

Teaching a class

Everything an instructor does on the website and the clubhouse tablet, in plain steps: before class, on the day, and after class.

Online with pictures you can enlarge: www.agmc57.club/help/teach-a-class · October 2026

Teaching has three parts: **before class**, **on the day**, and **after class**. Each step below shows the screen you will see. The gold boxes point to what to press.

Three money rules cover almost everything. Every class costs **\$5 for each hour** it meets. Students can pay that with **Archie Bucks** (one Buck for each hour). And the website **cannot charge a card after class**, so anything you sell in class gets written down on the tablet or the website.

You cannot break anything. If something goes wrong, an officer can fix it.

Before class

1 Find your teaching page

Sign in to **www.agmc57.club**. At the top of the page, select **Learning**, then **My teaching**.

Every class you teach is listed here. Select **Manage** to open one.

The screenshot shows the AGMC website interface. At the top, a dark blue navigation bar contains the AGMC logo, a 'Dashboard' link, a 'Learning' link (highlighted with an orange box), and other links: 'Events', 'Directory', 'Library', 'Documents', and 'Help'. On the right of this bar are a 'Donate' button and a user profile icon. Below the navigation bar, there are two tabs: 'Take a class' and 'Teach'. Under the 'Teach' tab, there are three sub-links: 'My teaching' (highlighted with an orange box), 'Class updates', and 'Sign-offs'. The main content area is titled 'My teaching' with the subtitle 'Schedule and manage the classes you teach.' To the right of this title are three buttons: 'Setup guide (PDF)', 'Email a class', and 'Schedule a class' (highlighted with an orange box). Below the title is a search bar with the placeholder text 'Search by class or date' and a 'Search' button. To the right of the search bar, it says '2 past or cancelled classes hidden (1 still needs a closeout). [Show them](#)'. Below this is a list of classes. The first class is 'Chain Making Workshop' with details 'Wed, Oct 14 · 4/8 enrolled · 4 open' and a green 'open' status tag. To the right of this class entry is a 'Manage >' button (highlighted with an orange box).

2 Start a new class

On **My teaching**, select the gold **Schedule a class** button.

This is a close-up screenshot of the 'My teaching' section of the website. It shows the title 'My teaching' and subtitle 'Schedule and manage the classes you teach.' To the right are the buttons 'Setup guide (PDF)', 'Email a class', and 'Schedule a class' (highlighted with an orange box). Below these is the search bar and the text '2 past or cancelled classes hidden (1 still needs a closeout). [Show them](#)'. At the bottom, the 'Chain Making Workshop' class entry is visible, showing 'Wed, Oct 14 · 4/8 enrolled · 4 open' and a green 'open' tag. The 'Manage >' button is also visible but not highlighted.

3

Fill in the class

Everything is on one page. Work from the top down.

Class: pick your class from the list. **Dates:** type the date, like Sat Nov 14, and the start and end time. **Seats** and **Room:** how many students, and where.

Good to know: A class that meets for several weeks is sold as one class. Students sign up once and come every week. Type each week's date on its own line.

Class

Chain Making Workshop

Subtitle (optional)

e.g. Lead Came, shown as "Chain Making Workshop: Lead Came"

Says what this run focuses on. It is shown after the catalog name everywhere the class is listed. The catalog entry, its prerequisites and completion credit stay the same.

How is it sold?

One enrollment covers every date
A single class, or a multi-week course students take start to finish.

Each date is its own class
Labs and drop-ins: every date gets its own seats, sign-ups and waitlist.

Dates

Type the dates

Every week on...

Sat Nov 14

Every date the class meets. You can leave this empty and add the dates later on the class's page.

Start time

End time

10:00 AM

01:00 PM

Seats

Room

8

Silversmithing Studio

4

Check the price, then send it

The price is filled in for you. Leave it alone unless your chair told you otherwise.

At the bottom, select **Schedule and send for approval**. Your department chair gets an email and approves it.

Fees & materials for this class

The catalog's amounts are filled in as a starting point. Change anything for this class only; the catalog stays as it is.

Building use fee (\$)

15.00

Catalog: \$15.00 (3 hours billed). Blank keeps it.
Payable in Bucks; waived for Life members.

Materials & project fees

Extra sterling jump rings

\$ 12.00

A bag of 50, if you want a longer chain.

How students pay

Bought in class (cash or card) ▼

Remove

+ Add a material or project fee

Lead instructor

Isaac Thornton

Remove

The lead is shown on the class page and earns teaching Bucks on completion.

Assistant instructors

Add an assistant instructor...

Each assistant earns the full class hours in Bucks (hours aren't split).

Schedule and send for approval

Your department chair approves it before it goes on the calendar.

5

Open the class for sign-ups

When your chair approves it, open the class (**My teaching**, then **Manage**). Select **Open for enrollment**. Now members can sign up.

Good to know: If it already says **Open**, your chair opened it for you. Nothing more to do.

Chain Making Workshop

0/8 enrolled · Silversmithing Studio · \$15.00

Approved

Status & approval

Open for enrollment

► Cancel this class

A class must be **submitted** and **approved** by a department chair before it can open for enrollment. Members can only enroll while it is **open**.

6

See who signed up

On the class page, scroll down to **Roster**. Every student is listed.

Someone asked you for a seat? Under **Add a student**, type their name, pick them, and select **Reserve seat & email payment link**. They get an email with a button to pay. The seat is held for them for 48 hours.

Add a student

Member

Reserve seat & email payment link

The seat is held for 48 hours (or until class starts, if sooner) and they're emailed a link to pay by card, no login needed. Unpaid, it goes back on sale and you're emailed. A seat that costs them nothing (a Life member with no supplies to buy) is confirmed straight away. A class that has already started still takes a late arrival. Members in good standing only; prerequisites still apply. To take cash, a card at the desk, or someone else's payment, use the Front desk under Club Administration.

Roster

Print worksheet

Email worksheet to the team

The sign-in sheet with phones, emergency contacts and purchases. It is emailed automatically the morning before class, and again if the roster changes.

Aiden Whitaker paid by card

enrolled

Beatriz Oyelaran paid by card

enrolled

Caleb Fitzgerald paid by card

enrolled

Deshawn Mbeki paid by card

enrolled

On the day

7 Print the sign-in sheet

On the class page, under **Roster**, select **Print worksheet**.

Roster

Print worksheet

Email worksheet to the team

The sign-in sheet with phones, emergency contacts and purchases. It is emailed automatically the morning before class, and again if the roster changes.

Aiden Whitaker	paid by card	enrolled
Beatriz Oyelaran	paid by card	enrolled
Caleb Fitzgerald	paid by card	enrolled
Deshawn Mbeki	paid by card	enrolled

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Read the sign-in sheet

Select **Print worksheet** again at the top to print it.

Look at the **Collect** column. If it shows an amount, that student still owes it. Collect it in class: cash, card, or paper Arlie Bucks.

Blank lines at the bottom are for walk-ins. Write their name and how they paid.

Good to know: The sheet has phone numbers and emergency contacts. Keep it with you, and shred it after class.

[← Back to the class](#)

Print worksheet

For the teaching team only. It shows phone numbers and emergency contacts, so print it rather than forwarding it.

Chain Making Workshop

Class worksheet

Date Wednesday, October 14, 2026 · 10:00 AM – 1:00 PM

Room Silversmithing Studio

Instructor Isaac Thornton

Enrolled 4

#	STUDENT	PHONE	EMERGENCY CONTACT	KIT & SUPPLIES	HOW THEY PAID	WHAT IT COVERED	COLLECT	PRESENT
1	Beatriz Oyelaran	817-555-7737	Emergency contact for Beatriz 817-555-0199	none	Card \$35 · Oct 14	building \$35	nothing	
2	Deshawn Mbeki	817-555-5921	Emergency contact for Deshawn 817-555-0199	none	Card (online)		\$15	
3	Caleb Fitzgerald	817-555-1476	Emergency contact for Caleb 817-555-0199	none	Card \$35 · Oct 14	building \$35	nothing	
4	Aiden Whitaker	817-555-9204	Emergency contact for Aiden 817-555-0199	none	Card \$35 · Oct 14	building \$35	nothing	
5					cash / card / check #			
6					cash / card / check #			
7					cash / card / check #			
8					cash / card / check #			
9					cash / card / check #			

Card (online): \$105 Cash / check at the desk: \$0 Still to collect: \$15

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On the clubhouse tablet: tap your name

The tablet at the club is the easy way to work during class. Under **Who's teaching?**, tap your name.

Good to know: No PIN yet? On your own phone or computer, go to **www.agmc57.club/inclub/setup**, sign in, and choose a 4 to 6 digit number under **Your PIN**. Select **Save PIN**.

AGMC · In club

Who's teaching?

Tap your name, then type your PIN. Clubhouse iPad.

Charlotte Reyes

Isaac Thornton

Patricia Okafor

Victor Nakamura

Forgot your PIN or need one? [In club setup](#).

10 Type your PIN

Type your PIN and tap **Sign in**.

AGMC • In club

[← Not Isaac?](#)

Hi Isaac

Your PIN

Sign in



Open today's class

Your class is under **Today**. Tap it.

When you are finished, tap **Done**. The tablet also signs you out by itself after 10 minutes.

AGMC · In club

Hi Isaac

Done

Today

Chain Making Workshop

10:00 AM – 1:00 PM · Silversmithing Studio

4 of 8 enrolled

Needs closing out

Lapidary Open Lab

Fri, Oct 9 · 6:00 PM – 9:00 PM · Lapidary Shop

2 of 8 enrolled

Coming up

Nothing in the next week.



See who still owes

The roster lists every student. Anyone who still owes money shows **Collect** and the amount in red.

[← All classes](#)

Print worksheet

Chain Making Workshop

Wednesday, October 14, 2026 · 10:00 AM – 1:00 PM · Silversmithing Studio

Roster (4)

Beatriz Oyelaran

Card \$35 · Oct 14

Deshawn Mbeki

Card (online)

Collect \$15

Caleb Fitzgerald

Card \$35 · Oct 14

Aiden Whitaker

Card \$35 · Oct 14

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Someone came who is not on the list

Under **Add a walk-in**, type their name and tap **Find**.

Choose how they paid: **Cash**, **Check**, or **Card (QR code)**. Then tap the button that says **Add** with their name. They join the class and get a receipt by email.

Good to know: Only members can take a class. Someone new joins at the front desk first.

Add a walk-in

Someone in class who isn't on the list: find them, then record how they paid. They join the roster and get a receipt by email.

Find

Elena Sorensen · Sorensen

☒ Cash ☐ Check ☐ Card (QR code) ☐ Building fee in Arlie Bucks

Amount taken (\$)

Check # (if check)

Add Elena and record payment

Leave the amount blank for the full price (\$15.00).

Sell something in class

Extra supplies are paid for in class. Under **Sell something**, pick **Who's buying** and the **Item**.

Paid in cash? Tap **Record cash**. Paying by card? Tap **Card: show QR code** and let them scan it with their phone. The screen says **Paid. Thank you!** when it goes through.

Good to know: Everything you record on the tablet shows up on your closeout by itself. You never enter it twice.

Sell something

Who's buying

Beatriz Oyelaran

Their name (if not on the roster)

Item

Extra sterling jump rings · \$12

How many

1

What it was (if not listed)

e.g. Extra sheet silver

Amount, tax included (\$)

Blank = the listed price

Record cash

Card: show QR code

After class

15 Open the closeout

Within a few days of the last class, close it out. On the website, open the class (**My teaching**, then **Manage**) and select **Close out this class**.

The closeout has four numbered boxes. Go through them in order.

Good to know: The website emails you a reminder the morning after class if it is not closed out yet.

Class completion

After the class meets, close it out. Confirm who completed (they get interim credit on submit, final credit on approval), record cash or Tap to Pay sales taken in class, and check rented kits back in, then submit it for your chair's review.

Close out this class

Box 1: who finished the class

For each student, choose **Completed** or **No credit**. If you choose No credit, write a few words about why.

Select **Save outcomes**.

Close out: Chain Making Workshop

Confirm who completed, record anything sold in class, check rented kits back in, then submit.

Student outcomes saved.

1. Student outcomes

Completed gives the student interim credit for this class (and any prerequisite it unlocks) when you submit, made final when the closeout is approved. Someone who left early or did not finish satisfactorily gets **no credit**; say why for the record.

Beatriz Oyelaran

paid: Card \$35 · Oct 14

- ☒ Completed
☐ No credit (left early / not satisfactory)

Reason, if no credit

Deshawn Mbeki

no payment on record

- ☒ Completed
☐ No credit (left early / not satisfactory)

Reason, if no credit

Caleb Fitzgerald

paid: Card \$35 · Oct 14

- ☒ Completed
☐ No credit (left early / not satisfactory)

Reason, if no credit

Aiden Whitaker

paid: Card \$35 · Oct 14

- ☒ Completed
☐ No credit (left early / not satisfactory)

Reason, if no credit

Save outcomes

Box 2: money taken in class

Everything sold on the tablet is already listed. Check it against your sheet.

Missed something paid in cash? Under **Add a cash sale**, pick the student, type what they bought and the amount, and select **Record cash**.

2. Sales and other money taken in class

Record anything a student paid for during class. Amounts include sales tax (8.25% is backed out under the club's materials rule). Cash is recorded here; card payments are taken with **Tap to Pay in the Stripe Dashboard app** and then matched to the student below.

WHO	ITEM	HOW	TOTAL	MATERIALS + TAX	
Beatriz Oyelaran	Extra sterling jump rings	Cash	\$12.00	\$11.09 + \$0.91	Email receipt Remove

Cash \$12.00 · Card \$0.00 · Tax collected \$0.91

\$12.00

Add a cash sale

Student

Choose...

Walk-in name

Only if not enrolled

What they bought

e.g. Extra sheet silver

Amount collected (\$, incl. tax)

10.00

Record cash

Match a card charge

In-person card charges from the last 7days that aren't tied to a class yet. Pick the one you took, say who and what for.

No unmatched Tap to Pay charges right now.

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Box 3 and Box 4: kits, then submit

Box 3 only matters if students rented a tool kit: select **Mark returned** for each kit that came back.

Box 4: add a note for your chair if you like, then select **Submit closeout**.

Completed students get credit right away, so they can sign up for their next class.

3. Rented kits

No one rented a kit for this class.

4. Submit

Notes for the approver (optional)

Submitting locks this closeout for your department chair's review. Completed students get interim credit right away (enough to sign up for their next class); it becomes final when the closeout is approved.

Submit closeout

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Your chair approves, and you earn Arlie Bucks

Your chair checks the closeout and approves it. You get an email, and **teaching Arlie Bucks** are added to your balance: one Buck for every hour the class met. Assistants earn the same.

If your chair sends it back, the email says what to change. Open the closeout, fix it, and submit again.

Stuck? Press the Help button on any page of the website, or email support@agmc57.club and say which step you were on. Questions about a class go to your department chair.