How to use TutorCruncher
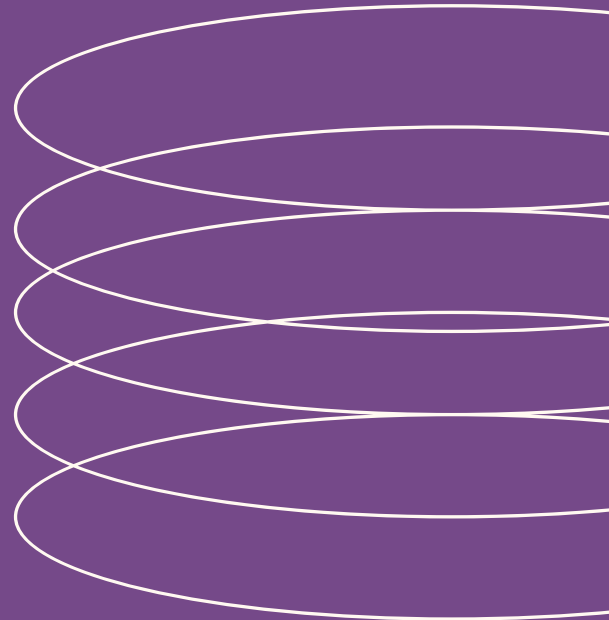
A STEP-BY-STEP GUIDE
Using TutorCruncher with Core+ Tuition
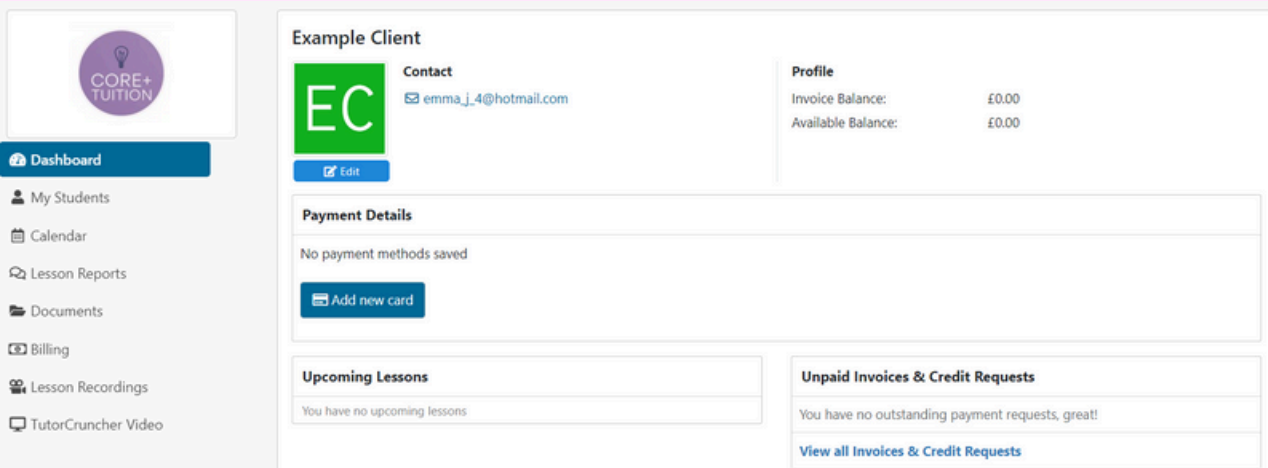
Contents

Getting Started

You should receive a welcome email from TutorCruncher on behalf of Core+ Tuition.
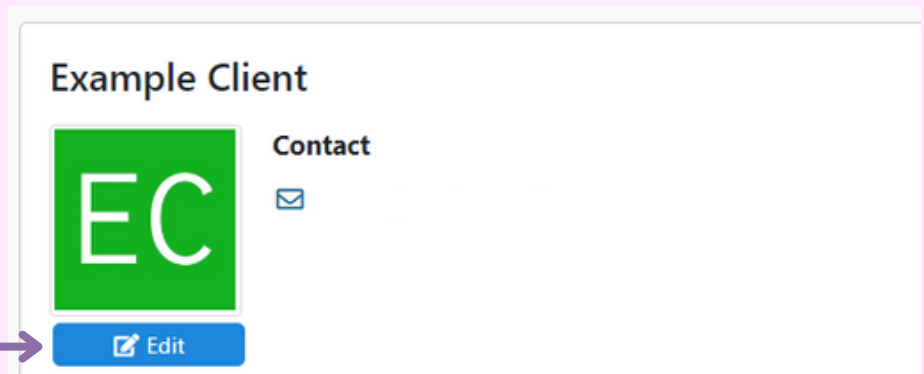
Click on the link to **Set Password** and log in.
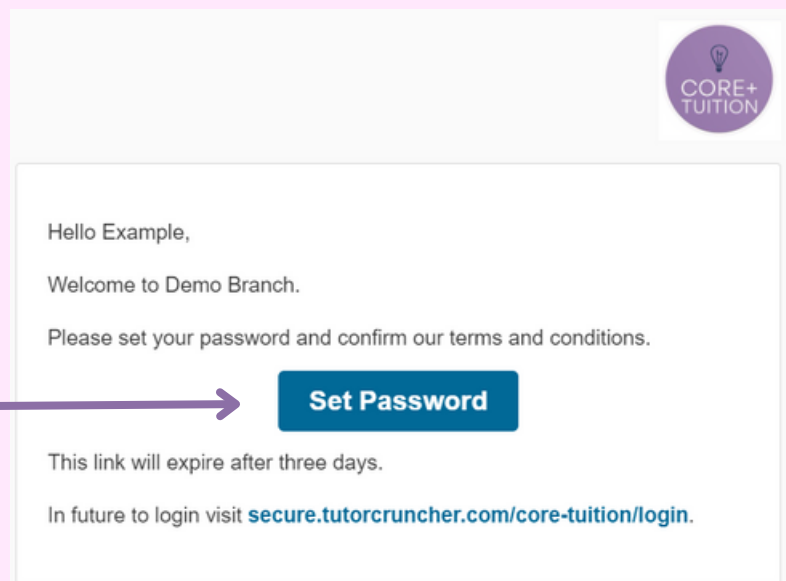
You then should automatically be taken to your Dashboard, which will look like this.

Your profile

Click on **Edit.**

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..

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

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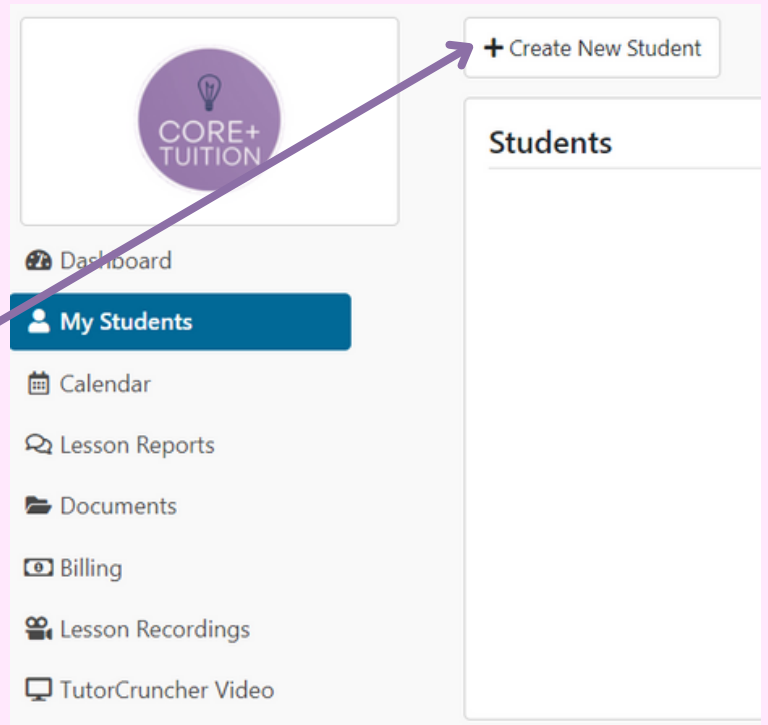
From My Students in the menu, click on **Create New Student**.

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.
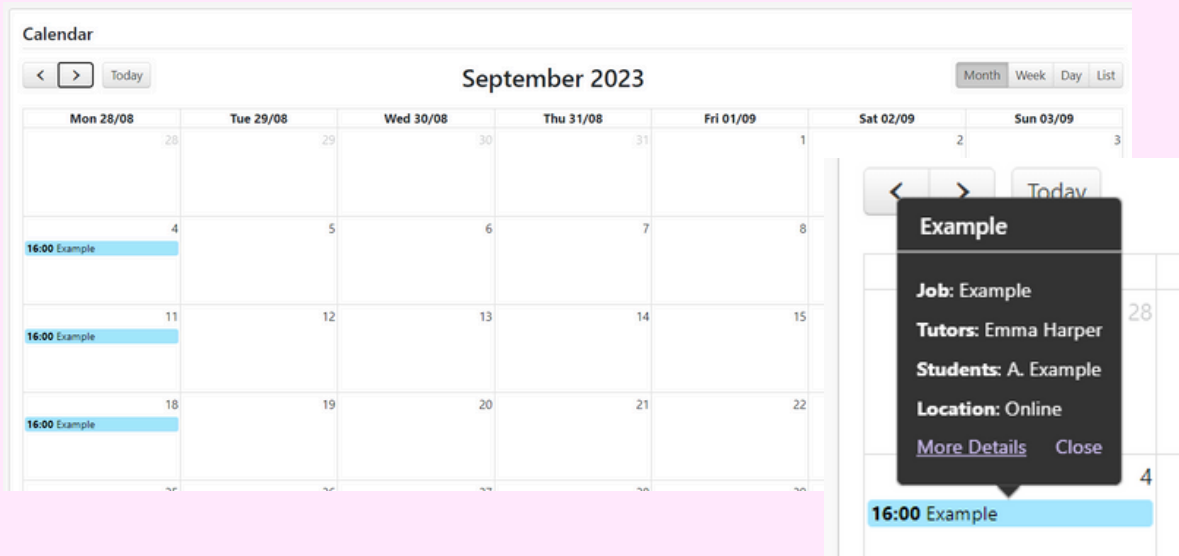
Hover over the session and click on more details.

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.

Hi Emma,

You received a new charge for **£256.67**.

It's easy to pay, just click on the link below.

Pay now

Below is a breakdown of your charges:

- 04/09/2023, 16:00 - 16:50 - Example for A. - £36.67
- 11/09/2023, 16:00 - 16:50 - Example for A. - £36.67
- 18/09/2023, 16:00 - 16:50 - Example for A. - £36.67
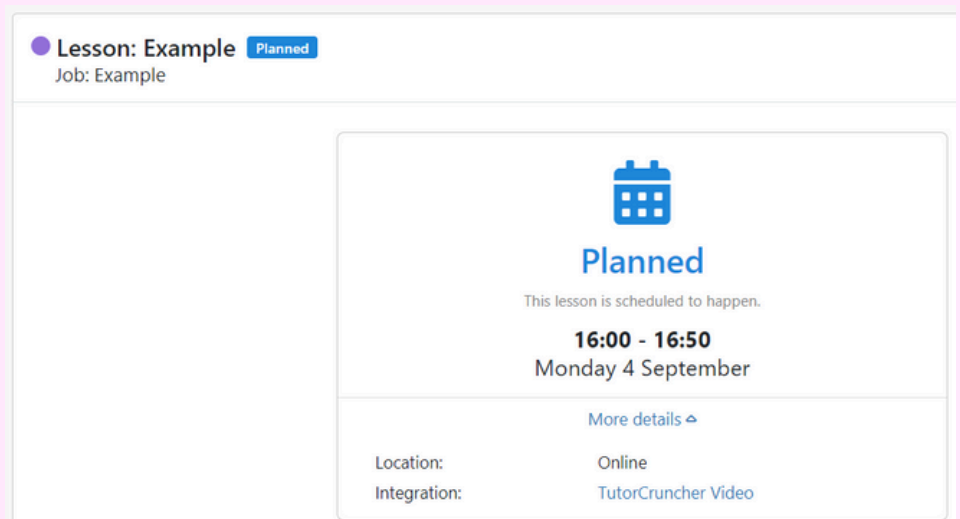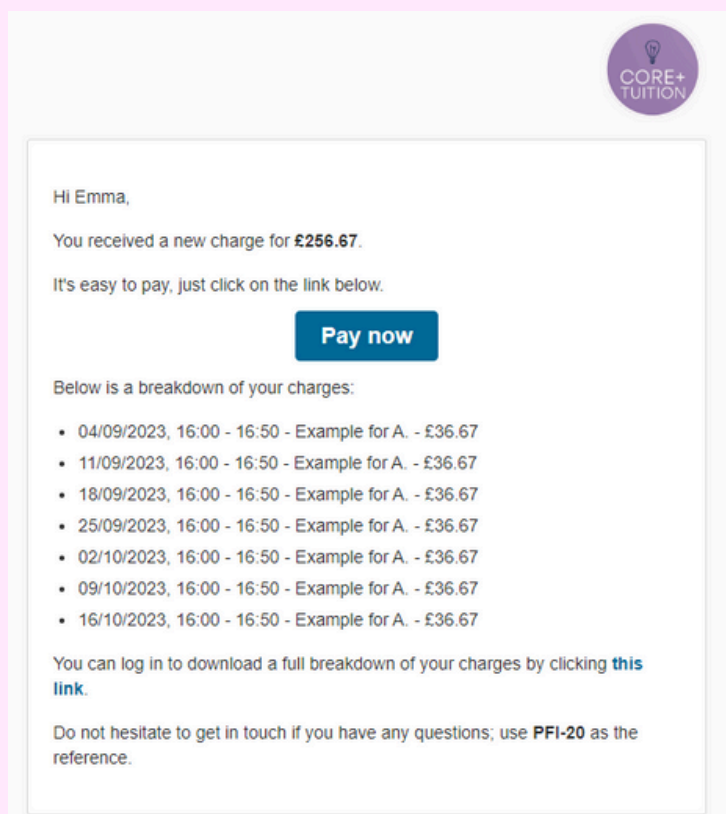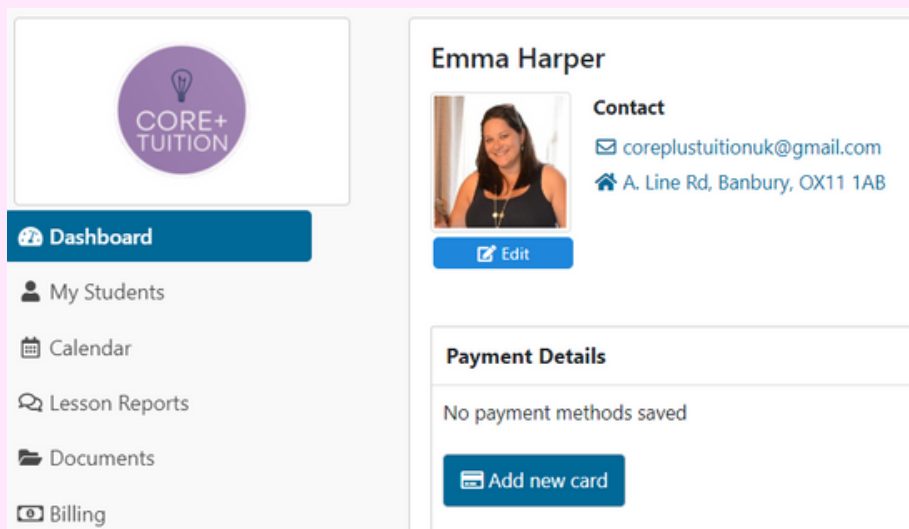- 25/09/2023, 16:00 - 16:50 - Example for A. - £36.67
- 02/10/2023, 16:00 - 16:50 - Example for A. - £36.67
- 09/10/2023, 16:00 - 16:50 - Example for A. - £36.67
- 16/10/2023, 16:00 - 16:50 - Example for A. - £36.67

You can log in to download a full breakdown of your charges by clicking **this link**.

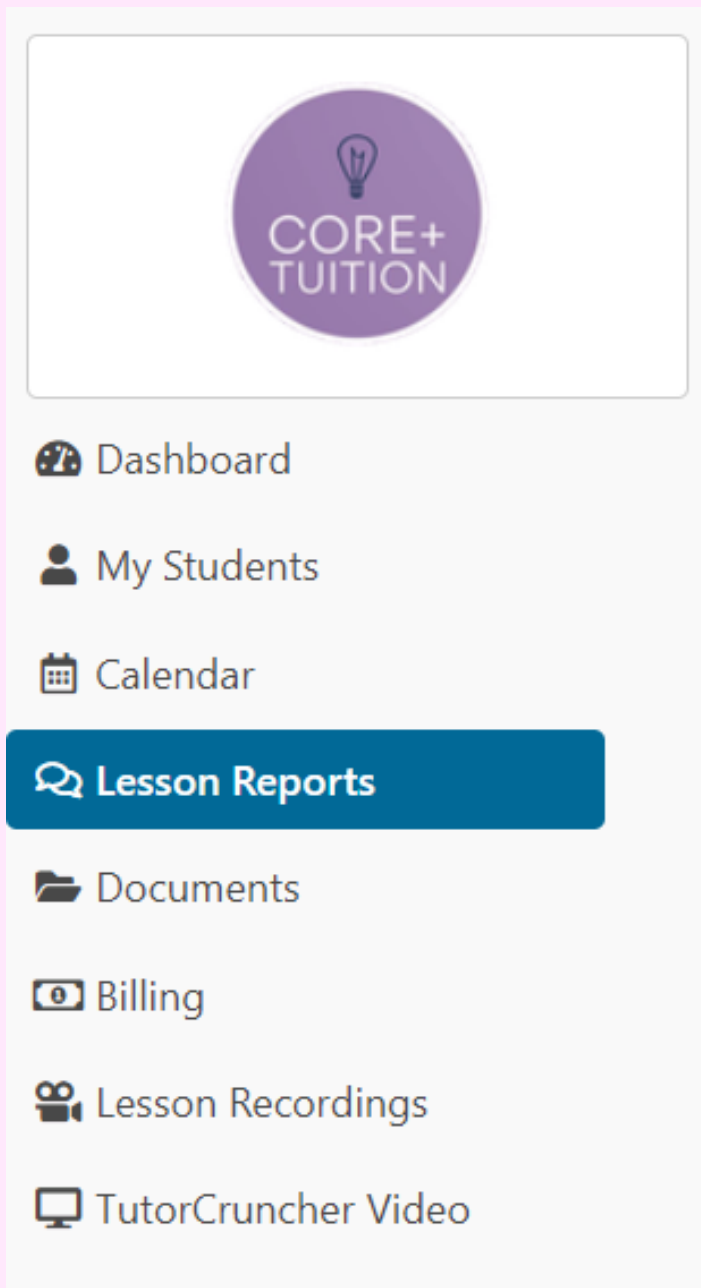Do not hesitate to get in touch if you have any questions; use **PFI-20** as the reference.

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.

CORE+ TUITION

- 🕹 **Dashboard**
- 👤 My Students
- 📅 Calendar
- 💬 Lesson Reports
- 📁 Documents
- 💵 Billing

Emma Harper

Contact

✉ coreplustuitionuk@gmail.com
🏠 A. Line Rd, Banbury, OX11 1AB

✏ Edit

Payment Details

No payment methods saved

💳 Add new card

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