

Guide

Student Body for your studio

A guide to setting up and running your studio.

Edition October 2026 · Describes Student Body as of 29 October 2026

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For your team

Student Body at your studio, for the front desk

Student Body at your studio, for instructors

How to read this guide

This guide covers everything from setting up your studio on Student Body to managing classes, bookings, and your day-to-day schedule.

You don't need to read it all at once. Start with Part 1 to get everything set up, then come back to individual chapters whenever you need them.

At the end, you'll find two short guides to share with your team: one for your front desk staff and one for your instructors.

Who each chapter is for

Each chapter shows who it is for, beside its title:

Tag	Who
Owner	The person who owns and manages the studio's Student Body account
Manager	A team member with the Manager role
Staff	Someone with the Staff role, usually working at the front desk
Instructor	An instructor listed on your studio's roster

A few things to look out for

Heads up

Important things to know before making a change.

Good to know

Extra information that might come in handy.

One last thing

When we put something in quotes, like "Launch readiness," that's the exact wording you'll see on Student Body.

Student Body is always evolving, so some screens might look a little different from what's shown here. This guide reflects the platform as of 29 October 2026. If something doesn't match, follow what's on screen or email us at support@studentbody.pt.

Welcome

Student Body helps students discover movement classes they'll love, while giving studios and instructors more ways to connect with students.

Students can explore classes, get to know the instructors behind them, and find experiences that suit their interests, schedules, and preferences. They can also follow their favorite instructors and studios to keep up with what's happening.

A few things worth knowing about how Student Body works:

- **Your students stay yours**
Your relationships with your students belong to you. We're here to help you build on them, not get in the way.
- **You keep your booking system**
You don't need to change how you manage bookings. Students can discover your classes on Student Body and book through the system you already use.
- **Payments go directly to you**
If you choose to accept bookings through Student Body, payments go directly to your own Stripe account. You remain the seller, and Student Body never holds your money. We'll cover this in more detail in Part 5.
- **Your studio, your data**
You can download your studio's data or close your Student Body account whenever you choose.

Part 1

Before you start

What Student Body can do for your studio, what it costs, what you'll need, and what to expect as you get set up.

How Student Body works with your studio

If you already use a booking system, you can keep using it just as you do today. Your students won't need to change how they book classes.

What Student Body adds:

- A studio page where students can discover your studio, explore your classes, meet your instructors, and learn more about your space.
- Detailed class pages that explain what to expect, who each class is for, and what the experience feels like.
- More ways to get discovered by students looking for classes that fit their interests, schedules, and preferences.
- A studio dashboard where you and your team can manage your information and keep everything up to date.

How a student books

Student Body supports three ways to book a class:

Booking method	What the student sees	Where the booking goes
Your existing booking system	"Book on [studio name]"	Your booking system, just like booking through your website
Contact the studio	Your contact details	Directly to your studio
Book on Student Body	"Book" and the class price	Through Student Body, with payment sent directly to your Stripe account

You can choose how bookings work for each class and change this later.

If you'd like to accept bookings directly on Student Body, Part 5 explains how that works.

Keeping your schedule up to date

If your schedule is in Acuity, bsport, or YOGO, you can connect it to Student Body, and it will sync automatically every hour. When you add or reschedule a class there, those changes will appear on Student Body without any extra work from you. If you don't use one of these systems, you can schedule your classes directly on Student Body (chapter 13).

Chapter 11 explains which information syncs automatically and what you'll need to update yourself.

What Student Body costs

You'll find our current pricing on our pricing page at <https://studentbody.pt/en/pricing>.

If you have a question about what your studio would pay, email us at support@studentbody.pt.

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Owner

What you'll need

Having these ready will make setting up your studio quicker. You can add or change any of them later.

About your studio

- The email address you'll use to sign in to Student Body.
- Your logo and photos of your studio and classes. Portrait images (2:3) work best.
- A short description of the studio, in your own words.
- Your website and Instagram account.

Your locations

- Your studio's address, including any important arrival details like door codes, buzzers, or floor numbers.
- Anything students should know before arriving, such as parking, changing rooms, or what to bring.

Your instructors

- Your instructors' names and email addresses, so they can create their own profiles.
- A photo and short bio for each instructor.
- Who you'd like to help manage your studio on Student Body, and which roles they should have (chapter 10).

Your classes

- If your schedule is in Acuity, bsport, or YOGO, your login or booking page details, so you can connect it (chapter 11).
- Your current class prices.
- Your cancellation policy.

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Owner

Getting started, step by step

Here's how to get your studio set up and ready for students to discover, in seven simple steps.

	Who	What happens	What students can see
1	You	Select "Request access" on studentbody.pt/studios and tell us about your studio	Nothing yet
2	Student Body	We'll email you an invitation to create your studio	Nothing yet

	Who	What happens	What students can see
3	You	You follow the link in the invitation, sign in, and create your studio in a few short steps	Nothing yet
4	You	You connect your booking system, or add your classes and schedule directly on Student Body	Nothing yet
5	You	You publish your classes and request to go live	Your studio page, if someone has the direct link. Classes aren't visible yet
6	Student Body	We'll review your studio, usually within one day, and approve it to go live	Your studio page, classes, and listing in Discover
7	You	Share your studio page on your website, Instagram, or anywhere else your students can find you	Everything

Good to know

Until step 6, your studio is still in draft mode. You can preview your own page while setting things up, but students won't be able to discover it on Student Body.

Part 2

Setting up

How to access your studio dashboard, review your information, and set up your studio profile, locations, team, classes, and schedule.

Accessing your studio dashboard

Creating your studio

Studios join Student Body by invitation. To join, select "Request access" on studentbody.pt/studios and tell us about your studio. We'll email you an invitation with a link to create your studio.

Follow the link and sign in. You'll be taken to a page called "Create your studio," which walks you through a few short steps:

- **Basics:** Your studio's name and handle. Your handle becomes the web address of your studio page. The invite code from your invitation is filled in for you.
- **Disciplines:** The types of movement your studio offers.
- **Location:** Your studio's address. You can skip this and add your locations later (chapter 9).
- **Details:** A short description of your studio, your website and Instagram, and a public contact email.
- **Team:** Invite instructors who are already on Student Body, using their handle. You can also do this later (chapter 10).
- **Import:** Connect Acuity, bsport, or YOGO, or paste your schedule as a spreadsheet (CSV). If you don't use a booking system, skip this step and add your classes yourself (chapter 11).
- **Review:** Choose whether your studio should go live or stay a draft for now.

Selecting "Create studio" in the first step creates your studio as a draft. When you've finished the last step, you'll be taken to your studio dashboard.

Heads up

"Publish now" is already selected in the review step, so the last button reads "Go live" and sends your studio for our review straight away. If you're still adding classes, choose "Keep as draft" instead. You can request to go live whenever you're ready (chapter 14).

Signing in. You don't need a password to use Student Body. You can sign in using a link sent to your email, or with Google or Apple. Make sure to use the same email address that received your invitation, because the invite code only works for that address. If you need to use a different email, contact us for a new invitation.

Good to know

If you're new to Student Body, you'll also be asked to accept the Terms of Service and confirm that you're at least 16 years old.

Finding your dashboard later

Go to app.studentbody.pt and sign in. Select your profile picture in the top-right corner, then select "Studio Dashboard." This will take you to your studio's Home page.

The dashboard at a glance

The menu on the left is divided into four sections:

Group	Pages	What they're for
Studio	Home, Schedule, Bookings, Library, Locations, Share, View profile	Everything you need to manage your studio day to day
Insights	Overview, Audience, Reports, Feedback	Information about your classes, students, and studio performance
Team	Team members, Activity	Your instructors, team members, and recent activity
Settings	Studio profile, Connected apps, Packs, Discounts, Payments, Plan & billing	Your studio settings, connected services, and payment options

"View profile" opens your public studio page, which is what students see. To make changes to your studio's information, go to "Studio profile" under Settings.

The bar at the top of your dashboard shows your studio's name, number of instructors, upcoming sessions, followers, and current status: Draft, Under review, or Live (chapter 14).

Getting to know your dashboard

The first time you open Home, you'll get a short tour of the dashboard and its features. You can take the tour again anytime by going to your Account page and selecting "Replay studio dashboard tour." You'll also find a small "?" on each card on the Home page. Select it for more information about what that card shows.

Who can access your dashboard

What you can see and manage depends on your role. Managers have access to everything except Locations, Share, Team, and Settings. Staff can access Home and Schedule.

You can find the full breakdown of permissions in Appendix B.

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Owner

Reviewing your studio setup

Before going live, take a few minutes to review everything and make sure it's accurate.

Here's what to check:

1. **Your public studio page:** Select "View profile" in the menu to see what students will see. Check your studio description, photos, instructors, and address.
2. **Settings → Studio profile :** Review your studio's information and make any changes you'd like (chapter 8).
3. **Your locations:** Check that your studio's address and arrival instructions are correct (chapter 9).
4. **Team → Team members :** Review your instructors, including their photos and bios (chapter 10).
5. **Library:** Check your classes, including their names, descriptions, and the details that help students decide which classes are right for them (chapter 12).
6. **Schedule:** Make sure your classes appear on the correct days and times (chapter 13).

Your studio won't be publicly discoverable until you've requested to go live and we've approved it.

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Owner

The studio agreement

The studio agreement will be the contract between your studio and Student Body. We're preparing it with our lawyers, so there's nothing to accept yet.

Once it's published, you'll find it under **Settings → Studio profile**, in the "Studio agreement" section. Only the studio owner will be able to accept it.

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Owner

Your studio profile

Your public studio page is where students can get to know your studio, explore your classes, and find your instructors. You can manage everything that appears on this page under **Settings → Studio profile**.

Section	What you can manage	Where students see it
Basics	Studio logo, name, and profile URL	Your logo and name appear on your studio page, along with its web address
About	Studio description and a short announcement (up to 300 characters)	Your description appears near the top of your page, with the announcement displayed underneath in italics
Photos & videos	Your gallery, including the order of your images and videos	Your media gallery appears at the top of your studio page, with the first item used as the cover
Disciplines	The types of movement your studio offers	Displayed as labels beneath your studio description

Section	What you can manage	Where students see it
Contact & Links	Your website, Instagram, and public contact email	In the "Connect" section of your studio page
Timezone	Your studio's local timezone	Used to display class times correctly
Free-cancellation window	How far in advance students can cancel without a penalty	Applies only to classes booked directly through Student Body (Part 5)
Content language	The language you use for your studio's information	Students viewing Student Body in another language can read translated content
Student communications	Booking confirmation emails and other booking notifications	Applies only to bookings made directly through Student Body (Part 5)
Theme	Your studio's accent color	Used on your public studio page and dashboard
Visibility	Whether your studio is Public or Draft	Controls your studio's visibility (chapter 14)

When you're finished updating your studio profile, select "Save changes" at the bottom of the page.

Heads up

The "Save changes" button is at the very bottom of the page, below the Payment account, Studio agreement, and Close the studio sections. Most changes won't be saved until you select it, although some settings under Student communications save automatically.

Heads up

Changing your "Profile URL" will change the link to your studio page. Any links you've previously shared using the old address will stop working.

A few tips for your studio profile

Your studio description

Think about what makes your studio special. What's the space like? Who are your classes for? What can students expect when they visit?

Keep it natural and easy to read, with short paragraphs. If you offer classes in more than one language, it's worth mentioning that too.

Students can translate your page, but it'll read best in the language you've selected under "Content language."

Your photos

Use real photos of your studio, instructors, and classes to give students a feel for your space. Portrait photos work best in the gallery, and we'd recommend avoiding stock images.

Your locations

Your locations are the places where your classes take place. Students can see the address, map, and arrival instructions on your studio page and individual class pages.

Go to "Locations" in your studio dashboard and select "Add location."

Here's what you'll need to complete:

- **Name, Address, and City:** These fields are required for every location.
- **Address:** Start typing and select the correct address from the suggestions. This automatically places your location on the map.
- **Unit / floor:** Add a room name, floor number, or other details to help students find the right space.
- **Arrival details:** Use "Getting here," "Parking," "How to get in," "Amenities," and "Accessibility" to add one detail per line. "How to get in" is especially helpful for new students, so include details like door codes, buzzers, or floor numbers.
- **Show the exact location publicly:** When this is on, students can see your full address and a map pin. When it's off, they'll see the general area until they book.
- **Off-site event location:** Use this for a space you borrow for an occasional event. It won't appear on your studio page.
- **Timezone:** Leave this set to "Inherit the studio's timezone" unless your location is in a different timezone.

Heads up

Always add new locations through "Locations" in your studio dashboard. Locations created within the class editor belong to the person who created them, not the studio.

Good to know

A location will appear on your public studio page once you have a published class scheduled there.

If you have more than one location, set each class's default location in the class editor (chapter 12). Students will see which location each class takes place at.

Your team

Go to **Team** → **Team members** to see the instructors associated with your studio. Each instructor appears on your public studio page and on the classes they teach.

Adding instructors who aren't on Student Body yet

You can add instructors to your studio's roster even if they don't have a Student Body account. Under "Add people," select "Add someone not on the platform." Enter their name and disciplines, upload a photo, and confirm that they've agreed to be listed. They'll appear on your roster as a placeholder, marked "Unclaimed."

- **Edit details:** You can update a placeholder's photo, disciplines, and bio. Their name can't be changed here.
- **Claim link:** Sends an instructor a link to their email address so they can claim their placeholder profile. Their classes and teaching history will be linked to their new profile. Each link can only be used once and expires after 30 days.

Inviting instructors already on Student Body

If an instructor already has a Student Body profile, you can invite them to join your studio's roster. Under "Add people," search for their name or handle and select "Send invite." They'll receive a notification and an email inviting them to join your studio. Once they accept, they'll appear on your roster. You can also select "Generate invite link" to share a link directly. Each link can only be used once and expires after 30 days.

If you've already added an instructor as a placeholder and they have an existing Student Body profile, you may see "Possible match: [name]" on your roster. Select "Link profile" to connect the two.

Managing team roles and permissions

To change someone's permissions, open their profile on your roster and select "Role & access."

Role	Can
Manager	Manage the schedule and check-ins, edit classes, and view bookings, insights, and feedback
Staff	Manage the schedule and check-ins
Member	No access to the studio dashboard. This is the default role for instructors until you change it

Heads up

Changes to roles and selecting "Remove" take effect immediately, without a confirmation step.

Good to know

Anyone who needs access to the studio dashboard must have a Student Body instructor profile, including managers and front desk staff who don't teach classes (Appendix E).

There are three additional settings for instructors who also manage their own classes:

- **Can schedule at our locations:** Allows the instructor to schedule their own classes at your studio's locations.
- **Can take payment for their own classes here:** Allows the instructor to accept payments for their own classes at your studio.
- **Can edit class details:** Allows the instructor to make changes to their own class information.

These settings only apply to instructors who publish and manage their own classes at your studio's locations. If that doesn't apply to your team, you can leave them turned off.

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Owner

Connecting your schedule

If your schedule is in Acuity, bsport, or YOGO, you can connect it under **Settings → Connected apps**, and Student Body will keep it in sync every hour. Find your booking system below. If you don't use one of these, see "Adding your schedule yourself" at the end of this chapter.

Connecting Acuity

If your schedule is in Acuity, you can connect it and continue managing your classes there as usual.

1. Go to **Settings → Connected apps** and select "Connect Acuity." You'll be taken to Acuity to sign in and allow Student Body to access your schedule. Once connected, Acuity will send you back to Student Body.
2. Select "Sync & review." Student Body will import your classes, upcoming sessions, instructors, and locations. You'll also see which instructors have been matched to existing profiles and which are new.
3. Under "Not on the schedule," you'll find classes that don't have any upcoming sessions. Select any you'd like to import as drafts.
4. Check the box confirming that the instructors listed teach for your studio or have given permission to be included. New instructors will be added as placeholders.
5. Select "Confirm import" to finish.

Everything will be imported as a draft. You'll need to publish your classes (chapter 12) and make your studio live (chapter 14) before students can discover them.

Bookings will continue through Acuity, with each session linking directly to the corresponding booking page.

What syncs automatically

With "Keep my schedule in sync automatically" turned on, Student Body checks your Acuity schedule every hour. Here's what updates automatically:

- **New sessions:** Upcoming sessions for published classes will appear automatically.
- **Schedule changes:** Sessions moved or cancelled in Acuity will also be updated on Student Body.
- **Availability:** The number of available spots is refreshed.
- **New classes:** New class types added in Acuity will appear as drafts for you to review and publish.

What doesn't change

Some information stays exactly as you've set it up on Student Body, even when your Acuity schedule syncs.

- **Your edits:** Class names, descriptions, and other details you've updated on Student Body won't be overwritten by Acuity.
- **New instructors:** Classes from newly added instructors won't appear automatically. Select "Sync & review" again to import them.

Heads up

Make all schedule changes, including cancellations, directly in Acuity. If you cancel a session only on Student Body, it will reappear during the next hourly sync.

Heads up

Selecting "Refresh from Acuity" will replace your class names, descriptions, images, and booking links with the information from Acuity. This includes any changes you've made directly on Student Body, so only use this option if you want to restore the information from Acuity.

To stop syncing your schedule, select "Disconnect." Your existing classes and sessions will stay on Student Body, but they'll no longer update automatically. To completely remove Student Body's access to your Acuity account, you'll also need to remove Student Body from your connected apps in Acuity.

Connecting bsport

If your schedule is in bsport, you can connect it and continue managing your classes there as usual.

1. Go to **Settings → Connected apps** and choose BSport. Paste the link to the page on your website where your bsport booking calendar is embedded, the page your students use to book. You can also enter your bsport company ID instead.

2. Select "Sync & review." Student Body will show the classes, upcoming sessions, instructors, and locations it found, and which instructors have been matched to existing profiles.
3. Under "Not on the schedule," select any classes without upcoming sessions that you'd like to import as drafts.
4. Check the box confirming that the instructors listed teach for your studio or have given permission to be included. New instructors will be added as placeholders.
5. Select "Confirm import" to finish.

Your classes will be imported as drafts, unless you check "Publish imported classes immediately." Bookings will continue through bsport, with each session linking directly to its booking page.

With "Keep my schedule in sync automatically" turned on, Student Body checks your bsport schedule every hour. New sessions for published classes appear automatically, and new classes arrive as drafts for you to review. Classes from newly added instructors won't appear until you select "Sync & review" again.

Heads up

Make all schedule changes, including cancellations, directly in bsport.

Heads up

Selecting "Refresh descriptions & images" will replace your class names, descriptions, and images with the information from bsport, including any changes you've made directly on Student Body.

To stop syncing your schedule, select "Disconnect." Your existing classes and sessions will stay on Student Body.

Connecting YOGO

If your schedule is in YOGO, you can connect it and continue managing your classes there as usual.

1. Go to **Settings → Connected apps** and choose YOGO. Paste the link to your YOGO booking page, or to the page on your website where your YOGO calendar is embedded.
2. Select "Sync & review." Student Body will show the classes, upcoming sessions, instructors, and locations it found, and which instructors have been matched to existing profiles.
3. Under "Not on the schedule," select any classes without upcoming sessions that you'd like to import as drafts.
4. Check the box confirming that the instructors listed teach for your studio or have given permission to be included. New instructors will be added as placeholders.
5. Select "Confirm import" to finish.

Your classes will be imported as drafts, unless you check "Publish imported classes immediately." Bookings will continue through YOGO, with each session linking directly to its booking page.

With "Keep my schedule in sync automatically" turned on, Student Body checks your YOGO schedule every hour. New sessions for published classes appear automatically, and new classes arrive as drafts for you to review. Classes from newly added instructors won't appear until you select "Sync & review" again.

Heads up

Make all schedule changes, including cancellations, directly in YOGO.

To stop syncing your schedule, select "Disconnect." Your existing classes and sessions will stay on Student Body.

Adding your schedule yourself

If you don't use Acuity, bsport, or YOGO, you can still bring your schedule to Student Body in one of two ways:

- **Paste your schedule:** Go to **Settings → Connected apps**, choose "Manual import," and paste your schedule as a spreadsheet (CSV).
- **Add your classes directly:** Create each class in your Library (chapter 12), then schedule its sessions (chapter 13).

A schedule added this way doesn't sync with anything, so make any changes directly on Student Body, on your Schedule.

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Owner

Manager

Your classes

Your Library is where you can view and manage all your classes. Each class has its own card showing whether it's a Draft or Published, and where students can book.

A class is the type of experience you offer, like Barre Sculpt. A session is a specific date and time when that class takes place. You can find upcoming sessions in your Schedule (chapter 13).

Publishing your classes

Before you can publish a class, you'll need to add:

- **Class details:** A name, class type, duration, and short description.
- **Booking information:** A booking link and price, as listed on your own website.
- **Location and capacity:** A default location and the number of available spots.

Most of this information will already be filled in for classes imported from your booking system. To publish your classes:

- **One class:** Open the class in your Library and select "Publish" at the bottom of the editor.
- **Multiple classes:** Select the classes you want to publish in your Library, then select "Publish."

You can also publish imported classes from the "Imported classes aren't live yet" section after reviewing their prices.

Good to know

Publishing a class doesn't make it visible to students right away. Your studio must also be live on Student Body (chapter 14).

Heads up

Once your studio is live, changes to published classes take effect as soon as you select "Save Changes." There's no additional review step.

Heads up

Until you're ready to take bookings on Student Body, leave "Make bookable here" and "Set price" in your Library turned off. These settings allow students to book directly through Student Body and require additional setup (Part 5).

The class editor

To edit a class, open it from your Library. The editor is divided into six tabs:

Tab	What you can manage
Basics	Class name, format (class or event), class type, duration, instructor, and descriptions
Pricing & booking	How students book, your booking link, and pricing information
Location & capacity	Default location, number of available spots, what to bring, and equipment
Discovery & alignment	What your class feels like and who it's best suited for
Appearance	Photos, videos, colors, and a preview of your class page
Publish	What's missing and what you need to complete before publishing your class

Class type

Your class type determines where your class appears when students browse Student Body. Choose the option that best describes your class: Yoga, Pilates, Strength, Dance, Meditation, Cycling, Barre, Movement, or Sound Healing.

Heads up

Classes listed as "Other" won't appear when students browse by class type.

Language

Each class has a primary language. Students browsing Student Body in another language can translate your class information.

Helping students find the right class

The "Discovery & alignment" tab is optional, but it's one of the best ways to help students understand what your class is actually like.

Here, you can share details like the intensity, difficulty level, and overall atmosphere of your class. This helps students decide if it's right for them and helps Student Body recommend it to people who might enjoy it.

- **Feel & Atmosphere:** Your class's intensity, difficulty level, overall atmosphere, and how students might feel afterward.
- **Difficulty:** What makes the class challenging and what support is available. Be specific about what students can expect.
- **Fit:** Who the class is great for and who it might not be right for.
- **Expectations:** What students can expect during class, including how the session is structured.
- **Music:** Whether music is part of the experience and what students can expect to hear.

Think about how you'd describe your class to someone who's never been before. Be honest about what to expect, and don't feel like you need to complete every field.

The Publish tab shows how complete your class page is and offers suggestions for anything you might want to add.

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Owner

Manager

Staff

Your schedule

Your Schedule shows all upcoming sessions at your studio, with options to view them by week or month. Each session includes the class, instructor, time, and available spots.

If your schedule syncs with a connected booking system (chapter 11), changes to session times, dates, and cancellations should always be made there.

Managing individual sessions

You can make a few changes to individual sessions directly on Student Body:

- **Taught by:** Change the instructor for a specific session if they're different from the class's usual instructor.
- **Co-teachers:** Add additional instructors teaching alongside the main instructor.

- **View session page:** See what students will see when they view that session.
- **Edit class:** Open the class editor to update the class details (chapter 12).

Heads up

If you manually change an instructor for a session on Student Body, that change will stay in place even when your connected schedule syncs. New sessions will use the instructor assigned in your booking system.

Scheduling classes directly on Student Body

You can also schedule classes that aren't in your booking system, such as a one-off workshop or special event.

- **One-time sessions:** Open the class in your Library and select "Schedule Class" to choose a date and time.
- **Recurring classes:** Go to Schedule and select "Propose recurring class." Choose the class, day and time, location, instructor (or instructors), capacity, and dates.

Recurring classes automatically have sessions scheduled for the next eight weeks.

Good to know

To change or cancel a recurring class you've created on Student Body, contact our team. We'll help you make the changes.

Instructor requests

If you've given instructors permission to schedule classes at your locations, they'll be able to send requests to use those spaces.

You'll find these requests on your Home page under "Location requests," where you can choose to:

- **Approve:** Accept the instructor's request.
- **Always allow:** Let the instructor schedule classes at your location without requesting approval each time.
- **Decline:** Reject the request.

Part 3

Going live

How to get your studio approved, what students can see before you're live, and how to share your studio once it's ready.

Getting approved

Getting ready to go live

On your Home page, you'll find a "Launch readiness" checklist with seven steps to complete before your studio can go live.

The checklist updates automatically as you complete each step:

1. **Add a studio bio:** Write a short introduction to your studio.
2. **Add a studio photo:** Upload your logo or a photo of your space.
3. **Add a location:** Add at least one location where your classes take place.
4. **Publish your first class:** Make sure at least one class is ready for students to discover.
5. **Schedule a session:** Add at least one upcoming session.
6. **Invite an instructor:** Add at least one instructor to your team.
7. **Set your profile to public:** Request to make your studio visible to students.

Each step has a "Take me there" link that takes you directly to where you can complete it.

Asking to go live

Once you've completed the first six steps, you're ready to request approval. You can do this in two ways:

- **From Home:** Select "Make studio public."
- **From Settings:** Go to **Settings → Studio profile**, find "Visibility," select "Public," and press "Save changes."

Once you've requested approval, your studio's status will change from "Draft" to "Under review." You'll see this at the top of your dashboard and on your Home page.

While we review

Our team will review your studio profile and schedule, usually within a day. While your studio is under review:

- **Your studio page:** Anyone with a direct link can view your studio profile.
- **Your classes:** Class pages aren't available yet, and students can't book through Student Body.
- **Discover and search:** Your studio won't appear in search results or Discover until it's approved.

Once approved, you'll receive an email and notification letting you know your studio is live. Your published classes and studio profile will then appear in Discover and search.

Good to know

After your studio's first approval, you can switch between "Public" and "Draft" at any time without needing another review.

Sharing your studio

Your studio has its own page on Student Body at [studentbody.pt/\[handle\]](https://studentbody.pt/[handle]), making it easy to share your classes, schedule, and studio information. You'll find more ways to share your studio under "Share" in your dashboard.

Feature	What it does	Where to use it
Your link	Copy a link to your studio page	Instagram bio, WhatsApp groups
Your week, as a story	An image of your next seven days of classes, made from your schedule as it is now, ready for your Instagram story	Instagram stories
For the front desk	Create a QR code to print. If you have multiple locations, you can choose which one it opens	Front desk
On your website	Add your live Student Body schedule directly to your studio's website	Your website
Calendar feed	Let students subscribe to your published schedule in their calendar app	Front desk, regular students
Links to each class	Copy a direct link to any of your class pages	Instagram, newsletters, messages

If your studio uses Squarespace, add a Code block where you'd like your schedule to appear, then paste in the code from Student Body.

Your schedule will stay up to date automatically.

Good to know

While your studio is under review, only people with a direct link can view your studio page. Your class pages won't be available until your studio is approved. See chapter 14 for more details.

Part 4

Running your studio

How to keep your schedule and class information up to date, manage student feedback, and see how your studio is doing on Student Body.

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Owner

Manager

Staff

Keeping everything up to date

If your schedule syncs from Acuity, bsport, or YOGO, most updates happen automatically every hour (chapter 11). If you schedule classes directly on Student Body, make your changes on your Schedule (chapter 13). We recommend checking your studio page about once a month to make sure your photos, instructor profiles, and studio information are still up to date.

If your schedule syncs from a connected booking system, a few things to keep in mind:

- **Update your schedule in your booking system**
Make changes to session dates, times, and cancellations there. They'll automatically update on Student Body within the hour.
- **New class types**
New class types added there will appear as drafts in your Library. Review the details and publish them when they're ready.
- **New instructors**
Classes taught by new instructors won't import automatically. Go to [Settings → Connected apps](#) and select "Sync & review" to bring them in.
- **Editing class details**
You can update class names and descriptions directly on Student Body without worrying about the hourly sync overwriting your changes. However, a content refresh from Acuity or bsport ("Refresh from Acuity" or "Refresh descriptions & images") will replace those details.

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Owner

Manager

Your students and their feedback

Your audience

Students can follow your studio on Student Body to stay connected and receive updates from your studio.

You'll find your followers under [Insights → Audience](#).

Students can choose how their names appear to studios, either their full name or their first name and last initial. You'll only see their email address or phone number if they've chosen to share that information.

Communicating with students

There are two ways to communicate with students through Student Body:

- **Message audience:** Send announcements to all your followers or a selected group. These are one-way messages, so students can't reply. Groups must have at least five people, and you can send up to 10 announcements per day.

- **Student questions:** Students can select "Ask a question" on your studio page to contact you. You'll receive a notification when a question comes in.

Feedback

After attending a class, students who booked through Student Body can share feedback about their experience.

You'll find this under **Insights → Feedback**, where you can see what students appreciate about your studio, what could be improved, and any comments they've shared.

Some positive feedback may also appear as quotes on your public studio page. You can choose to hide these under "Student quotes on your public pages."

Good to know

Students who book through your existing booking system can also leave feedback. When a student returns to Student Body after visiting your booking page, we'll ask if they completed their booking. If they confirm, they'll be able to share feedback after class. Because this relies on students confirming their bookings, you may receive less feedback than studios that take bookings directly through Student Body.

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Owner

Manager

Your numbers

Insights → Overview gives you a picture of how your studio is doing over the last 12 weeks, including bookings, attendance, class capacity, followers, and returning students.

For a closer look, **Insights → Reports** lets you export your data as a spreadsheet (CSV) for 30, 90, or 365 days, or download a printable report.

Team → Activity keeps a record of changes made in your studio's console, so you can see who changed what.

If your classes book through your existing booking system, Student Body can show you how students are discovering your classes and finding their way to your booking page.

- **Home: "Sent to your booking page"** shows how many times students clicked "Book on [studio name]" this week, compared with the previous week.

- **Insights → Overview → Reach**

See how students move from discovering your studio to opening your booking page.

- **Views:** Visits to your pages from students who have accepted analytics cookies. Actual visits may be higher.
- **Link opens:** The number of times students opened your booking page from Student Body.
- **"Said they booked" and "Confirmed bookings":** What students report after returning from your booking page.
- **"From your website":** Clicks on the Book button in the schedule embedded on your website, tracked separately.
- **Fill rate and seats filled:** Shown on Home and in Insights, using your booking system's booking and capacity data from the most recent sync.

Bookings, attendance and revenue in Insights count only bookings made directly through Student Body. Bookings taken through your existing booking system stay in that system. You can still see your class fill rates and how students discover your studio and interact with your booking links.

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All

What your students see

Worth sharing with your front desk team, so they know what students see and how the booking process works.

- **Finding you**
Students can discover your studio through Discover, search, the map, or a link you've shared. They can browse on app.studentbody.pt, on their phone or computer.
- **Your studio page**
Students can explore your story, photos, instructors, locations, schedule, and follow your studio for updates.
- **A class page**
Students can see what a class feels like, who it's for, who's teaching, where it takes place, and when it's happening. They can also translate the page into their preferred language.
- **Booking**
When a student selects "Book on [studio name]," they're taken directly to that class in your booking system to complete their booking. The booking happens in your booking system, not Student Body.
- **Signing in first**
Students who aren't signed in will be asked to sign in or create a free account before booking. Students booking through the schedule embedded on your website go directly to your booking system.

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Instructor

- **"Did you book?"**

When students return to Student Body, we ask whether they completed their booking. Their response helps us understand how often Student Body leads to bookings.

What your instructors see

- **Their profile:** Every instructor on your roster has a Student Body profile that appears on your studio page and on the classes they teach.
- **Claiming a profile:** Instructors you've added as placeholders can claim their profiles using the "Claim link" you send them (chapter 10). Once claimed, they can add their own photo and bio, and their classes come with them.
- **Teaching elsewhere:** Instructors who work at other studios or run their own classes can bring everything together on one profile. Classes at your studio remain managed by your studio.
- **Dashboard access:** Instructors with the Member role can't access your studio dashboard. If they need access, you can give them a Manager or Staff role (chapter 10).

When you're ready: taking bookings on Student Body

Nothing in this section is required to get started.

When you're ready, you can choose to take bookings directly on Student Body, one class at a time. Students can book in just a few taps, and you'll have access to additional tools like class packs and discount codes.

This section walks you through how it works.

Your Stripe account

Students who book classes directly on Student Body pay through Stripe, into your own Stripe account. Your studio is the seller, and Student Body never holds your money.

Stripe charges its standard processing fees and sends payouts to your bank account according to the schedule you choose.

To get started, open **Settings → Studio profile**, find the "Payment account" section, and select "Set up payments." Stripe will guide you through signing in or creating an account, then adding your business and bank details.

Heads up

The email address you use to start Stripe setup becomes the login for your payment account. If your studio already has a Stripe account, use the email associated with that account.

Once setup is complete, the section shows "Connected to Stripe." Select "Manage on Stripe" to view your payouts, statements, receipts, and disputes.

What the section shows	What it means
"Connected to Stripe"	Your Stripe account is connected and ready to accept payments
"Payments are paused" with "Fix it on Stripe"	Stripe needs something from you before payments can resume. Select "Fix it on Stripe" to resolve the issue
"Start over with a different email"	Restart setup with another email. Available only before setup is complete or anyone has booked
"Switch to a different Stripe account"	Future payments go to the new account. Previous payments remain in the original account

How students pay: Students can pay by card, with a card saved to their Student Body account, or with Apple Pay or Google Pay on the web. MB WAY is also available if you've enabled it in your Stripe account.

Taking bookings on Student Body

1. **Connect Stripe:** Make sure your payment account shows "Connected to Stripe" (chapter 21). You'll need this before you can accept paid bookings.
2. **Choose a class:** In the Library, open "Confirm prices" and select "Make bookable here" for the class you want to offer.
3. **Set your price:** Choose how much students will pay to book the class.
4. **Choose your seats:** Set "Seats sold on Student Body" to the number of places you want to make available for booking here.

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Owner

Heads up

If you're also taking bookings through your booking system, make sure the same seats aren't available on both platforms. Otherwise, you risk double-booking.

If you use Acuity, you can also send bookings made through Student Body to Acuity by turning on "Mirror Student Body bookings into Acuity" under [Settings → Connected apps](#).

Prices. Classes can be free, have a fixed price, or accept donations. Fixed-price classes can have one price or multiple ticket options, such as early bird and standard, each with its own price and optional seat limit.

Heads up

The Library's "Set price" bulk action also changes how selected classes accept bookings. If you're only updating prices, edit classes individually to avoid switching them to Student Body bookings unintentionally.

Packs and discount codes

Class packs

Open [Settings → Packs](#) to create a class pack. Students purchase a set number of credits upfront and use one credit each time they book an eligible class.

- **Pack details:** Add a name, number of credits, price (EUR), and validity period. Leave the validity field empty if the pack doesn't expire. We recommend 90 days, though longer periods may work better for some packs.
- **Eligible classes:** Packs work with fixed-price classes that accept bookings on Student Body. To exclude a class, turn off "Class packs" in its editor.
- **Ticket options:** Classes with multiple ticket options can't be booked using pack credits.
- **Archiving packs:** Select "Archive" to stop selling a pack. Editing or archiving a pack won't affect credits students have already purchased.

Students can purchase class packs directly from your studio page.

Discount codes

Open [Settings → Discounts](#) to create discount codes for your classes.

- **Code:** Choose the code students will enter when booking.
- **Discount:** Select a percentage or fixed amount (EUR).
- **Applies to:** Choose whether the code works for every class or a specific class.

- **Usage limits:** Set the total number of uses and how many days the code remains valid.
- **Per-student limit:** Each student can use a code once.
- **Complimentary bookings:** A 100% off discount code can be used to offer a free place in a class.
- **Editing codes:** Once created, a code's terms can't be changed. Create a new code instead. Codes that have already been used can be switched off, but not deleted.

Bookings, check-in, cancellations and refunds

Bookings

Open Bookings to see everyone who has booked a class through Student Body, including their ticket, booking date, and any discounts applied.

Filter bookings by "Upcoming" or "Past," or by active and cancelled bookings.

Check-in

Open a session in Schedule and select "View class list & check in," or select "Run check-in" from Home. You can check students in three ways:

- **Individual check-in:** Tap a student's name to mark them present, or select "Mark all present" to check in everyone at once.
- **Walk-ins:** Select "Add walk-in" for someone who arrives without a booking.
- **QR code check-in:** Select "Show QR code" and let students scan it with their phone cameras to check themselves in.

Students who haven't been marked present are automatically counted as no-shows 24 hours after their class.

Good to know

Students can leave a private injury note before class. Only the instructor leading that session can see it, and it's automatically deleted after class.

Cancellations

- **When a student cancels:** If they cancel within the free-cancellation window, they'll receive a full refund or have their pack credit returned. After that window, they won't receive a refund or credit. The window is set for each class, or uses your studio's default under [Settings → Studio profile](#) (24 hours by default).
- **When you cancel a session:** Select "Cancel session" in Schedule. Everyone booked into that session receives a full refund or has their pack credit returned, regardless of the cancellation window.

Refunds

Go to **Settings → Payments** to see recent payments and issue refunds.

- **Full refunds:** Select "Refund" to return the full amount and release the student's place in class.
- **Email notifications:** Select "Don't email the student" if you'd prefer to contact them yourself.
- **Partial refunds:** Process these directly in Stripe. Student Body records the partial refund, and the student keeps their place in class.

Heads up

If one student cancels several paid bookings on the same day, refunds for the later cancellations may appear as "Refund held for review." These refunds won't be processed until you select "Refund."

Disputes and chargebacks are handled in your Stripe account.

Booking notifications

To receive an email whenever someone books or cancels a class on Student Body, go to **Settings → Studio profile**, turn on "Booking activity to your inbox," and enter the email address where you'd like to receive notifications.

Invoices and taxes

When a student books a class through Student Body, the payment goes to your studio. You're responsible for issuing invoices or faturas, just as you would for bookings made directly through your studio.

Student Body sends students a booking confirmation showing what they paid and who they paid, but this isn't a tax invoice.

Continue issuing faturas through your usual certified invoicing software.

To help reconcile your payments, you can use:

- **Settings → Payments** : View individual payments and refunds.
- **Stripe:** Access payment reports, fees, and payouts.
- **Reports:** Export your booking and payment data as spreadsheets.

Your accountant can help you determine how these sales should be recorded.

Part 6

Your data and help

Your information, your students, and the support available whenever you need it.

Your data

What you see about students: Students choose how their names appear to studios, either in full or as a first name and initial. You'll only see their email address or phone number if they've agreed to share their contact details with studios, or if you've entered those details yourself.

Exporting your data: Go to [Reports → All your studio's data](#) to download a copy of the information Student Body holds for your studio, including:

- Your studio profile, locations, team, classes, and sessions.
- Bookings, attendance, and waitlists.
- Class packs, discount codes, messages, feedback, connections, and settings.

Only the studio owner can download the full export.

When we access your dashboard: If someone from Student Body opens your dashboard to help with a support request, you'll see it recorded under [Team → Activity](#) as "opened your dashboard as Student Body support."

Closing your studio: Go to [Settings → Studio profile → Close the studio](#) to see what will be removed and what will remain. You'll need to enter your studio's handle to confirm.

Heads up

Closing your studio is permanent. Your locations, team, schedule, class packs, and discount codes will be deleted. Your studio's handle will become available again, and any student details you've entered manually will be removed.

You can't close your studio while you have upcoming bookings. Be sure to download your data before closing.

Getting help

There are a few ways to reach us if you need a hand:

- **Email:** Write to support@studentbody.pt. We aim to respond within two working days.
- **In the app:** Go to your Account page and select "Contact support."
- **Service status:** Visit status.studentbody.pt to check whether Student Body is experiencing any issues. You can also subscribe to email updates.

When contacting support, let us know which studio and page you're working on, what you expected to happen, and what happened instead. A screenshot is always helpful.

Appendices

Go-live checklist

Print this page and check off each step as you go.

- ☐ Create your studio using the invitation we emailed you (chapter 5).
- ☐ Review your studio page, locations, team, classes, and schedule (chapter 6).
- ☐ Check that your studio bio, logo, and photos are ready (chapter 8).
- ☐ Make sure your location has the correct address and clear "How to get in" instructions (chapter 9).
- ☐ Check that your instructors have profiles and photos, and assign dashboard access to anyone who helps manage your studio (chapter 10).
- ☐ Connect your booking system, or add your classes directly on Student Body (chapter 11).
- ☐ Publish your classes and review their names, descriptions, and Discovery & alignment details (chapter 12).
- ☐ Check that your schedule on Student Body matches your schedule in your booking system (chapter 13).
- ☐ Complete the launch readiness checklist and select "Make studio public" (chapter 14).
- ☐ Confirm you've received your approval email and your studio status shows "Live" (chapter 14).
- ☐ Share your studio: print your QR code, add your link to Instagram, and embed your schedule on your website (chapter 15).
- ☐ Share the front-desk and instructor handouts with your team.

Roles and permissions

	Owner	Manager	Staff	Member (instructor)
Home, Schedule, session changes, check-in	●	●	●	—
Bookings	●	●	—	—
Library: create and edit classes	●	●	—	—
Insights: Overview, Audience, Reports, Feedback	●	●	—	—
Change one session's time, location or notes	●	—	—	—
Locations, Share	●	—	—	—
Team: Team members, roles, invitations; Activity	●	—	—	—
Settings: Studio profile, Connected apps, Packs, Discounts, Payments, Plan & billing	●	—	—	—
Studio agreement, data exports, closing the studio	●	—	—	—

A Member is an instructor on your studio's roster without access to your studio dashboard. Owners, Managers, and Staff can access the dashboard according to their assigned permissions.

Everyone with a dashboard role must also have an instructor profile on Student Body.

Glossary

Word	Means
Class	An activity you offer, with its own name, description, class type, duration, and booking details
Session	A specific date and time when a class takes place
Recurring class	A class that repeats on a regular schedule, such as every Tuesday at 19:00
Draft / Published	A draft class is only visible in your dashboard. A published class becomes visible to students once your studio is live
Draft / Under review / Live	Your studio's visibility status. Draft means you're still setting up. Under review means you've requested to go live and we're reviewing your studio. Live means students can discover you on Student Body
Books on [booking system]	Students discover your class on Student Body but complete their booking through your booking system
Books on Student Body	Students book and pay directly on Student Body, with payments going into your Stripe account
Placeholder instructor	An instructor you've added to your roster who hasn't claimed their profile yet
Claim	Taking ownership of a studio or instructor profile that's already been created for you
Roster	The instructors associated with your studio
Follower	A student who follows your studio on Student Body and receives your announcements
Merchant of record	The business responsible for selling a class and receiving payment. For classes booked on Student Body, that's your studio
Pack / Credit	A pack is a set of class credits purchased in advance. Each eligible class booking uses one credit
Sync	The automatic process that keeps your Student Body schedule updated with changes made in your booking system. This happens every hour

When something looks wrong

You see	Why it's happening	What to do
A cancelled session reappears	It was cancelled on Student Body, but the hourly sync brought it back from your booking system	Cancel the session in your booking system
A new instructor's classes are missing	The hourly sync doesn't automatically import classes for new instructors	Go to Settings → Connected apps → Sync & review
A new class appears as a draft	New classes imported from your booking system arrive as drafts	Review the class in your Library and publish it
Your studio is still Under review	We haven't finished reviewing your studio yet	You'll usually hear from us within a day. If it's taking longer, get in touch
Your class doesn't appear when students browse by type	The class type is set to "Other"	Open the class editor and select the most appropriate class type
Your location appears incorrectly on the map	The address wasn't selected from the suggested address list	Edit your location and select the correct address from the list
Someone at the front desk can't access Bookings	Their Staff role doesn't include access to Bookings	Assign them the Manager role if they need booking access
An instructor can't access your studio dashboard	They're listed as a Member and haven't been assigned a dashboard role	Go to Team → Team members and assign the appropriate role
Students see "Not bookable here yet"	The class is set to accept bookings on Student Body, but your Stripe account isn't ready to accept payments	Go to Settings → Studio profile → Payment account and complete your setup or resolve any outstanding issues
Your class description was replaced by Acuity's version	"Refresh from Acuity" was used, replacing your edits	Update the description again in Student Body. Only use "Refresh from Acuity" when you want to replace your changes
Your class description was replaced by bsport's version	"Refresh descriptions & images" was used, replacing your edits	Update the description again in Student Body. Only use "Refresh descriptions & images" when you want to replace your changes

Not offered today

Student Body is continuing to grow, and there are a few features we don't support just yet. If something on this list would be useful for your studio, we'd love to hear about it. Email us at support@studentbody.pt. Your feedback helps us decide what to build next.

- Monthly memberships and subscriptions, introductory offers, and gift cards.
- Invoices or faturas issued directly by Student Body.
- Booking a specific spot within a studio, such as a numbered reformer or mat.
- Separate dashboard logins for front-desk staff who aren't instructors.
- A studio-facing waitlist view. Students can join a waitlist and be booked automatically when a spot becomes available.
- Partial refunds directly through Student Body. These can be processed in Stripe.
- Notes and tags on individual student profiles.
- Integrations with booking systems other than bsport, YOGO, and Acuity.

For your team

Student Body at your studio, for the front desk

A quick guide for the people welcoming students and keeping things running.

What Student Body is

Student Body helps people discover movement classes, studios, and instructors. Your studio has its own page, where students can explore your classes, meet your instructors, view your schedule, and follow the studio for updates.

Where bookings happen

Classes that book through your studio's existing booking system are still booked there, just as before. Students who discover one of those classes on Student Body are directed to your studio's booking page to reserve their place.

For those classes, nothing changes about how you manage bookings at the front desk.

If you have dashboard access

- **Signing in:** Go to app.studentbody.pt and sign in with your email, Google, or Apple. If you use email, we'll send you a sign-in link. Open the menu under your profile picture and select "Studio Dashboard."
- **What you can access:** Staff can view Home and Schedule. Managers can also access Bookings, Library, and Insights.
- **Updating the schedule:** If your schedule syncs from your studio's booking system, make changes to class times and cancellations there first. Student Body automatically syncs those changes within an hour.

When a student asks

They ask	You say
"Can I book this on Student Body?"	"You can find our classes there! When you select Book on [studio name], you'll be taken to our usual booking page."
"Is it cheaper there?"	"No, our prices are the same. You'll book directly with us, just as you normally would."
"How do I follow the studio?"	"Find [studio name] on Student Body and tap Follow. You'll get updates from us there."
"The time on Student Body is different"	"Let me check our schedule in [booking system]. Student Body updates automatically, but sometimes it takes up to an hour."

Who to contact

For questions about your studio's classes, bookings, or schedule, speak with the studio owner.

For help with Student Body, contact support@studentbody.pt.

Student Body at your studio, for instructors

A quick guide to your instructor profile, your classes, and what students can see.

Your instructor profile

Student Body helps people discover movement classes, studios, and instructors.

As an instructor at your studio, you have your own profile on Student Body. Students can discover you through your studio's page and the classes you teach.

Your profile can include your photo, a short bio, and all the classes you teach.

Making the profile yours

If your studio added you before you created an account, a profile has already been set up for you. You can claim it using the invitation link sent by the studio owner.

- **Sign in:** Use the email address where you received your invitation. You can sign in with an email link, Google, or Apple.
- **Claim your profile:** Follow the invitation link to connect the existing profile to your account.
- **Make it yours:** Add your photo, write a short bio, and introduce yourself to students.

Your classes at your studio will already be connected to your profile, so there's no need to add them again. You don't have to claim your profile for your name to appear on your studio's classes, but claiming it lets you manage how you present yourself.

If you teach elsewhere too

Your Student Body profile belongs to you, not to any one studio. You can use the same profile to show classes you teach at your studio, other studios on Student Body, or independently. Classes hosted by your studio remain part of your studio's schedule, even when they appear on your instructor profile.

What students see

Students can discover your classes on Student Body, learn about your teaching style, see who each class is suited for, and explore upcoming sessions. If your studio's classes book through its existing booking system, students who select "Book on [studio name]" are directed to that booking page.

Access to your studio's dashboard

Your instructor profile is separate from your studio's dashboard. If you haven't been assigned a Staff or Manager role, you won't have access to the studio's management tools. If you need access to help manage classes or schedules, speak with the studio owner.

For questions about your classes at your studio, contact the studio owner.

For help with your Student Body profile, reach us at support@studentbody.pt.