

SkaterWorld.in

Complete User Guide

Academy and Skater Portal Documentation

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www.skaterworld.in

Table of Contents

1. Getting Started

- 1.1 Introduction to SkaterWorld.in
- 1.2 Registration Process
- 1.3 Logging In
- 1.4 Understanding User Roles

2. Academy Management

- 2.1 Dashboard Overview
- 2.2 Managing Skaters
- 2.3 Schedules and Batches
- 2.4 Attendance Tracking
- 2.5 Fee Management
- 2.6 Services and Sales
- 2.7 Transactions and Payments
- 2.8 Competition Management
- 2.9 Wallet and Credits
- 2.10 Staff Management

3. Skater Portal

- 3.1 Skater Dashboard
- 3.2 Profile Management
- 3.3 Viewing Schedules
- 3.4 Attendance Records
- 3.5 Competition Participation
- 3.6 Payments and Invoices

4. Mobile Application

- 4.1 Download and Installation
- 4.2 Mobile Features

5. Support and Contact

1. Getting Started

1.1 Introduction to SkaterWorld.in

Welcome to SkaterWorld.in - India's premier roller skating management platform. SkaterWorld.in is designed to streamline the operations of roller skating academies while providing skaters and parents with a comprehensive portal to manage their skating journey.

Platform Overview

SkaterWorld.in offers a complete ecosystem for the roller skating community:

- **Academy Management System:** A comprehensive suite of tools for academy administrators to manage day-to-day operations including student enrollment, scheduling, attendance tracking, fee collection, and performance monitoring.
- **Skater/Parent Portal:** A dedicated portal for skaters and their parents to view schedules, track attendance, monitor progress, make payments, and stay updated with academy communications.
- **Competition Management:** End-to-end competition management from registration to results, including participant tracking, event scheduling, and certificate generation.
- **Mobile Application:** Android mobile app available for download from the website, enabling on-the-go access to key features.

1.2 Registration Process

For Academies

To register your skating academy on SkaterWorld.in:

1. Visit www.skaterworld.in and click on the Register button in the navigation menu.
2. Select Academy Registration from the options presented.
3. Fill in the Academy Details form including: Academy Name, Address, State, District, Contact Person Name, Email Address, Mobile Number, and GST Number (optional).
4. Upload your academy logo if available.
5. Create a password for your account.
6. Review and accept the Terms of Service and Privacy Policy.
7. Click Submit to complete registration.
8. You can now log in using your registered email address and password to start setting up your academy profile.

For Skaters/Parents

To register as a skater or parent:

1. Visit www.skaterworld.in and click Register.
2. Select Skater/Parent Registration.
3. Select your State and District to find your academy.
4. Choose your academy from the list of registered academies.
5. Fill in the Skater Details: Full Name, Date of Birth, Gender, Blood Group, and any medical conditions.
6. Enter Parent/Guardian information including contact details.
7. Upload a recent photograph of the skater.
8. Submit the registration form.
9. Your registration will be sent to the academy for approval. Once approved by your academy, you can log in using your registered email address and password.

1.3 Logging In

To access your SkaterWorld.in account:

1. Go to www.skaterworld.in and click on the Login button.
2. Enter your registered Email Address and Password.
3. Click Sign In to access your dashboard.
4. Alternatively, you can use Google Sign-In for faster access if your account is linked to a Google account.

Tip: If you forget your password, click on Forgot Password on the login page to receive a password reset link via email.

1.4 Understanding User Roles

Academy Administrator

Full access to all academy management features including skater management, scheduling, attendance, fees, transactions, competitions, and staff management. Can view reports and analytics for the academy.

Academy Staff/Coach

Limited access based on assigned permissions. Typically can mark attendance, view schedules, and access relevant student information. Cannot modify fee structures or access financial reports.

Skater/Parent

Access to personal dashboard showing schedules, attendance history, pending payments, competition registrations, and certificates. Can make online payments and update profile information.

2.1 Academy Dashboard

The Dashboard is your central command center for viewing key performance metrics and analytics about your skating academy.

Key Performance Indicators

The top section displays four KPI cards:

- **Total Skaters:** The total number of active skaters enrolled in your academy with a count of active enrollments.
- **Active Schedules:** Number of currently running batches/schedules.
- **Total Revenue:** Total revenue collected, along with the current month's revenue.
- **Fee Status:** A quick view showing the count of Paid and Pending fees.

Analytics Charts

The dashboard displays visual analytics:

- **Skaters by Shoe Category:** Doughnut chart showing distribution of skaters by shoe size category.
- **Skaters by Age Category:** Bar chart showing distribution of skaters by age group.
- **Skaters by Gender:** Pie chart showing male/female distribution.
- **Monthly Revenue Trend:** Line chart showing revenue trends over time.
- **Fee Collection Status:** Doughnut chart showing paid vs pending fees.
- **Skaters by Schedule:** Horizontal bar chart showing skater distribution across different schedules.
- **Attendance Overview:** Bar chart showing attendance patterns for the last 30 days.

Navigation Menu

The left sidebar provides navigation to all academy management sections including: Dashboard, Skaters, Pending Approvals, Schedules, Attendance, Fees, Services, Transactions, Competitions, Profile, Wallet, and Staff. On mobile devices, tap the menu icon to expand the sidebar.

Academy Profile and Logo

From the Profile section in the sidebar, you can:

- Upload your academy logo - this will appear on skater ID cards generated by the system.
- Update academy contact information and address.
- Configure payment settings for online fee collection.

2.2 Managing Skaters

The Skaters section is where you manage all aspects of your enrolled students - from initial registration to tracking their progress throughout their skating journey.

Skater List View

The main skater list displays all registered skaters with powerful filtering and search capabilities:

- **Search:** Find skaters by name, phone number, or email.
- **Filter by Status:** View Active, Pending Approval, Inactive, or All skaters.
- **Filter by Batch:** View skaters enrolled in specific batches.
- **Sort Options:** Sort by name, enrollment date, or batch.
- **Export:** Download skater list as Excel or PDF.

Adding New Skaters

Step-by-Step Process

1. Click the Add Skater button on the Skaters page or use the Register option from the menu.
2. Enter the skater's Full Name.
3. Select the Gender (Male/Female).
4. Enter the Date of Birth.
5. Enter a valid 10-digit Mobile Number.
6. Enter the Email Address (this will be used for login).
7. Create a Password (minimum 8 characters).
8. Select the Academy from the dropdown.
9. Select the Shoe Category (Adjustable, Quad, Inline, etc.).
10. Optionally enter the Address, State, District, and Pincode.
11. Click Register to complete the enrollment.

Pending Approvals

When skaters self-register through the portal or mobile app:

1. Their applications appear in the Pending Approvals section.
2. Review each application to verify the information provided.
3. Click Approve to accept the registration, or Reject with a reason.
4. Approved skaters can then log in using their registered email address and password.
5. You can also request additional information if needed.

Skater Profile

Click on any skater to view their detailed profile, which includes:

- **Personal Information:** Complete details including photo, contact info, and emergency contacts.
- **Attendance History:** Monthly and overall attendance records with percentages.
- **Fee Status:** Current dues, payment history, and upcoming invoices.
- **Performance Records:** Skill assessments, achievements, and progress notes.
- **Competition History:** Past and upcoming competition participations.
- **Certificates:** Downloaded certificates earned through competitions.

Managing Skater Status

- **Active:** Currently enrolled and attending classes.
- **Inactive:** Temporarily not attending (on break).
- **Discontinued:** No longer enrolled in the academy.

Important: Changing a skater's status to Discontinued will archive their records. This action should be used when a skater permanently leaves the academy.

2.3 Schedules and Batches

Effectively manage your academy's training schedules and batches. This module helps you organize different training sessions, assign coaches, and manage capacity.

Understanding Schedules

A Schedule (also called a Batch) represents a recurring training session with specific:

- Days of the week (e.g., Monday, Wednesday, Friday)
- Time slot (e.g., 6:00 AM - 7:30 AM)
- Venue or rink location
- Assigned coach or instructor
- Maximum capacity (number of skaters)
- Fee structure associated with the batch

Creating a New Schedule

Complete Setup Process

1. Navigate to Schedules from the sidebar menu.
2. Click Create New Schedule button.
3. Enter a Schedule Name (e.g., Morning Batch, Advanced Training, Weekend Session).
4. Add a Description to help skaters understand what this batch covers.
5. Select the Days when this schedule runs (multiple days can be selected).
6. Set the Start Time and End Time for each session.
7. Select the Venue/Rink where training will be conducted.
8. Assign a Coach from your staff members.
9. Set the Maximum Capacity to limit enrollments.
10. Link a Fee Package to this schedule.
11. Set the Schedule Status (Active or Draft).
12. Click Save to create the schedule.

Managing Existing Schedules

- **View Enrolled Skaters:** See which skaters are currently enrolled in a batch.
- **Edit Schedule:** Modify timings, days, or other details.
- **Transfer Skaters:** Move skaters from one batch to another.
- **Pause Schedule:** Temporarily suspend a batch (for holidays, etc.).
- **Close Schedule:** Permanently close a batch that is no longer running.

Schedule Calendar View

The Calendar View provides a visual representation of all your schedules:

- Weekly view showing all batches and their timings
- Color-coded by coach or batch type
- Click on any slot to view details or mark attendance
- Drag and drop to reschedule (if enabled)

Tip: Create separate schedules for different skill levels (Beginner, Intermediate, Advanced) to better organize your training programs.

2.4 Attendance Tracking

The Attendance module is the heartbeat of your academy's daily operations. It allows you to mark daily registers, monitor live turnout across all batches, and analyze long-term consistency trends.

Live Monitor Dashboard

Real-Time Operations Center

The **Attendance Monitor** gives you a live bird's-eye view of today's activity without needing to visit every rink physically.

- **Live Stats:** View Total Expected skaters vs. Actual Present count in real-time.
- **Batch Status:** See which batches have started and if attendance has been marked by the assigned coach.
- **Coach Compliance:** Identify coaches who haven't submitted their registers yet.
- **Low Turnout Alerts:** Batches with unusually high absenteeism are highlighted for immediate follow-up.

Monthly Roster (Gantt View)

Visualizing Trends

The **Monthly Roster** view presents data in a Gantt-chart style grid, making it easy to spot attendance patterns over the entire month.

- **Visual Patterns:** Quickly identify irregular skaters or those at risk of dropping out.
- **Status Codes:** Clear indicators for Present (P), Absent (A), Late (L), and No Schedule (-).
- **Export Options:** Print the roster or export to Excel for offline records.

System Logic & Notifications

Automated Actions

The system automates several actions based on your inputs to keep parents informed:

- **Auto-Absent Notification:** When you mark a skater as **Absent** and submit, the system *immediately* sends a push notification to the parent's mobile app.
- **Late Marking:** Marking a skater as **Late (L)** counts as "Present" for attendance percentage but is flagged for discipline tracking.
- **Retroactive Updates:** You can edit attendance for past dates if needed, but **notifications are NOT sent** for past dates to avoid confusing parents.

Marking Daily Attendance

To mark attendance for a specific batch:

1. Go to the **Attendance** page.
2. Select the **Date** and **Schedule/Batch**.
3. The list of assigned skaters will appear.
4. Mark the status for each skater (Present, Absent, Late).
5. Click **Submit Attendance** to save and trigger notifications.

2.5 Fee Management

The Fee Management module helps you track fee payments, manage invoices, and monitor payment collections for your academy.

Automatic Fee Generation

How Fees Are Generated

When you assign a skater to a schedule:

1. Go to Schedules and select a schedule.
2. Click Assign Skaters to add skaters to the schedule.
3. If the schedule has a fee amount configured, the system automatically creates a monthly fee invoice for each assigned skater.
4. The invoice is created with status PENDING and the skater's billing cycle day.
5. Subsequent monthly invoices are auto-generated based on the billing cycle.

Note: To enable automatic fee generation, configure the fee amount when creating or editing a schedule.

Fee Collection Dashboard

The Fee Dashboard provides a comprehensive overview of your fee collection status:

- **Collected This Month:** Total amount collected and number of invoices paid.
- **Pending This Month:** Amount pending with count of unpaid invoices.
- **Total Overdue:** Amount overdue with count of overdue invoices.
- **Collection Rate:** Percentage of fees collected vs total due.

Dashboard Charts

- **Monthly Collection Trend:** Bar chart showing collected vs pending amounts by month.
- **Payment Status:** Doughnut chart showing Paid, Pending, and Overdue breakdown.
- **Overdue Analysis:** Breakdown of overdue invoices by duration.

Defaulters List

View skaters with pending fees:

- Skater name and contact details
- Total pending amount
- Number of months overdue
- Risk level (High, Medium, Low) based on overdue duration
- Send reminder button for each defaulter

Quick Actions

- **Generate Invoices:** Manually generate invoices for the current period.
- **Send Reminders:** Send payment reminders to all defaulters.
- **Export Report:** Download fee report as Excel or PDF.

Recording Payments

When a skater makes a payment:

1. Find the invoice in the Fees list or Skater profile.
2. Click on the invoice to open payment details.
3. Select payment method: Online (UPI/Card), Cash, Bank Transfer, or Cheque.
4. Enter the payment amount and reference if applicable.
5. Save to mark the invoice as Paid.

2.6 Services and Sales

The Services screen allows you to charge skaters for additional services and products beyond the regular training fees. Use this module to track equipment sales, special sessions, and other one-time charges.

Prebuilt Service Templates

The system provides skating-specific service templates with default rates that you can customize:

- **Equipment:** Skates, wheels, bearings, protective gear, helmets.
- **Apparel:** Academy uniforms, t-shirts, tracksuits, bags.
- **Accessories:** Water bottles, towels, skating accessories.
- **Special Sessions:** Personal coaching, choreography sessions, training camps.
- **Certificates:** Proficiency certificates, participation certificates.

Update these templates with your actual prices, or create your own custom services.

Managing Services

Customizing or Adding Services

1. Navigate to Services from the sidebar menu.
2. To edit a prebuilt service, click on it and update the price and details.
3. To add a new service, click Add New Service.
4. Enter the Service Name, Description, Category, and Price.
5. Toggle Availability on/off as needed.
6. Click Save.

Selling to Skaters

To sell a service or product to a skater:

1. Go to Services and click Sell or Create Sale.
2. Select the skater who is making the purchase.
3. Choose the service or product being sold.

4. Set the quantity if applicable.
5. Select payment status (Paid if collecting now, or Pending to create an invoice).
6. Save to create the transaction.

Invoice and Payment Flow

When you create a Pending sale:

- An invoice is created for the skater.
- The invoice appears in the skater's Payments section (web and mobile).
- Parents/Skaters can view and pay the invoice online or at the academy.
- Once paid, update the sale status to reflect the payment.

Important: To enable online payments, you must configure your payment settings in the Academy Profile section. The system supports Razorpay integration - enter your Razorpay Key ID and Secret to allow parents to pay fees and invoices online via UPI, cards, or net banking.

2.7 Transactions and Payments

The Transactions module provides a complete view of all financial activities in your academy. Track payments, analyze revenue, and manage your finances effectively.

Transaction Types

- **Fee Payments:** Regular training fee collections.
- **Service Sales:** Equipment and merchandise purchases.
- **Competition Entries:** Competition registration fees.
- **Wallet Top-ups:** Credit purchases for academy wallet.
- **Refunds:** Any refunds issued to skaters.
- **Adjustments:** Manual adjustments and corrections.

Transaction List

View and search all transactions with powerful filters:

- Filter by date range
- Filter by transaction type
- Filter by payment method
- Search by skater name or transaction ID
- Export to Excel or PDF

Transaction Details

Each transaction record includes:

- Unique Transaction ID
- Date and Time
- Skater Name and ID
- Transaction Type
- Amount and Payment Method
- Reference Number (for online payments)
- Receipt/Invoice link

Financial Reports

- **Daily Collection Summary:** Day-wise collection breakdown.
- **Monthly Revenue Report:** Complete monthly financial overview.
- **Payment Method Analysis:** Distribution of payments by method.
- **Outstanding Report:** Pending payments and dues.

Tip: Regularly reconcile your transactions with bank statements to ensure accuracy in financial records.

2.8 Competition Management

Manage your skaters' participation in skating competitions. Register participants, track entries, and manage all competition-related activities.

Viewing Available Competitions

The Competitions page shows all available events:

- Upcoming competitions with registration deadlines
- Competition venue and dates
- Available events and categories
- Entry fees and requirements
- Registration status for your academy

Registering Skaters

Registration Process

1. Select a competition from the available list.
2. Click Register Participants.
3. Search and select skaters to register.
4. For each skater, select the events they will participate in.
5. The system will show the category based on skater age and skill level.
6. Review the total entry fee.
7. Confirm the registration.
8. The fee will be deducted from your academy wallet.
9. Download confirmation and chest numbers.

Managing Registrations

- **View Registered Skaters:** See all skaters registered for a competition.
- **Modify Events:** Add or remove events (before deadline).
- **Cancel Registration:** Cancel participation (refund policies apply).
- **Download Materials:** Get chest numbers, ID cards, and schedules.

Competition Day

- View heat schedules for your skaters
- Track results as they are announced
- View standings and rankings
- Download certificates after competition

Note: Competition registrations use credits from your academy wallet. Ensure sufficient balance before registering skaters.

2.9 Wallet and Credits

The Academy Wallet is a prepaid credit system used for competition registrations and certain platform services. Maintain a balance to ensure uninterrupted access to these features.

Understanding Credits

- Credits are purchased in advance and stored in your wallet.
- 1 Credit = 1 Indian Rupee (INR 1.00).
- Credits are deducted automatically for applicable services.
- Balance is displayed on your dashboard.

Adding Credits

Top-up Process

1. Navigate to Wallet from the sidebar.
2. Click Add Credits or Top Up.
3. Enter the amount you wish to add.
4. Select your payment method (UPI, Card, Net Banking).
5. Complete the payment through the secure gateway.
6. Credits are added instantly upon successful payment.
7. A receipt is generated for your records.

Credit Usage

Credits are used for:

- **Competition Registrations:** Entry fees for skating competitions.
- **Certificate Generation:** Digital certificates for achievements.
- **Premium Features:** Advanced reports and analytics (if applicable).

Transaction History

View all wallet transactions:

- Credit additions (top-ups)
- Deductions with purpose
- Running balance
- Date and time stamps

Important: Maintain sufficient wallet balance before competition registration deadlines.

Low balance may prevent registrations.

2.10 Staff Management

Manage your academy's coaches, instructors, and administrative staff. Assign roles, permissions, and link staff to specific batches.

Staff Roles

- **Administrator:** Full access to all academy features including financial data and settings.
- **Manager:** Access to most features except sensitive financial settings.
- **Coach/Instructor:** Can mark attendance, view assigned batches, and access relevant skater information.
- **Receptionist:** Limited access for fee collection and basic inquiries.

Adding Staff Members

Setup Process

1. Go to Staff Management from the sidebar.
2. Click Add Staff Member.
3. Enter staff details: Name, Email, Phone Number.
4. Select their Role from the available options.
5. Assign specific Batches they will be responsible for.
6. Set any additional Permissions.
7. Set a password for the staff account.
8. Save to create the staff account. Share the login credentials with the staff member.

Managing Permissions

- View and modify individual staff permissions
- Restrict access to specific features
- Enable or disable financial access
- Configure report access

Staff Reports

- Staff attendance and login history
- Batches and students assigned
- Actions performed in the system

3.1 Skater Dashboard

The Skater Dashboard is your central hub. It gives you an instant overview of your training progress, upcoming events, and any actions you need to take.

At a Glance

Why use this?

Quickly check your engagement levels and career milestones without digging into reports.

The top section highlights your key statistics:

- **Training Sessions:** Total days you've trained this month.
- **Attendance %:** Your consistency score for the current month.
- **Competitions:** Total events participated in.
- **Medals Won:** Your career medal tally (Gold, Silver, Bronze).

Today & Upcoming

Why use this?

Never miss a session. Know exactly when and where your next training is.

- **Upcoming Schedule:** Displays your next few training sessions with time, batch name, and venue.
- **Competitions:** Shows events you are registered for, including a countdown timer to race day.

Attendance & Performance

Attendance Overview

A visual chart showing your Present vs. Absent days. Aim for a high "Current Streak" to unlock consistency badges!

Performance Records

Track your speed improvements. The dashboard highlights your **Personal Bests (PB)** for each distance category.

Quick Actions

Jump to key features instantly:

- **ID Card:** View your digital ID.
- **Analytics:** View detailed performance charts.
- **Goals:** Track your targets.
- **Competitions:** Manage your event registrations.

Action Required: If you have pending fee payments, they will appear here. Please clear them to avoid service interruption.

3.2 Skater Profile

Your Skater Profile is your official record in the SkaterWorld system. It determines your age category for competitions and is used to generate your Digital ID Card.

Profile Photo

Why use this?

A clear photo is required for your Digital ID Card and competition certificates.

To update your photo:

1. Click the **Camera Icon** on your current profile picture.
2. Select a clear, recent photo from your device (JPG/PNG, max 1MB).
3. Crop the image if necessary and click **Upload**.

Tip: Use a passport-style photo with a plain background for the best look on your ID card.

Personal Details

Ensure these details are always up-to-date:

- **Date of Birth:** Critical for determining your Age Category (e.g., Under 10, 11-14).
- **Shoe Category:** Your primary equipment type (Inline, Quads, Adjustable). This filters the events you see.
- **Academy:** The club you represent. Changing this requires approval from the new academy.

Locked Fields: Some fields like Name and DOB may be locked after verification. Contact your academy admin if you need to correct them.

Contact Information

Your address and contact details are used for:

- **Emergency Contact:** In case of injury during training or events.
- **Shipping:** Delivery of physical certificates, medals, or merchandise.

Saving Changes

After editing any information, scroll to the bottom and click **Save Changes**. You will receive a confirmation message, and your Digital ID Card will update automatically.

3.3 My Schedules

The Schedules page keeps you organized by listing all your assigned training batches. It ensures you know exactly when and where to report for training.

Assigned Batches

Why use this?

Avoid confusion about training timings, especially if you are in multiple batches (e.g., Morning Fitness + Evening Speed).

Each schedule card displays:

- **Batch Name:** The specific group you are training with (e.g., "Elite Speed Team").
- **Timings:** Start and end time (e.g., 05:30 AM - 07:00 AM).
- **Days:** Active days of the week (e.g., Mon, Tue, Thu, Sat).
- **Venue:** The specific rink or location for the session.

Calendar View

Switch to the **Calendar View** to see your schedule laid out for the entire month. This view also integrates your **Attendance Status**:

- **Present:** You attended the session.
- **Absent:** You missed the session.
- **Holiday:** No training scheduled.

FAQ

Can I change my batch?

Schedules are assigned by your coach based on your skill level. If you need to switch batches or timings, please request it directly from your academy admin.

3.4 Attendance Tracking

Consistency is key to improvement. The Attendance page gives you a clear visual record of your training sessions for the current month.

Calendar Legend

Why use this?

Quickly identify patterns in your attendance to improve your discipline.

Each day on the calendar is color-coded:

- **P (Present):** You attended the session.
- **AB (Absent):** You missed a scheduled session.
- **SCH (Scheduled):** Upcoming session (future date).
- **NS (No Schedule):** Rest day or Holiday.

Monthly Reports

Need a physical copy for your records?

1. Scroll to the bottom of the calendar view.
2. Click the **Download Monthly Report** button.
3. A PDF file containing your detailed attendance log (Date, Time, Status) will be downloaded to your device.

FAQ

My attendance is marked wrong. What do I do?

Attendance is marked by your coach or via the automated check-in system. If you see an error (e.g., marked Absent when you were Present), please inform your coach immediately to have it corrected.

3.5 Performance Tracking

See your hard work pay off. The Performance module visualizes your timing records, showing exactly how much you've improved over time.

Performance Analytics

Charts & Trends

- **Progress Graph:** A visual line chart showing your timing for specific distances (e.g., 300m, 500m) over the last few months. Watch the line go down as you get faster!
- **Personal Bests:** Your all-time best records for every distance you've raced.
- **Recent Activity:** A log of your latest timing trials recorded by your coach.

Improvement Insights

The system analyzes your data to show:

- **Improvement %:** How much faster you are compared to your previous best.
- **Consistency:** How often you are hitting your target times.

Tip: Use these insights to set specific goals for your next training block (e.g., "Shave 0.5 seconds off my 300m time").

3.5 My Competitions

The Competitions module is your gateway to participating in events. From here, you can track your registration status, complete payments, and access your chest number.

Registration Status

Why use this?

Ensure your entry is confirmed before race day to avoid last-minute issues.

Check the status badge on each competition card:

- **Confirmed:** You are fully registered and ready to race.
- **Pending:** You have registered but payment is incomplete.
- **Failed:** Your registration was rejected or payment failed.

Actions

Depending on the event status, you can:

- **Pay Now:** If your status is "Pending", click this to complete the fee payment securely online.
- **View Chest Number:** Once the event organizer generates them, your unique chest number will appear here.
- **Download Certificate:** After the event, download your Participation or Merit certificate directly from this page.

Race Day Tips

Arrive Early: Ensure you report to the marshalling area at least 30 minutes before your scheduled race time.

Check Equipment: Verify your skates and safety gear meet the competition standards.

3.6 My Transactions

The Transactions page is your financial ledger. It tracks all payments made to the academy, including monthly coaching fees, competition registrations, and equipment purchases.

Pending Payments

Why use this?

Avoid late fees or service interruptions by clearing your dues on time.

Any unpaid invoices appear at the top of the page:

- **Description:** Details of the fee (e.g., "October 2023 Coaching Fee").
- **Due Date:** The deadline for payment.
- **Amount:** Total outstanding balance.

To Pay: Click the **Pay Now** button to pay securely via UPI, Credit/Debit Card, or Netbanking.

Transaction History

View a complete record of your past payments:

- View all successful transactions.
- Download official receipts and invoices.
- Verify payment dates and methods.

Troubleshooting

Payment Deducted but Status Pending?

If money was deducted from your bank but the status hasn't updated, please wait 15-30 minutes. If it persists, contact your academy admin with the transaction reference number.

4. Mobile Application

4.1 Download and Installation

For Android Users

The SkaterWorld.in mobile app is currently available for Android devices only. You can download it directly from the SkaterWorld.in website:

1. Visit www.skaterworld.in on your Android device.
2. Click on Download App button available on the website.
3. Allow installation from unknown sources if prompted in your device settings.
4. Install the downloaded APK file.
5. Open the app and log in with your SkaterWorld.in credentials.

Note: The app is currently available for Android devices only. iOS support is coming soon.

4.2 Registration

Academy Registration

Academies can register through the mobile app:

1. Open the app and tap Register.
2. Select Register as Academy.
3. Enter academy details: Name, Email, Mobile, Address.
4. Create a password for login.
5. Submit the registration.
6. Log in immediately after successful registration.

Skater Registration

Skaters/Parents can register through the mobile app:

1. Open the app and tap Register.
2. Select your Academy from the dropdown.
3. Enter skater details: Name, Date of Birth, Gender, Mobile, Email.
4. Select Shoe Category (Adjustable, Quad, Inline, etc.).
5. Create a password.
6. Submit the registration.
7. Wait for Academy approval (you will be notified once approved).

4.3 Academy Mobile Features

Academy users see the Academy Dashboard with the following tiles:

Profile

View and manage your academy profile, update contact information, and configure payment settings.

Skaters

The Skaters module provides comprehensive skater management with three tabs:

- **Active Skaters:** List of all enrolled skaters with filter options (Gender, Shoe Category).
For each skater you can:
 - View and edit skater details
 - View assigned schedules
 - Track performance and timing records
 - Capture new timing recordings
 - View competition history (events registered)
- **Pending Approvals:** Review new skater registrations. Approve or Reject with reason.
Approving deducts 1 credit from wallet.
- **Attendance Tab:** Quick daily attendance marking for all skaters.

Schedules

Create and manage training schedules/batches:

- Create new schedules with name, timing, days of week, and fee amount
- Assign skaters to schedules (this also creates fee invoices if fee is configured)
- View and edit schedule details
- See which skaters are assigned to each schedule

Competitions

View upcoming and past competitions. Register skaters for events and manage competition entries.

Attendance

Calendar-based attendance tracking:

- View a calendar showing the number of skaters having class each day
- Tap on any day to open the Daily Attendance page
- Mark skaters as Present or Absent for each scheduled session
- Record check-in and check-out times
- View attendance history for past days

Staff

Manage academy staff members. Add coaches and other staff with specific roles.

Report

Generate various reports including attendance reports, performance reports, and fee collection summaries.

Payments

View all transaction history including fee payments, service sales, and competition entries.

Subscriptions

Manage your academy wallet. View credit balance, top up credits, and track credit usage.

Miscellaneous (Services)

Charge skaters for additional services beyond regular training fees:

- **Prebuilt Services:** The system provides skating-specific service templates (equipment, uniforms, certificates, etc.) with default rates that you can customize.
- **Custom Services:** Create your own services with custom names, descriptions, and pricing.
- **Sell to Skaters:** Select a skater, choose services, and create invoices for the sale.
- **Invoices:** Service invoices appear in the skater's Payments section for them to pay.

Profile (Payment Configuration)

To enable online payments for parents:

- Go to Profile and update your payment configuration settings.
- Enable Online Payment option.
- Configure your Razorpay API credentials (Key ID and Secret).
- Once configured, parents can pay fees and invoices online via UPI, cards, or net banking.

Note: Online payment integration currently supports Razorpay. Contact SkaterWorld support if you need assistance setting up your Razorpay merchant account.

4.4 Skater/Parent Mobile Features

Skater users see the Skater Home screen with the following tiles:

Skaters (Profile)

View your skater profile and family members if multiple skaters are registered under the same account.

My Schedule

View your training schedules and attendance (available only for approved skaters):

- Calendar view showing days when you have classes scheduled
- Tap on any day to see your attendance status for that day
- View your assigned training schedules and class timings
- See your attendance history

Report

View attendance reports and track performance over time. This feature is available only for approved skaters.

Payments

View pending invoices and payment history. Make payments online. This feature is available only for approved skaters.

4.5 Skater List Actions (Academy View)

From the Skater list, tap on any skater to access these features:

View Schedules

See all schedules assigned to the skater, including class timings and batch information.

Track Performance

View the skater's performance analytics:

- Personal best times for each distance
- Performance trend over time
- Improvement analysis and percentage
- Academy ranking compared to other skaters

Capture Timing

Record new timing entries for the skater during training sessions. Enter distance and time to track performance.

Competition History

View all competitions the skater has participated in:

- List of past and upcoming competitions
- Events registered in each competition
- Results and positions (when available)
- Download competition certificates directly from the app

Tip: Use the mobile app for quick attendance marking during training sessions. The one-tap check-in interface makes it easy to mark attendance on the go.

5. Support and Contact

Getting Help

If you need assistance with any feature or encounter issues, our support team is here to help.

Contact Information

- **Email Support:** admin@skaterworld.in
- **WhatsApp Support:** +91 8667711038
- **Website:** www.skaterworld.in/contact

Support Hours

Our team is available:

- Monday to Saturday: 9:00 AM to 6:00 PM IST
- Sunday: Closed

Reporting Issues

To report a bug or issue:

1. Go to the Support page on the website.
2. Click Report Issue button.
3. Describe the issue in detail.
4. Attach screenshots if available.
5. Submit the report.

Feature Requests

We welcome suggestions for new features. Send your ideas to admin@skaterworld.in with the subject line Feature Request.

This User Guide was generated in January 2026