

BANG

BANG is our customized CRM (Customer Relationship Management) that you will utilize to update your tutoring sessions, provide session reports and much more. Upon your first login, please:

1. Update your profile
2. Upload your professional photo
3. Enter your attributes (availability, tutoring levels, experience and qualification)

If your availability changes, please update BANG as we will be utilizing this system for the student matching process. For further information on how to use BANG, please visit the [BANG Visual Tour](#) and use the password **tutor**.

Please log on to BANG at the following user credentials to login:

bang.tutordocor.com and use

Username:

Password:

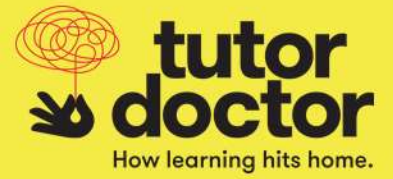


Appointment – Add appointments to the calendar at least one week prior to the session.

Hours – BANG will let you know the number of hours left in the tutoring contract. Watch the hours; **do not go over the allotted time**. You will not get paid for tutoring if there are no hours left in the contract unless given prior written approval to continue. If the hours are running out and it is clear that the student requires more tutoring, discuss with the office point of contact when there is at least 5 hours remaining in the contract.

Session Reports – Must be reported into the BANG within 24 hours of the session taking place to be timely for parents. Please do not enter in sessions that have not yet taken place, only those that are completed. In the sessions report, write what you have taught, how the student did, any concerns you have, and if the student was prepared for the lesson. A few sentences to recap the session will do. Session reports will be reviewed and approved then forwarded to parents to read. If you have notes for us please send them directly to our office and your point of contact listed below. Along with the session

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notes, parents will also be provided with hours remaining. Please be sure to share any breakthrough moments in session reports.

If you have any question regarding this email, feel free to contact us at [\[enter email address\]](#).

