SIMBISA
Learn. Teach. Earn.

<div align="center">

How it Works:

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<u>Students</u>

1. Click on "Register" on the menu that stretches across the top of the page.
2. Login or Register and create a profile (ensure to check that "I am a customer" is selected in the Register box.
3. After registering, you will receive an email confirming the activation of your account and your login details.
4. Familiarise yourself with the values and mission statement of the community and join our Simbisa society.
5. Once logged in, either use the "Simbisa Community> Community Members"/ "Simbisa Community> Community Feed" to explore the community and search for tutors.
   You can also browse tutor products directly by clicking on "Learn" on the menu that stretches across the top of the page.
6. Send a message/ friend request/ book a lesson with one of the tutors.
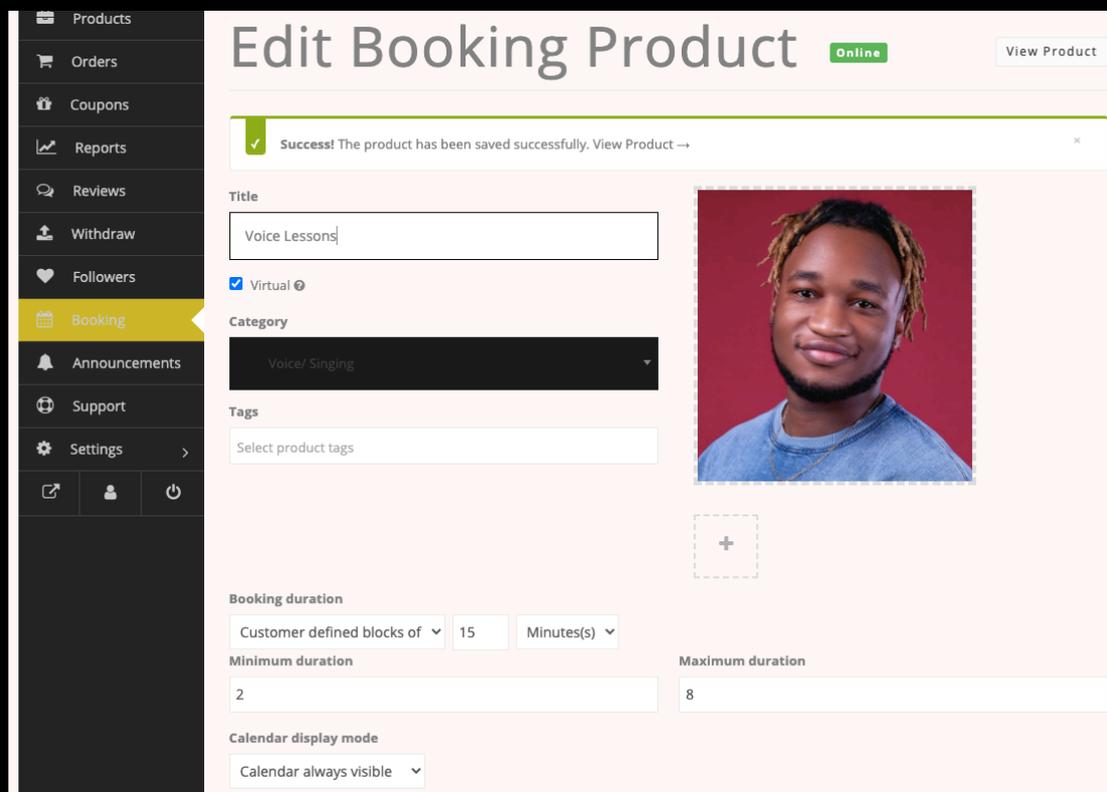7. Blog about the successful lesson and continue to enjoy learning and interacting.

<u>Tutors</u>

1. Click on "Register" on the menu that stretches across the top of the page.
2. Login or Register and create a profile (ensure to check that "I am a vendor" is selected in the Register box).

   Setting up Profile:

i. Once profile is approved, login and navigate to <u>My Office</u> within the <u>Earn</u> dropdown menu. Scroll down to <u>My Office</u> to open your <u>Dashboard</u>.
ii. Within <u>Dashboard</u>, under <u>Booking</u>, click on <u>Add New Booking Product</u>.
iii. Add the name of your lesson subject and check the <u>virtual product</u> box below
iv. Choose your best suited category.
v. Set your prices (See booking example 1 below as a reference):
   a. "Booking duration" has 2 options of:
      i. "Fixed blocks of" – Sets lesson block limit per purchase.
         (e.g. [fixed blocks] of [15] [minutes] would result in a maximum of 1 x 15min lesson per booking/ order.
      ii. "Customer defined blocks of" – Allows customer to define number of blocks per purchase.
         (e.g. [customer defined blocks] of [15] [minutes] would result in number of blocks x 15min, i.e. allowing for a 3 x 15min (45min)

booking)
Duration is in blocks (see image below), 2 and 8 results in a minimum booking of a 30min lesson (2 blocks of 15min) and a maximum booking of a 120min lesson (8 blocks of 15min).

b. Under "Costs", set your <u>block price</u> as the price per block you would like to choose. Using the image reference below the block is a 15min time period, as set under "Booking duration".

vi. See the following links for more information:

a. How Vendor can add Bookable Products in Dokan - https://www.youtube.com/watch?v=UwPTNn-DJJg

b. Dokan WooCommerce Bookings - https://wedevs.com/docs/dokan/modules/dokan-bookings/

vii. Lastly, on the right add a product image.

viii. <u>Save Product</u> at the bottom.

ix. You are all set, click on the top left to return to Simbisa Learn, to begin to earn.

(Image Reference: Booking Example 1)

3. Once registered, it is important to interact on your feed and be active in the community in order to increase your visibility to students. Enhance your user profile by adding a profile picture and a few blog posts (videos, pictures, teaching techniques etc.) to show more information to potential and current students.

Tips for Success!

    a. Tip(s) for description:
        i. Briefly discuss your teaching methods and lesson content.
        ii. Mention a few of the experiences you have had that you believe make you best suited to teach your selected skills.
        iii. We have found that students respond best to 'short, sweet and to the point', 200 to 300 words usually does the trick.
    b. Tip(s) for profile picture:
        i. Clear quality.
        ii. Life is good and you are nearly fully set up as a Simbisa tutor, crack a smile. – And plus, friendliness is good for business, a moment on the lips, a lifetime on the tips ;)
    c. Tip(s) for blog posts:
        i. Share a few pictures and/ or videos to show potential and current students a bit more what you are about.
        ii. This can include videos of you performing the activity you wish to teach; and/ or
        iii. Videos showing current/ previous students and their growth as a result of your teachings.
    d. Tip(s) for profile:
        i. Interact with your fellow students/ tutors, follow each other's profiles, add each other as friends, comment and like posts etc. – These will all increase your profile completeness and attractiveness.
        ii. Share your profile to other social media platforms to encourage further activity!

4. Now that your profile is set up, you will now be visible as students search for your skills.
5. Note that tutors should **not** spam potential and current students and community members with amongst other things, messages and/ or friend requests and such behaviour could result in disciplinary action at the sole discretion of Simbisa Learn (Pty) Ltd.
6. Familiarise yourself with the values and mission statement of the community and join us as we Simbisa society.

*Users under the age of 18 should consult their parents/ guardians before creating an account and users under the age of 13 should have their parents/ guardians create an account and represent their (the child's) interests.

By creating an account and using the platform, you consent to being of the correct age as set out above and/ or as set out by your jurisdiction.