



TEACHER QUICK GUIDE

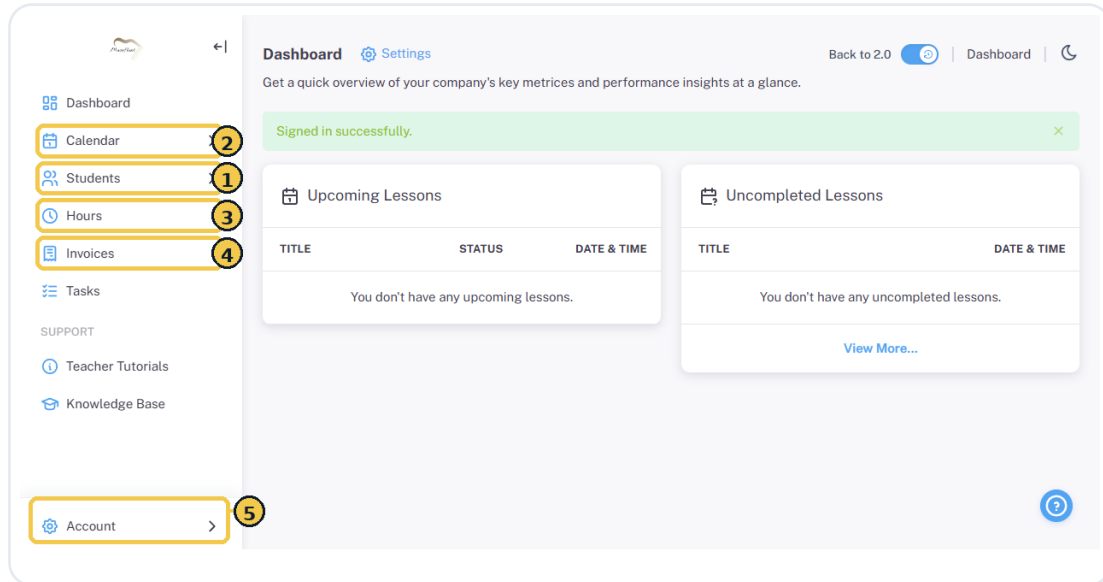
MussoHunt Internal Portal

TEACHERS PORTAL MANUAL

For MussoHunt educators

Welcome to your portal

Follow the gold numbers to find Students, Calendar, Hours, Invoices and your Profile.



Sign in

Open www.musohunt.com/portal-login/ and sign in with your teacher account.

1 Students

View students assigned to you.

2 Calendar

Schedule lessons and mark attendance.

3 Hours

View lessons, earnings and payments.

4 Invoices

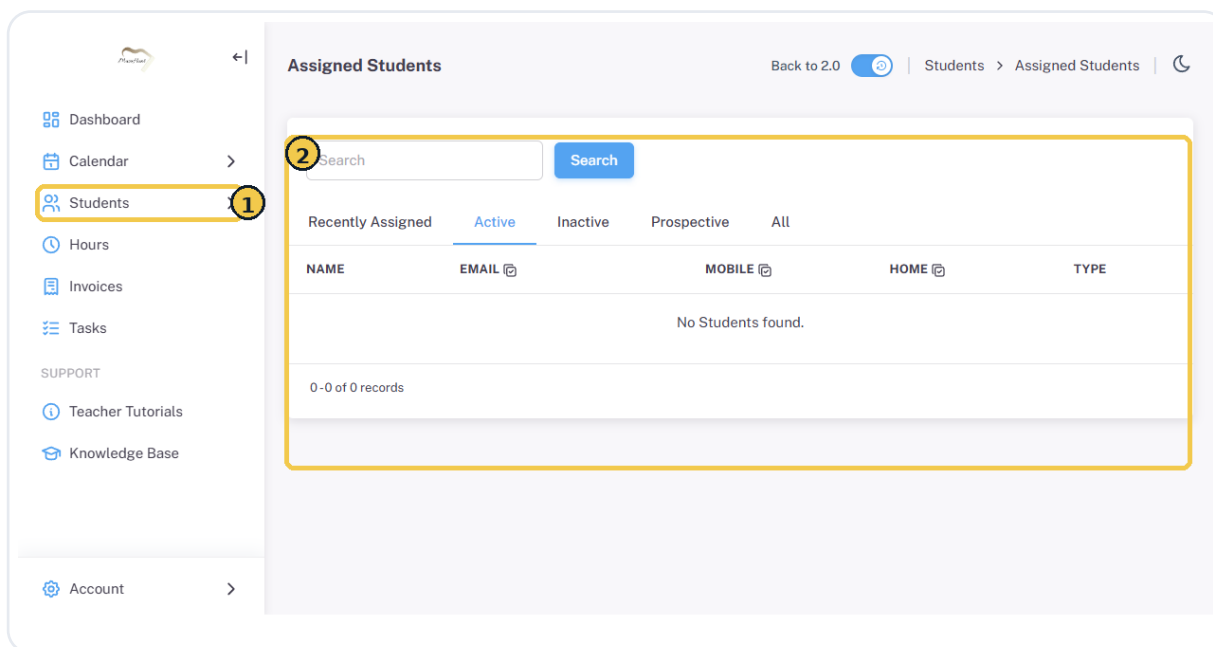
Send your weekly teacher invoice.

5 Profile updates

Open Account → Profile to update your details. MusoHunt monitors profile changes and will contact you only if clarification is needed.

When a student is assigned

Gold numbers show where to open Students and view the assigned-student list.



1

Open Students

Choose Students from the menu.

2

Open the student record

Select the student's name to view the contact and lesson details shared with you.

3

Welcome the family

Contact the family within one business day to introduce yourself and agree on the lesson time, location and learning goals.

MusoHunt is here to help

If the family has a payment, booking or matching question, send it to MusoHunt and we will help organise the next step.

Schedule a lesson

Gold numbers show where to open Calendar and complete the Add Lessons form.

1

Open Calendar

Choose Calendar → Add Lessons.

2

Add the lesson details

Select the student, service, location, date and time.

3

Save the lesson

Review the details, check for any time conflict and select Submit.

Why scheduling matters

Add the lesson to the portal as soon as the time is agreed. The student will receive a lesson reminder 48 hours in advance, and the lesson will be protected under MusoHunt's 24-hour cancellation policy.

Mark attendance after each lesson

A quick attendance update keeps your calendar, hours and weekly teacher invoice ready.

1

Open the lesson

Go to Calendar, select the lesson and choose Complete.

2

Choose the attendance status

Scroll to Student Details and select the status that matches the lesson.

Attended

The lesson took place. It is included in your teacher invoice.

Missed

The family did not attend or cancelled with less than 24 hours' notice. It is included in your teacher invoice.

Cancelled

The family gave at least 24 hours' notice, or the teacher cancelled. It is not included in the invoice.

3

Add notes when useful

Lesson notes are optional. Add Shared Notes when you would like the student or parent to receive feedback, then select Email Shared Notes.

4

Save

Select Submit, or Submit & Next to continue to another lesson.

You can keep it simple

Mark attendance after the lesson. Add and share notes whenever they are helpful for the student or family.

Cancellations and rescheduling

The portal status keeps the family record and your teacher invoice aligned.

Less than 24 hours' notice or a no-show

Select Missed. The lesson remains chargeable to the family and payable to you.

At least 24 hours' notice

Select Cancelled. MusoHunt will support the family's credit or rescheduling arrangement.

Teacher cancellation

Select Cancelled and arrange a replacement lesson with the family. The cancelled lesson is not included in the teacher invoice.

Rescheduled lesson

Add the replacement lesson to the calendar. It is included once, after you teach it and mark attendance.

We can help

Unsure which status to use? Send MusoHunt the lesson date and we will help.

Add your unavailability

Gold numbers show where to open Calendar, enter the time and select Save.

1

Open Calendar

Choose Calendar → Add Unavailability.

2

Choose the time

Add the date, start time and end time. Use Repeat when the unavailability is regular.

3

Save

Select Save. The unavailable time will appear on your calendar.

Plan ahead

Add holidays, performances and other unavailable times when you know them. This helps everyone arrange lessons smoothly.

Send your teacher invoice weekly

Gold numbers show Invoices, Add New and Create Invoice. Send one teacher invoice to MusoHunt each week.

1

Open Invoices

Choose Invoices from the main menu.

2

Create the invoice

Select Add New or Create Invoice.

3

Add your ABN and weekly dates

In Teacher Address, add your own ABN on a separate line. Enter the Monday and Sunday dates for the completed week.

Monday invoice review

MusoHunt reviews weekly teacher invoices on Monday, and payment is sent on Tuesday. Accurate attendance and one invoice for the week help us process your payment smoothly.

Complete and preview your invoice

Use the gold numbers for Teacher Address, invoice details and the Monday-Sunday period.

Invoice details

Teacher Address: add your legal name, address and a separate line: ABN: [your 11-digit ABN].

Date: the date you send the invoice.

Invoice Number: use the next unique number.

Period Start: Monday. Period End: Sunday.

Preview and create

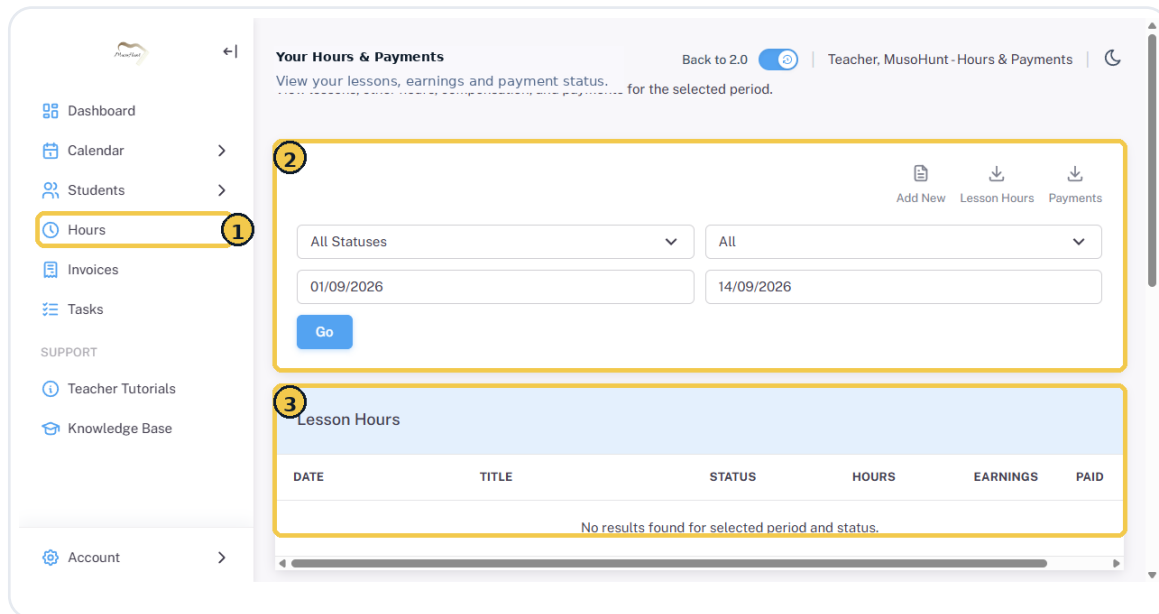
Select Preview Invoice. Check the lesson dates and total, then select Create Invoice.

GST-registered teachers

MusoHunt will confirm your GST setup with you before your first invoice so the invoice shows the correct amount.

View your hours and payments

Gold numbers show the Hours menu, filters and lesson-hours results.



Use the numbered guide

1 Open Hours. 2 Choose your filters and dates. 3 Review lesson hours, earnings and payment status.

MusoHunt support

We are here to help with student matching, family questions, invoices, payments, cancellations and portal support.

hello@musohunt.com

Teach well. We'll help with the rest.