

iCP App – Submit an Absence & Enroll in a Make-up Class



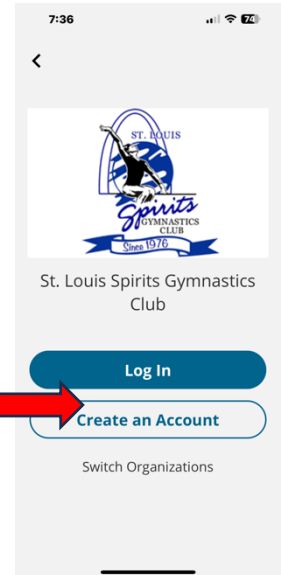
The iClassPro App

Health & Fitness

★★★★☆ 27

stlouisspirits

1. Login to Your Account (for detailed instructions for how to login see the handout “App-Finding and Logging In”)
 - a. Select “Log In”
 - i. DO NOT CREATE A NEW ACCOUNT
 - b. Use the primary email address you gave us when registering
 - i. If you don't know what this is please reach out to us so we can give it to you 314-461-1877 (phone or text*)
 1. *text preferred
 - c. If you have never logged in before or don't remember your password
 - i. Select Forgot Password to create (a new) one



2. You are successful when you see the Home Screen

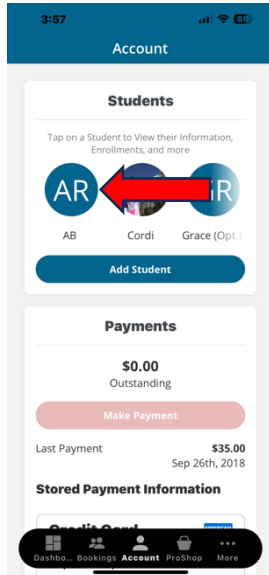


Submit an Absence

1. Click on Account at the bottom of the screen



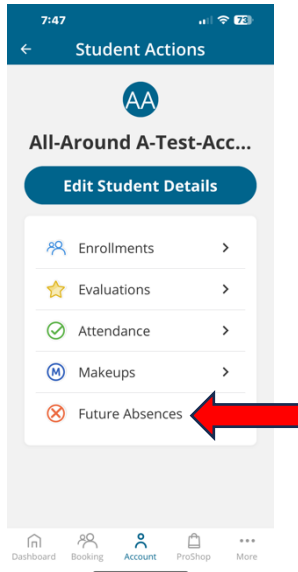
2. Select your student
 - a. In this example the name of the student is AR



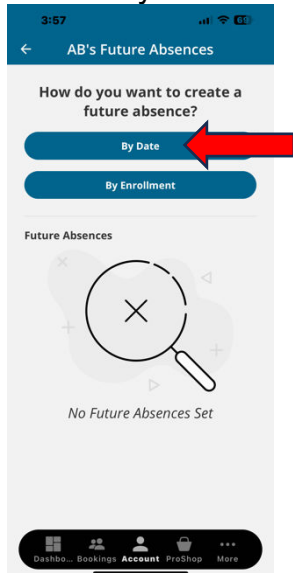
3. From this screen you can see:

- a. Enrollments
- b. Skills/Evaluations
- c. Attendance
- d. Makeups
- e. Future Absences

4. Select “Future Absences”



5. Select “By Date”



6. Usually, the absence is just one day, so when you get to this screen select “No”

3:58

AB's Future Absences

Will this absence span multiple days?

Yes No

Dashboard Bookings Account ProShop More

7. A calendar will appear
- Select the date
 - Leave a comment if desired
 - Select “Submit”

3:58

AB's Future Absences

Will this absence span multiple days?

Yes No

When will this take place?

Expected absences must be submitted at least 2 hours in advance to be marked excused.

Jan 6th, 2025

☒ All Day

Leave an optional comment

Dr Appt

Submit

Dashboard Bookings Account ProShop More

8. After you click “Submit”, the future absence you submitted will show up on the list under Future Absences
 - a. It will say “No” next to Excused until the office sees it in their system

The screenshot shows the 'AB's Future Absences' app interface. At the top, there's a blue header with a back arrow and the title 'AB's Future Absences'. Below this, a section titled 'How do you want to create a future absence?' contains two blue buttons: 'By Date' and 'By Enrollment'. Underneath, a 'Future Absences' section displays a card for 'Mon , Jan 6th, 2025'. The card contains the following details: Date (Mon , Jan 6th, 2025), Excused (No), Status (Pending), and Comment (Dr Appt). A red arrow points to the 'No' next to 'Excused'. At the bottom, there's a navigation bar with icons for Dashboard, Bookings, Account, ProShop, and a menu icon.

Mon , Jan 6th, 2025	
Date	Mon , Jan 6th, 2025
Excused	No
Status	Pending
Comment	Dr Appt

9. Once the office approves the absence, it will appear as “Yes”

The screenshot shows the 'AB's Future Absences' app interface, similar to the previous one. The 'Future Absences' section now displays a card for 'Mon , Jan 6th, 2025' with the following details: Date (Mon , Jan 6th, 2025), Excused (Yes), Status (Approved), and Comment (Dr Appt). A red arrow points to the 'Yes' next to 'Excused'. The navigation bar at the bottom remains the same.

Mon , Jan 6th, 2025	
Date	Mon , Jan 6th, 2025
Excused	Yes
Status	Approved
Comment	Dr Appt

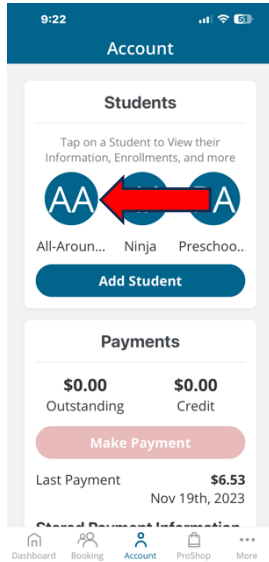
Register for a Makeup Class

10. Click on Account at the bottom of the screen



11. Select your student

a. In this example the name of the student is All-around

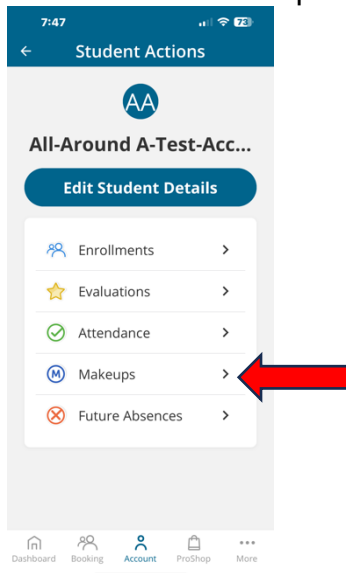


12. From this screen you can see:

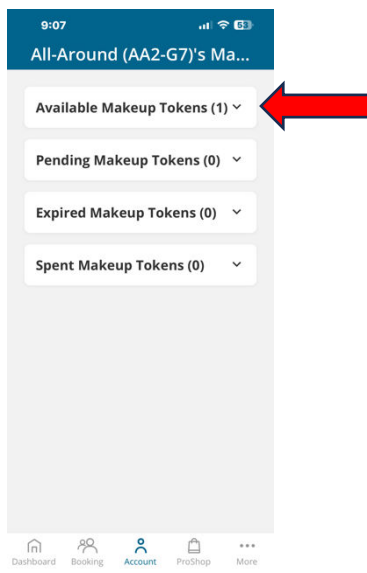
- a. Enrollments
- b. Skills/Evaluations
- c. Attendance
- d. Makeups
- e. Future Absences

13. Click on “Makeups”

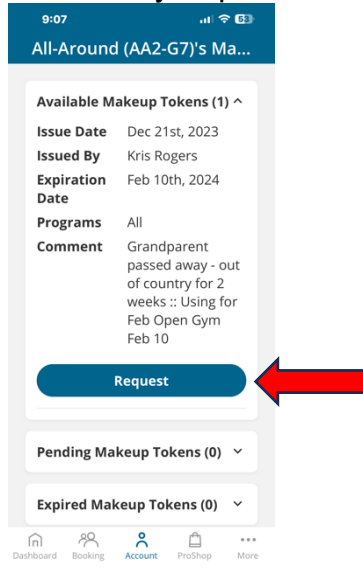
- a. You will see that this student has 1 available makeup Token
 - i. If zero (0) Makeup Tokens are available you cannot schedule a makeup



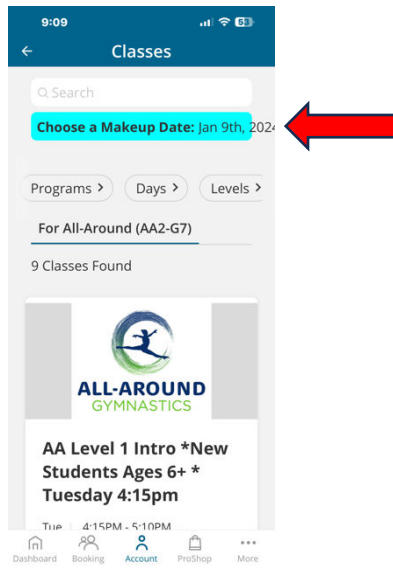
14. If you have Makeup Tokens available, Click on “Available Makeup Tokens”



15. Click on “Request” to bring up the window of available classes
a. Only request a class of the same or lower level

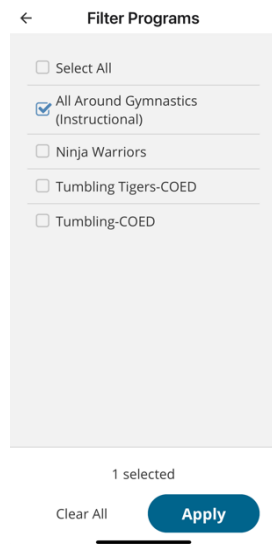


16. You must Choose a Makeup Date first



17. Then you can filter based on things such as Age, Program, Level, Day of Week, etc.

By Program



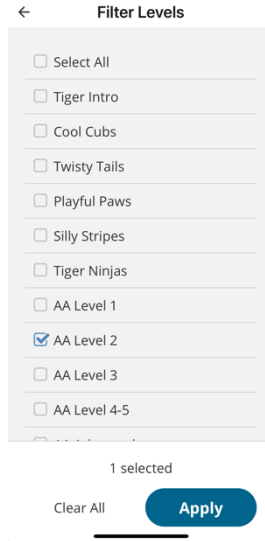
A mobile app screenshot of the 'Filter Programs' screen. It features a list of program options with checkboxes. 'All Around Gymnastics (Instructional)' is selected with a blue checkmark. Below the list, it says '1 selected' and provides 'Clear All' and 'Apply' buttons.

Program	Selected
Select All	☐
All Around Gymnastics (Instructional)	☒
Ninja Warriors	☐
Tumbling Tigers-COED	☐
Tumbling-COED	☐

1 selected

Clear All Apply

By Level



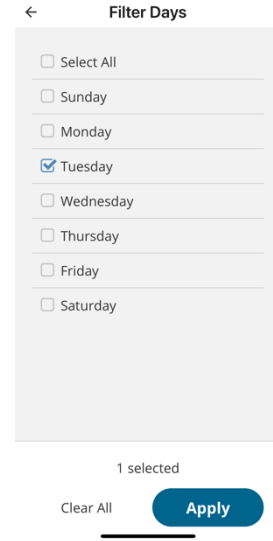
A mobile app screenshot of the 'Filter Levels' screen. It features a list of level options with checkboxes. 'AA Level 2' is selected with a blue checkmark. Below the list, it says '1 selected' and provides 'Clear All' and 'Apply' buttons.

Level	Selected
Select All	☐
Tiger Intro	☐
Cool Cubs	☐
Twisty Tails	☐
Playful Paws	☐
Silly Stripes	☐
Tiger Ninjas	☐
AA Level 1	☐
AA Level 2	☒
AA Level 3	☐
AA Level 4-5	☐

1 selected

Clear All Apply

By Day



A mobile app screenshot of the 'Filter Days' screen. It features a list of days of the week with checkboxes. 'Tuesday' is selected with a blue checkmark. Below the list, it says '1 selected' and provides 'Clear All' and 'Apply' buttons.

Day	Selected
Select All	☐
Sunday	☐
Monday	☐
Tuesday	☒
Wednesday	☐
Thursday	☐
Friday	☐
Saturday	☐

1 selected

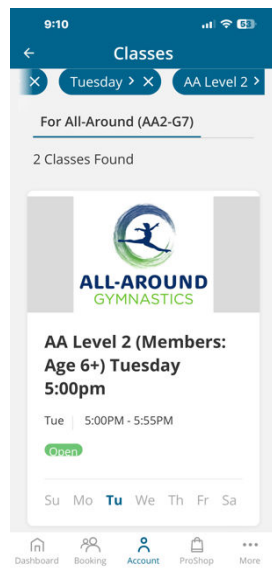
Clear All Apply

18. This will filter down your options

19. Choose the class you want

a. In this case we are selecting AA Level 2, Tues 5pm

i. A class won't show up unless there are openings in it



A mobile app screenshot of the 'Classes' screen. At the top, filters for 'Tuesday' and 'AA Level 2' are applied. Below, it says 'For All-Around (AA2-G7)' and '2 Classes Found'. A class card for 'AA Level 2 (Members: Age 6+) Tuesday 5:00pm' is shown, with a time of 'Tue 5:00PM - 5:55PM' and a green 'Open' status. A weekly calendar at the bottom highlights 'Tu' (Tuesday). The bottom navigation bar includes icons for Dashboard, Booking, Account, ProShop, and More.

9:10

Classes

Tuesday > AA Level 2 >

For All-Around (AA2-G7)

2 Classes Found

ALL-AROUND GYMNASTICS

AA Level 2 (Members: Age 6+) Tuesday 5:00pm

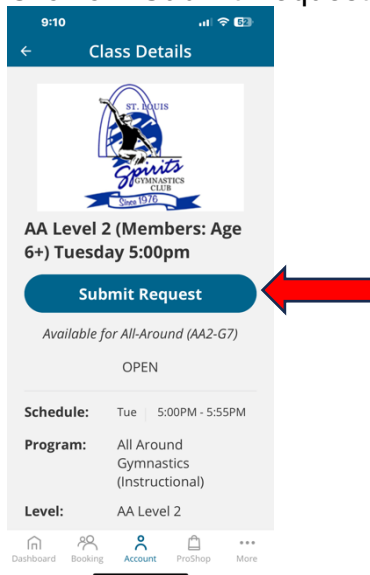
Tue 5:00PM - 5:55PM

Open

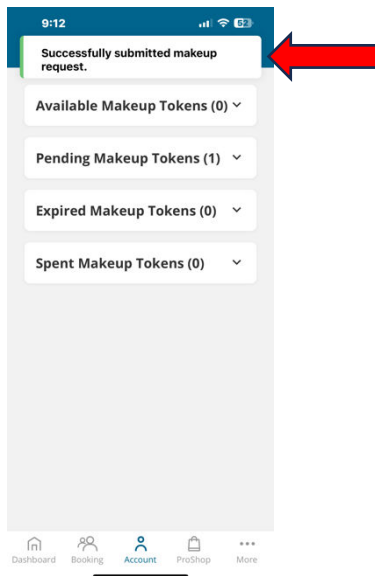
Su Mo **Tu** We Th Fr Sa

Dashboard Booking Account ProShop More

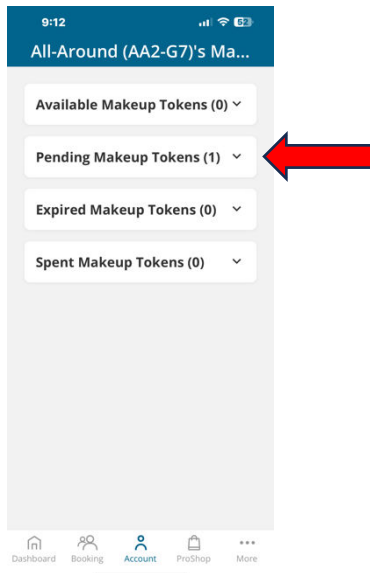
21. Click on “Submit Request”



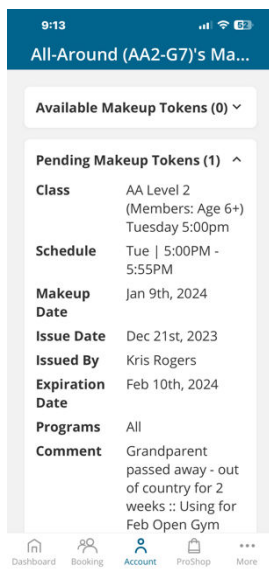
22. You will get a banner across the top that lets you know your request was successfully submitted



23. You will also see your Available Makeup Token has now decreased by one (1) and your Pending Makeup Tokens have increased by one (1)



24. If you click on the drop down arrow for Pending Makeup Tokens it will show you what class you are requesting or are registered for

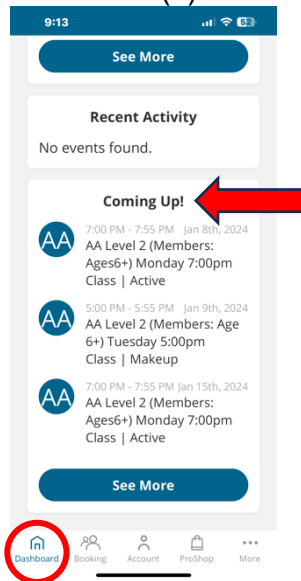


26. Once your request has been approved you can see it on your Dashboard as well as Pending Tokens

27. Go back to your Dashboard

28. Scroll down to Coming Up!

29. You will see the makeup class listed as well as your Home Class/Active enrollment(s)



- **Classes will not show up if student doesn't meet the class requirements (age/ability) or if the class is full**
- **If classes don't ever show availability (after selecting multiple tries in the calendar) please reach out to us via text (314-461-1877)**
- **Occasionally, a makeup can get scheduled in a class the student is not a good fit for. In that case you will be notified and offered other options.**
- **If you need to cancel your makeup, please reach out at least 8 hours prior to your makeup class via text (314-461-1877)**
- **Failure to show up or give 8 hours notice will result in the forfeiture of the makeup token**