



Trainer Guidelines

When signing up as a trainer, you will first fill out your application on Salontraining.com. We will review your application, and if approved, you will receive an email confirmation of your acceptance. This process may take up to 48 hours. Be mindful of which email addresses we have on file for you - the one associated with your Salontraining Zoom account will be the one we use to contact you regarding your approval, as well as your Zoom. You will need to check this email address until your account is fully set up and you have accepted your Zoom license invitation. Once we receive notice that you have accepted your Zoom license, you are on your way to creating classes.

Before creating your first class, you will be asked to contact Tracey Napotnik via text at (814) 305-5151 to set up a call, on which we can go through your first walkthrough. This will ensure that you know how to set up your class and navigate the site. Once your application is accepted and you have finished your walkthrough with Tracey, you will be able to update your profile and create courses.

You will also be asked to create a trainer bio on your profile. Please make this as professional as possible. Remember to check for grammar, spelling, tone, and ease of reading. When a beauty professional is searching for a trainer, what about your bio speaks to them? Do you sound like the most competent person to teach them what they need to know? Do you seem personable and patient? It is suggested that your bio is kept brief enough to be read easily, while still giving members a good idea of who you are and what your qualifications are. Make sure that you also use a professional-looking picture for your profile and fill out all required fields.

When you are ready to set up your first class, you will be asked to create a class name and description for each class that you plan on teaching. It can be fun, creative, or professional. It should let the attendee know what the class is about. Is the class a demo, lecture, or hands-on experience? Is it a single class or series? You will want to give members a good idea of what they will learn, what materials they will need, and how the class will advance and improve their personal or professional growth. There will be separate fields to provide requirements for class materials, attach files and handouts, and add additional details about the content as well. Completing these fields when building your course will allow attendees to be well-equipped and eager to participate in your course.

Are you selling yourself or selling your classes? We think it is a little bit of both. When building your courses, make sure that you would want to take the class yourself. Don't be afraid to add your own personality to your profile and course names in order to give members a better idea of what kind of trainer you are. Our trainers are the backbone of this platform, and everyone has their own interesting flair and teaching style. That means there is a perfect match for everyone.

TRAINER COMPENSATION

On our site, you will have a profile that will allow you to see your earnings and withdraw from them at your convenience. You will receive your payment within 48 hours after you submit your withdrawal request. We use PayPal to pay out our trainers, so you must be sure to set up a PayPal account and enter your PayPal username into your profile before you can be paid. Members who purchase courses will be able to use all major credit cards as well as PayPal.

Salontraining.com trainers will receive 70% of the collected fees for each class they teach and can be paid out as soon as 48 hours after their class is completed. Salontraining.com will take 5% out of our 30% share and donate it to a non-profit organization each year. For our first year, we have chosen Operation Underground Railroad, which is a non-profit that works to rescue children in the human sex trade and modern-day slavery. By teaching classes on Salontraining.com, not only will you be earning income and empowering members with what you teach, but you will also be helping a cause that is greater than any of us. It is our mission to select a new non-profit each year, and we look forward to reaching out to trainers and members next year to gather input and suggestions for subsequent contributions.

In the event that a particular trainer wants to fill more seats on the day of their class, we will have a special code they can share on our private Facebook trainer community page or with a beauty professional they know, as long as the invitation is given to a registered Salontraining.com member. This is not required, and not every trainer will want to do this; however, the option is available.

These exclusive codes will discount 95% of the course price for any member who enters it at checkout. This code should never be shared publicly; this is only to help those who want to fill up an extra class from time to time.

Trainers may offer a class on sale, however, be careful of doing this too often. This platform is for trainers to enrich the beauty industry and earn income. This practice is convenient for increasing your reach, but if done frequently, you could be selling yourself short. Additionally, your class prices should be clearly stated beforehand and should not be changed once members are enrolled.

You may offer group pricing for a whole salon team wanting to take the class together instead of charging separately. All those who attend must be registered members on the site. Please contact a Salontraining.com administrator with inquiries regarding group pricing for salon teams so a customized coupon code can be created for you to share with the salon owner. We can then manually enroll the additional members in the course without having them go through the checkout process themselves.

REFUND POLICY

Members will be able to cancel their class 48 hours prior to the start of the class. If a member submits a cancellation ticket, a refund will be issued to them. (If a particular member makes this an ongoing habit, we may restrict them from signing up for additional classes.)

Trainers may cancel or remove their class up until the point they receive their first enrolled member for that particular class. After they have at least one enrolled attendee, they may not delete or remove the class from the site. They are agreeing to hold that class at that time and date as listed. In the event of an emergency, if a trainer cannot teach at the specified date and time, they must fill out our Course Cancellation form found on the Dashboard. This will allow us to refund the attendees' payments in the event of cancellation. If this becomes a habit for a particular trainer, they may be asked to leave the site or be charged 10% of class fees for cancelled classes. Again, this is only with regard to classes which are cancelled after attendees are enrolled.

We understand that true emergencies happen and we will take that into consideration.

ACKNOWLEDGEMENT

By checking this box, I acknowledge that I have read, understand, and agree to the policies and procedures listed in this document. I further understand that Salontraining.com reserves the right to modify, supplement, rescind, or revise any policy, with or without notice, as it deems necessary or appropriate.