

Liphant - Center Quick Start Guide

Digitize Your Therapy Center Today

Welcome, Center Admin!

Liphant helps therapy centers reach more families, manage services online, and coordinate teams efficiently.

Why Join Liphant?

- **Digital Presence** - Professional online profile
 - **Online Bookings** - Accept appointments 24/7
 - **Team Management** - Coordinate your teachers
 - **Service Catalog** - List all your offerings
 - **Analytics** - Track your growth
 - **Community** - Connect with families
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Getting Started (10 Minutes)

Step 1: Register Your Center

Go to: liphant.co/register - Select "I'm a Center Admin" - Enter your details
- Verify your email

Step 2: Complete Center Profile

Go to: liphant.co/center/profile

Essential Information:

Field	Description
Center Name	English & Arabic
Description	Your services & philosophy
Logo	Your brand image
Contact Info	Phone, email, website
Address	City & full address
Operating Hours	Daily schedule
Specializations	Areas of expertise

Step 3: Add Your Services

Go to: liphant.co/center/services

Click "Add Service" and include: - Service name (English & Arabic) - Description
- Price per session - Duration in minutes

Example Services:

Service	Duration	Price
Speech Therapy	45 min	400 EGP
Occupational Therapy	45 min	350 EGP
ABA Therapy	60 min	450 EGP
Social Skills Group	90 min	300 EGP

Step 4: Assign Teachers to Services

Go to: [liphant.co/center/services/\[service-id\]](https://liphant.co/center/services/[service-id])

For each service: 1. Open service details 2. Click "Teacher Assignments" 3. Select which teachers can provide this service 4. Save

Important: Parents can only book services that have teachers assigned!

Step 5: Get Verified

Our team reviews your center profile. Once approved: - You receive a **Verified Badge** - Your center appears in search results - Parents can book your services

Managing Bookings

Go to: liphant.co/center/bookings

Booking Types

1. Direct Teacher Bookings - Parent selects specific teacher - Teacher handles confirmation

2. Center Service Bookings - Parent books a service (any available teacher) - Status: "Awaiting Assignment" - You assign an available teacher - Status changes to "Confirmed"

Assigning Teachers

1. Go to "Awaiting Assignment" tab
 2. Select a booking
 3. Choose available teacher from dropdown
 4. Click "Assign"
 5. Done! Teacher and parent are notified
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Your Dashboard

Go to: liphant.co/center/dashboard

Quick view of: - Team members - Upcoming bookings - Recent activity - Key metrics

Key Pages

Feature	URL
Dashboard	liphant.co/center/dashboard
Profile	liphant.co/center/profile
Services	liphant.co/center/services
Bookings	liphant.co/center/bookings
Teachers	liphant.co/center/teachers
Analytics	liphant.co/center/analytics
Records	liphant.co/center/records

Tips for Success

1. **Complete Profile** - Add logo, hours, full description
2. **List All Services** - The more services, the more bookings
3. **Assign Teachers** - Ensure every service has coverage
4. **Respond Quickly** - Assign teachers within 24 hours
5. **Track Analytics** - Monitor growth and performance

Onboarding Your Teachers

1. Teachers create their own Liphant accounts
 2. Complete their teacher profiles
 3. You add them to your center team
 4. Assign them to relevant services
 5. They receive bookings through your center
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Need Help?

- **Email:** support@liphant.co
 - **FAQ:** liphant.co/faq
 - **Contact:** liphant.co/contact
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Join 50+ therapy centers on Liphant!

Start at: liphant.co/register