# Set yourself up as a coach in about 20 minutes.

For a coach who teaches at a gym, club, or team that somebody else owns. Every step below is the exact sequence of clicks, with the words you will see on screen. Work through it at my.ivenza.app on a laptop, or in the app. Steps 1 to 4 end with athletes able to book and pay you.

**READ THIS FIRST**

**Do not create a gym.** Your gym already exists. Creating a second one splits your athletes across two records that never talk to each other, and it cannot be merged afterwards. If any screen offers to create a gym or team, that is not your path. **Your private sessions are separate from the gym's money** and always were: they run through your own Stripe account and land in your own bank. Nothing in this guide needs the owner to do anything, except step 0.

**Words like this** `Connect Stripe` are printed on the screen exactly like that. **Tick the boxes** as you go.

## STEP 0 Get seated as a coach

the owner does this

The one thing you cannot do yourself. Ninety seconds of the owner's time.

- [ ] **0. Ask the owner to add you as a coach**

  `My gyms and teams`

  The owner has two ways to do it, and either is fine:

  1. They press `Invite team member` on their gym's Manage screen and send it to your email or mobile number. Only an owner sees that button.
  2. Or, if you have already joined, they open your record and press `Promote to coach`.

  > **A join code will not do it.** A gym's join code always seats you as an athlete, never a coach, no matter who hands it to you. If you joined with a code and the coach tools are missing, that is why: ask the owner to promote you. You will know it worked when the coach tools appear.

## PART 1 Getting paid for private sessions

about 15 minutes

Four steps, in this order, take you from nothing to an athlete booking and paying you. Your setup checklist ticks each one off by itself as you finish it.

## 1. Turn on payments

Go to my.ivenza.app/coach/booking-settings

1. Find the **Payouts** panel at the top of the page. In the app the same screen is **Personal training & payments** and the panel is called **Payments**.
2. Press **Connect Stripe**. A Stripe window opens.
3. Work through Stripe's questions. Have ready: your own details, your tax ID, and the bank account you want money paid into.
4. When Stripe returns you to iVenza, check the panel now shows the green badge: **Payouts active** on the web, **Active** in the app. **That badge is the only confirmation that counts.**

**This account is yours, not the gym's.** Money for your private sessions goes straight from the athlete to your bank. The gym does not see those bookings and cannot take a cut through iVenza. We take a 1% platform fee on top of Stripe's processing rate (a 50¢ minimum applies on a small session price).

> **Already connected Stripe for something else?** You only ever have one connected account, so this step is already done and the panel will say **Active** the first time you open it.

## 2. Switch bookings on

Go to my.ivenza.app/coach/booking-settings

1. On the same screen, turn on **Accept bookings**.

It is off until you say so, so that a half-finished profile never takes a booking. Until it is on, nobody can book you no matter what else you have set up.

## 3. Add what you sell

Booking & payments → Offerings

1. Under **Offerings**, add each kind of session you sell: give it a name, a **Duration (minutes)**, and a **Price**.
2. Repeat for each one. A 60 minute private, a 30 minute technique session, a small-group hour. Athletes pick from this list.

- **The minimum price is 50 cents.** That is a card-network floor, not ours.
- **Free sessions are allowed** and skip the card step entirely, which is useful for a first assessment or a trial.
- **Length decides the slots.** A 45 minute offering carves your availability into 45 minute slots, so set it to the real length of the session.

### 4. Open your times

Booking & payments → Weekly availability

1. Under **Weekly availability**, add a window for each weekday you are free: a start time and an end time.
2. Add as many windows per day as you need. Mornings before open mat, the gap between evening classes.

> **This is the step people skip, and it is the one that makes you look broken.** With payments live and an offering priced, you already appear as bookable in search, but with no availability windows your calendar has nothing in it. An athlete taps through, sees an empty list, and assumes you are full. Add your times before you share your link.

## PART 2 Filling the sessions

about 5 minutes

### 5. Share your booking link

Booking & payments → Your coach profile

1. Find **Your booking link** and press **Copy link**. In the app the same thing is **Share my booking link**, which also gives you a QR code to screenshot and a snippet for a website.
2. Put it in your Instagram bio, your story, your text signature, and on the gym noticeboard.

It is a single link that works for everyone: with or without the app, with or without an account. They pick a time, pay, and you both get a confirmation with the session in it.

### 6. Let athletes find you

Booking & payments → Your coach profile

Athletes at your gym can already message you and see you on the schedule. Two more minutes here puts you in front of everyone else:

1. Under **Locations**, add the gyms you teach at. Pick one you are already in from the list, or type any name. This is what makes your booking card say where to find you, and it is how people search by gym.
2. Under **Specialties**, tap what you actually coach. That is the filter athletes use when they go looking for a coach.

> Skip both and you are still bookable, but only by people who already know your name.

## PART 3 Your coaching, day to day

at your own pace

None of this needs the owner either.

**Lesson plans**
Build what you will teach, reuse it, and share a plan with the athletes in that class. They can log the session straight from it.

**Teaching schedule**
Put the classes you actually run on your schedule so they land on your calendar and your athletes'. Recurring slots are one entry.

**Roster and film**
See each athlete's training, take attendance, and review video with timestamped notes both of you can write on.

## BOUNDARIES What is yours and what is the gym's

- [ ] **Know this before you go looking for a missing button**

  **Yours, on your own account:** private-session bookings and the money from them, your offerings, prices and availability, your booking link, your lesson plans, your teaching schedule.

  **Shared with the gym, because you are staff:** the roster and each athlete's training, attendance and check-in, the class timetable, messages and broadcasts, waivers and documents, and reports.

  **The owner's only:** membership prices and plans, adding or promoting coaches, gym settings and the reply-to address, and the gym's money. A coach cannot see the gym's dues or revenue unless the owner grants that to you specifically.

  > This is why the two never mix: the gym's dues run through the owner's Stripe account, and your private sessions run through yours. Two accounts, two sets of books, no overlap in either direction.

## FAQ What everyone asks

**Does the gym take a cut of my private sessions?**
Not through iVenza. The money goes from the athlete to your bank account. Whatever you have agreed with the gym about mat fees is between you and them, and you settle it yourselves.

**When do I get paid?**
Stripe pays out to your bank on its normal schedule, directly. Your first payout takes a little longer than the ones after it.

**What does it cost me?**
Stripe's processing rate plus our 1% platform fee (50¢ minimum on a small session price). Nothing to set up, and no monthly fee to take bookings.

**Can I coach at more than one gym?**
Yes. You can hold a coach seat at several, and one booking setup covers all of them. Add each one under **Locations**.

**What if I leave the gym?**
Your booking setup, your athletes' contact with you, your lesson plans, and your Stripe account are on your own account and stay with you. You lose the gym's roster and schedule, which were theirs.

**My checklist is telling me to create a gym.**
Then you are on an older version, which showed every coach the gym owner's list. It is cosmetic and nothing in this guide depends on it, so ignore those rows and do not create a gym. Current versions show the six steps above instead.

**Where is everything else?**
The help center covers every tool in the app, article by article. Start with You coach at a gym you don't own.

### Any questions, any issues

Email **help@susos.co** and tell us the step number you are stuck on. We will get you moving the same day.