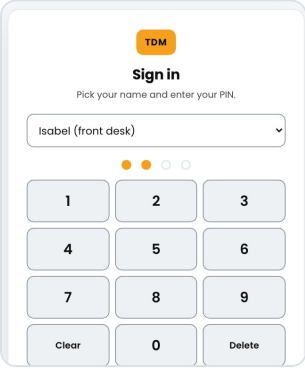
Running the front desk

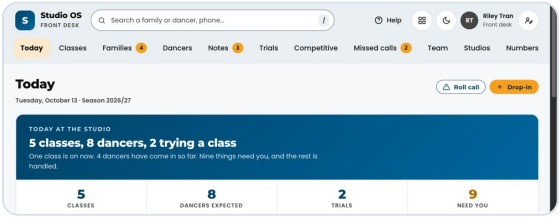
For the front desk · one page, keep it by the console

Front Desk page: **tdm.dsge.ca/console** · Bookmark it. Teachers use the attendance page, not this one.



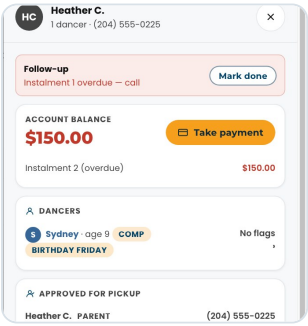
1 Sign in

Bookmark the Front Desk page. Pick **your name**, enter your **PIN** — first time, choose one and enter it twice. It locks after ten idle minutes: enter your PIN again, or tap **Switch person**.



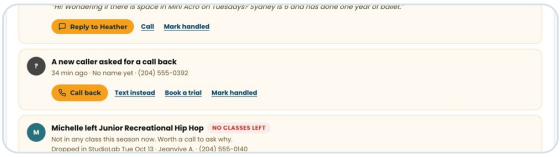
2 Leave Today open

The day in one line and four numbers: classes, dancers expected, trials, and how many things **need you**. Under them, **Needs you now** fills as attendance comes in, one card each with the one thing to do in gold, then every class with its dancers.



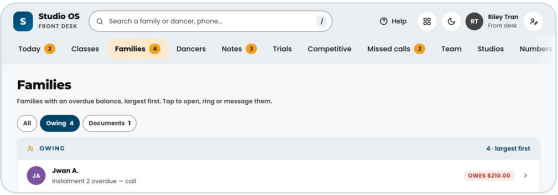
3 Find a family

Tap the **search box** (or press **/**), type a name or phone number, tap the row. The drawer shows the balance, each dancer with age, allergy flags and classes, approved pickup people, phone and email, waiver status and any open follow-up.



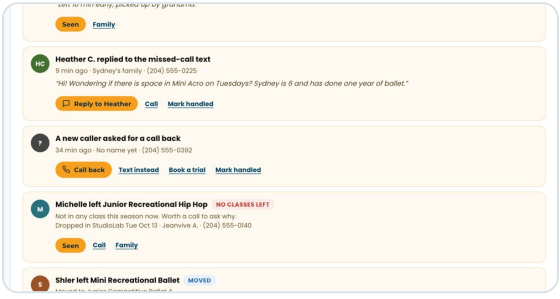
4 A dancer is missing

Needs you now lists anyone a teacher has not marked once class started. Tap the gold **Call** button (it names the parent); the card clears, and the absence is on the record. If they turned up and the teacher missed them, tap **Arrived** — the teacher's iPad updates in seconds.



5 Chase balances and documents

Families opens on everyone. Tap **Owing** for the families with money outstanding, **Documents** for the ones who have not signed. The **Dancers** tab lists every dancer this season. Trial call-backs are not here — they live on the **Trials** board.



6 Read what teachers send

Notes and incidents land newest and most serious first. Tap **Family** to open them, **Seen** once handled. They also reach Orielle and the dancer's record. Nothing goes to a parent automatically — the studio decides what the parent hears.

This season

StudioLab keeps registration and tuition until January 2027. Fix a wrong roster there; the console catches up overnight.

Forgot a PIN?

Open **Team**, tap **Reset PIN** on the row — they choose a new one at their next sign-in. The **Substitute teacher** PIN is set here too.

Need more?

Every answer is in the help center: help.dsge.ca/tdm/

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