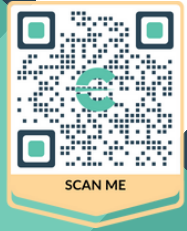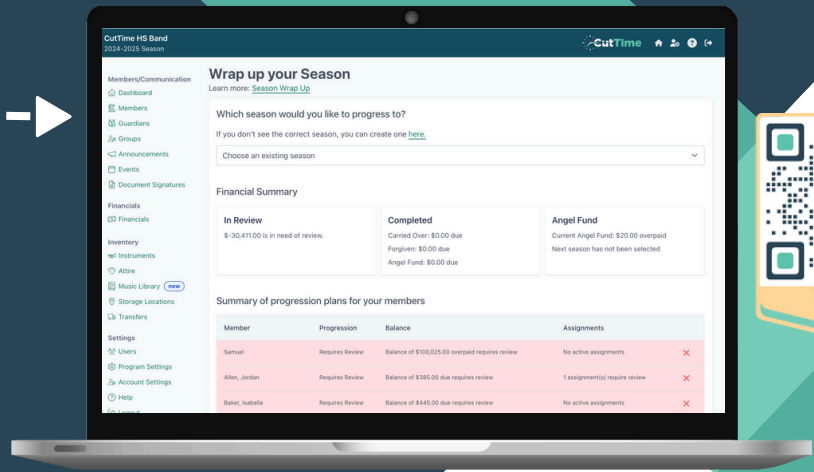# CutTime

EOY WRAP UP CHEAT SHEET

FOR NEW CUTTIME USERS

Close out your program year with greater peace of mind. Welcome to a simplified workflow for progressing students individually or in bulk, and resolving outstanding balances and credits. You'll enjoy greater flexibility with the timing of your wrap up, plus the ability to move funds where they are needed.

SEASONS

Designate spans of time during which your program data will be grouped together.

SEASON WRAP UP FLOW

Guided process to advance your Members into the new season, decide what to do with outstanding inventory assignments, and decide how to handle any remaining student balances in your current season.

HANDLING EVENTS

Events created in the previous season can be duplicated into the new season. Use them to get a head start on creating next season's calendar.

HANDLING GROUPS

Groups you created will carry into the next season with a blank slate. You can "clone" last season's roster and add the same members with the same position if desired.

ANGEL FUND

Use as a tool to transfer credits to and from students to help cover their balances.

HELPFUL ARTICLES

Angel Fund and Credit Transfers

Handling Events

Handing Groups

Handling Users

Moving Students to New Programs

Seasons

Season Wrap Up Flow

Season Wrap Up FAQs

COMING SOON

Alumni

CLICK HERE TO READ OUR BLOG

Questions? Contact us at support@gocuttime.com