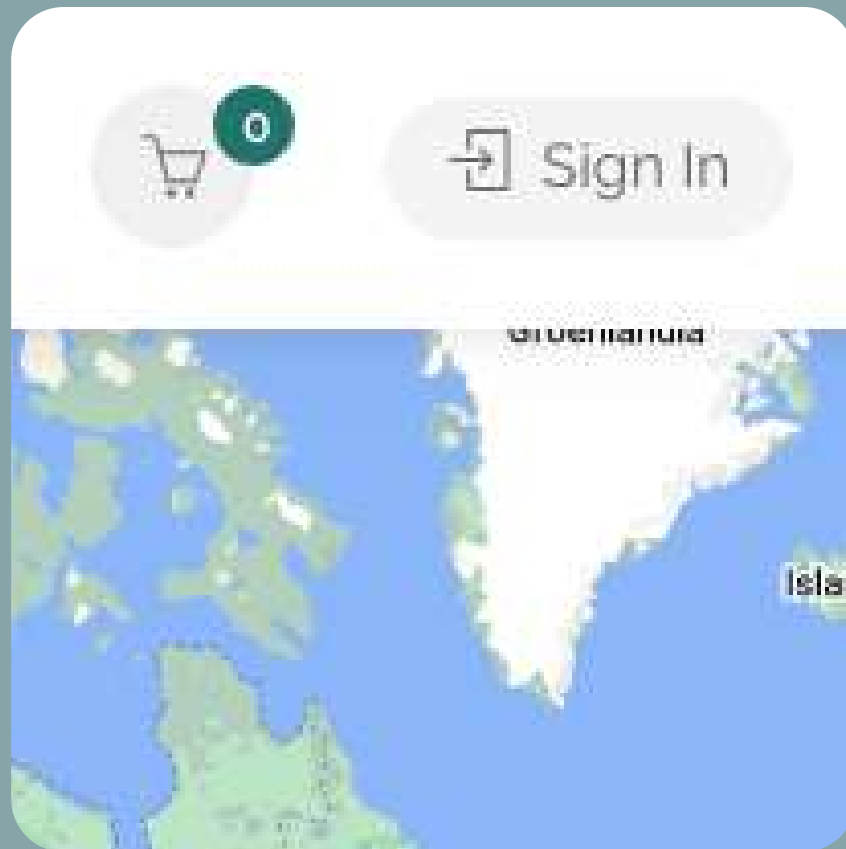


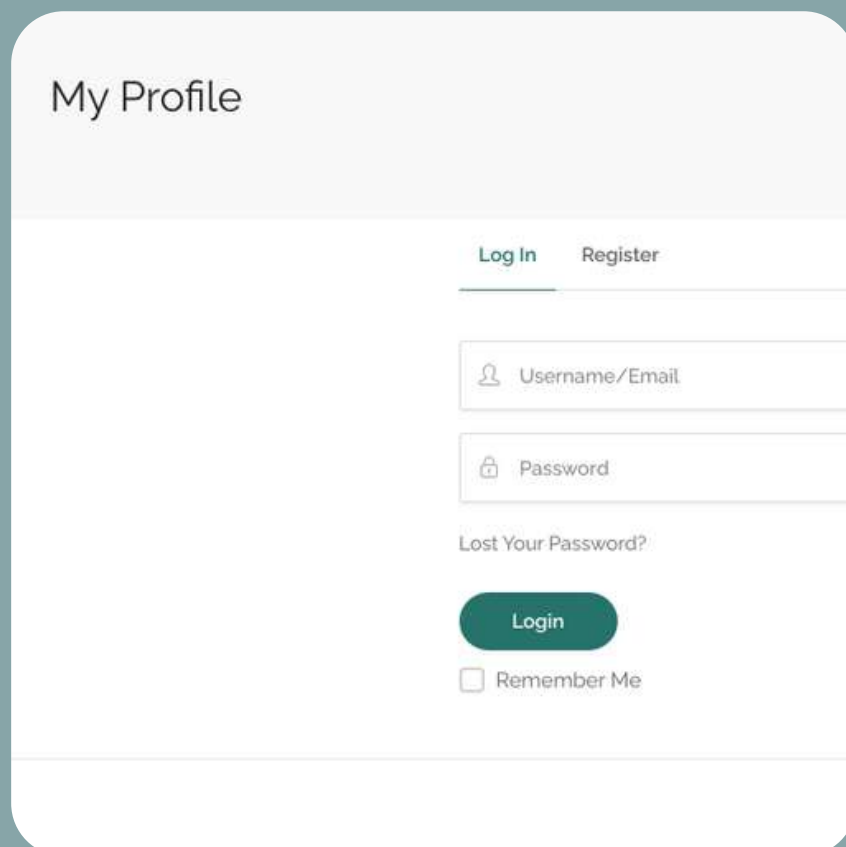
[www.supyogaworld.com](http://www.supyogaworld.com)

Management manual for your SUP Yoga center/classes



ACCESS - GO TO THE TOP RIGHT

Click on Sign In



ACCESS - ENTER YOUR USERNAME AND  
PASSWORD

Create a username and password

*\*If you were registered on the old website, check the email we sent you to reset your password.*

My Profile

Log In Register

Guest Owner


Username

Password

First Name

Last Name

Email Address

☐ No soy un robot 

☐ I agree to the Privacy Policy

☐ I agree to the Terms and Conditions

Register

## GUEST - REGISTER AS A USER

Create your account through Guest if you want to be part of the community, receive the newsletter, and buy classes, training, or events from the SUP Yoga World centers.

My Profile

Log In Register

Guest Owner


Username

Password

First Name

Last Name

Email Address

☐ No soy un robot 

☐ I agree to the Privacy Policy

☐ I agree to the Terms and Conditions

Register

## OWNER - REGISTER AS A CENTER

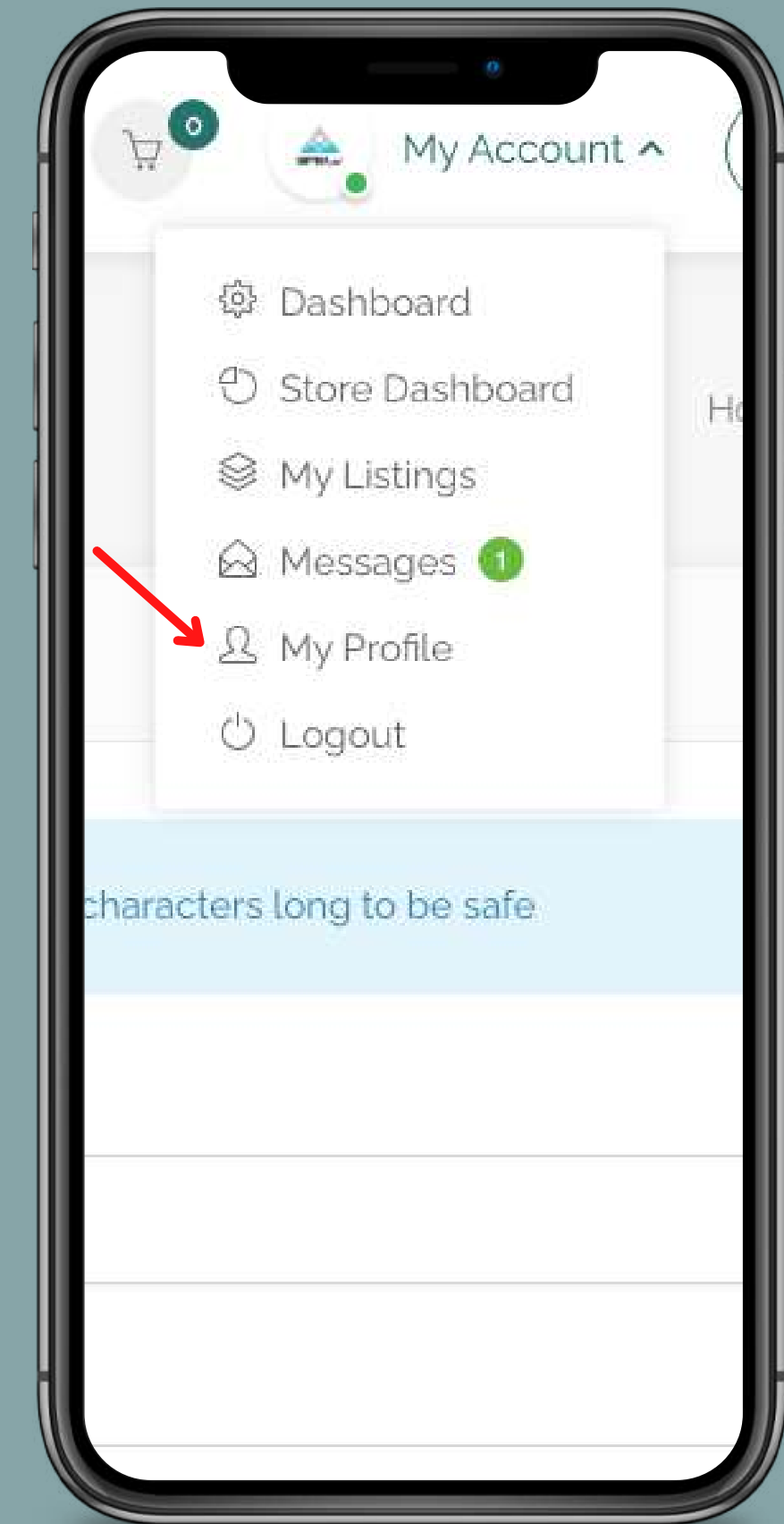
If you want to offer your classes on the SUP Yoga World website, register through this profile to be able to have all the benefits of a school. Sell, and promote your classes, training and events.

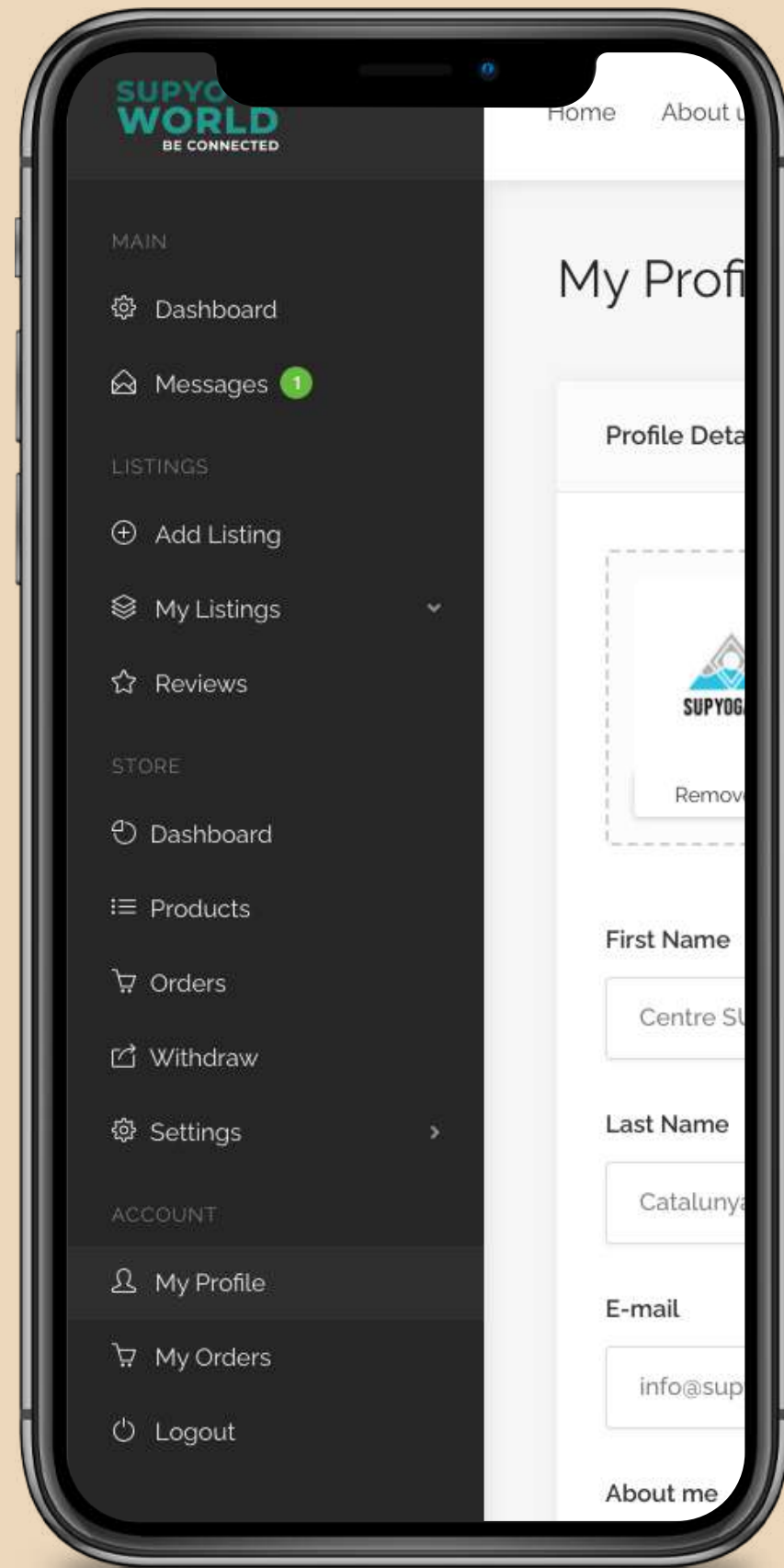
Once you have accessed your profile, go to the top right and click on

- My Account and click on the drop-down
- My profile
  - Once inside your profile, you must fill in all the data:
    - Avatar: add an image, preferably a logo (square format and less than 500MB)
    - Name of your center
    - Email contact
    - About me: information about your center
    - Phone: remember to add your country prefix
    - Social networks of your center that you use (it is not necessary to fill in everything if you do not use it)

On the right side you can modify the password if you need:

- Change password: to alter your password
- Set currency: select the currency of your country to be able to sell your products (training, classes, events)



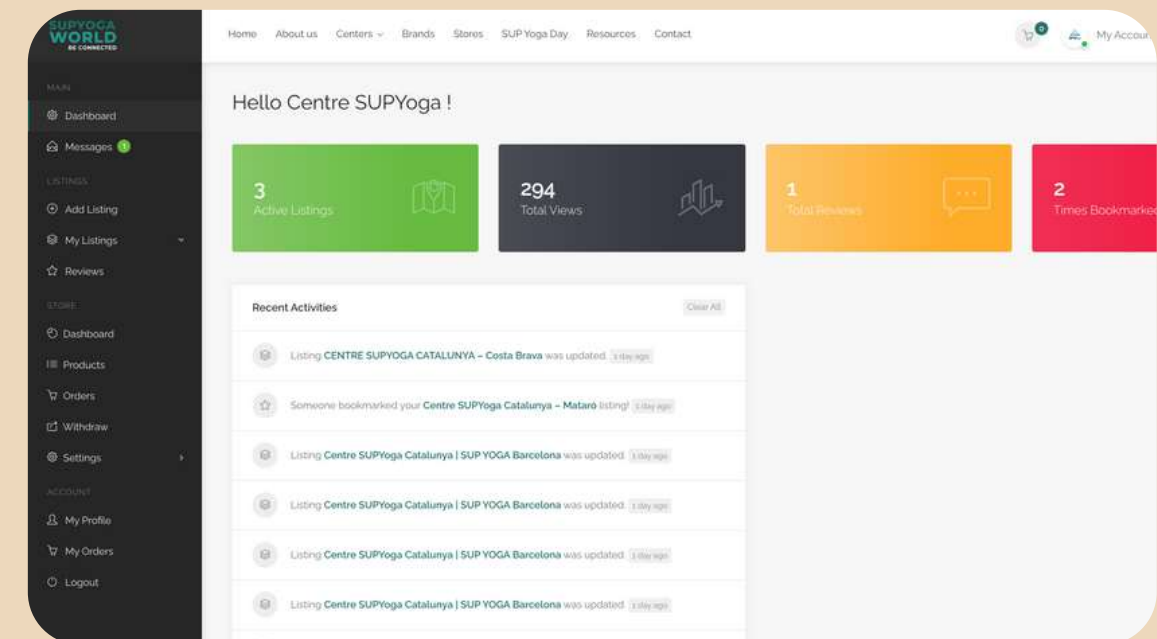
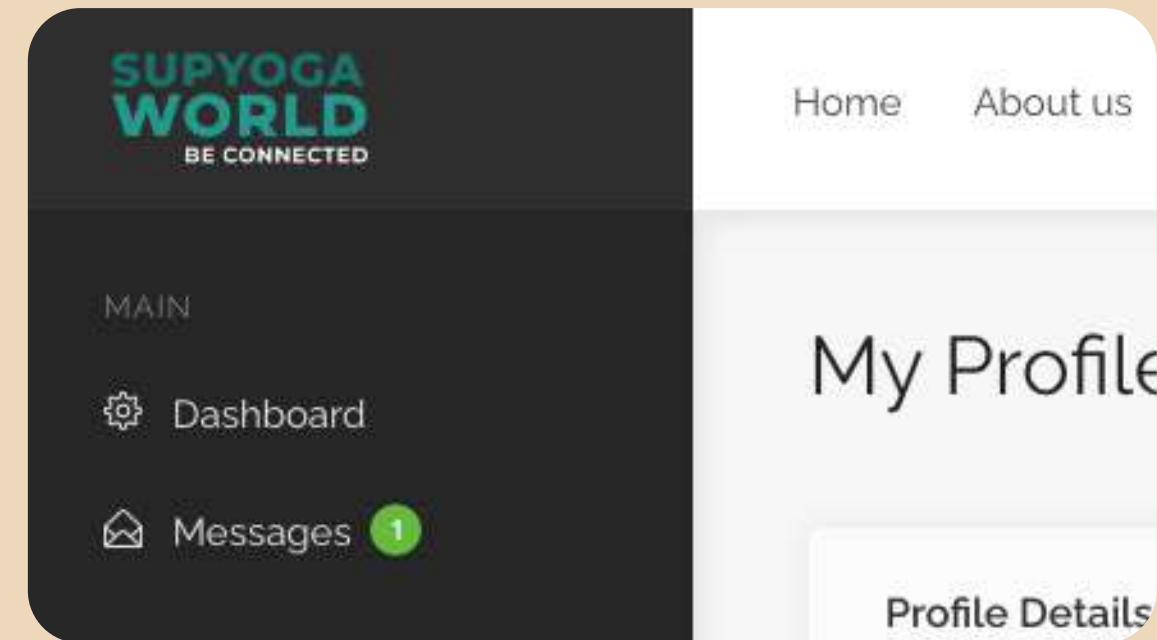


# How do I manage my center?

Now that you have your profile created, we are going to explain to you how the entire menu on the left side works to be able to add your SUP Yoga center/classes, add products to sell, etc.

## MAIN:

- **DASHBOARD:** it is where you can see the summary of all the activity in your profile and your centers/classes: visits that your center has, reviews that have been left for you, your active centers, etc...
- **MESSAGES:** messages that users send you through the SUPYoga World website.





## LISTINGS:

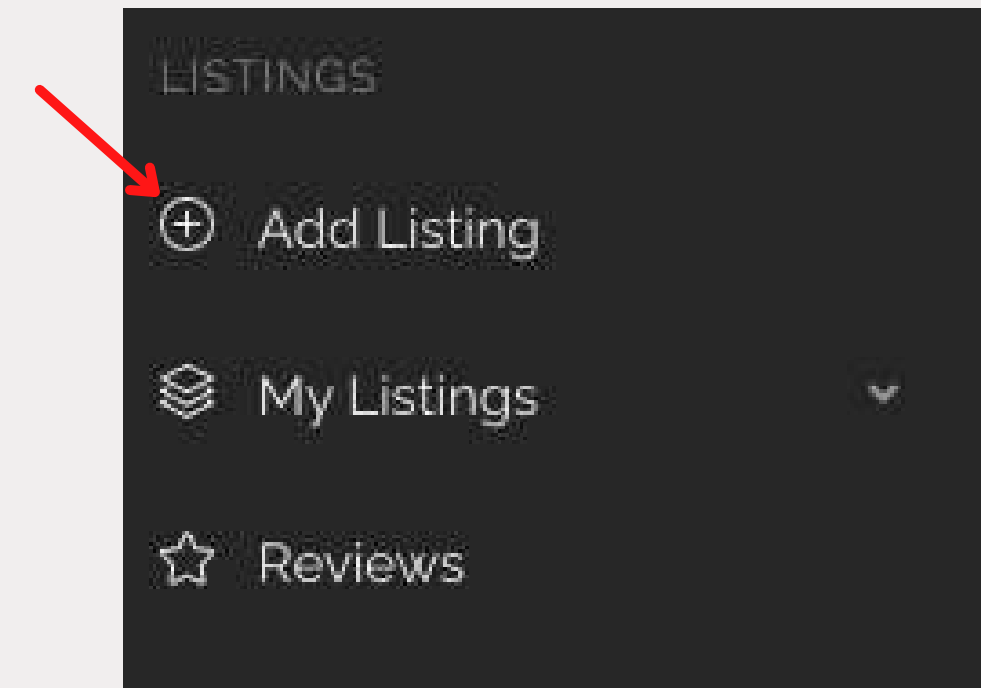
- ADD LISTING:

Here you can add your SUP Yoga centers/classes (please, it is very important to fill in all the fields) Create a new Listing if you give classes in more than one location.

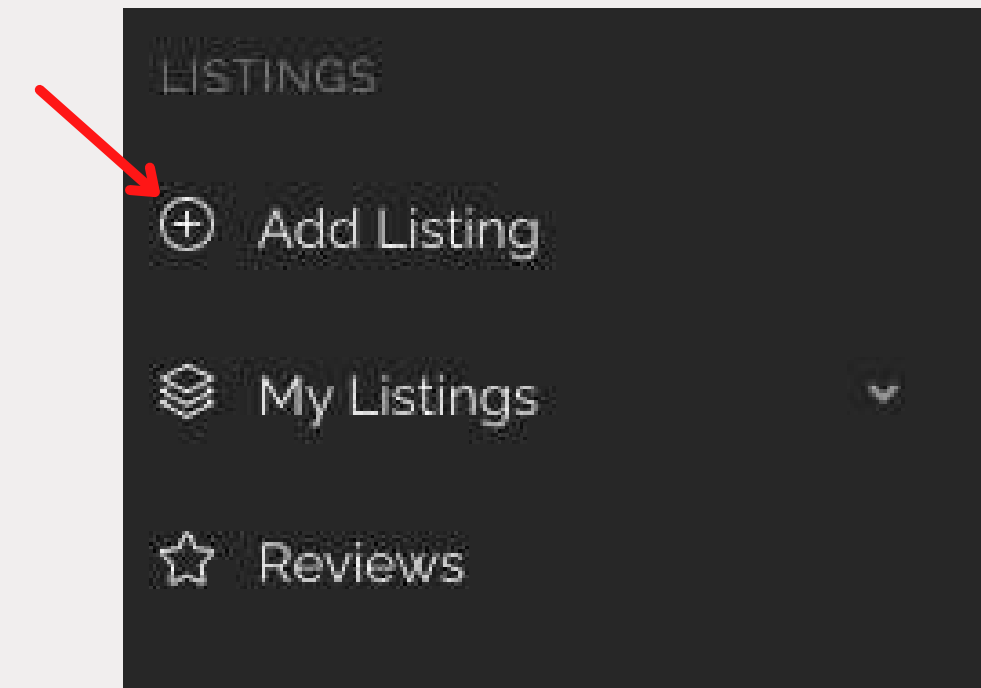
- Basic information:

- Center title: name of the center
- Environment: the type of environment where you do your classes
- Brand: board brand that you use (if your brand doesn't appear in the list, please write to us with the name to add it)

- Location: add the location of your center, you can write the address or move the cursor within the map to be more precise with the location. If you have a Google Maps point you can add "Place ID".

A screenshot of the "Add Listing" form on a website. The form is titled "Add Listing" and has a "Basic Information" section. It includes fields for "Center Title", "Environment" (a dropdown menu), and "Brand/s" (a dropdown menu). Below these fields is a yellow banner that says "Please choose category to display filters". At the bottom of the form is a "Location" section with a map of Australia showing various locations like West Wyalong, Grenfell, Cowra, Blacktown, Parramatta, Liverpool, and Sydney.

- **Gallery:** add 4 photos or more no more than 500KB
- **Details:** add a description about your center, it will help with SEO positioning! Mention for example the name of the center, the location, and a little about you, what your classes are like, how can be an experience/day with you, etc
  - Video: if do you have videos on Youtube, Vimeo... add the link
  - Add all your contact details, and remember to add your phone number with the prefix of your country.
  - Social networks you use.
- **Opening hours:** add your daily schedules (not the timetables of the classes but the opening hours! if you only work to hold classes you can put the schedules of the classes) and select your time zone.
- **Store Settings:** If you have a store to sell your classes, training, or events, you must enable the button at the bottom right then it turns green and you can select the products that you have for sale and it will appear as a purchase suggestion in the profile of your center/classes.



Home About us Centers ▾ Brands Stores SUP Yoga Day Resources Contact

## Add Listing

📄 Basic Information

Center Title ?

Environment ? Brand/s

Choose Category Choose Classifieds Cate

Other Features

Please choose category to display filters

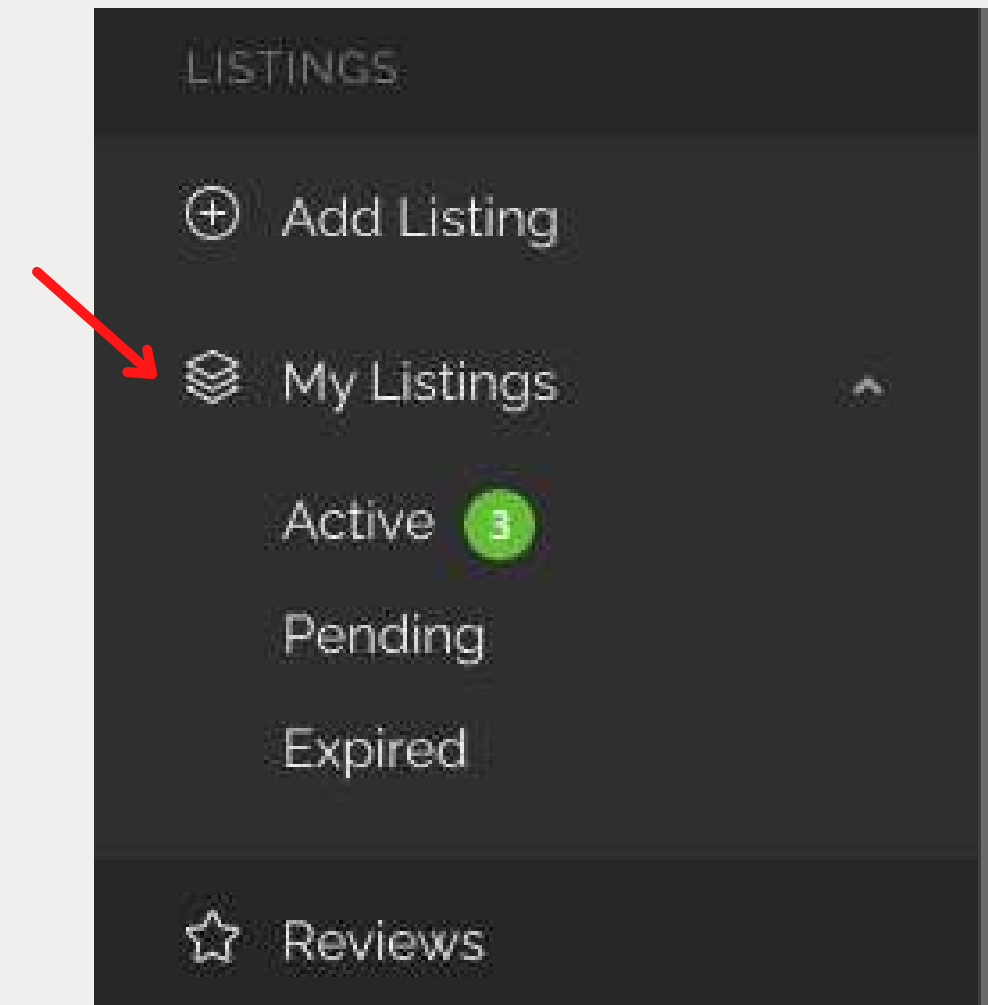
📍 Location

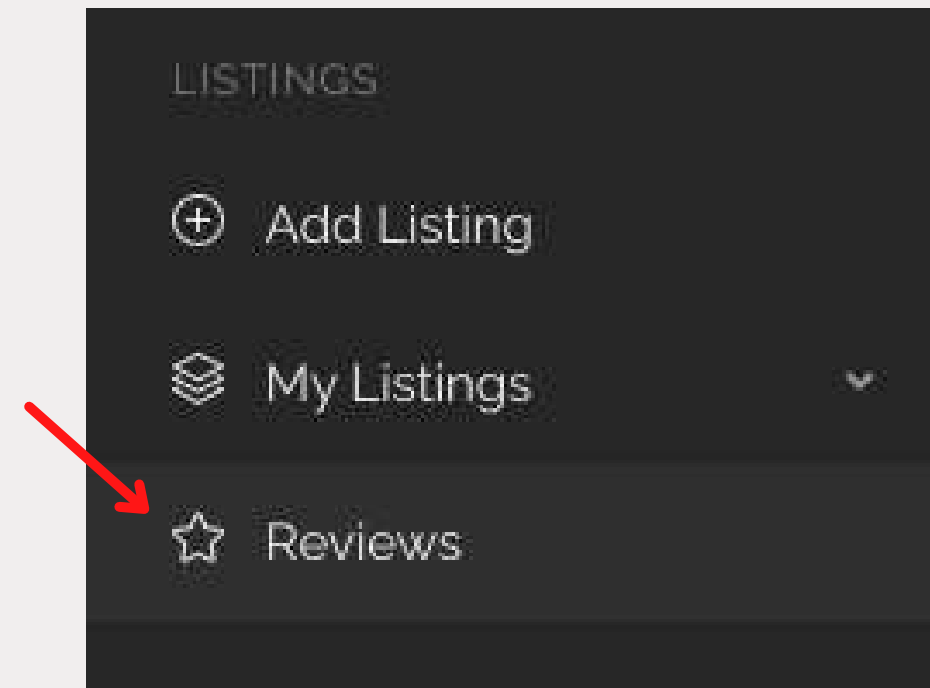


- MY LISTINGS:

Here are all the centers you have registered.

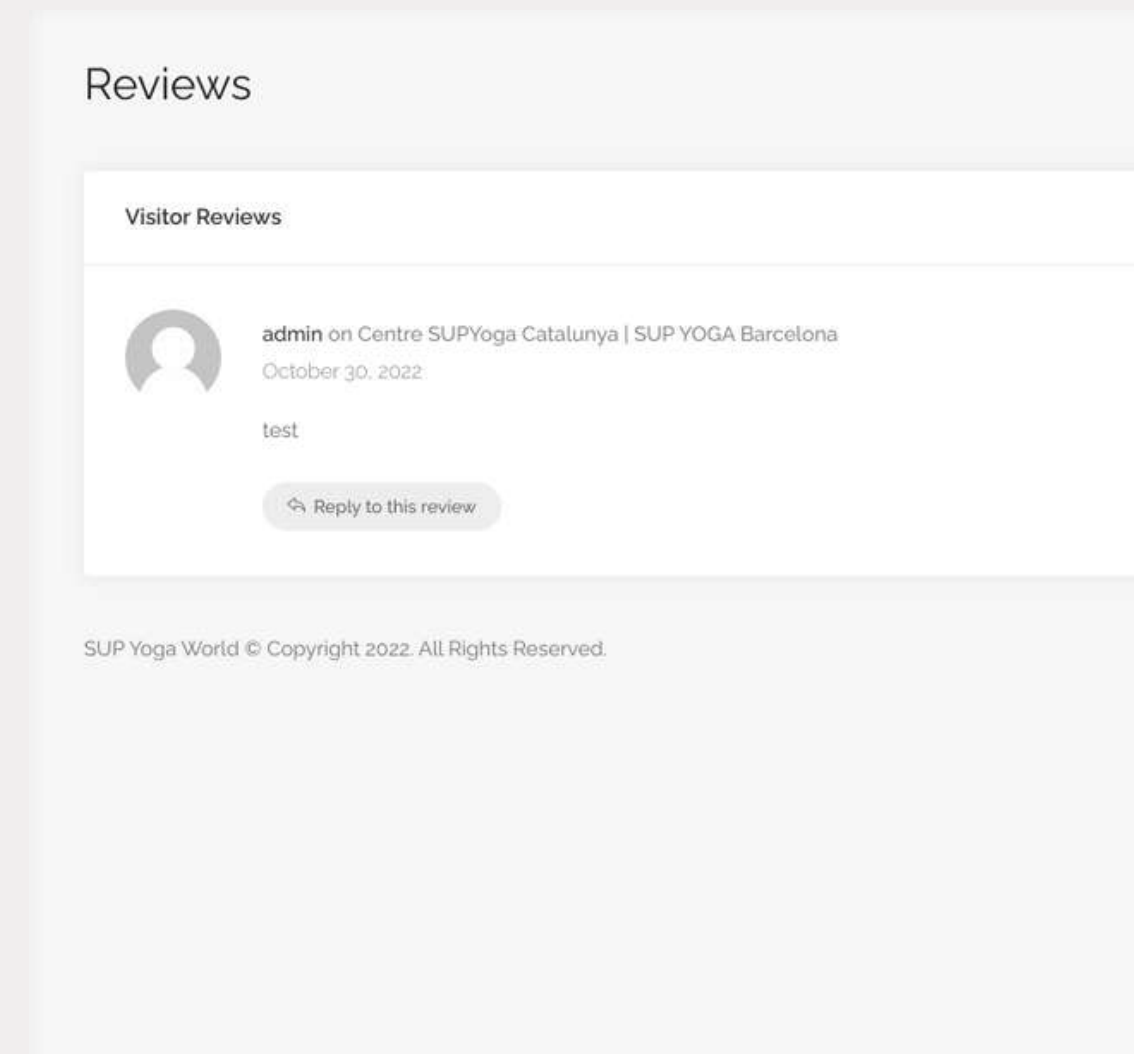
- Active: centers that are published
- Pending: centers that are not published yet, pending review by the web manager of SUP Yoga World.

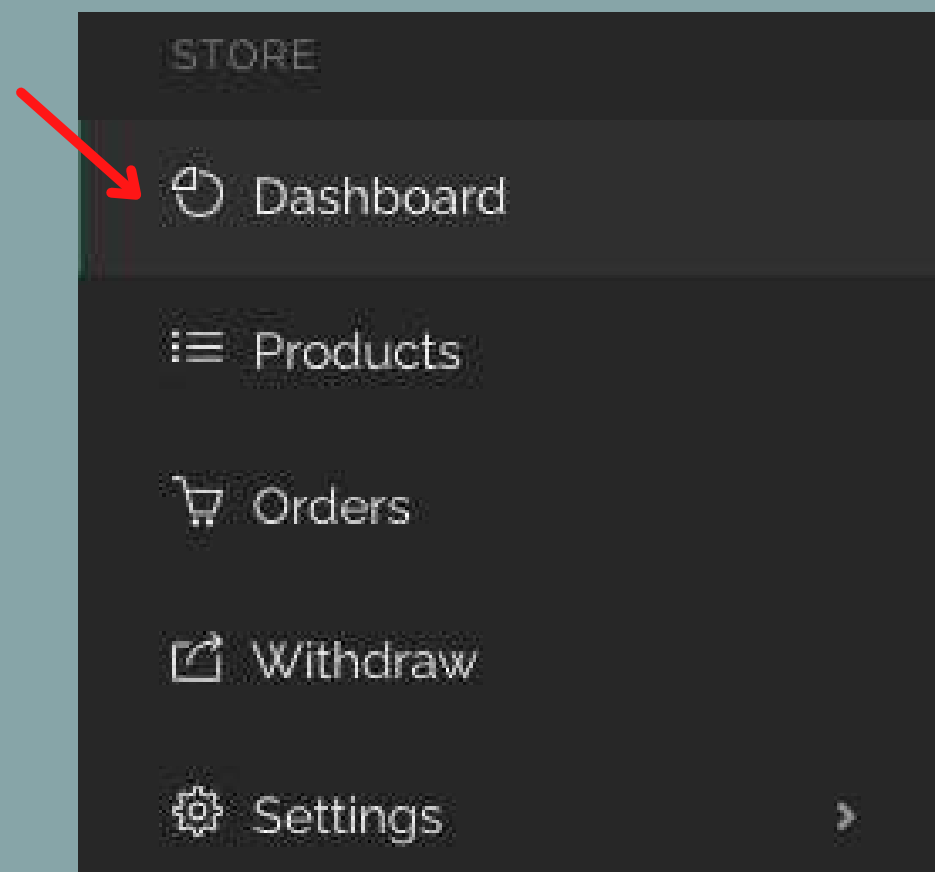




- **REVIEWS:**

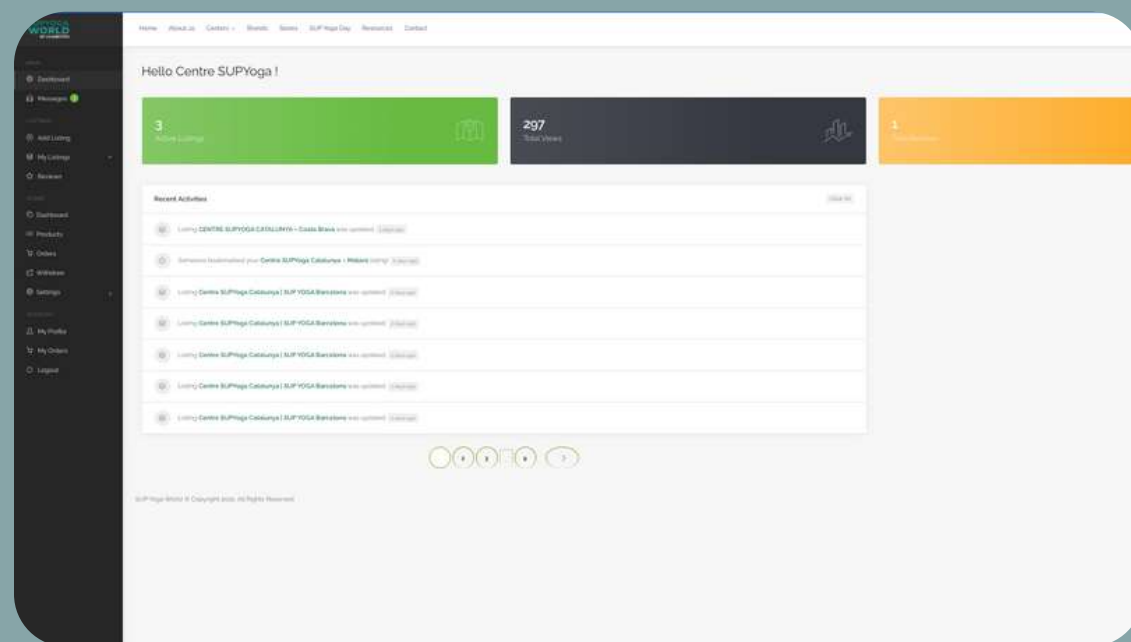
Here you see the reviews left by users who bought your classes or training. You can answer them from here.

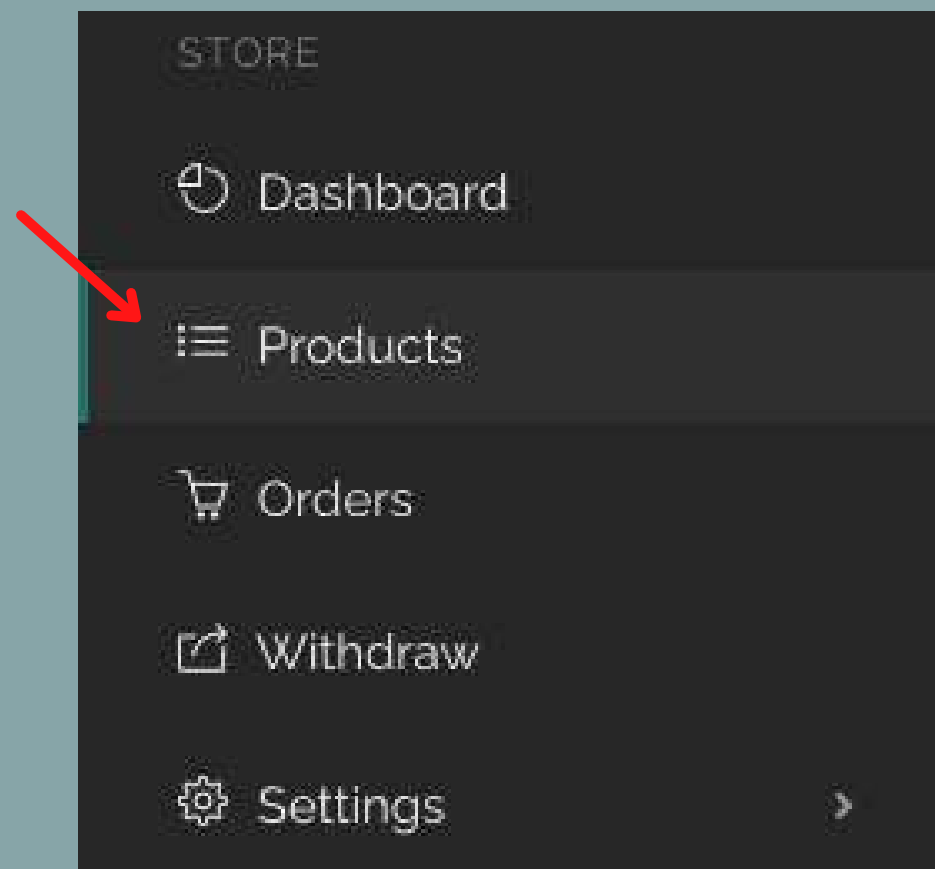




## STORE:

- DASHBOARD: summary of your sales, commissions, orders...





- PRODUCTS:

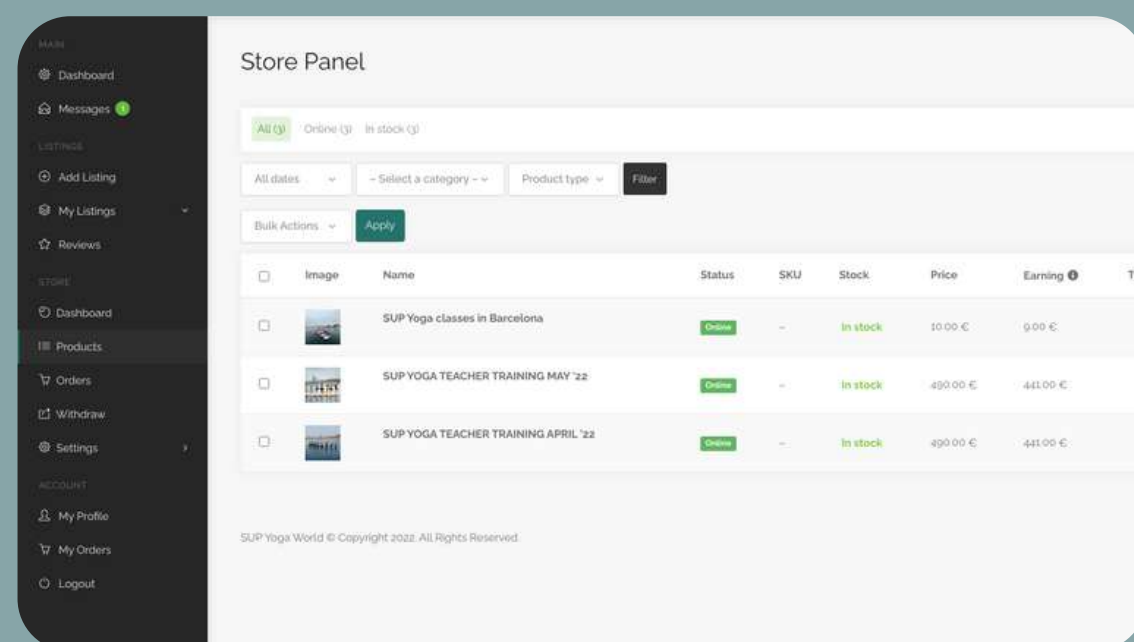
Manage the products you have for sale. Here you can add training, specific events, and classes without a concrete date. (Please add products that you can offer).

- How to add a product?

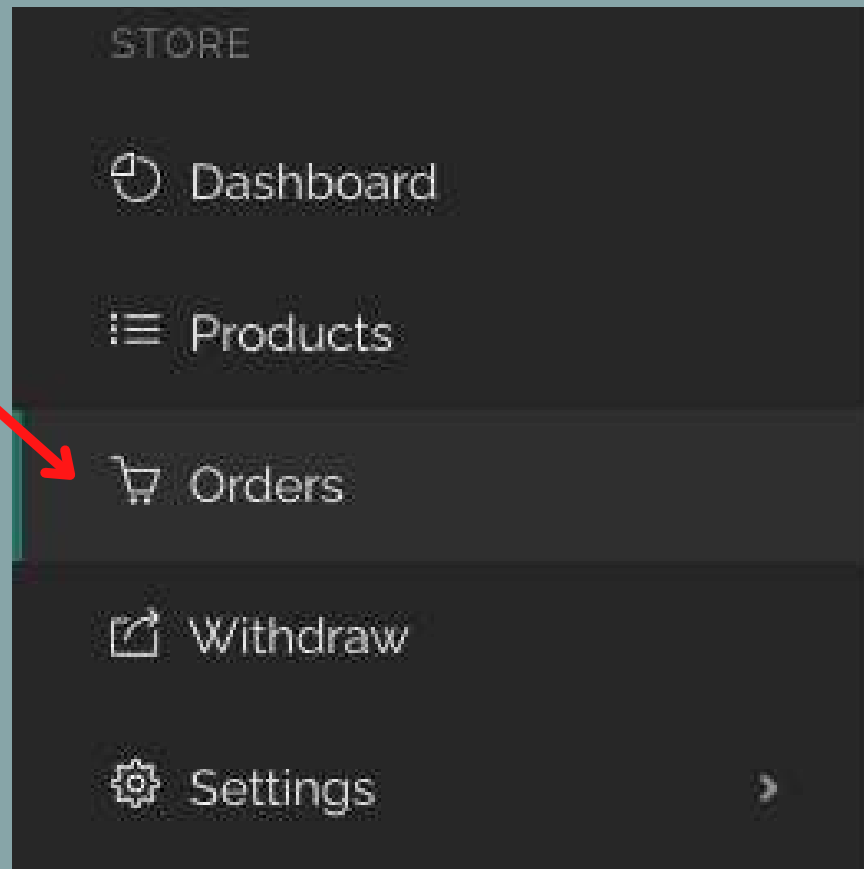
- Click on add new product, once inside:

- add product images (max 500KB)
      - name of the product
      - price, discount if you want to add one
      - description of the product
      - category: select between classes, teacher training, events, and tags.
      - description

- Once you finish entering all the information, click Save Product.



Once the products are created, they will be pending review by the SUP Yoga World manager, if there is any problem we will contact you and if everything is correct within 24/72 hours we will publish the product then you will receive an email with the confirmation of the publication of your product.



- ORDERS:  
*The tracking of all the orders of your sold products.*

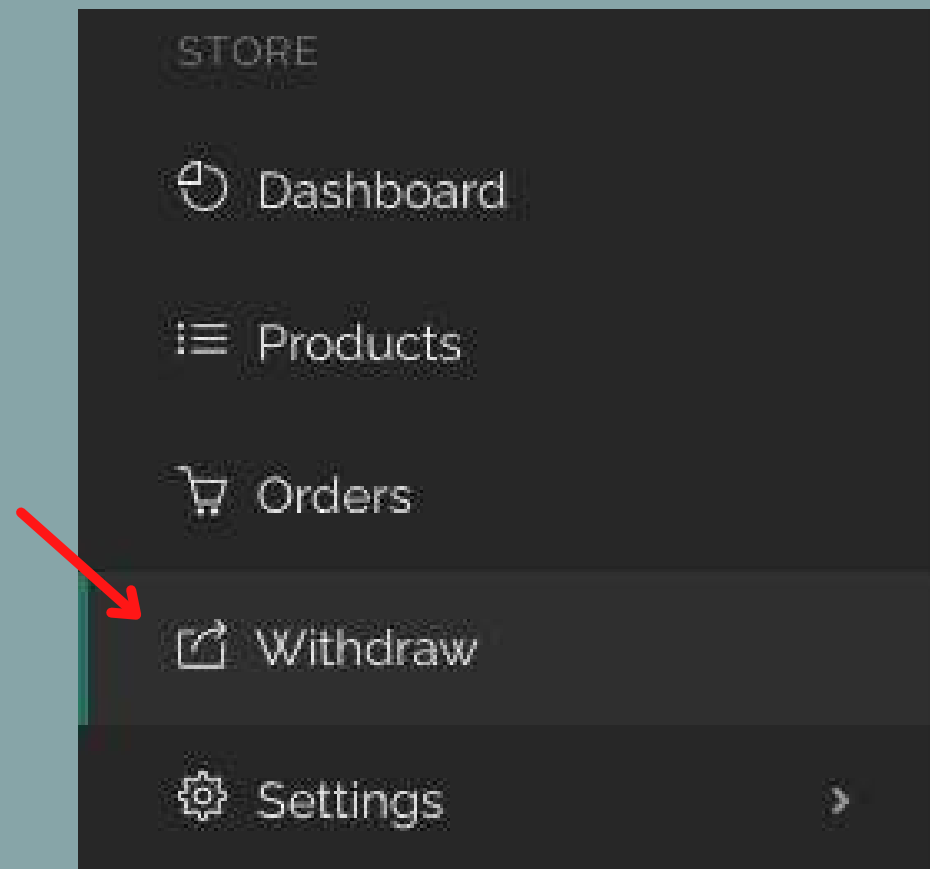
Store Panel

Filter by registered customer

Reset

Bulk Actions Apply

<input type="checkbox"/>	Order	Order Total	Earning	Status	Customer	Date	Action
<input type="checkbox"/>	Order 1353	0.00 €	0.00 €	Processing	Mireia Lopez	August 27, 2022	<input checked="" type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	Order 1271	20.00 €	18.00 €	Completed	Guillem Rus	August 22, 2022	<input type="checkbox"/>
<input type="checkbox"/>	Order 1252	20.00 €	18.00 €	Cancelled	SUPYoga World	August 22, 2022	<input type="checkbox"/>
<input type="checkbox"/>	Order 916	0.00 €	0.00 €	Processing	Vendor Ali	July 23, 2022	<input checked="" type="checkbox"/> <input type="checkbox"/>



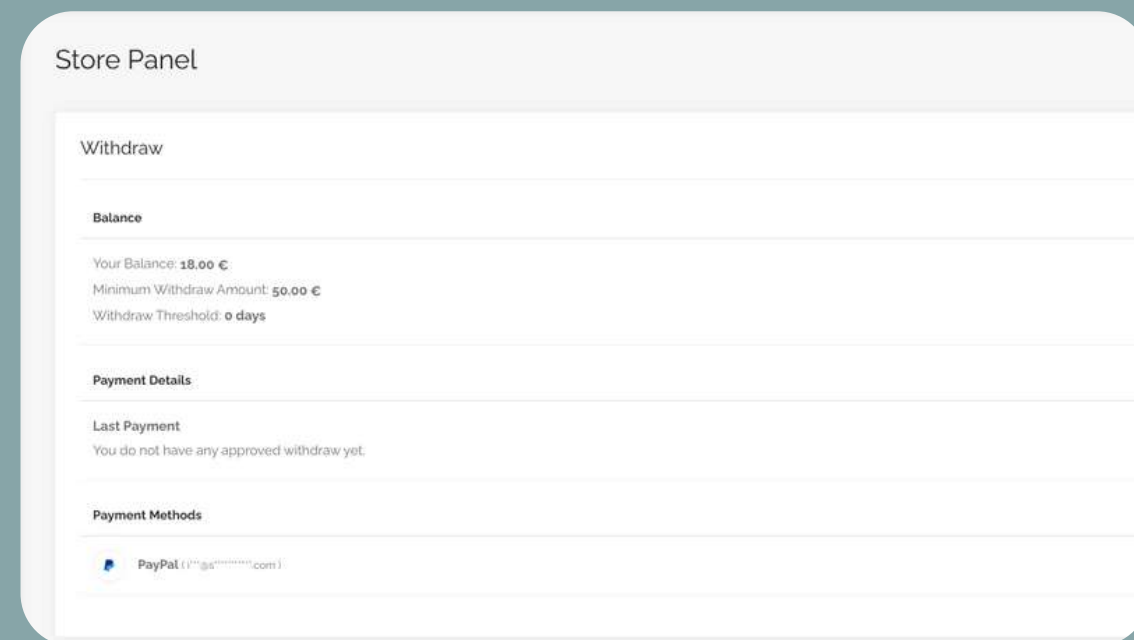
- WITHDRAW:

Here you can see what you have sold and request a deposit of the total money generated from your sales.

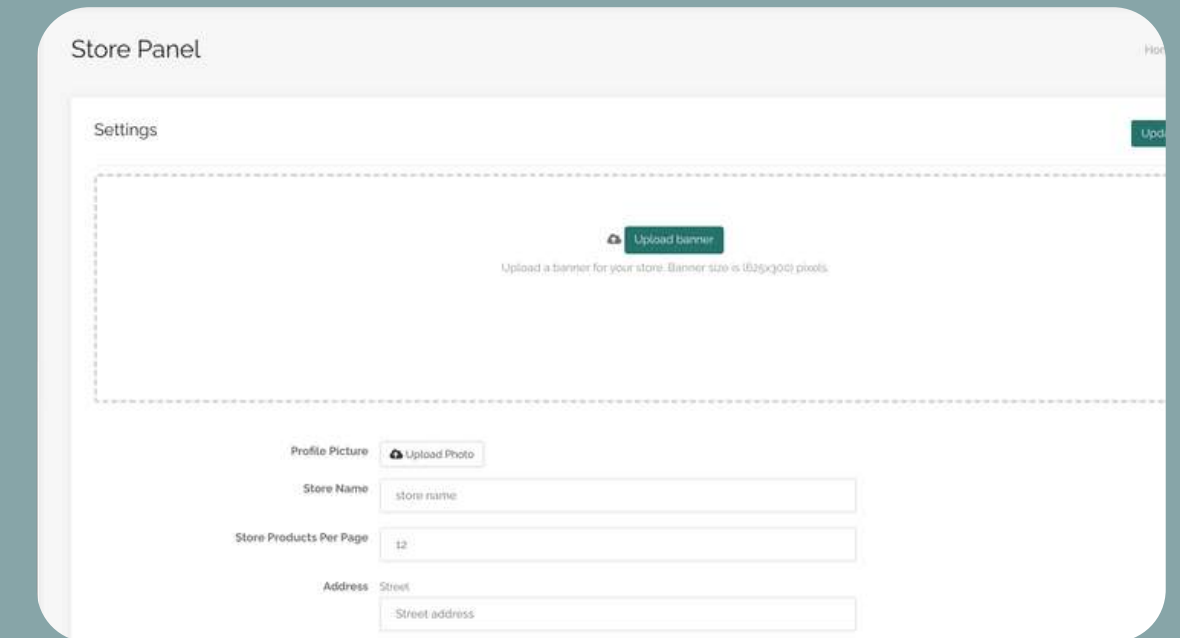
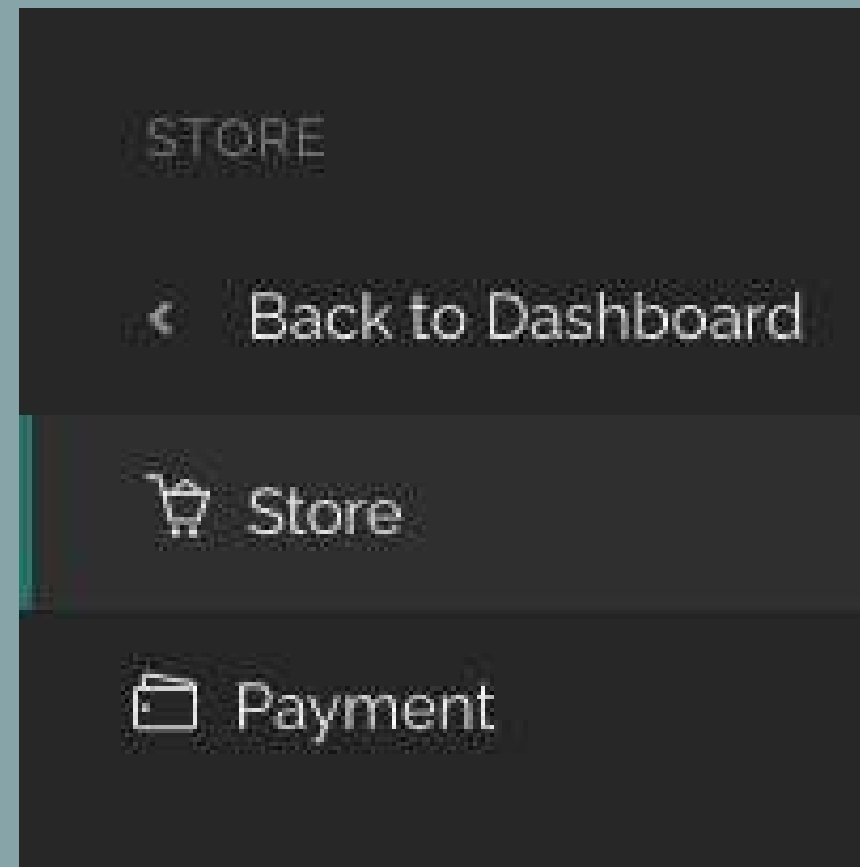
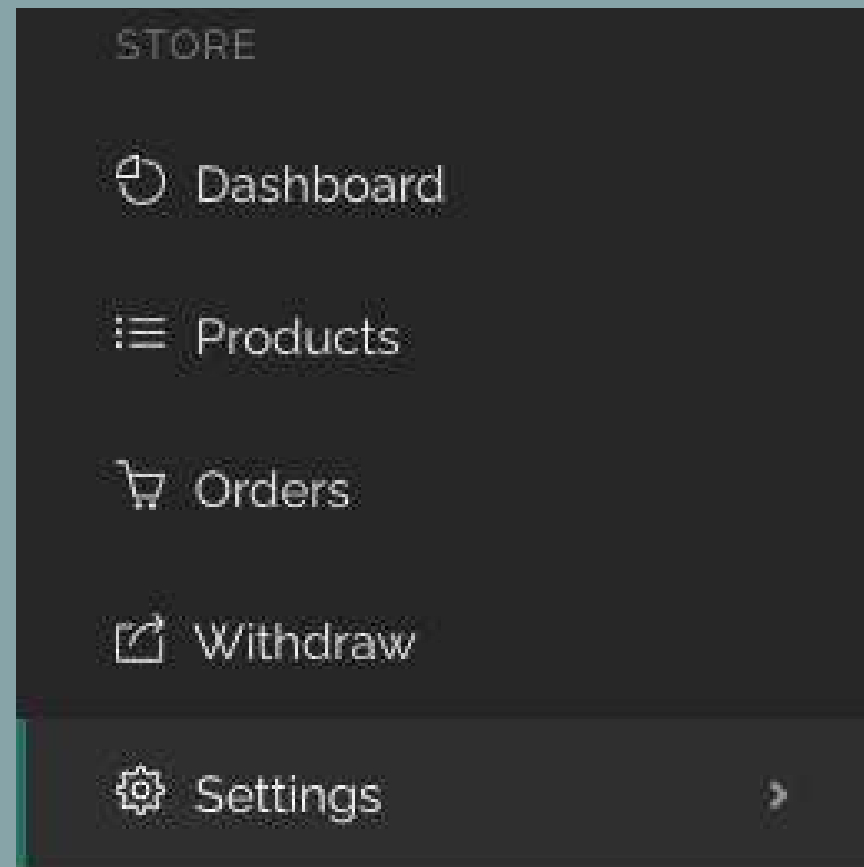
- *Payment Methods* is your Paypal account that you have associated to be able to receive your generated sales.

Once the request is made within 24/72 hours you will receive a confirmation email and you will receive the payment in your PayPal account.

IMPORTANT: SUP Yoga World will always make payments between the 1st and 5th of the month, always on the due date, you can request payment whenever you want, but receipts and invoices will only be sent between the 1st and 5th of each month.



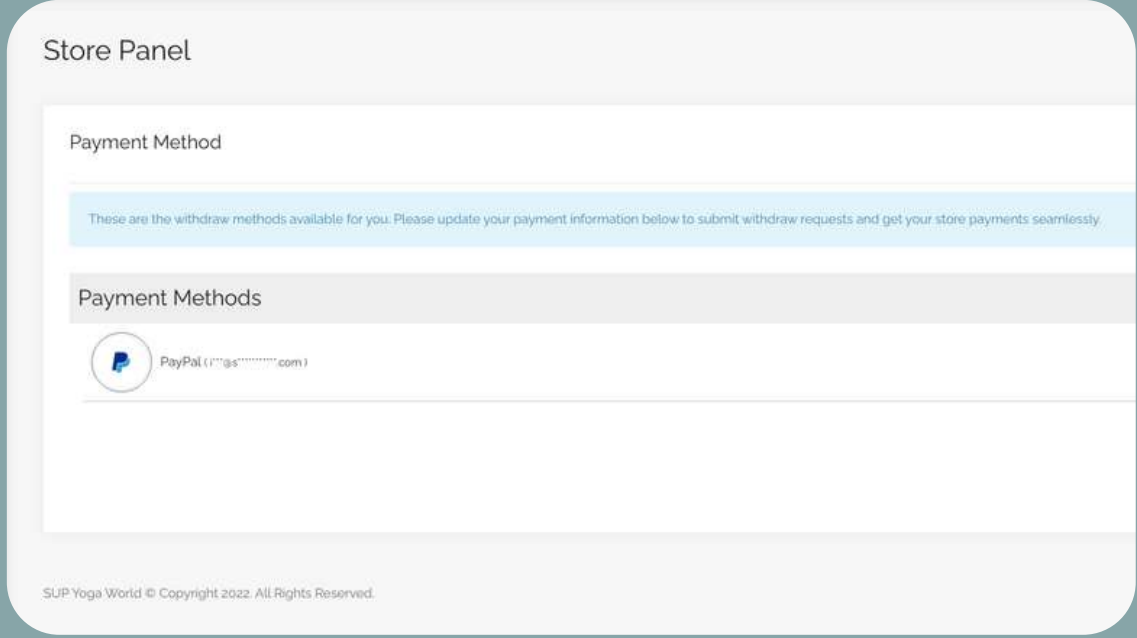
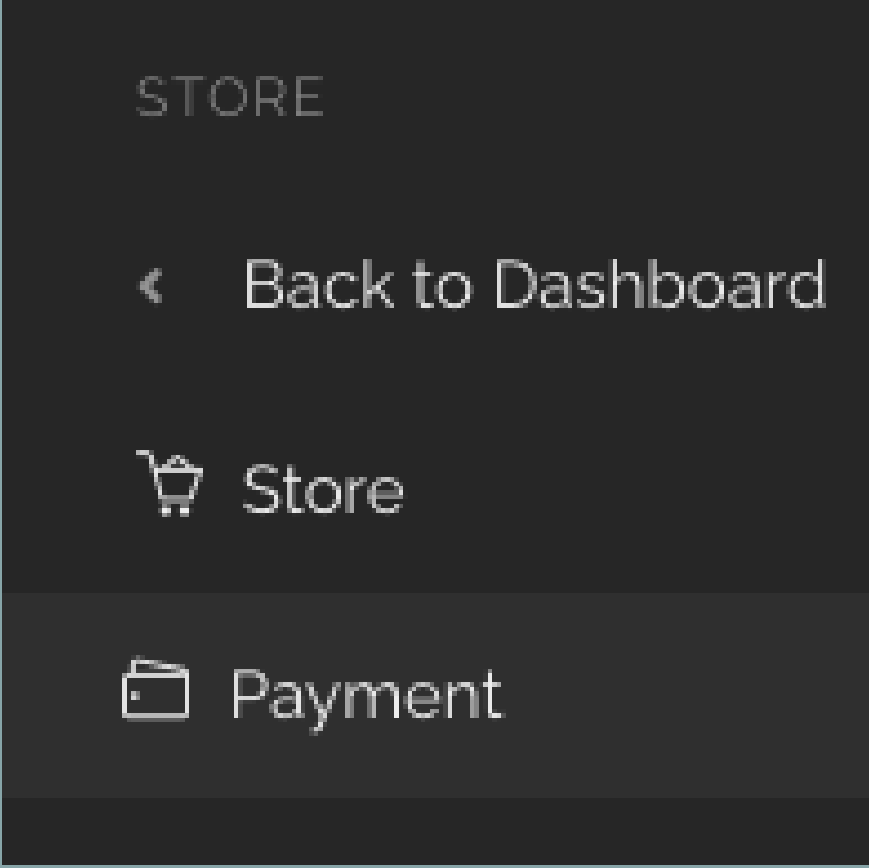




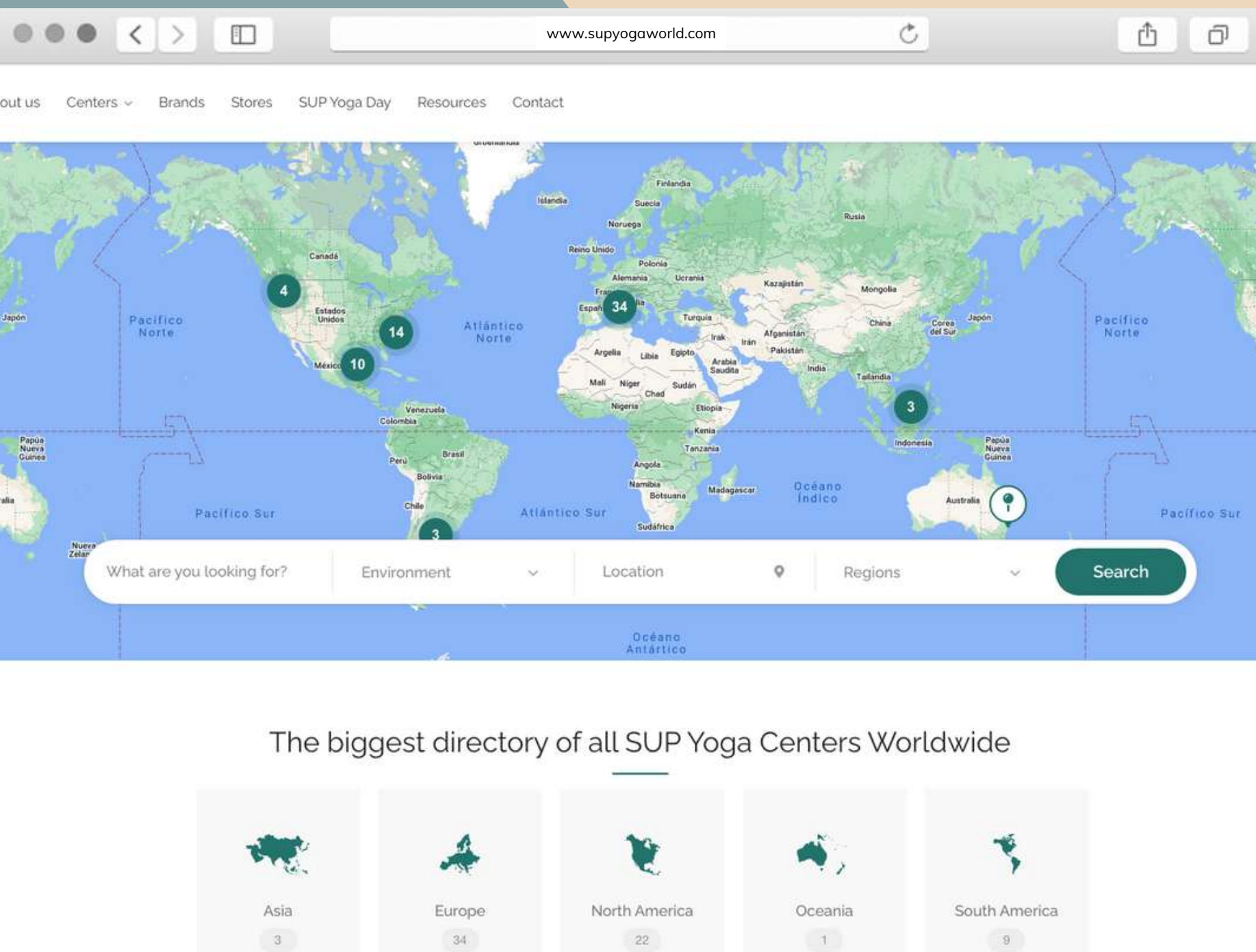
- **SETTINGS:**

When you access settings there will be a sub-menu with these options:

- **Store:** You must fill in this information if you want to have your store to be able to sell your products. (classes, training, events)
- **Payment**



- **Payment:** you must fill in your data and Paypal account to be able to receive the payments of your sales.



Thank you for being part of this community.  
If you have more questions you can contact us at:

[info@supyogaworld.com](mailto:info@supyogaworld.com)