

Spot TV - Offer Online Streaming to your Families!

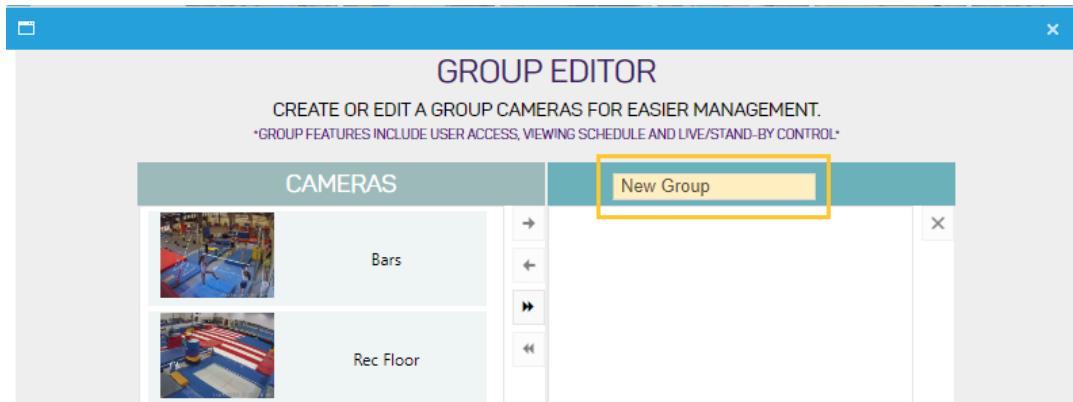
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Create Spot TV Camera Groups

After the setup is complete and Spot TV has been added to your Jackrabbit account, and users have been added, it's time to create your camera groups.

1. Go to the **Classes** menu > **Spot TV** > **Camera Groups**.
2. Click the **Settings** icon  to open the *Spot TV Camera Groups* window to modify the groups at that location. Any changes made are done in real-time.
3. Click the **Create Group** icon  to add a group. This opens the *Camera Groups*.
4. Enter a name for the group in the column header on the right.



5. Add a camera to the group. There are four ways to do this:
 - Double-click on a camera.
 - Drag a camera and drop it into the right column.
 - Click on a camera and then click on the right arrow button in the middle. You can **Ctrl+click** for multiple cameras.
 - Select the double right arrow button to add *all* cameras to the group.
6. Close the *Camera Groups* window.



To delete a camera from the right column click on the camera and then click on the left arrow button in the middle or the X button on the right. You can **Ctrl+click** for multiple cameras.

Manage Spot TV Camera Groups

There may be times when you need to edit a group:

- Click on the **Pencil** icon  to open the *Camera Groups* and modify an existing group.

- You can also remove a group by clicking on the Trash Can icon  to delete a group.

Assign or Remove Camera Groups to Classes

Once you have created the camera groups, you can assign or remove them from classes. You may do so for individual classes or multiple classes at once.

Edit Camera Groups for A Single Class

1. Go to the **Classes** menu > **All Classes** and locate the class, or use the global search at the top of each page to open the class you wish to edit.
2. Click on the **Summary** tab and locate the **Spot TV Camera Group** drop-down.
3. Select a group for the class that was created in the *Camera Groups*.

Class: Adv Hip Hop

SAVE CHANGES  DELETE

Class Roll Enroll Student Email/Text Class Enter Absences Absence/Attendance Post Class Transactions Copy Class M

Summary Enroll List Drop List Absences Makeups Wait List Instructors Lesson Plan Skills/Levels Misc

Class Name: Adv Hip Hop Status: Active 

Location: Main  Room: Studio A  Spot TV Camera Group: Gymnastics Area Group 

Session: 2023-2024

Class Start Date: 2/1/2023  End Date: 7/31/2024  Registration Start Date:  mm/dd/yyyy 

Days: Mon Tue Wed Thu Fri Sat Sun

Start Time: 03:00pm End Time: 04:00pm Duration: 1:00 Has a Registration Fee 

4. Click **Save Changes**.

- The class information, including class name, days the class meets, and class time, is sent to Spot TV.
- All enrolled students in the class will have a badge next to the class in the Parent Portal; this indicates parents will have access to the live stream for that class during the designated class time.

Mass Edit to Add Camera Groups

1. Go to the **Classes** menu > **All Classes** to view all classes in your organization.
2. Select the classes you wish to add a *Camera Group* to by adding a check mark to the checkbox in the first column. *Note:* Classes must be at the same location and eligible for *Camera Groups*.
3. Click the **More** icon  > **Add Camera Group**.
4. Use the drop-down menu to select a group and then click **Add**.

Mass Edit to Remove Camera Groups

1. Go to the **Classes** menu > **All Classes** to view all classes in your organization.
2. Select the classes you wish to remove a *Camera Group* from by adding a check mark to

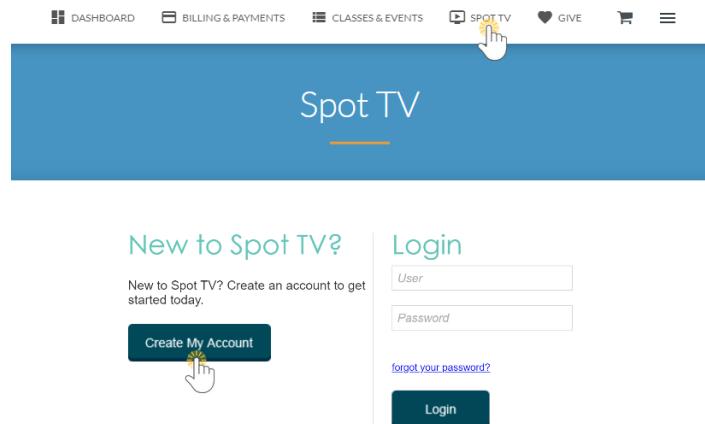
the checkbox in the first column.

3. Click the **More** icon  > **Remove Camera Group**.
4. A message will appear confirming if you would like to proceed with the changes. Click the **Yes, Remove** button to confirm.

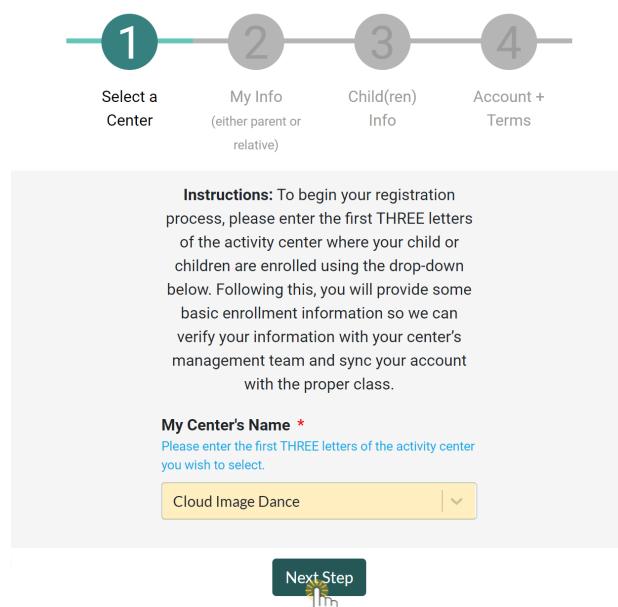
Create Parent Portal Login Credentials

Parents will receive an email from your organization prompting them to update their password and log in to their Parent Portal. In the Parent Portal, they should follow these instructions to create a new account for their SpotTV access.

1. Log in to the Parent Portal and click on the **Spot TV** link at the top of the page.
2. Click the **Create My Account** button.



3. Click the **Parent or Relative** button.
4. Select the organization's name from the **My Center's Name** drop-down menu and click **Next Step**.



5. If necessary, update the **My Info** information and click **Next Step**.
6. Review the child's information and update it as needed and click **Next Step**.
 - Use the + or - to change the **Number of Children** enrolled.
 - Classes the parent has access to will show up in the **Class(es)** field.
7. Enter a secure **Username** and **Password** then click **Submit**.

Your organization will receive a request for an account, and upon approval, an email will be sent to the parent's email address that was entered in this workflow with instructions to log in to Spot TV in the Parent Portal.

Manage Spot TV Users

Once a parent creates their Spot TV account in the Parent Portal, they must be approved by your organization as a User on the Manage Spot TV Users page.

1. Go to the **Classes** menu > **Spot TV** > **Manage Users**.
2. Select the location from the drop-down menu.
 - The new registration that was created (above) in the Parent Portal will display on the **Registrations** tab.
 - The parent name and student name are listed and must be approved. The Registration can be denied and/or deleted if needed.

Manage Spot TV Users

3. Click the toggle to the left and click **Approve**. The parent will be approved to view the class in the Parent Portal.
 - The **Select All** toggle can be used when you have a group of Registrations to process. Click the **Select All** toggle to the left and click **Approve**.
4. Click the **Users** tab. The Registration you just approved will be on the list.
5. Use the icons on the right for the following:
 - **Info** – opens the **View User Information** window, where you will see a list of all classes the student is enrolled in. If a class is unavailable for live streaming, an explanation can be found by clicking on the unavailable class.
 - **Hold** – places the User on hold until you change it.
 - **Delete** – to remove the User from the list.

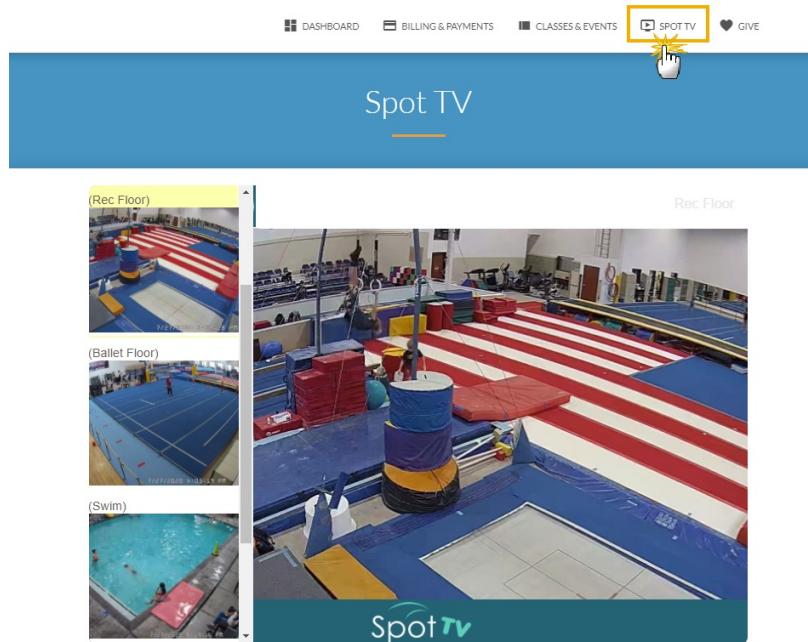
Registrations		Users				
Lookup by Name		Go				
CHILD	FIRST NAME	LAST NAME	RELATION	INFO	HOLD	DELETE
Jasper Harper	Grandma	Harper	Parent		<input type="checkbox"/>	
AJ Franklin	Tonie	Franklin	Parent		<input type="checkbox"/>	
Jasper Harper	Grandpa	Harper	Parent		<input type="checkbox"/>	
Jasper Harper	Sydney	Glogowski	Parent		<input type="checkbox"/>	
Jasper Harper	Sydney	Harper	Relative		<input type="checkbox"/>	
Rabbit SpotTV2	Peter	Spottv2	Parent		<input type="checkbox"/>	
Cyndi Smithson	Suzanne	Smithson	Parent		<input type="checkbox"/>	

The parent will receive an email from Spot TV to let them know their registration has been completed and they can log in to the Parent Portal to start watching their child's classes.

View Spot TV in the Parent Portal

The authorized parent or contact with login credentials for Spot TV and the Parent Portal will have access to watch the live stream classes.

- **Watch Spot TV during an active class** – Click on the Spot TV icon. The active class will be visible in the main window. In the case of multiple classes running concurrently or a room with multiple cameras, select which class or view from the menu on the left.



- **Identify class day/time in the Parent Portal** – A Spot TV badge is located above the class information. The badge indicates the class has Spot TV activated. In addition, when you click on *Find Classes*, the class list will show a Spot TV badge for all classes that are Spot TV enabled.

Classes & Events



MY SCHEDULE



FIND CLASSES



FIND EVENTS

My Schedule

SHOW: ALL

PRINT



BARBIE VIE

CLASSES (7)

TODAY

SPOT TV

Ballet L1 - Tues 6pm

6:00pm - 6:30pm

M T W T F S S

Jackrabbit Education

Studio B with Ms. Dianne

CLASS STARTS CLASS ENDS

12/01/2020 02/28/2021

STUDENT STARTS STUDENT DROPS

12/01/2020 -

The badge indicates
this is a class where
Spot TV has been
activated.

Ballet L1 - Mon 5pm

5:00pm - 5:45pm

M T W T F S S

Jackrabbit Education

Studio B with Ms. Dianne

CLASS STARTS CLASS ENDS

12/01/2020 02/28/2021

STUDENT STARTS STUDENT DROPS

12/07/2020 -



Spot TV is accessible in the Jackrabbit Parent Portal (preferred), at the [Spot TV website](#), and in the Spot TV Family app available from the App Store or Google Play.