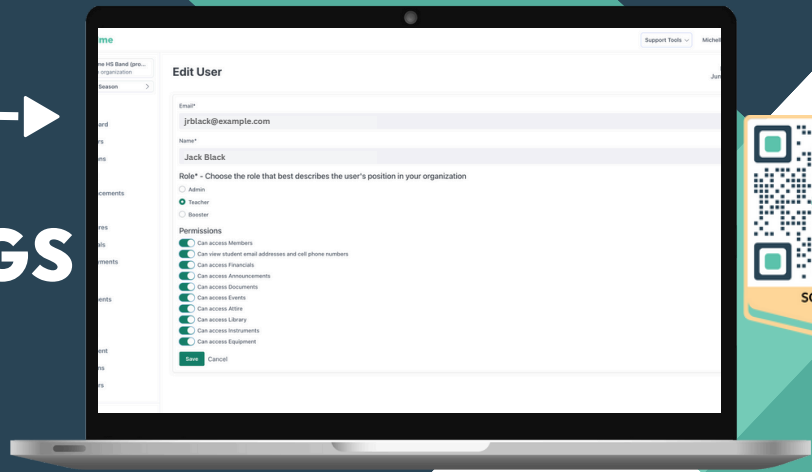




ADMIN SETTINGS CHEAT SHEET

FOR NEW CUTTIME USERS



Keep everyone in their proper place with less hassle. Welcome to a simplified approach for creating and managing groups, member relationships, and dealing with paperwork. You'll appreciate greater flexibility with assignments, filtering options, plus the ability to request and track eSignatures for documents.

CONFIGURE PAYMENTS

Enable Stripe Connect or Vanco access to your program's designated bank account for online payment collection. Plus view transaction and payout activities for Stripe activated accounts.

ENABLE ALLOCATIONS & REMINDERS

Allow users to select specific costs when making payments. Allow CutTime to send monthly reminders to members with outstanding balances via Magic Link.

MANAGE INVENTORY SETTINGS

Customize the wording of your instrument rental waivers. Allow sharing of your library data with other users. Manage categories and labels for Library and Equipment.

MANAGE USER PERMISSIONS

Add authorized users for boosters, teachers, and other helpers. Edit permission levels. Edit names, email addresses, and passwords. Delete users as needed. View their last sign in date.

HELPFUL ARTICLES

[Stripe Payments & Reporting](#)

[Vanco Payments & Reporting](#)

[User Management](#)

[Logging In with Classlink](#)

[CLICK HERE TO READ OUR BLOG](#)

Questions? Contact us at support@gocuttime.com