.

Open Full Schedule

CTA link

## Testimonials\_funnel

Section key: testimonials\_funnel

Enabled

Reset to defaults

Move up

Move down

What members say

"The coaches are excellent and c

Jordan M.

Parent

Photo URL 1 (optional)

Choose File No file chosen

"I feel stronger and more confide

Taylor R.

Adult Student

Photo URL 2 (optional)

No file chosen

"My child loves class and has bet

Alex P.

Parent

Photo URL 3 (optional)

No file chosen

"Great atmosphere and clear inst

Casey L.

Teen Student

Photo URL 4 (optional)

No file chosen

Quote 5 (optional)

Name 5 (optional)

Rank/Role 5 (optional)

Photo URL 5 (optional)

No file chosen

### **Trial\_signup**

Section key: trial\_signup

Enabled

Claim your free trial class

Tell us your goals and we will place you in the right program.

Start Trial Signup

CTA link

No payment required to reserve y

### Location\_contact

Section key: location\_contact

Enabled

Reset to defaults

Move up

Move down

Visit the academy

123 Main Street

Mon-Fri 4pm-9pm, Sat 9am-1pm

(555) 123-4567

<https://maps.google.com>

Contact Us

CTA link

### Footer

Section key: footer

Enabled

Reset to defaults

Move up

Move down

123 Main Street

## Preview

Quick preview of theme variables and sections.

Refresh preview

### Preview card

Buttons and cards respond to theme colors.

SCHOOL NAME

**Hero headline  
preview**

Hero subhead preview text.

● Test School

Menu

**Train with purpose.  
Progress with  
confidence.**

High-energy classes with clear coaching for all levels.

**Start Free Trial**

Save draft

**Publish now**

## Feature: Website Preview

---

**What it does:** Render draft site preview frame.

**Why it matters:** Lets owners review changes before publish.

**Where:** Website > Preview `/website/preview/`

**Steps:**

1. Open builder preview.
2. Validate draft copy and section order.
3. Return to builder for adjustments.

**Expected result:** Preview renders with current draft data.

**Troubleshooting:**

- If blank, verify template key is valid.
- If 403, confirm manage permissions.

**step\_01 (desktop)**

# Train with purpose. Progress with confidence.

High-energy classes with clear coaching for all levels.

[Start Free Trial](#)

## Programs

### Little Champions

Ages 4-6. Focus, listening, and fun fundamentals.  
[Learn more](#)

### Kids Martial Arts

Ages 7-12. Confidence, discipline, and practical skills.  
[Learn more](#)

### Teen & Adult

Technique, conditioning, and real-world self-defense.  
[Learn more](#)

## Why Train Here

Beginner-friendly onboarding for every age group.

Experienced instructors with structured curriculum.

Clean facility with safety-first coaching.

Flexible class times for busy families.

Supportive, respectful academy culture.

Clear progression and measurable outcomes.

Weekday and weekend classes for kids, teens, and adults.


[Open Full Schedule](#)

## What members say

"The coaches are excellent and classes are very organized."

 **Jordan M.**  
Parent

"I feel stronger and more confident every week."

 **Taylor R.**  
Adult Student

"My child loves class and has better focus at school."

 **Alex P.**  
Parent

"Great atmosphere and clear instruction."

 **Casey L.**  
Teen Student

### Claim your free trial class

Tell us your goals and we will place you in the right program.

[Start Trial Signup](#)

No payment required to reserve your first class.

### Visit the academy

123 Main Street

Mon-Fri 4pm-9pm, Sat 9am-1pm

[\(555\) 123-4567](#)

[Open map](#)

123 Main Street

---

**step\_01 (mobile)**

# Train with purpose. Progress with confidence.

High-energy classes with clear coaching for all levels.

Start Free Trial



## Programs



### Little Champions

Ages 4-6. Focus, listening, and fun fundamentals.

[Learn more](#)



### Kids Martial Arts

Ages 7-12. Confidence, discipline, and practical skills.

[Learn more](#)



### Teen & Adult

Technique, conditioning, and real-world self-defense.

[Learn more](#)

## Why Train Here

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Curriculum.

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[Open Full Schedule](#)

## What members say

"The coaches are excellent and classes are very organized."



**Jordan M.**

Parent

"I feel str  
every we



## Claim your free trial class

Tell us your goals and we will place you in the right program.

[Start Trial Signup](#)

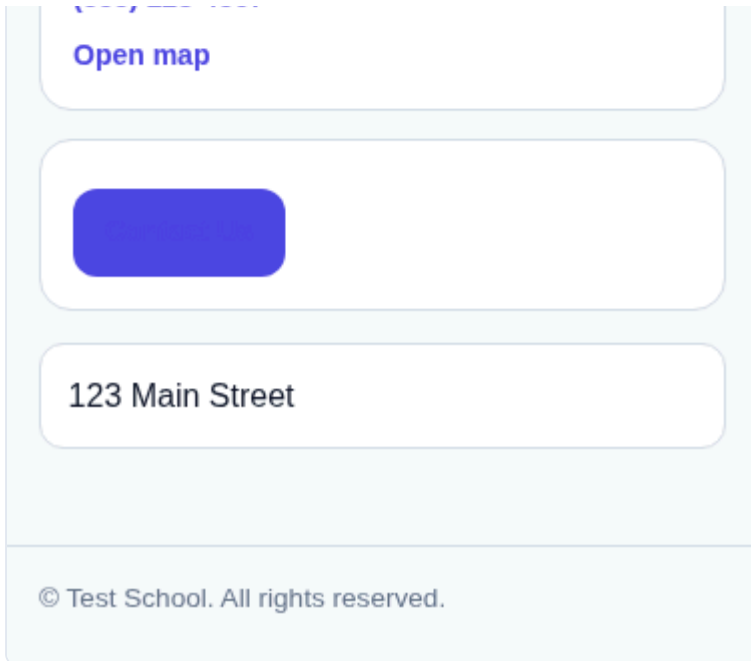
No payment required to reserve your first class.

## Visit the academy

123 Main Street

Mon-Fri 4pm-9pm, Sat 9am-1pm

[\(555\) 123-4567](tel:(555)123-4567)



## Feature: Schedule Notices

---

**What it does:** Post schedule changes (holidays, weather, closures).

**Why it matters:** Improves student communication for class changes.

**Where:** Quick Actions > Schedule Notices </schedule-notices/>

### Steps:

1. Open Schedule Notices.
2. Create notice with start/end timing.
3. Verify it appears on student dashboard.

**Expected result:** Active notices show in student dashboard schedule updates.

### Troubleshooting:

- Title/message/start required.
- Ensure notice is within active date window.

### step\_01 (desktop)

### Schedule Notices

Post snow-day and holiday updates for students.

Title

Message

Starts at (ISO)

Ends at (optional, ISO)

Pin notice

**Post Notice**

#### Recent Notices

**Playbook Smoke Notice (Pinned)**

This is a smoke test notice

Feb 16, 2026 7:43 PM

Delete

**Holiday Closure (Pinned)**

Academy closed next Monday for holiday observance.

Feb 16, 2026 2:08 PM to Feb 19, 2026 4:08 PM

Delete

**Snow Day Schedule Shift**

Evening classes start 30 minutes later due to weather.

Feb 16, 2026 3:08 PM to Feb 17, 2026 4:08 PM

Delete

step\_01 (mobile)

Dashboard   Students

Attendance   Events



Reports   Business

Settings

## Schedule Notices

Post snow-day and holiday updates for students.

Title

Message

Starts at (ISO)

Ends at (optional, ISO)

Pin notice

**Post Notice**

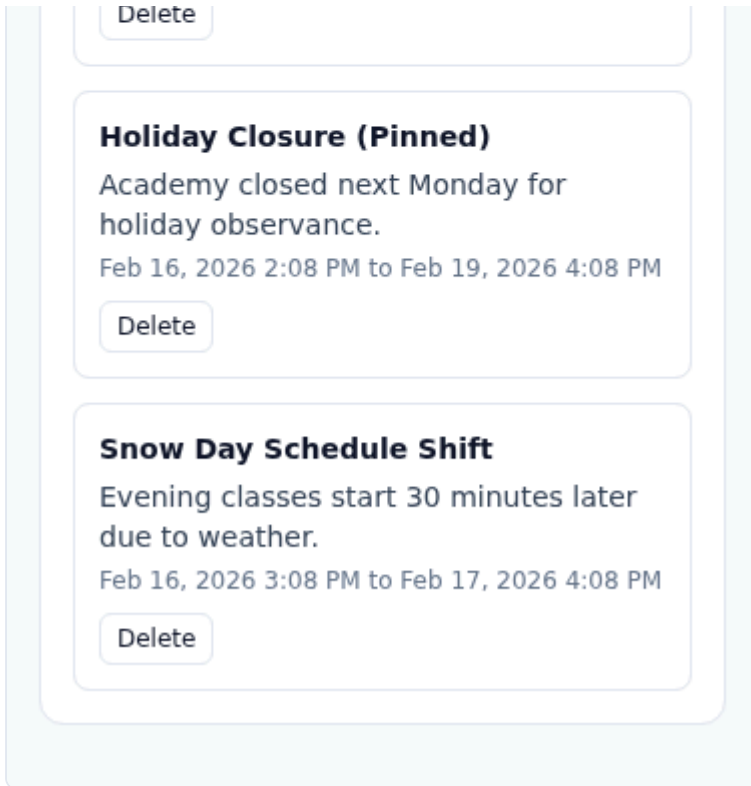
### Recent Notices

#### **Playbook Smoke Notice (Pinned)**

This is a smoke test notice

Feb 16, 2026 7:43 PM





## Feature: Marketing Hub

---

**What it does:** Generate marketing assets and manage leads/referrals/follow-ups.

**Why it matters:** Turns operations data into growth workflows.

**Where:** Business > Marketing `/marketing/`

### Steps:

1. Open Marketing Hub.
2. Generate weekly/event assets.
3. Review leads/referrals/follow-ups.

**Expected result:** Assets and follow-up templates appear in hub sections.

### Troubleshooting:

- Outbox items are templates only (not auto-sent).
- If generation fails, inspect logs.

### step\_01 (desktop)

## Marketing Engine

Generate growth assets, manage leads, and maintain follow-up templates.

### Follow-up Templates

These are follow-up templates. Nothing is sent automatically. Copy/paste or export via webhook.

### Quick Generate

Generate Weekly Post

Create Spotlight

Create Review Request Templates

Manage Referrals

Embed Lead Widget

Open Follow-ups

Event Promo Kit

Generate kit: Family Intro Night (Feb 18)

Generate kit: Playbook Smoke Event (Feb 18)

Generate kit: Sparring Seminar (Feb 21)

Generate kit: Near Capacity Open Mat (Feb 23)

Generate kit: Full Capacity Workshop (Feb 24)

Generate kit: Belt Testing (Feb 26)

### Integration Settings (Optional)

Google Review URL

<https://maps.google.com/?q=martial+arts+academy>

Zapier webhook URL (export path)

Enable SMS templates

Enable Email templates

Enable Zapier webhook export

Enable Buffer publish

Save settings

### Recent Assets

QR - 2026-02-16 09:45 [Download](#)

Spotlight - 2026-02-16 09:45 [Download](#)

Event Kit Story - 2026-02-16 09:45 [Download](#)

Event Kit Square - 2026-02-16 09:45 [Download](#)

Weekly Schedule - 2026-02-16 09:45 [Download](#)

### Follow-ups

Email template to tester@example.com - sent

SMS template to 317-555-1212 - pending

SMS template to 317-555-0100 - pending

### Leads

02/16 09:35 - Taylor Follow-up (referral)

02/16 09:35 - Morgan Trial Parent (website\_widget)

### Top Referrers (This Month)

white.adult.seed01@seed.local (SEEDREF1) - 1

Referral Codes

05LSR43Y • Unassigned • reward: pending

Mark reward given

0X0X90N2 • alex.park@seed.local • reward: pending

Mark reward given

SEEDREF1 • white.adult.seed01@seed.local • reward:

pending Mark reward given

### Lead Widget Snippet

```
<script src="https://demo.daemonhive.net/marketing/widget/embed.js" data-school="test-school"></script>
```

Copy this snippet into partner pages. Leads will flow into this hub.

**step\_01 (mobile)**

Dashboard

Students

Attendance

Events



Portal

Reports

Business

Settings

## Marketing Engine

Generate growth assets, manage leads, and maintain follow-up templates.

### Follow-up Templates

These are follow-up templates.  
Nothing is sent automatically.  
Copy/paste or export via webhook.

### Quick Generate

**Generate  
Weekly Post**

**Create  
Spotlight**

**Create Review  
Request  
Templates**

**Manage  
Referrals**

**Embed Lead  
Widget**

**Open Follow-  
ups**

Event Promo Kit

**Generate kit: Family Intro Night  
(Feb 18)**

**Generate kit: Playbook Smoke  
Event (Feb 18)**

**Generate kit: Sparring Seminar  
(Feb 21)**

**Generate kit: Near Capacity  
Open Mat (Feb 23)**

**Generate kit: Full Capacity  
Workshop (Feb 24)**

**Generate kit: Belt Testing (Feb  
26)**

## Integration Settings (Optional)

Google Review URL

<https://maps.google.com/?q=martial+>

Zapier webhook URL (export path)

Enable SMS templates

Enable Email templates

Enable Zapier webhook export

Enable Buffer publish

**Save settings**

## Recent Assets

**QR** - 2026-02-16 09:45 [Download](#)

**Spotlight** - 2026-02-16 09:45

[Download](#)

**Event Kit Story** - 2026-02-16

09:45 [Download](#)

**Event Kit Square** - 2026-02-16

09:45 [Download](#)

## Weekly Schedule - 2026-02-16

09:45 Download

### Follow-ups

**Email template** to  
tester@example.com - sent

**SMS template** to 317-555-1212 -  
pending

**SMS template** to 317-555-0100 -  
pending

### Leads

02/16 09:35 - Taylor Follow-up  
(referral)

02/16 09:35 - Morgan Trial Parent  
(website\_widget)

### Top Referrers (This Month)

white.adult.seed01@seed.local  
(SEEDREF1) - 1

Referral Codes

**OSLSR43Y** • Unassigned • reward:  
pending [Mark reward given](#)

**OXOX90N2** • alex.park@seed.local  
• reward: pending

[Mark reward given](#)

**SEEDREF1** •  
white.adult.seed01@seed.local •  
reward: pending

**Mark reward given**

## Lead Widget Snippet

```
<script  
src="https://demo.daemonhive.net/marketing/lead-widget/  
data-school="test-school">  
</script>
```

Copy this snippet into partner pages.  
Leads will flow into this hub.

## Feature: Follow-up Outbox

---

**What it does:** Track follow-up templates and mark copied/skipped.

**Why it matters:** Keeps outreach queue organized for manual execution.

**Where:** Marketing > Open Follow-ups </marketing/outbox/>

### Steps:

1. Open Follow-up Outbox.
2. Copy template body.
3. Mark copied or skip.

**Expected result:** Status badge updates for selected item.

### Troubleshooting:

- No items means no triggered templates yet.
- Use reviews/leads to generate entries.

### step\_01 (desktop)

## Follow-up Outbox

These are follow-up templates. Nothing is sent automatically. Copy/paste or export via webhook.

TYPE	TO	BODY	STATUS	ACTIONS
Email template	tester@example.com	Hi Playbook Tester, Thanks for training with us. We'd appreciate your review: <a href="https://maps.google.com/?q=martial+arts+academy">https://maps.google.com/?q=martial+arts+academy</a>	SENT	No action needed  <b>Copy</b>
SMS template	317-555-1212	Hi Playbook Tester, would you mind leaving us a quick review? <a href="https://maps.google.com/?q=martial+arts+academy">https://maps.google.com/?q=martial+arts+academy</a>	PENDING	<b>Mark copied</b> <b>Skip</b>  <b>Copy</b>
SMS template	317-555-0100	Thanks for your interest! Reply to reserve a free trial class.	PENDING	<b>Mark copied</b> <b>Skip</b>  <b>Copy</b>

step\_01 (mobile)

Dashboard Students

Attendance Events

 **Portal**

Reports

**Business**

Settings

## Follow-up Outbox

These are follow-up templates.  
Nothing is sent automatically.  
Copy/paste or export via webhook.

TYPE	TO	B
Email template	tester@example.com	
SMS template	317-555-1212	
SMS template	317-555-0100	



## Feature: Review Request Templates

---

**What it does:** Create review-request templates for follow-up workflows.

**Why it matters:** Standardizes review outreach language.

**Where:** Marketing > Create Review Request Templates </marketing/reviews/>

**Steps:**

1. Open Review Request page.
2. Enter recipient details.
3. Submit and verify outbox entry.

**Expected result:** Follow-up template entry is created in outbox.

**Troubleshooting:**

- Recipient name required.
- Google review URL should be configured.

**step\_01 (desktop)**

### Review Request

Configured Google review URL: <https://maps.google.com/?q=martial+arts+academy>

Recipient name

Phone (optional)

Email (optional)

Create request

### Template Preview

Hi [Name], would you mind leaving us a quick review?  
<https://maps.google.com/?q=martial+arts+academy>

step\_01 (mobile)

Dashboard

Students

Attendance

Events



Portal

Reports

Business

Settings

## Review Request

Configured Google review URL:  
<https://maps.google.com/?q=martial+arts+academy>

Recipient name

Phone (optional)

Email (optional)

**Create request**

### Template Preview

Hi [Name], would you mind leaving us a quick review?  
<https://maps.google.com/?q=martial+arts+academy>

**Feature: Referral Management**

---

**What it does:** Create referral codes and mark rewards.

**Why it matters:** Supports referral growth tracking.

**Where:** Marketing > Manage Referrals </marketing/referrals/>

**Steps:**

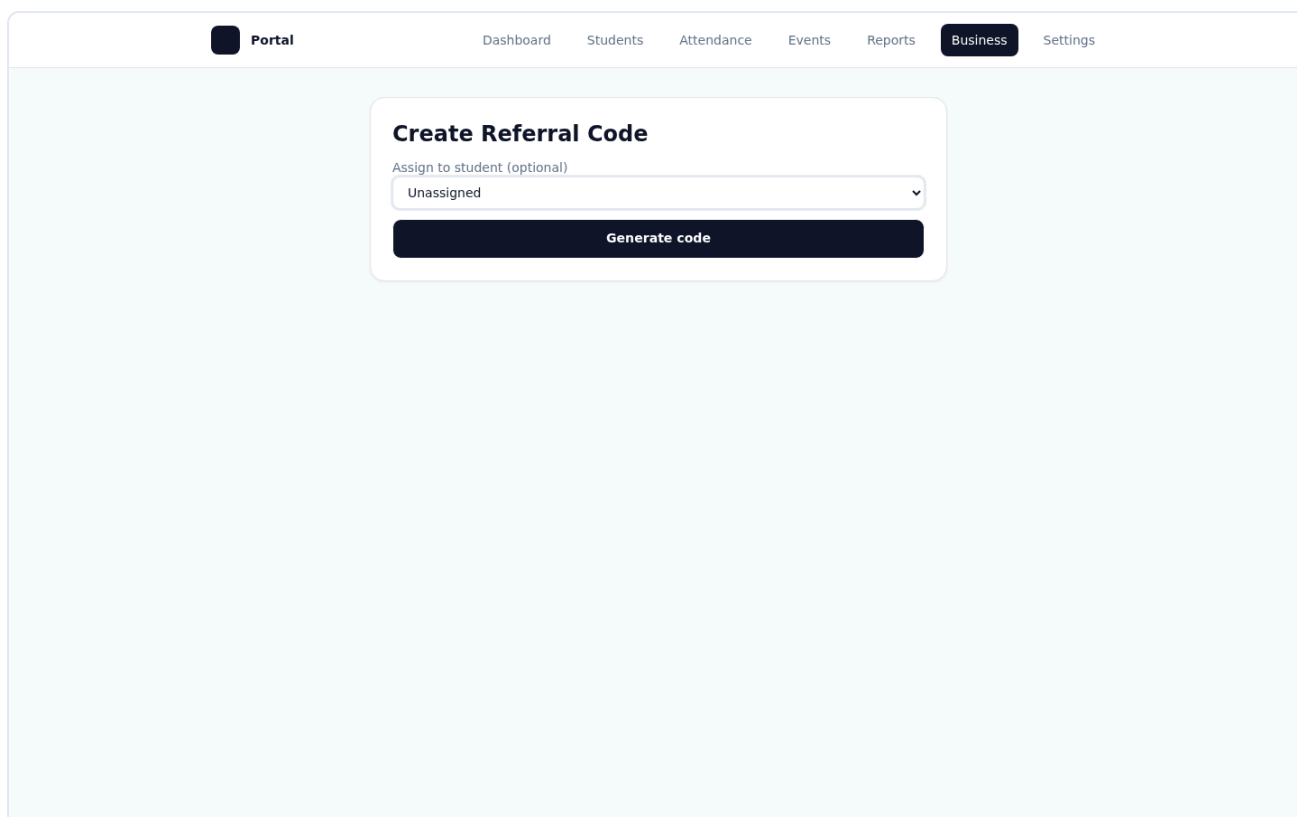
1. Open Referrals page.
2. Generate new code.
3. Mark reward when fulfilled.

**Expected result:** Codes persist and reward status updates.

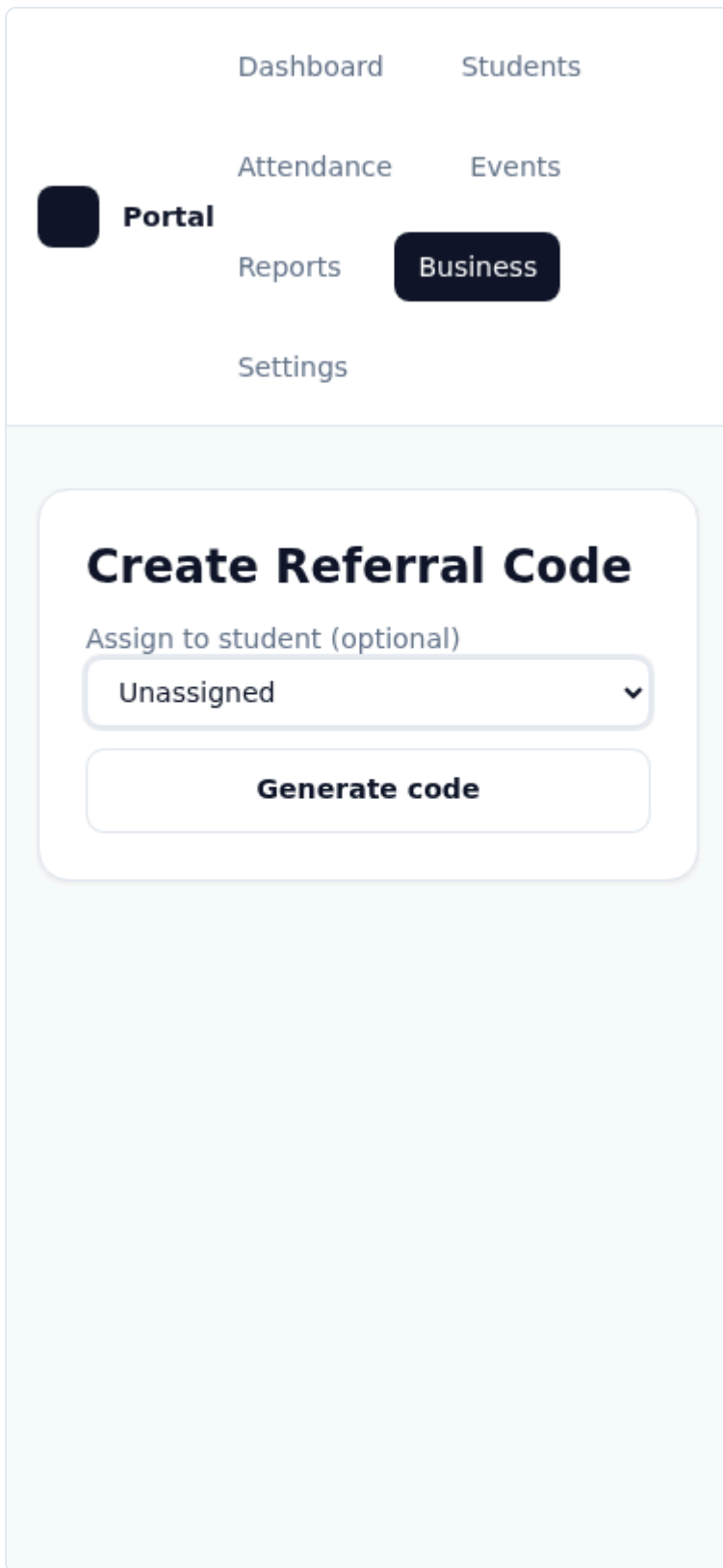
**Troubleshooting:**

- If no students listed, seed student memberships.
- Use school context with active students.

**step\_01 (desktop)**



**step\_01 (mobile)**



## Feature: Lead Widget

---

**What it does:** Copy embed snippet and hosted trial form URL.

**Why it matters:** Enables external lead capture into portal.

**Where:** Marketing > Embed Lead Widget `/marketing/widget/`

**Steps:**

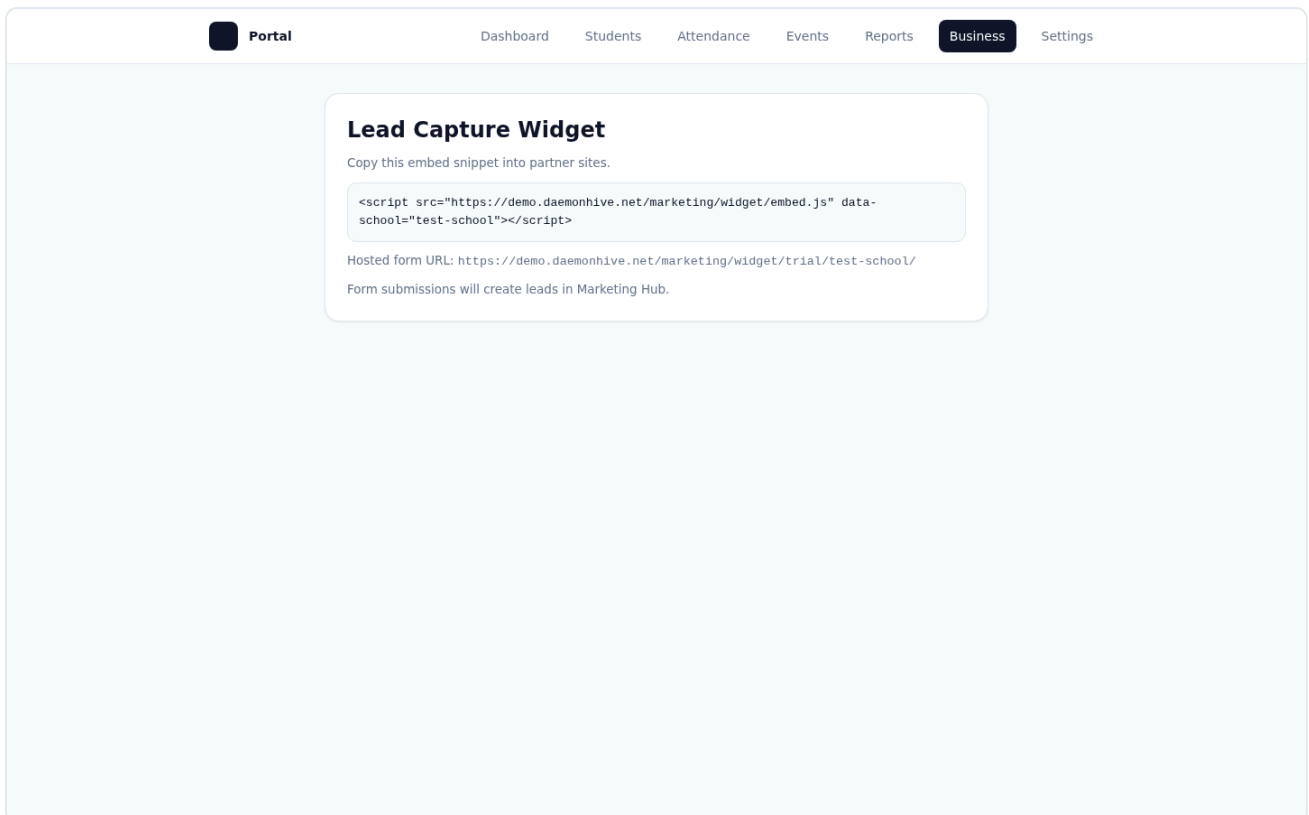
1. Open Widget page.
2. Copy snippet.
3. Test hosted trial form endpoint.

**Expected result:** Widget snippet and trial URL render with school slug.

**Troubleshooting:**

- If form rejects, validate email/phone format.
- Rate limiting may throttle repeated submissions.

**step\_01 (desktop)**



**step\_01 (mobile)**

Dashboard    Students

Attendance    Events

Reports    **Business**

Settings

**Portal**

## Lead Capture Widget

Copy this embed snippet into partner sites.

```
<script  
src="https://demo.daemonhive.net/marketing/widget/embed.  
data-school="test-school"></script>
```

Hosted form URL:  
<https://demo.daemonhive.net/marketing/widget/trial/test-school/>

Form submissions will create leads in Marketing Hub.

## Feature: Audit Log

**What it does:** Review timestamped system actions for support/compliance.

**Why it matters:** Provides traceability for changes and incidents.

**Where:** Settings > Audit Log `/audit/`

**Steps:**

1. Open Audit Log.
2. Review recent entries.
3. Correlate entries with support tickets.

**Expected result:** Recent event list renders with actor/action metadata.

**Troubleshooting:**

- If empty, perform actions then refresh.
- Ensure school context is selected.

**step\_01 (desktop)**

Portal				
Dashboard Students Attendance Events Reports Business Settings				
Audit Log				
Time	Actor	Action	Object	Metadata
Feb. 16, 2026, 2:43 p.m.	owner@seed.local	marketing.review_request.created	marketing_engine.OutboxItem 2	{'count': 2}
Feb. 14, 2026, 8:24 p.m.	livetest_owner	site.publish	site 1	{'template_key': 'dojo_modern', 'path': '/site/test-school/publish/'}
Feb. 14, 2026, 8:20 p.m.	mykl	site.publish	site 1	{'template_key': 'dojo_modern', 'path': '/site/test-school/publish/'}
Feb. 14, 2026, 8:14 p.m.	livetest_owner	site.publish	site 1	{'template_key': 'dojo_modern', 'path': '/site/test-school/publish/'}
Feb. 14, 2026, 7:49 p.m.	livetest_owner	site.publish	site 1	{'template_key': 'dojo_modern', 'path': '/site/test-school/publish/'}
Feb. 8, 2026, 6:20 p.m.	mykl	progression.requirement_created	saas_progression.Requirement 1	{'rank': 'White Sash', 'label': '3 months'}
Feb. 8, 2026, 6:18 p.m.	mykl	progression.rank_created	saas_progression.Rank 6	{'rank': 'Lime Green Sash', 'order': 6}
Feb. 8, 2026, 6:17 p.m.	mykl	progression.rank_created	saas_progression.Rank 5	{'rank': 'Purple Sash', 'order': 5}
Feb. 8, 2026, 6:17 p.m.	mykl	progression.rank_created	saas_progression.Rank 4	{'rank': 'Blue Sash', 'order': 4}
Feb. 8, 2026, 6:16 p.m.	mykl	progression.rank_created	saas_progression.Rank 3	{'rank': 'Orange Sash', 'order': 3}
Feb. 8, 2026, 6:16 p.m.	mykl	progression.rank_created	saas_progression.Rank 2	{'rank': 'Yellow Sash', 'order': 2}
Feb. 8, 2026, 6:16 p.m.	mykl	progression.rank_created	saas_progression.Rank 1	{'rank': 'White Sash', 'order': 1}
Feb. 1, 2026, 4:33 p.m.	mykl	attendance.session_created	saas_attendance.ClassSession 1	{'title': 'Monday Night Childrens Class', 'starts_at': '2026-02-02T18:00:00-05:00'}

**step\_01 (mobile)**

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## Audit Log

Time	Actor	Action	Object	Metadata
Feb. 16, 2026, 2:43 p.m.	owner@seed.local	marketing.review_request.created	marketing_engine.OutboxItem 2	{'count': 2}
Feb. 14, 2026, 8:24 p.m.	livetest_owner	site.publish	site 1	{'template_key': 'dojo_modern', 'path': '/site/test-school/publish/'}
Feb. 14, 2026, 8:20 p.m.	mykl	site.publish	site 1	{'template_key': 'dojo_modern', 'path': '/site/test-school/publish/'}
Feb. 14, 2026, 8:14 p.m.	livetest_owner	site.publish	site 1	{'template_key': 'dojo_modern', 'path': '/site/test-school/publish/'}
Feb. 14, 2026, 7:49 p.m.	livetest_owner	site.publish	site 1	{'template_key': 'dojo_modern', 'path': '/site/test-school/publish/'}
Feb. 8, 2026, 6:20 p.m.	mykl	progression.requirement_created	saas_progression.Requirement 1	{'rank': 'White Sash', 'label': '3 months'}
Feb. 8, 2026, 6:18 p.m.	mykl	progression.rank_created	saas_progression.Rank 6	{'rank': 'Lime Green Sash', 'order': 6}
Feb. 8, 2026, 6:17 p.m.	mykl	progression.rank_created	saas_progression.Rank 5	{'rank': 'Purple Sash', 'order': 5}
Feb. 8.				{'rank': 'Blue

Feb. 7, 2026, 6:17 p.m.	mykl	progression.rank_created	saas_progression.Rank 4	{'rank': 'Blue Sash', 'order': 4}
Feb. 8, 2026, 6:16 p.m.	mykl	progression.rank_created	saas_progression.Rank 3	{'rank': 'Orange Sash', 'order': 3}
Feb. 8, 2026, 6:16 p.m.	mykl	progression.rank_created	saas_progression.Rank 2	{'rank': 'Yellow Sash', 'order': 2}
Feb. 8, 2026, 6:16 p.m.	mykl	progression.rank_created	saas_progression.Rank 1	{'rank': 'White Sash', 'order': 1}
Feb. 1, 2026, 4:33 p.m.	mykl	attendance.session_created	saas_attendance.ClassSession 1	{'title': 'Monday Night Childrens Class', 'starts_at': '2026-02-02T18:00:00-05:00'}

## Feature: Exports

**What it does:** Run available operational exports.

**Why it matters:** Supports backups and data handoff workflows.

**Where:** Settings > Exports </exports/>

### Steps:

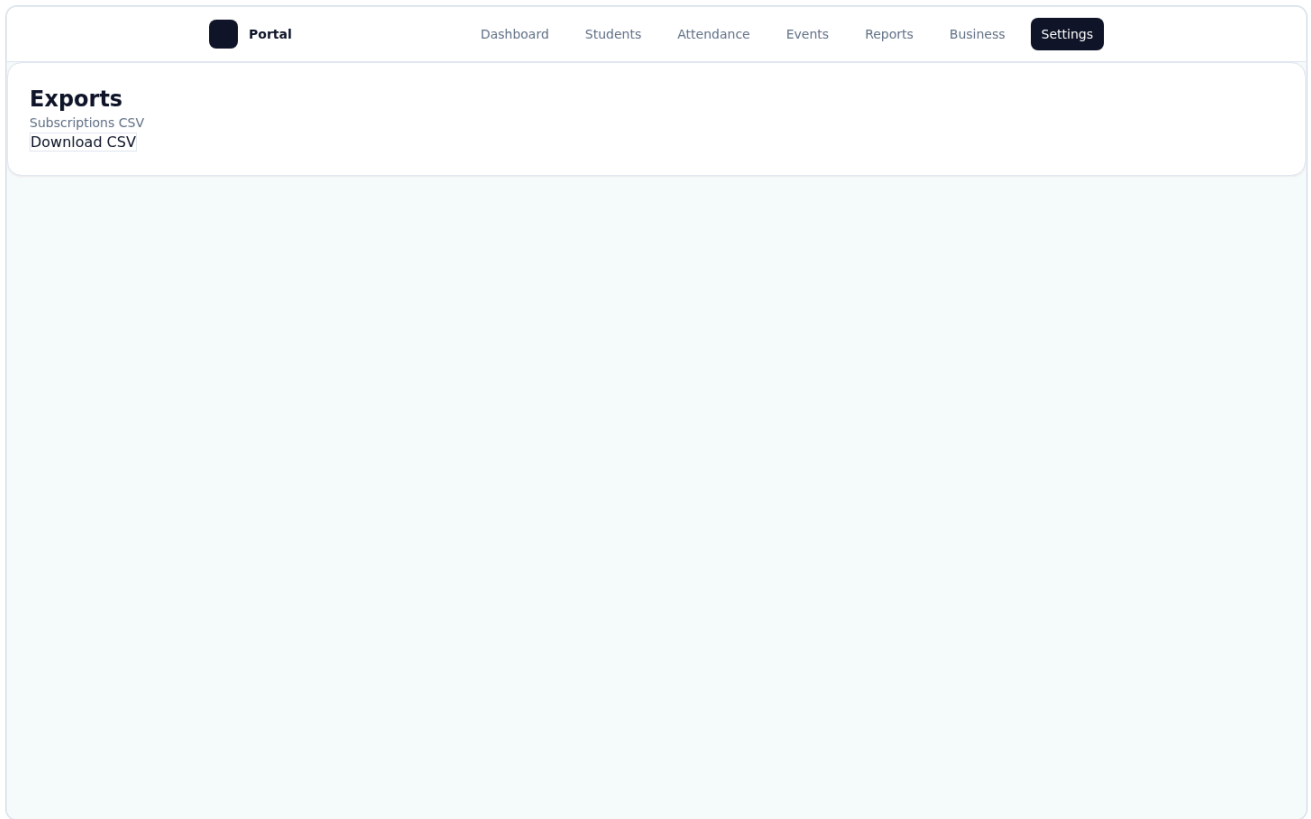
1. Open Exports.
2. Run available CSV export actions.
3. Validate downloaded files.

**Expected result:** Exports complete with school-scoped data.

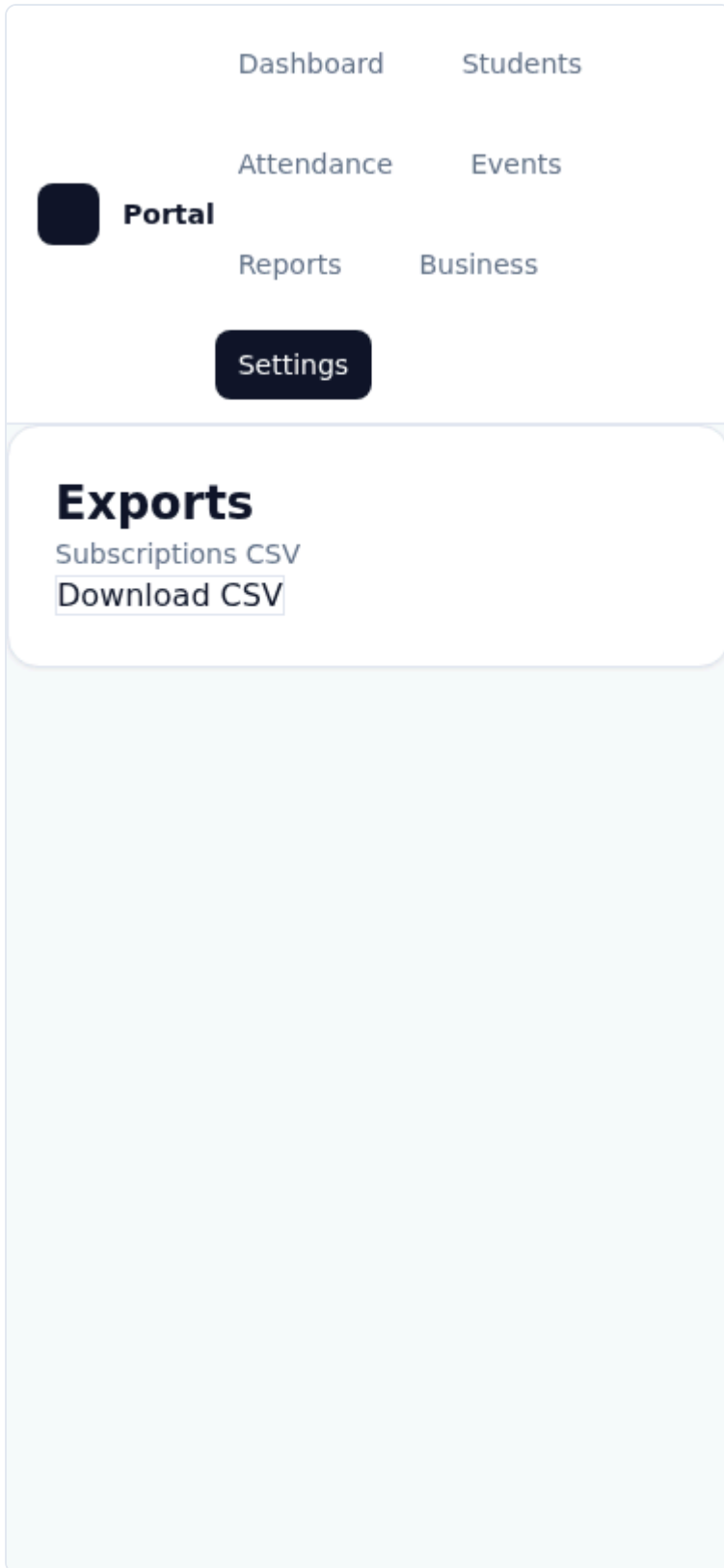
### Troubleshooting:

- If export empty, verify source records exist.
- Confirm permissions for operator role.

## step\_01 (desktop)



## step\_01 (mobile)



## Feature: Appearance Settings

---

**What it does:** Configure portal theme/dark mode preferences.

**Why it matters:** Keeps operator workspace readable and consistent.

**Where:** Settings > Appearance `/settings/appearance/`

**Steps:**

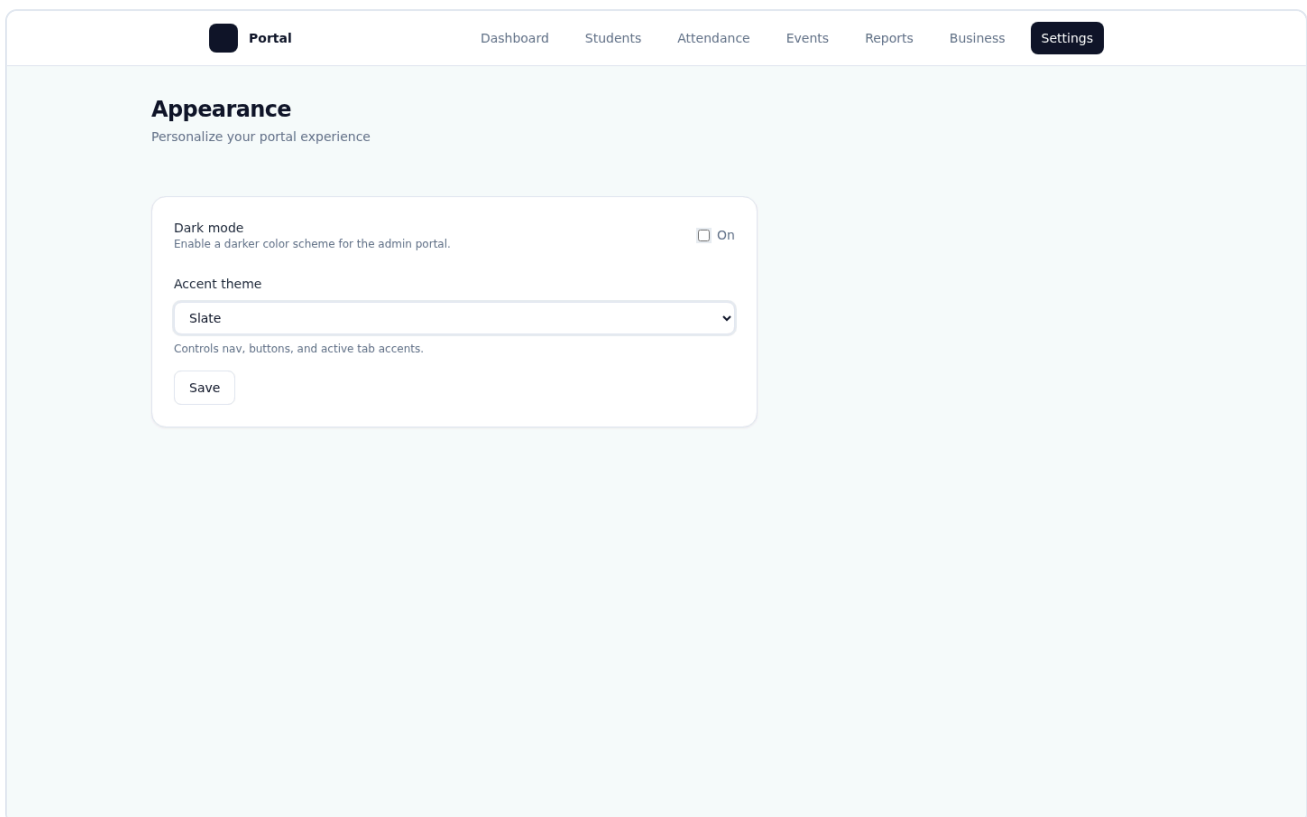
1. Open Appearance settings.
2. Adjust theme/dark mode.
3. Save and verify UI updates.

**Expected result:** Selected theme preferences persist.

**Troubleshooting:**

- If unchanged, refresh page after save.
- Confirm user preference record exists.

**step\_01 (desktop)**



**step\_01 (mobile)**

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**Portal**

**Settings**

## Appearance

Personalize your portal experience

**Dark mode**  
Enable a darker color scheme for the admin portal.  On

**Accent theme**

Slate ▼

Controls nav, buttons, and active tab accents.

Save

## Feature: Site Settings (Legacy)

---

**What it does:** Manage template key, headline, and core site fields.

**Why it matters:** Provides direct settings view outside builder.

**Where:** (direct) /site/settings/ /site/settings/

**Steps:**

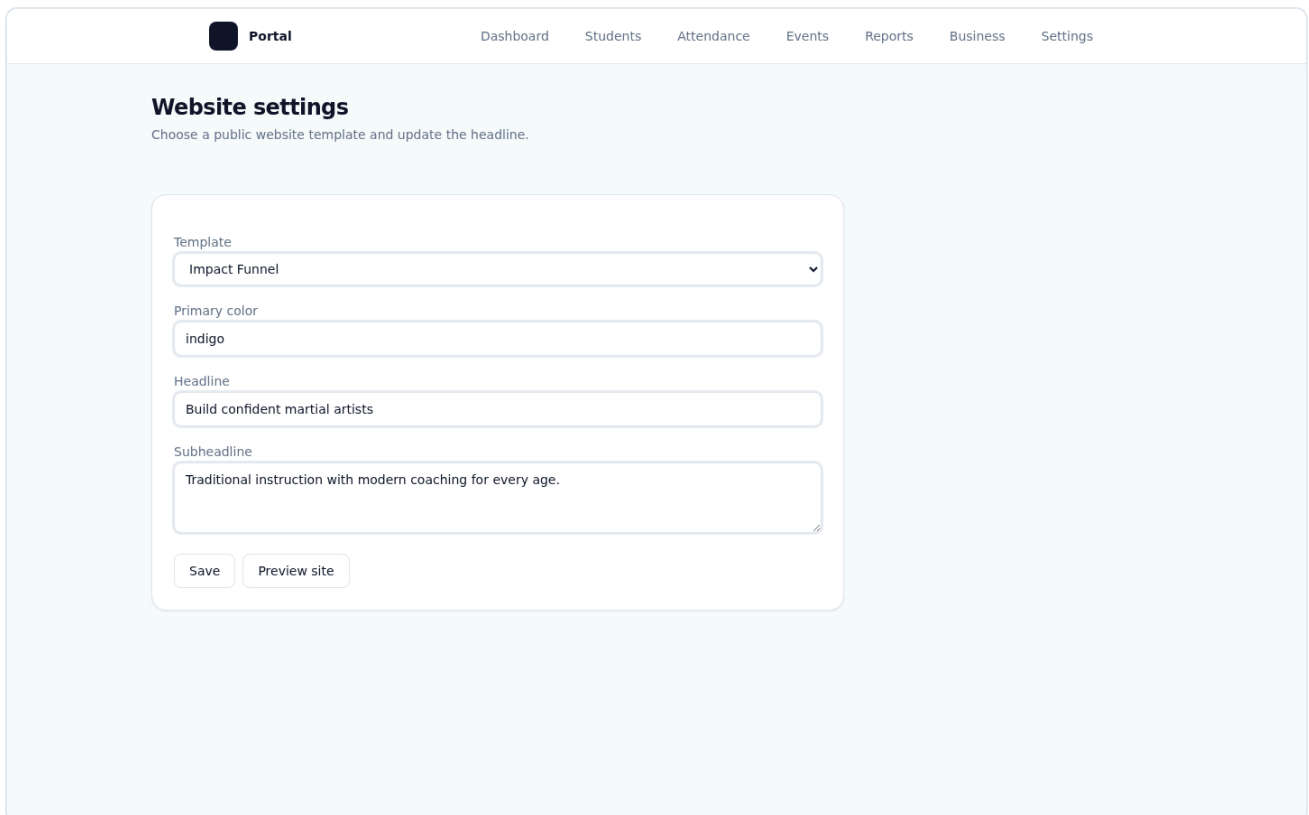
1. Open site settings page.
2. Adjust available fields.
3. Save and verify preview.

**Expected result:** Core site settings persist and render.

**Troubleshooting:**

- If blocked, verify manage-school permission.
- Use builder for advanced section editing.

**step\_01 (desktop)**



**step\_01 (mobile)**

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Settings

## Website settings

Choose a public website template and update the headline.

Template

Impact Funnel



Primary color

indigo

Headline

Build confident martial artists

Subheadline

Traditional instruction with modern coaching for every age.

Save

Preview site