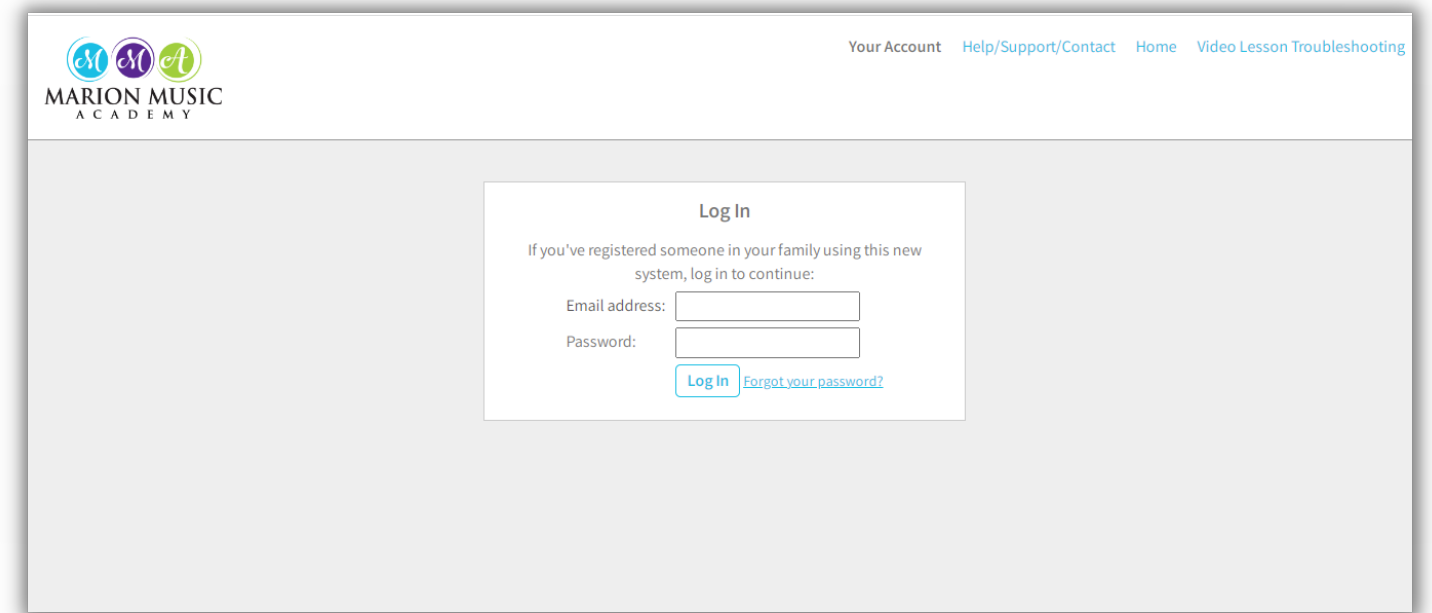


STUDIO AUTOPILOT GUIDE

You will need to save the link to the dashboard:
<https://marionmusicacademy.studioautopilot.com/dashboard/>
 or you can access it from our website at
www.marionmusicacademy.com and click on "Account Login"

We recommend using Chrome to access the Studio Autopilot.

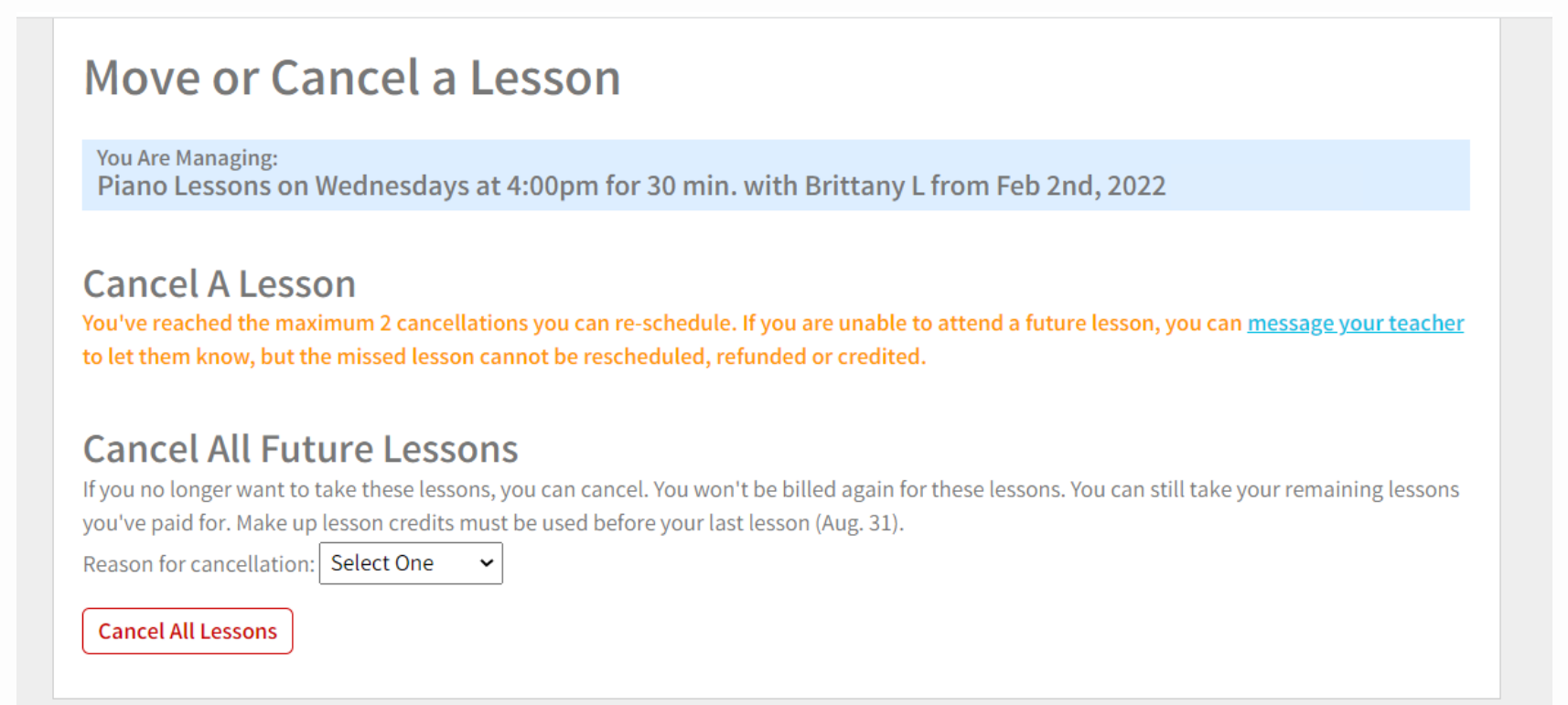


SAP Features

1. CANCEL A LESSON

If you need to cancel a lesson for any reason, you can do so through SAP! Go to the dashboard. Next to your student's lesson information, there's an "Actions" column. Click on "Cancel Lesson".

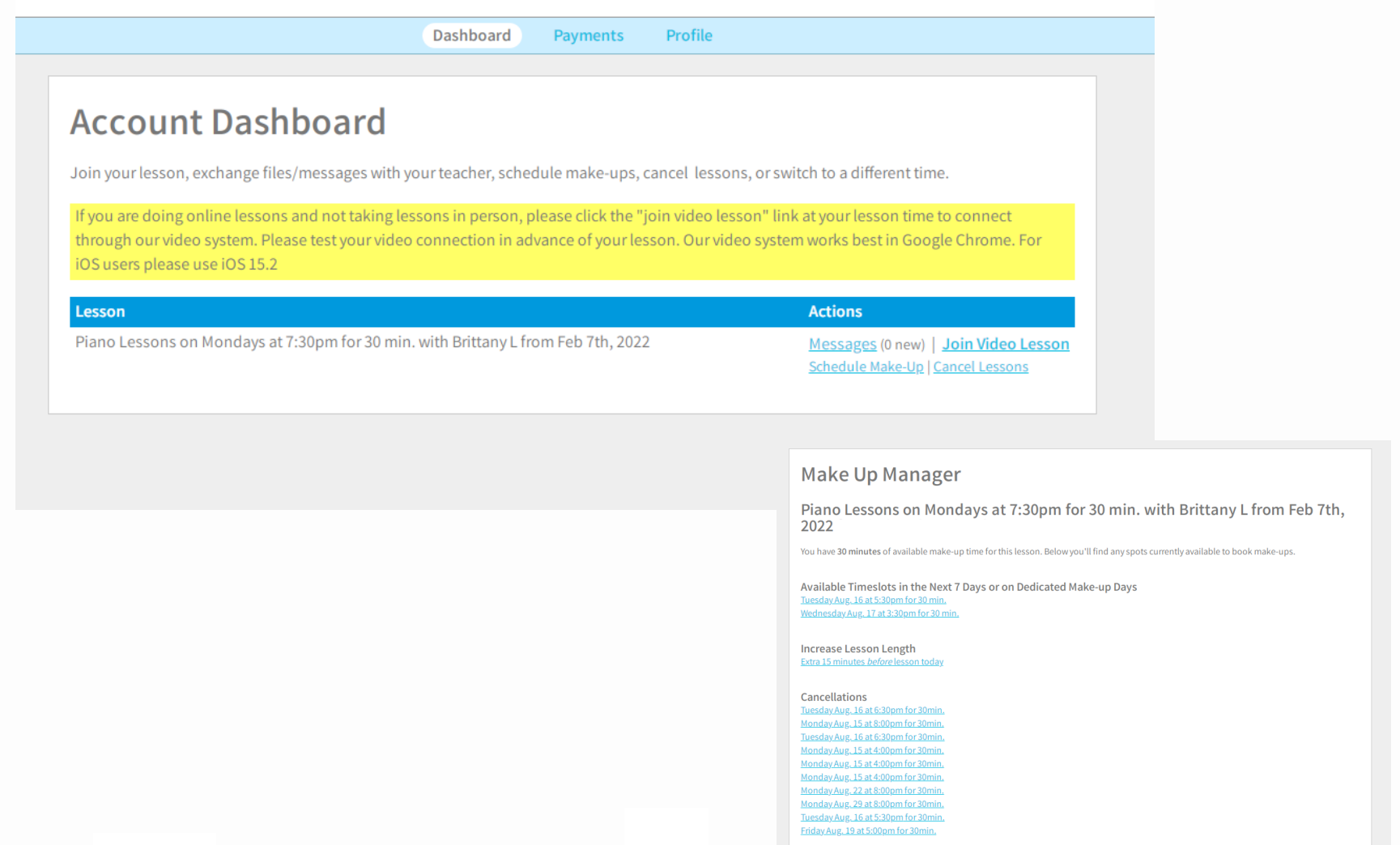
REMINDER: You are allowed two make-up lessons per year.



2. MAKE-UP LESSON

You want to use one of your make-ups?
 No problem! You can schedule it yourself!

Go to your dashboard. Look under the "Actions" section for the "Schedule Make-Up" button. It shows you all available make-up times. If none of them work, or none are available, check back for more times later.



STUDIO AUTOPILOT GUIDE (CONTINUED)

3. MESSAGES

Have questions about material or practice assignments? You can message the teacher directly! If you have any questions about billing or scheduling, please contact Paige.

Lesson Files & Messages

View messages or files sent from your teacher and send your teacher files or messages. There may be a delay in getting a response as teachers are only expected to respond to messages when they are scheduled to teach.

Files / Messages for Piano Lessons on Wednesdays at 3:30pm for 30 min. with Melanie B from Feb 2nd, 2022

There are currently no files or messages from your teacher for these lessons.

Send Melanie B a Message / File

File: No file chosen

Message:

4. TUITION AND BILLING

If you get a new card, you can update it online! In the dashboard, click on the "Payments" tab. Under "Card on File" click on "Update/Replace Card". You can also view when all payments come out!

Payments

Below you'll find your [payment method](#), [upcoming payments](#) (up to 12 months are shown) and your [past payments](#).

Card on File

[Update/Replace Card](#)

Upcoming Monthly Payments

August 1, 2022

5. ONLINE LESSONS

In the dashboard under the "Actions" click on "Join Video Lesson" and that's it! No need to worry about any extra links!

Dashboard
Payments
Profile

Account Dashboard

Join your lesson, exchange files/messages with your teacher, schedule make-ups, cancel lessons, or switch to a different time.

If you are doing online lessons and not taking lessons in person, please click the "join video lesson" link at your lesson time to connect through our video system. Please test your video connection in advance of your lesson. Our video system works best in Google Chrome. For iOS users please use iOS 15.2

Lesson	Actions
Piano Lessons on Mondays at 7:30pm for 30 min. with Brittany L from Feb 7th, 2022	Messages (0 new) Join Video Lesson Schedule Make-Up Cancel Lessons

6. UPDATE CONTACT INFORMATION

Go to the "Profile" tab to update your phone number, email, address, or change your password.

Dashboard
Payments
Profile

Your Profile

Edit your profile below.

First Name: (given name)

Last Name: (family name)

Relation to Student:

Mobile Phone:

Email address: