

School Manager User Guide

Ride 52 (or your school's branded version, e.g. Windsafari, Nossa Vibe) is your command center for running a kitesurf school. This guide explains every part of the app from a school manager's perspective — no technical knowledge required.

Use this document to learn the system, train your team, or share with colleagues via email or WhatsApp.

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1. What this system does

Ride 52 replaces scattered spreadsheets, notebooks, and chat threads with one place to manage:

Area	What you can do
Schedule	Book lessons, rentals, and storage; assign instructors and gear
Customers	Store contact details, track sessions, issue billing statements
Instructors	Manage pay rates, track what you owe, generate payslips
Hotels & agencies	Track partner commissions on referred students
Gear	Know what equipment is available, in use, or in maintenance
Services	Define what you sell and at what price
Accounts & transactions	Record payments, refunds, and transfers between cash and bank
Company	School profile, payment methods, and financial overview

The interface is available in **English, Portuguese, Spanish, French, and Italian**. Each manager can choose their own language.

2. Signing in

1. Open your school's management URL in a web browser (phone, tablet, or computer).
2. Enter your **email** and **password**.
3. Tap **Launch session** (or **Sign in**).

If credentials are wrong, you will see *Invalid email or password*. Contact your administrator to reset access.

Tip: Bookmark the login page on your phone for quick access at the beach.

3. Navigation and layout

After signing in you land on the **Dashboard**. The sidebar (or mobile menu) gives access to every module:

- Dashboard
- Schedule
- Customers
- Instructors
- Hotels & Agencies
- Services
- Gear inventory
- Accounts
- Transactions
- Company
- Settings
- Log out

On mobile, tap the menu icon to open the sidebar. On desktop, you can collapse the sidebar to save space.

Every list page has a **search bar** to filter entries quickly. Tap a row to open the detail view.

4. Settings — language, timezone, password

Open **Settings** from the sidebar.

Language

Choose your preferred interface language. This applies **only to your account** — other managers can use a different language.

Available: English, Portuguese, Spanish, French, Italian.

School timezone

The school timezone applies to **everyone**. Schedule dates and times follow this zone — e.g. 9:00 means 9:00 in São Paulo when that timezone is selected.

Common options include Brazil (São Paulo, Fortaleza, Manaus, Belém, Fernando de Noronha), France (Paris), UK (London), and UTC.

Important: Set this correctly at setup. Wrong timezone makes sessions appear on the wrong day.

Password

To change your password:

1. Enter your **current password**.
 2. Enter a **new password** (minimum 8 characters).
 3. Confirm the new password.
 4. Tap **Change password**.
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5. Dashboard — your daily overview

The Dashboard is designed for **morning check-ins** and **end-of-day review**.

Agenda

Shows **today and tomorrow** at a glance:

- Columns per **instructor** with their lessons
- A **Rental** column for rentals and storage
- An **Unassigned** column for lessons without an instructor

Tap **Open full schedule** to go to the full Schedule module.

Send today & tomorrow schedule on WhatsApp — builds a message with the instructor's sessions for today and tomorrow. Useful for briefing your team before the wind picks up.

Gear

Shows the **top 5 most-used equipment** items and how long you've owned them. Tap **View all gear** for the full inventory.

Outstanding balances

Two lists:

- **Customers owing** — session total minus payments received
- **Instructors owed** — payable total minus payments sent

These help you see who to chase for payment and who to pay at close of day.

6. Recommended daily workflow

Morning (before sessions)

1. Open **Dashboard** → review today's agenda.
2. Check **Unassigned** lessons — assign instructors in Schedule.
3. Open **Gear inventory** or the schedule entry — confirm gear is assigned.
4. Send WhatsApp schedules to instructors if needed.

During the day

1. Mark sessions **Completed** or **No show** as they finish.
2. Update gear status if something goes to maintenance.
3. Record customer **payments** as Transactions when money is received.

End of day

1. Review **Outstanding balances** on the Dashboard.
 2. Check **Company** → **Finances** for the day's cash flow.
 3. Issue billing statements or payslips if needed.
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7. Schedule

The Schedule is the heart of daily operations.

List view vs calendar view

- **List** — all entries, nearest first; good for searching and bulk review.
- **Calendar** — Day, Week, or Month views; good for visual planning.

Use the view switcher at the top. In calendar view, use **Today**, **Previous**, and **Next** to navigate.

Creating a schedule entry

1. Go to **Schedule** → **Add entry**.
2. Fill in the sections:

Session

- **Date, Start time, End time**
- **Service** (lesson, rental, or storage)
- **Planned hours** (for hourly services — affects default prices)
- **Status** (usually *Scheduled* for new bookings)

Customers (at least one required)

- Tap **Add** to pick a customer from the list.
- Each customer is one line with their **price** for this session.
- The **first** customer defaults to the service catalog price; **additional** customers default to **0** (when one person pays for the group).
- Set price to **0** if someone is on the session but not billed (e.g. extra students in a semi-private).
- **Total price** is shown at the bottom of the list.

Instructors (optional)

- Tap **Add** to assign instructors.
- Each instructor has their own **pay** line (defaults from their hourly rate for that service).
- Leave empty if not yet assigned (shows in Dashboard as *Unassigned*).
- **Total salaries** is shown at the bottom.

Commission (optional)

- Tap **Add** to assign a hotel or agency that earns commission on this session.
- You can add **multiple partners** if needed.
- Each partner has a **commission** amount (defaults from total customer price × the partner's commission rate).
- **Total commission** is shown at the bottom.

Notes — optional internal notes.

Gear — assign equipment from the entry detail page after saving, or when editing (**Add or remove gear**).

3. Tap **Save entry**.

Multiple customers on one session

Use **one** schedule entry for lessons or expeditions with several people:

- Add every participant as a customer line.
- Put the full charge on whoever pays; set **0** for others on the session.
- Each customer's **Billing** tab only includes **their** price on shared sessions.

Multiple instructors on one session

When a lesson has two instructors, each gets a separate pay line based on their rate (or an overridden amount).

Session statuses

Status	Meaning	Billing impact
Scheduled	Upcoming, not yet delivered	Counts as <i>Outstanding</i> for customers
Completed	Session happened	Counts as <i>Billable / Owed</i>
No show	Customer did not show	Still billable (your policy)
Cancelled	Session cancelled	Excluded from totals

Change status from the entry detail page or via the status menu on cards.

Price calculation

- **Default customer price** comes from the service catalog (hourly: hours × rate or package tier; daily: price per day).

- **Per customer:** each line has its own price. Defaults update when service or times change until you edit a price manually.
- **Instructor pay** defaults from each instructor's hourly rate for that service.
- **Commission default** = sum of customer prices on the entry × partner commission rate (per partner line).

Gear on sessions

From an entry's detail page:

- See **Gear used**
- Tap **Add or remove gear** to update assignments

Assigned gear helps you track what is out on the water.

Editing and deleting

- **Edit** — change any field.
- **Delete** — permanent; use only for mistakes. Prefer **Cancelled** status to keep history.

You cannot delete a customer who still has schedule entries — remove or reassign their sessions first.

iCal calendar sync

On the Schedule page, tap the **iCal** button to get a subscription link for the **full school schedule**. See [Section 18](#) for details.

8. Customers

Customer list

Customers → search, add, or open a profile.

Creating a customer

Required: **Full name**.

Optional but recommended:

- Contact number (for WhatsApp)
- Email
- ID number (CPF, passport, etc.)
- Nationality
- Date of birth
- **Hotel / agency** link (for commission tracking)

Each customer gets **default Cash and Bank accounts** automatically when created — used to track payments.

Customer profile tabs

Details — contact info, hotel link, WhatsApp button.

Schedule — all sessions this customer is on (including shared sessions at **0** price).

Billing — financial summary based on **this customer's prices only** on each session:

Card	Meaning
Outstanding	Scheduled sessions not yet delivered
Billable	Completed + no-show sessions
Total	All non-cancelled sessions
Paid	Payments via linked accounts

Balance due	Session total minus payments
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Below the cards: session list and **Transactions** (payments and refunds).

Recording a customer payment

Payments are recorded as **Transactions** (ledger entries):

1. From the customer's Billing tab, or via **Transactions** → **New transaction**
2. **From account** = customer's account (money leaving the customer)
3. **To account** = school company account (money arriving)
4. Enter amount, date, and optional notes

This reduces the customer's **Balance due**.

Billing statement

Generate a PDF summary for the customer:

1. Open customer → **Billing** tab → **Billing statement**
2. Choose **date range** and which session statuses to include
3. Optionally include payments in the period
4. Add optional notes
5. **Preview**, then **Download PDF**, **Print**, or **Send via WhatsApp**

The statement is **informational only** — **not a Nota Fiscal**. Official tax invoices are issued separately.

Customer calendar sync

On the customer's Schedule tab, use **iCal** to get a link with **only that customer's sessions**. Share it with the student so their phone calendar stays updated.

Deleting a customer

Only possible when they have **no schedule entries**. Remove sessions first.

9. Instructors

Instructor list

Instructors → add team members, search, open profiles.

Creating an instructor

- **Full name** (required)
- Contact number, email
- **Active** toggle — inactive instructors won't appear for new assignments
- **Pay rates** — hourly pay per **lesson service**. Set a rate for each lesson type you offer.

Instructor profile tabs

Details — contact, pay rates, WhatsApp.

Schedule — all sessions assigned to this instructor.

Billing — what you owe them:

Card	Meaning
Upcoming	Scheduled, not yet delivered

Owed	Completed + no-show
Total	All non-cancelled
Paid	Payments sent via linked accounts
Balance due	Owed minus paid

Paying an instructor

Record a **Transaction**:

- **From** = school company account
- **To** = instructor's linked account

This reduces the instructor's balance due.

Payslip

Similar to customer billing statements:

1. **Billing** tab → **Payslip**
2. Select period and sessions to include
3. **Download PDF** or **Send via WhatsApp**

Informational only — not a Nota Fiscal.

Instructor calendar sync

On the instructor's Schedule tab, **iCal** provides a link with only their sessions.

Multiple instructors on one session

When a lesson has two instructors, each gets a separate pay line based on their rate (or an overridden amount). See [Section 7](#) for adding instructors.

10. Hotels & agencies

Partners who refer students and earn commission.

Setup

1. **Hotels & Agencies** → **Add hotel / agency**
2. Set name, contact, address, coordinates (optional)
3. Set **Commission rate** — percentage used to calculate the default commission on schedule entries

Linking customers

When creating or editing a customer, you can select their **Hotel / agency** for reference. Commission on sessions is added explicitly on each schedule entry.

Commission tab

On the partner's profile, **Commission** shows:

- **Upcoming** — scheduled sessions with commission
- **Owed** — completed/no-show commission amounts
- **Paid** — payments received
- **Balance due** — commission owed minus paid

Commission is recorded when you add that partner on a schedule entry's **Commission** section (one or more partners per session).

Paying commission

Record a **Transaction** from the school to the partner's linked account.

11. Services catalog

Services defines what your school sells.

Service types

Type	Billing	Examples
Lesson	Per hour	Private lesson, semi-private
Rental	Per hour or per day	Kite rental, board rental
Storage	Per day	Gear storage

Creating a service

- **Name** — unique label
- **Type** and **Billing unit** (hour or day)
- **Price** — default price per unit
- **Description** (optional)
- **Active** — inactive services won't appear for new bookings

Package rates (e.g. fixed price for 2 hours) may be configured during setup. When they exist, the schedule uses them automatically and billing shows *Package rate*.

Deleting a service

Only if not used on existing schedule entries.

12. Gear inventory

Track kites, boards, harnesses, wetsuits, and safety gear.

Categories

Manage categories (e.g. Kite, Board, Harness) from the category dropdown → **Manage categories**.

Inactive categories stay on existing gear but won't appear for new items.

Gear item fields

- Name / label (e.g. *Duotone Evo 12m #3*)
- Category, brand, model, size
- Serial number
- Date purchased
- **Status**: Available, In use, Maintenance, Retired
- Notes

Status workflow

Status	When to use
Available	Ready to assign
In use	Out on a session

Maintenance	Needs repair
Retired	No longer in service

Change status from the gear list or detail page.

Gear and schedule

Assign gear when creating/editing schedule entries, or from the entry detail → **Add or remove gear**.

The Dashboard shows your most-used gear to spot heavy wear.

13. Accounts

Accounts represent **cash** and **bank** wallets linked to people or the school.

Who can have accounts

- Customers
- Instructors
- Hotels & agencies
- Suppliers
- **Company** (your school)

Each entity typically has a default **Cash** and **Bank** account created automatically.

Account types

Type	Details
Cash	Physical cash tracking
Bank	Requires PIX and/or IBAN for bank transfers

Creating an account manually

Accounts → **Add account**:

1. Select **owner** (customer, instructor, partner, supplier, or company)
2. Name the account
3. Choose Cash or Bank
4. For bank: enter PIX and/or IBAN

Why accounts matter

Transactions move money **between accounts**. Customer payments flow from customer → company. Instructor payments flow from company → instructor. Balances on profiles are calculated from these movements.

14. Transactions (ledger)

Transactions records every money movement.

Creating a transaction

1. **Transactions** → **New transaction**
2. **Date**
3. **From account** and **To account**
4. **Amount**
5. For **bank** transfers: select **Payment type** (PIX, IBAN, credit card, debit card, etc.)

6. Optional notes

Rules

- From and To must be **different** accounts.
- **Cash** transfers go to cash accounts.
- **Bank** transfers go to bank accounts.
- Exception: company cash ↔ company bank transfers are allowed.
- Payment type applies only to bank transfers and may include a processing tax (configured in Company → Payment types).

Common transactions

Scenario	From	To
Customer pays cash	Customer Cash	Company Cash
Customer pays by PIX	Customer Bank	Company Bank
Pay instructor	Company Cash/Bank	Instructor Cash/Bank
Pay hotel commission	Company	Hotel/agency
Refund customer	Company	Customer
Supplier payment	Company	Supplier

Editing and deleting

Open a transaction to edit or delete. Deleting recalculates balances on affected profiles.

15. Company profile & finances

Company holds your school's identity and financial tools.

Details tab

- School name, phone, email, address, coordinates
- Notes
- WhatsApp contact button

Finances tab

Select a **date range** to see:

Summary cards

- Session revenue (billable sessions by service)
- Cash in / Cash out / Net cash (company account transfers)

Charts

- Revenue by service
- Expenses (instructors, commissions, refunds, suppliers)
- Payment methods (how cash entered company accounts)

Disclaimer: Based on recorded sessions and ledger transfers — informational only, not official accounting.

Payment types

Company → **Finances** → **Payment types** (or manage from the payment types section):

Add methods used on bank transactions (PIX, cards, etc.) with optional **tax rate** (e.g. 3% card processing fee).

Inactive types stay on old transactions but won't appear for new ones.

16. Suppliers

Third-party vendors — maintenance, rent, equipment suppliers.

Managing suppliers

- Add name, category, contact, address, notes
- **Categories** — group suppliers (Maintenance, Rent, etc.) via **Manage categories**

Transactions tab

Shows all ledger movements involving this supplier's linked accounts.

17. How money flows in the system

Understanding this model prevents confusion:

```
Customer sessions (Schedule – price per customer line)
  ↓
  Billable amount (Customer Billing – that customer's price only)
  ↓
  Customer pays → Transaction (Customer account → Company account)
  ↓
  Balance due decreases

Instructor sessions (Schedule – pay per instructor line)
  ↓
  Owed amount (Instructor Billing)
  ↓
  School pays → Transaction (Company → Instructor account)
  ↓
  Balance due decreases

Hotel commission (Schedule – commission per partner line)
  ↓
  Commission owed (Hotel Commission tab)
  ↓
  School pays → Transaction (Company → Partner account)
```

Sessions record what should be billed. Transactions record what was actually paid. Always keep both up to date.

18. Calendar sync (iCal)

Subscribe to schedules in Google Calendar, Apple Calendar, or any iCal app.

School-wide schedule

Schedule page → **iCal** button → copy the subscription link.

Per customer or instructor

Open their profile → **Schedule** tab → **iCal**.

Adding to Google Calendar

1. In Google Calendar, click + next to *Other calendars*
2. Choose **From URL**

3. Paste the link and save

Note: Google may take a few hours to refresh subscribed calendars. The link always returns the latest schedule when fetched.

19. WhatsApp shortcuts

The app builds WhatsApp messages (you still tap Send in WhatsApp):

Location	Action
Dashboard agenda	Send instructor schedule (today & tomorrow)
Customer profile	Open WhatsApp chat
Customer billing statement	Send summary via WhatsApp
Instructor profile	Open WhatsApp chat
Instructor payslip	Send summary via WhatsApp
Hotel/agency profile	Open WhatsApp chat
Company profile	Open WhatsApp chat

For statement/payslip WhatsApp, the contact must have a **phone number** saved on their profile.

20. Frequently asked questions

Q: A session appears on the wrong day.

A: Check **Settings** → **School timezone**. All dates follow the school timezone, not your personal device.

Q: Customer balance doesn't match what I expect.

A: Verify session **statuses** (cancelled sessions are excluded) and that all **payments** were recorded as Transactions to the correct accounts.

Q: I can't delete a customer/instructor/service.

A: Remove or reassign their **schedule entries** first. The system protects financial history.

Q: Instructor pay looks wrong.

A: Check their **pay rates** on the instructor profile and the session's **planned hours**. Override instructor pay on the session if you negotiated a different amount.

Q: Commission isn't showing for a hotel.

A: Add the partner on the schedule entry's **Commission** section, save the entry, and ensure the session is **Completed** or **No show** (for owed commission).

Q: A customer on a shared session shows 0 in billing.

A: That is normal when they are a participant but not the payer. Only customers with a price **greater than 0** add to that customer's balance.

Q: Can I use this offline?

A: No — you need an internet connection. The app works in mobile browsers.

Q: Is the billing statement a tax invoice?

A: No. It is an informational summary. Official Nota Fiscal is issued separately per your local rules.

Q: How do I add another manager?

A: Contact your system administrator — user accounts are created on the server side.

21. Glossary

Term	Definition
Session / Schedule entry	A booked lesson, rental, or storage on a specific date and time
Billable	Sessions that count toward what the customer should pay (completed + no-show)
Outstanding	Upcoming scheduled sessions not yet delivered
Balance due	What is still owed after payments
Ledger / Transaction	A recorded transfer of money between two accounts
Linked account	A cash or bank account attached to a customer, instructor, partner, supplier, or the company
Package rate	A fixed price for a specific quantity (e.g. 2-hour lesson bundle)
iCal	Standard calendar format used to subscribe to schedule feeds
Nota Fiscal	Official Brazilian tax invoice — separate from app statements

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For support, contact your system administrator or the team that set up your school.