**Kia ora, welcome to Utopia!**  
I’m Joshua, and I’ll walk you through an overview of the Utopia app.

With Utopia, you can **create jobs to find relievers**, **build your favourite teacher pools**, **manage bookings, billing, and timesheets**, and even **offer full-time roles to your preferred teachers**—all in one app.

**Building Your Favourite Teacher Pool**

As you start using Utopia, you can **build your own favourite teacher pool** under the **Favourite** section. Simply **favourite teachers** who have worked at your centre and fit well with your team, or **block those** who don’t. If you know any teachers who haven’t worked with you through Utopia yet, you can search for them using the **search bar**.

**Managing Bookings**

Easily manage your bookings under the **Calendar** portal, where you can view all your upcoming jobs. Alternatively, go to **Your Bookings** to check any ongoing or upcoming bookings.

Utopia keeps you informed every step of the way—you’ll receive **app and email notifications** so you never miss an update.

**Communication Made Easy**

Need to chat with a teacher? Utopia allows you to **privately message your favourite teachers** or those with upcoming jobs, making communication seamless.

**Billing & Timesheets**

If there are **discrepancies** between actual booking hours and scheduled hours, you can **easily correct them under the Billing section**. This is also where you manage your centre’s billing.

Utopia has **stringent performance checks**, and we take action based on your feedback. We’ll cover the **performance and 7-step safety check** in a later session.

**Permanent Hiring – Free of Charge!**

At Utopia, **permanent hiring is completely free**. Simply **post a job offer** through the app, and we ensure you’re **legally covered**. Our **performance-based hiring model** allows you to make decisions based on real on-the-floor performance and team feedback. You can also **scout teachers** actively looking for permanent roles.

We’ll go into more detail on this later.