

Staff / Instructor Skills

Last Modified on 12/02/2021 3:21 pm EST

Many organizations use Instructor Skills to indicate which skill/instrument an instructor can teach. Recorded Staff Skills are displayed on the [Day View Calendar](#).

Criteria		Refresh	Change Criteria	Add Class	Room View	Weekly Calendar	Print	Settings	Clo	
Class Status: Active		Prev	12/2/2021	Next	Hide Instructors with no Activity: <input type="checkbox"/>		Show Students on Hover:			
19 Classes										
	Unassigned	H. Barnhardt	K. Barnhardt	M. Barnhardt	E. Barnhardt	A. Smith	T. Bailey	C. Barnhardt	F. Barnhardt	S. Barnhardt
Skills:		Ballet, Hip Hop, Jazz, Pointe, Tap	Breaststroke, Floating, Freestyle, Water Safety		Tap, Ballet, Karate					
All Day										
5am :00										



Make sure that *Skills* have been created in your drop-down lists. To add a skill go to [Gear \(icon\) > Settings > General > Drop-down Lists \(left menu\) > Staff section > Skills](#). See [Getting Started: Drop-down Lists](#) for more information.

Add a Skill to a Staff Member

1. Go to **Staff** (menu) > **Active Staff**.
2. Select a staff member.
3. Click the **Skills** tab for the staff member.
4. Click the **Add Skill** button.
5. Choose a **Skill** from the drop-down list and add **Notes** if needed.
6. Click **Save Changes**.

Staff: John Linton

[← RETURN](#) [SAVE CHANGES](#) [DELETE](#)

[Instructor Schedule \(PDF\)](#) [Time Entry](#) [Instructor Calendar](#) [Weekly Schedule](#) [Email](#)

[Summary](#) [Classes](#) [Compensation](#) [Time Card](#) [Portal Settings](#) [Feedback](#) **Skills** [Certifications](#) [Availability](#) [Misc](#) [Picture](#) [Notes \(1\)](#)

[Add Skill](#)

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Skill	Notes	By	
Gymnastics		helpcenter	
Swim		helpcenter	

To delete a staff skill click the **Trash Can** icon.



A Jackrabbit User's access to the Skills tab on staff records can be restricted using the *Staff Skills Tab* user permission in the *Staff* category. Edit user permissions from the *Gear (icon) > Settings > Users & Permissions*.
