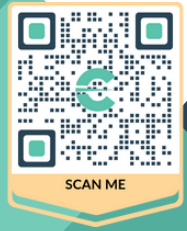
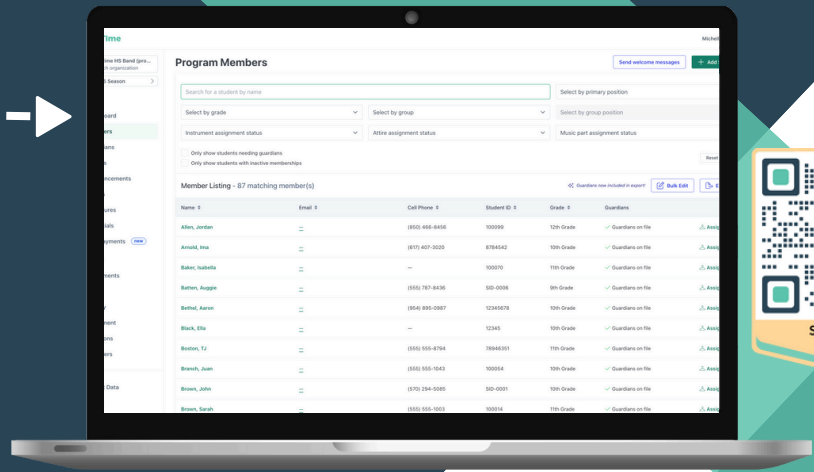




# MEMBERS CHEAT SHEET FOR NEW CUTTIME USERS



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.

## MEMBERS

Students are known as 'Members' and their individual profiles are accessible from the Members Dashboard.

## GUARDIANS

Parents are known as 'Guardians' and their individual profiles are accessible from the Guardians Dashboard. You can assign multiple guardians to a single student. Guardians can have relative or non relative labels.

## GROUPS

Groups are ensembles and you can manage Group member associations in the Groups Dashboard. You can create as many groups as you like for your program.

## DOCUMENTS

You can upload any PDF formatted document and request an eSignature from a student, guardian or both via their Magic Link. Easily track eSignature status.

## VOLUNTEERS

Currently, only Guardians can volunteer for jobs. In near future, Members will also be able to volunteer.

## HELPFUL ARTICLES

[Member Management Overview](#)

[Importing Students/Members](#)

[Importing Guardians](#)

[Exporting Rosters](#)

[Group Management](#)

[Documents & eSignatures](#)

[Volunteer Management](#)

[Managing Exports](#)

## COMING SOON

Alumni

[CLICK HERE TO READ OUR BLOG](#)

Questions? Contact us at [support@gocuttime.com](mailto:support@gocuttime.com)