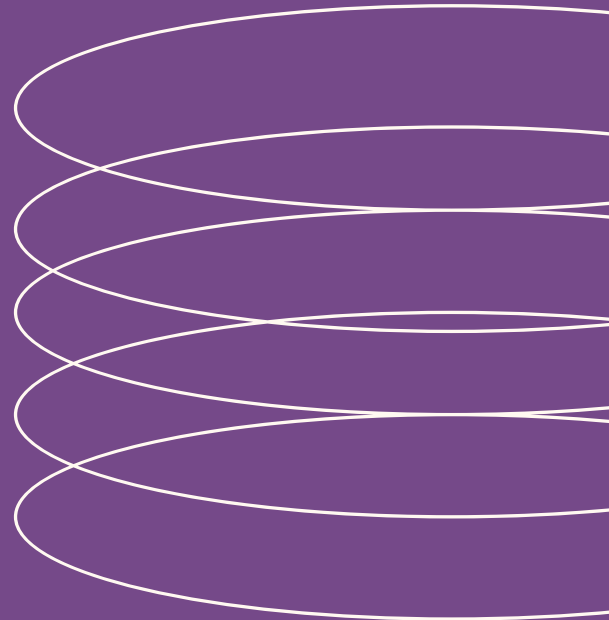




How to use TutorCruncher



A STEP-BY-STEP GUIDE
Using TutorCruncher with Core+ Tuition



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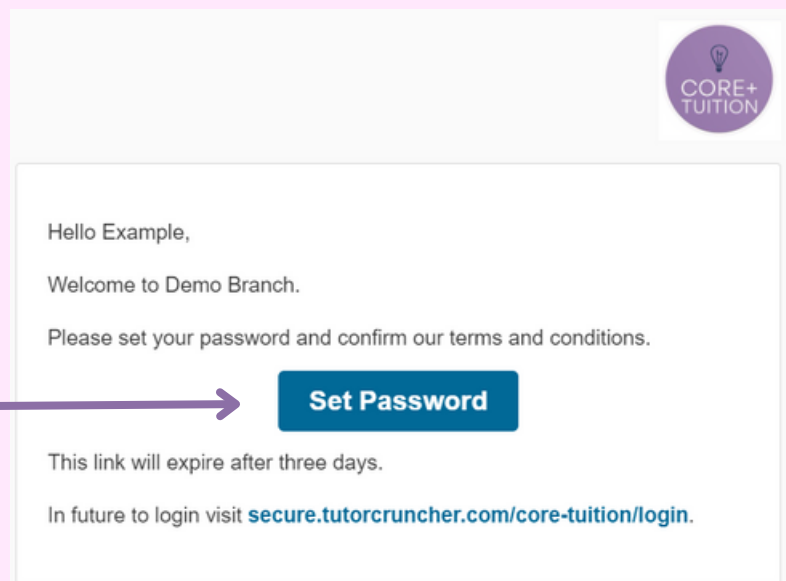
Other functions

What else you can access in TutorCruncher

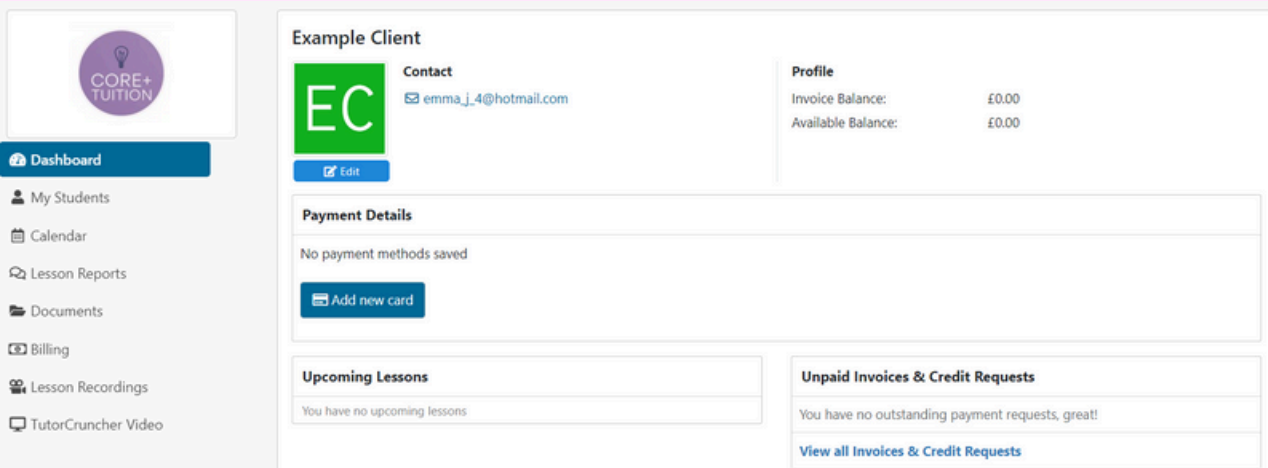
Getting Started

You should receive a welcome email from TutorCruncher on behalf of Core+ Tuition.

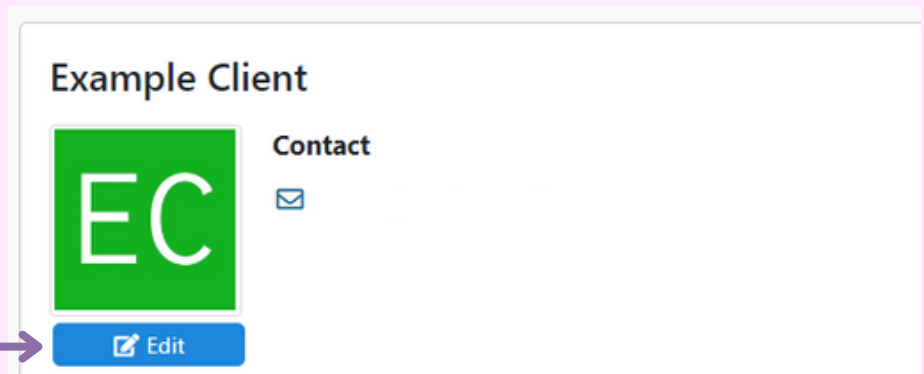
Click on the link to **Set Password** and log in.



You then should automatically be taken to your Dashboard, which will look like this.



Your profile



Click on **Edit.**

First Name Last Name *

Photo Currently: core-tuition/photos/31fbfb0e-74ee-4754-9f74-d76ba190ce04.jpg Clear
Change: No file chosen

Email The Tutor uses their email address to log in and to receive all correspondence from you. [More info.](#)

Status * Approved tutors can work with clients and apply for new jobs. Pending tutors haven't gone through your recruitment process yet, whilst Rejected tutors didn't make the cut and Dormant tutors have simply gone cold. [More info.](#)

[Address, Contact Details & More](#) Click to view more options

Street Address

Zipcode/Postcode Town Country

Timezone Mobile Telephone

If blank defaults to the Branch's timezone.

You then need to complete all of your personal details at the top.

Don't forget to upload a photo of yourself that you are happy to be shared with clients and on social media.

Click on **Extra Fields** to update all of your details..

Extra Fields There are some fields here which require your attention.

Date of birth Gender

What subject/s are you looking for? What year group is the student? *

What level is the student currently working at? Where did you hear about Core+ Tuition?

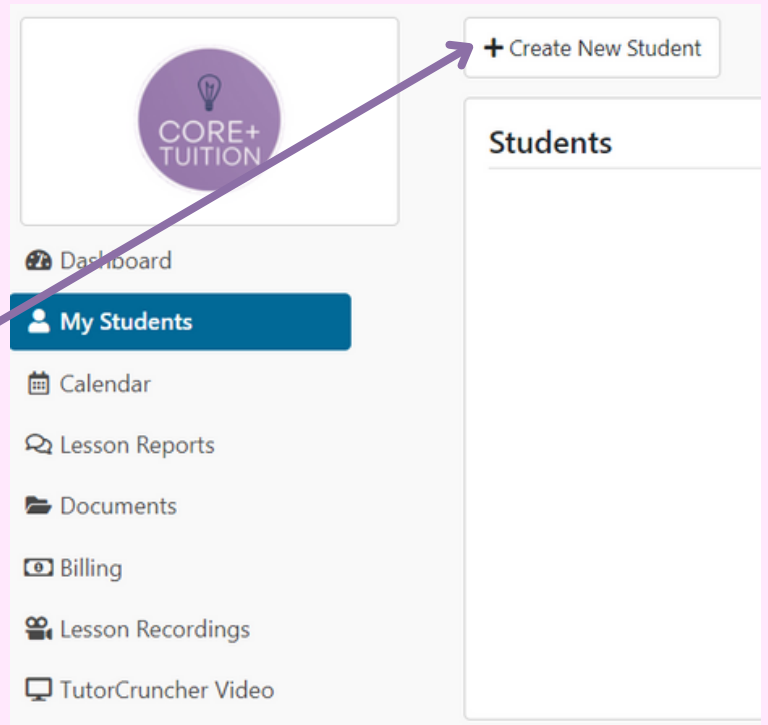
Please give as much information as possible; current working at grades, higher/foundation if GCSE Maths or Science.

Any other information regarding the student that would be helpful when we are trying to support you.

B I H

Scroll to the bottom and press **Submit.**

Adding students



From My Students in the menu, click on **Create New Student**.

Add Student

Title First Name Last Name

Photo No file chosen Email
The user's email address

Address & Contact Details

Street Address

Zipcode/Postcode Town Country

Timezone Mobile Telephone

If blank defaults to the Branch's timezone.

The form should pull through the address from your own profile but you can edit here if necessary then go through the rest of the fields.

You can also add a picture of the student here if you wish.

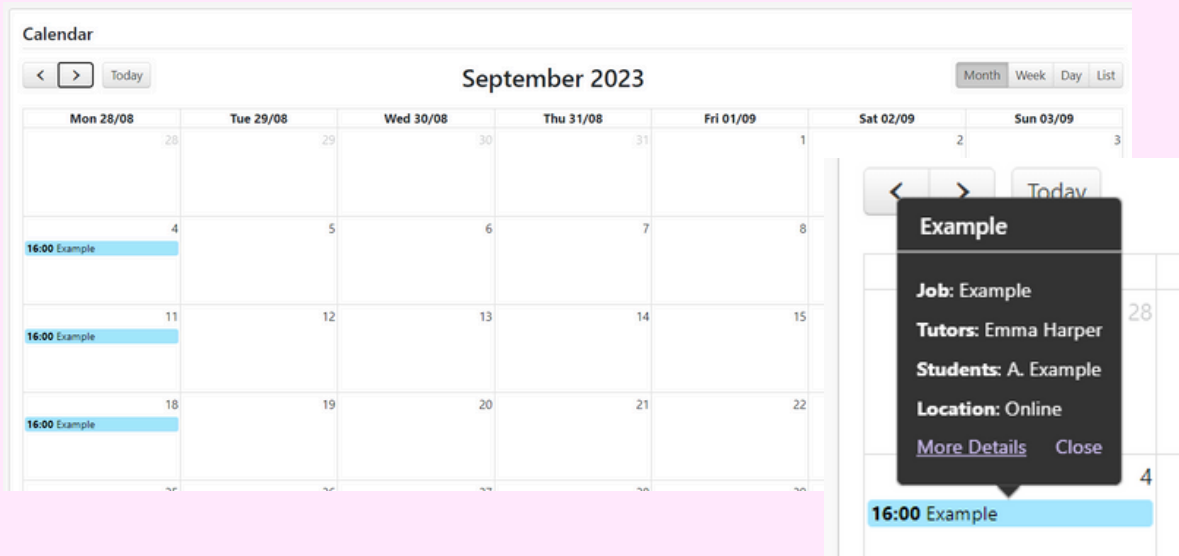
Please ensure all fields are complete including the Extra Fields section.

Don't forget to click **Submit** to save your updates.

Note: If you input an email address for the student it will create their own login where they can access their own profile and lessons for themselves.

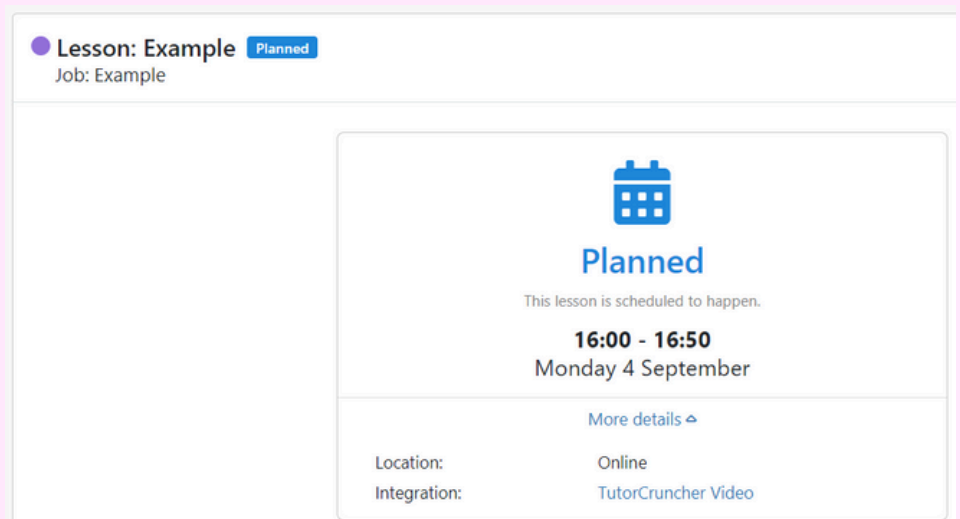
Lessons

Once you have been allocated a session and you have agreed to it, a job will be created and lessons added. These lessons will then appear in your calendar.



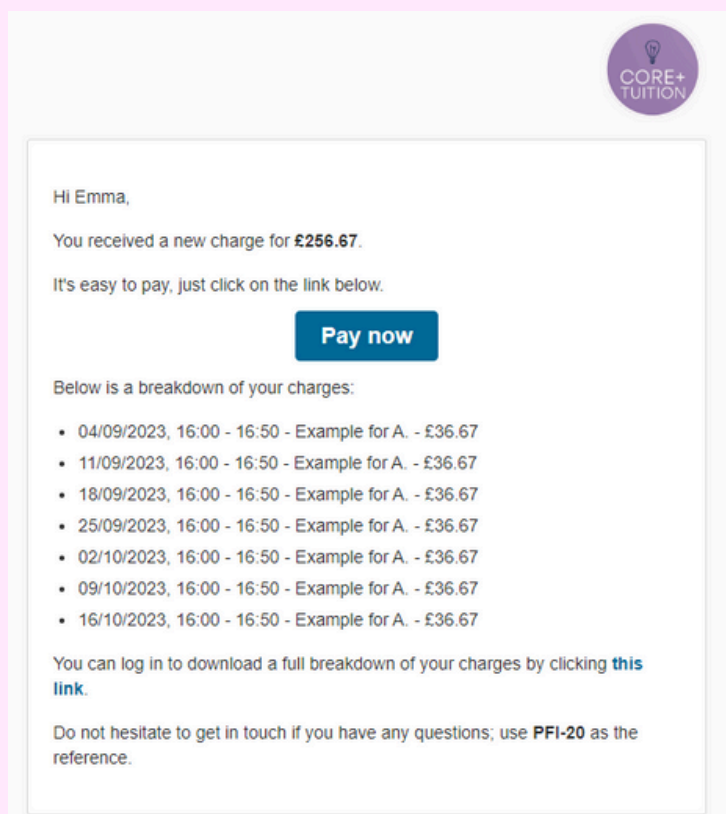
Hover over the session and click on more details.

You can then click on the lesson to see the lesson details including time, venue, online link etc.



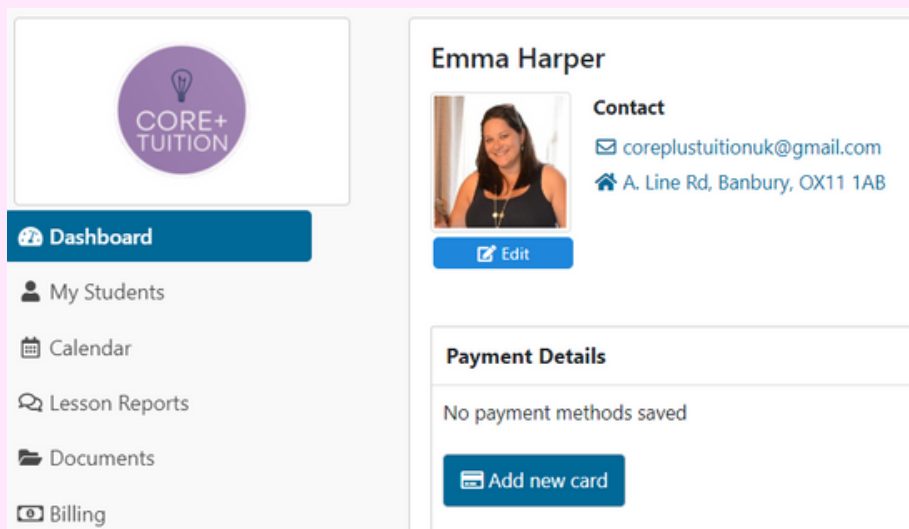
Paying

Before the start of each term you will receive a Credit Request for the upcoming term via email.

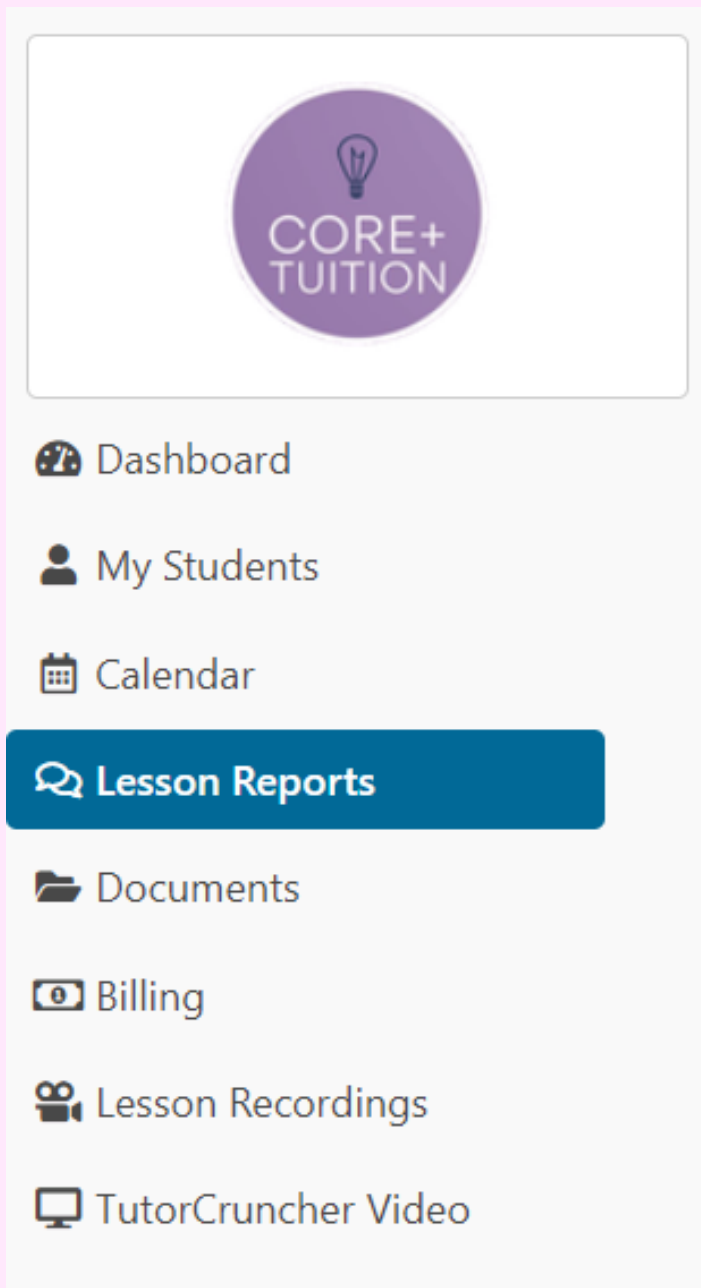


You will be able to pay directly from the email.

To make this process easier you can add a payment card on your profile page and the payment will be taken automatically.



Other Functions



Within the menu you will also find;

- **Lesson reports** - where you will find any reports that your tutor has written after a session
- **Documents** - where you be able to upload any documents for the tutor to see or the tutor can upload documents for you
- **Billing** - where you will be able to find all credit requests and invoices