CutTime Onboarding
CHECKLIST for Higher Ed

Your success is our success. We are excited for you to begin your onboarding journey with us. Use this suggested checklist as a rough guide for your new account set up, as each fine arts program is unique in their operations and needs. Refer to our help articles and videos for additional guidance.

Let's get started - your NEW Fine Arts Toolbox awaits.

Review our Onboarding Guide here to view specific articles and videos related to set up tasks.

STEP 1: PREPARING AND ACTIVATING ACCOUNTS

- [ ] Review CutTime Import Templates and prepare your program's data (*go to Import Data side nav link*)
- [ ] Activate your new CutTime Administrator Account credentials that were sent to your email address *then log in to CutTime via app.gocuttime.com which will display your Program Dashboard*
- [ ] Click on 'Users' in the side nav to add additional authorized users if appropriate for your program(s):
    - [ ] Teachers
    - [ ] Helpers

STEP 2: IMPORTING & SET UP

- [ ] Click on "Import Data' in the side nav to import your program data using the CutTime templates
    - [ ] Students (Active)
    - [ ] Attire
    - [ ] Inventory (Instruments, Library, and Equipment)
    - [ ] Balances (for Members)
- [ ] Create Groups and Assign Student Members and Positions within each group
- [ ] Set up your Inventory Locations and adjust data within Inventory data if needed
- [ ] Assign Inventory to Students and send rental agreements if applicable
- [ ] Add Inventory Repair data and documents where applicable
- [ ] Create upcoming Events (single or series)
- [ ] Create a Stripe Connect Account to Accept Online Payments*
- [ ] Set Up Your Simple Raise Store and Fundraisers

SCAN ME

CutTime

STEP 3: COMMUNICATING

You can find specific Welcome to CutTime Communication Kits here

- [ ] Send 'Welcome to CutTime' Emails and distribute Flyers to stakeholders
  - [ ] Staff / Teachers
  - [ ] Helpers
  - [ ] Students*

**Distribute these materials prior to sending the 'Welcome SMS Magic Link" to members*

- [ ] Compose your first weekly Announcement and validate receipt in the SMS Dashboard
- [ ] Use "Intro to CutTime" presentation at Recruitment and/or other key Update Meetings

You can find the CutTime Branding Kit with templates here

- [ ] Update your organization's website and program handbook with our materials
  - [ ] CutTime Logo w/description
  - [ ] Member's Magic Link details
  - [ ] CutTime website URL
  - [ ] CutTime Market details
- [ ] Post social media announcements to spread the word about CutTime
- [ ] Put up CutTime posters inside your classroom and other fine arts spaces
- [ ] White list CutTime's IP domains to ensure you receive important email notifications

STEP 4: REVIEWING AND FEEDBACK

- [ ] Confirm all of your organization's program data is in the right spot
- [ ] Ensure staff and/or designated helpers have activated their user credentials (*if needed you can resend the activation link to them from the Users section under Settings*)
- [ ] Review your Stripe Connect reports to ensure everything is accurate
  - [ ] Bank Payout Report
  - [ ] Individual Account Transactions Report
- [ ] Give us feedback on your CutTime onboarding experience and tell us about your additional learning needs here

Fundraising, stores, and ticketing are powered by our sister platform, Simple Raise. ZERO Fees, You Keep 100%! Use your CutTime credentials to access it all.

NEED HELP? Visit our Online Help Center or chat with us