

Managing Instructor Checklist

YogaLiveLink.com

Under the “Command Central” tab click the “Instructor Profile”

Table is loaded showing current status of instructor

Command Central

Instructor Checklist

Instructor Checklist

Search Table

Search Results : Instructor Checklist

Filter

Export
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No.	Name	Email Address	Account Created	Login Created	Certification Provided	Certification Verified	Profile Provided	Profile Picture Provided	Hours Taught Provided	Yoga Style Provided	Insurance Provided	Insurance Verified	Equipment Verified	Contract Sent	Contract Signed	Process Complete	Limited Account	Add
1.	Test Customer	customer@mailwh.com	Y	Y	Y	NO	NO	NO	Y	NO	NO	NO	NO	NO	NO	NO	YES	PROFILE
2.	Instructor Yonderthron	Yonderthron@mailwh.com	Y	Y	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	YES	PROFILE
3.	Peter Peterson	peterson@mailwh.com	Y	Y	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	YES	PROFILE
4.	Jan Liderson	Liderson@mailwh.com	Y	Y	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	YES	PROFILE
5.	Dieter Walblinger	dieter@vialanguage.com	Y	Y	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	YES	PROFILE
6.	Bee Adventuress	beeadventuress@gmail.com	Y	Y	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	YES	PROFILE
7.	Teresa Pineda	Terasajpineda@gmail.com	Y	Y	NO	NO	Y	Y	NO	Y	NO	NO	NO	NO	NO	NO	YES	PROFILE
8.	Sandra Garney	suganey@speakeasy.net	Y	Y	NO	NO	Y	Y	NO	Y	NO	NO	NO	NO	NO	NO	YES	PROFILE
9.	LaTisha Strickland	lazemantis@yahoo.com	Y	Y	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	PROFILE
10.	Bee Adventuress Strickland	sexyinsecta@gmail.com	Y	Y	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	PROFILE
11.	Aimee Williams	aimiejazzwilliams@gmail.com	Y	Y	NO	NO	Y	Y	NO	Y	NO	NO	NO	NO	NO	NO	YES	PROFILE
12.	Laurea Walton	laureasaurus999@yahoo.com	Y	Y	NO	NO	Y	Y	NO	Y	NO	NO	NO	NO	NO	NO	YES	PROFILE
13.	Laurea Piskor	laurea.piskor@gmail.com	Y	Y	NO	NO	Y	NO	NO	Y	NO	NO	NO	NO	NO	NO	YES	PROFILE
14.	Pamela Sary	pamela@delightfulyoga.com	Y	Y	NO	NO	Y	Y	NO	Y	NO	NO	NO	NO	NO	NO	YES	PROFILE
15.	Trish Ivie	trish@pureheartyyoga.com	Y	Y	NO	NO	NO	Y	NO	NO	NO	NO	NO	NO	NO	NO	YES	PROFILE
16.	E.B. Ferdig	ebferdig@gmail.com	Y	Y	NO	NO	Y	NO	NO	NO	NO	NO	NO	NO	NO	NO	YES	PROFILE
17.	Kendall Hassener	drhassener@gmail.com	Y	Y	NO	NO	NO	Y	NO	NO	NO	NO	NO	NO	NO	NO	YES	PROFILE
18.	Colleen Welch	ColleenWelch@gmail.com	Y	Y	NO	NO	Y	Y	NO	Y	NO	NO	NO	NO	NO	NO	YES	PROFILE

Use the "Search" tab to check specific items in the table.

These are the various checklist items you can mark for an instructor. Click the heading to re-sort the table (useful for seeing who has NOT completed some item).

If "Limited Account" = YES the instructor cannot do any scheduling and will see the checklist of items when they log in.























































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Export CSV Excel

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1.	Test Customer	customer@mailwh.com	Y	Y	Y	NO	NO	NO	Y	NO	NO	NO	NO	NO	NO	NO	YES	   PROFILE
2.	Instructor Yonderthron	Yonderthron@mailwh.com	Y	Y	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	YES	   PROFILE
3.	Peter Peterson	peterson@mailwh.com	Y	Y	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	YES	   PROFILE
4.	Jan Liderson	Liderson@mailwh.com	Y	Y	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	YES	   PROFILE
5.	Dieter Waiblinger	dieter@vialanguage.com	Y	Y	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	YES	   PROFILE
6.	Bee Adventuress	beeadventuress@gmail.com	Y	Y	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	YES	   PROFILE
7.	Teresa Pinada	Terasajpinada@gmail.com	Y	Y	NO	NO	Y	Y	NO	Y	NO	NO	NO	NO	NO	NO	YES	   PROFILE
8.	Sandra Ganey	sganey@speakeasy.net	Y	Y	NO	NO	Y	Y	NO	Y	NO	NO	NO	NO	NO	NO	YES	   PROFILE
9.	LaTisha Strickland	lazenmantis@yahoo.com	Y	Y	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	   PROFILE
10.	Bee Adventuress Strickland	sexyinsects@gmail.com	Y	Y	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	   PROFILE
11.	Aimee Williams	aimiejwilliams@gmail.com	Y	Y	NO	NO	Y	Y	NO	Y	NO	NO	NO	NO	NO	NO	YES	   PROFILE
12.	Laura Walton	laurasaurus999@yahoo.com	Y	Y	NO	NO	Y	Y	NO	Y	NO	NO	NO	NO	NO	NO	YES	   PROFILE
13.	Laura Piskor	laura.piskor@gmail.com	Y	Y	NO	NO	Y	NO	NO	Y	NO	NO	NO	NO	NO	NO	YES	   PROFILE
14.	Pamela Sery	pamela@delightfultyoga.com	Y	Y	NO	NO	Y	Y	NO	Y	NO	NO	NO	NO	NO	NO	YES	   PROFILE
15.	Trish Ivie	trish@purehaartyoga.com	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	YES	   PROFILE
16.	E.B. Ferdig	ebferdig@gmail.com	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	YES	   PROFILE
17.	Kendall Hassemer	drhassemer@gmail.com	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	YES	   PROFILE
18.	Colleen Welch	ColleenWelch@gmail.com	Y	Y	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	YES	   PROFILE

Click the "Edit" button to change what tasks have been completed.

Click the "Profile" link to edit the instructor's profile

1. Check any boxes for tasks that have been completed.

2. When all tasks are complete – click the “Process Complete” checkbox. **This DOES NOT activate the instructor profile to full status (pending method to do that).**

3. Click the “Update Record” button to save changes.

The screenshot shows a web application window titled "Edit Record - undefined" with a subtitle "Edit Record — Instructor Checklist (33)". The form contains a list of tasks with checkboxes. Red arrows from the instructions point to the "Login Created" checkbox, the "Process Complete" checkbox, and the "Update Record" button.

Task	Status
Account Created:	<input checked="" type="checkbox"/>
Login Created:	<input checked="" type="checkbox"/>
Certification Provided:	<input type="checkbox"/>
Certification Verified:	<input type="checkbox"/>
Profile Provided:	<input checked="" type="checkbox"/>
Profile Picture Provided:	<input checked="" type="checkbox"/>
Hours Taught Provided:	<input type="checkbox"/>
Yoga Styles Provided:	<input checked="" type="checkbox"/>
Insurance Provided:	<input type="checkbox"/>
Insurance Verified:	<input type="checkbox"/>
Equipment Verified:	<input type="checkbox"/>
Contract Sent:	<input type="checkbox"/>
Contract Signed:	<input type="checkbox"/>
Process Complete:	<input type="checkbox"/>

Update Record