

Emerald Shears School Enrollment

Step by Step Informational Document

WELCOME

Take a few moments to review the information at [EmeraldShears.com](https://emeraldshears.com). When ready, go to <https://emeraldshears.com/home/schools> and select the “Start On-Boarding Wizard” button to begin.

Start On-Boarding Wizard

THE WIZARD

Within the Wizard, you will need to provide a few details about your school.

Select your school Type and choose Continue

The screenshot shows a web interface for the "School Registration Wizard". At the top, there are four numbered steps in light blue boxes, with the first step (1) highlighted in a darker blue. Below the steps is the title "School Registration Wizard" and a paragraph: "Please step through this quick information wizard to let us know more about your school. Once complete, we will contact you with further details." Underneath is the heading "School Type". There are two selection options, each with a school icon and the text "Texas licensed school": "Cosmetology" and "Barber". The "Cosmetology" option is selected, indicated by a dashed blue border around its box. At the bottom right, there is a blue button labeled "Continue" with a right-pointing arrow.

Find your school in the database by entering in your school's TDLR number and selecting Search on the right side. Once found, enter the number of instructors at your school and the average number of students per year. Select Continue to proceed to the next step.

Search for your school's TDLR License information

TDLR Number: 999999 Search

**Cosmetology Vocational/High School
ES Demo School
999 Cosmo Ln.
EVERYWHERE TX 99999**

Number of Instructors: 2 Average number of students per year: 40

[← Back](#) [Continue →](#)

Enter in your contact information. We will contact you via the information provided to continue the On-Boarding process as well as set up your account within the Emerald Shears Web App.

School Director

The primary point of contact and who will be leading the school's Emerald Shears access for all instructors and students.

Full Name: Betty Rubble

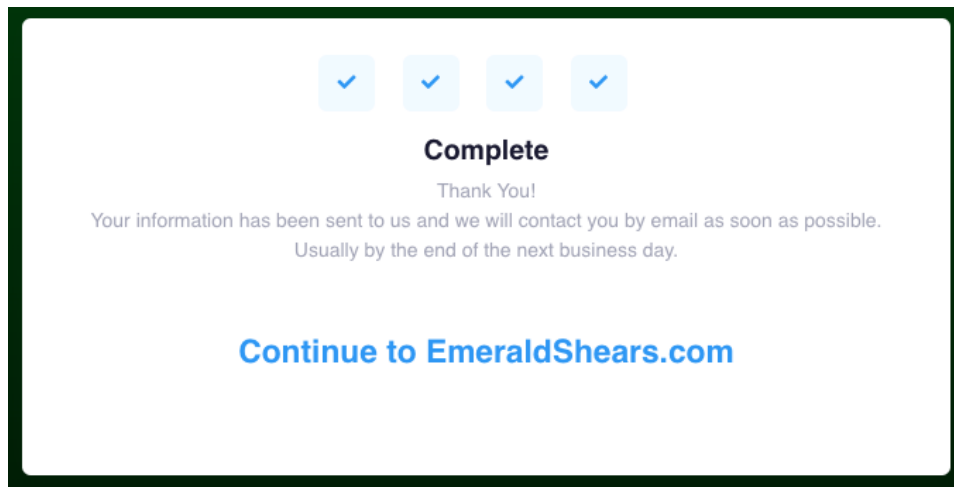
Phone Number: (111) 222-3333

E-Mail Address: betty@esdemo.com

I Agree to the [Terms](#), [Privacy](#), and [Permissions](#) policies.

[← Back](#) [Submit →](#)

Once complete, you can continue back to the Emerald Shears website to continue browsing or close the window.



Emerald Shears Pricing

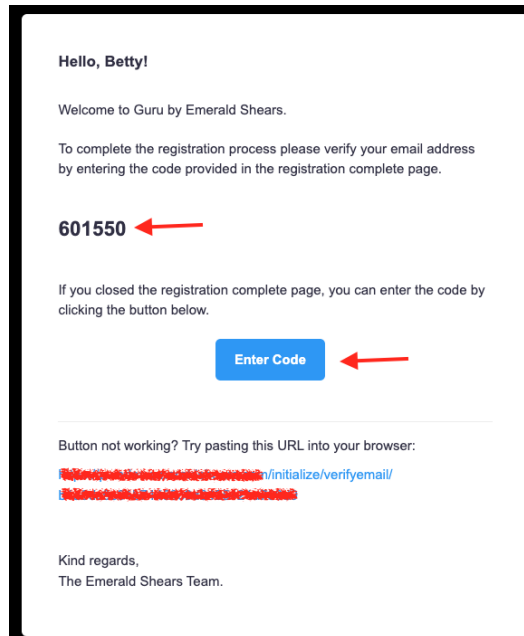
In order to better suit the needs of Texas schools, we have changed to a tiered pricing discount. This allows schools to purchase from 1-99 licenses based on your needs. The following discount list is per-plans purchased, not cumulative total of licenses.

- 10% discount - 1 to 10 licenses
- 15% discount - 11 to 20 licenses
- 20% discount - 21 to 99 licenses

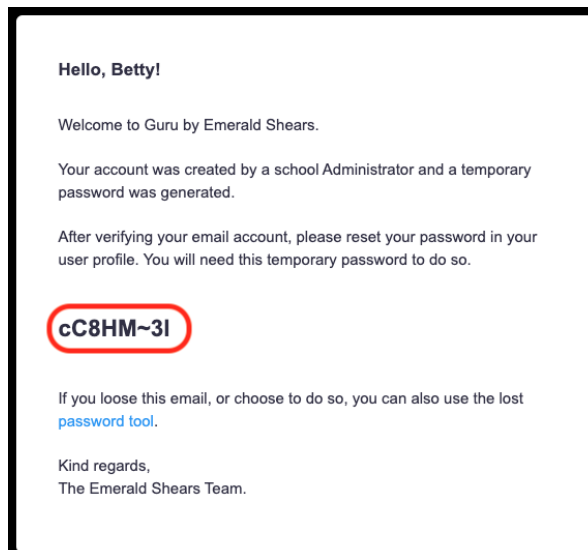
First Contact

We will reach out via email for a personal connection (usually within 48 business hours) to check and see if there are any questions or concerns you may still have. After this initial contact, we will email you an unofficial quote for simplicity and understanding. The onboarding process will be completed by us at this time and you will receive two (2) emails from system@emeraldshears.com.

- Verification Code - This confirms with our system that the email address is authentic. This email address will be used as your username. Follow the instructions within the email and upon completion, you will be automatically logged in.

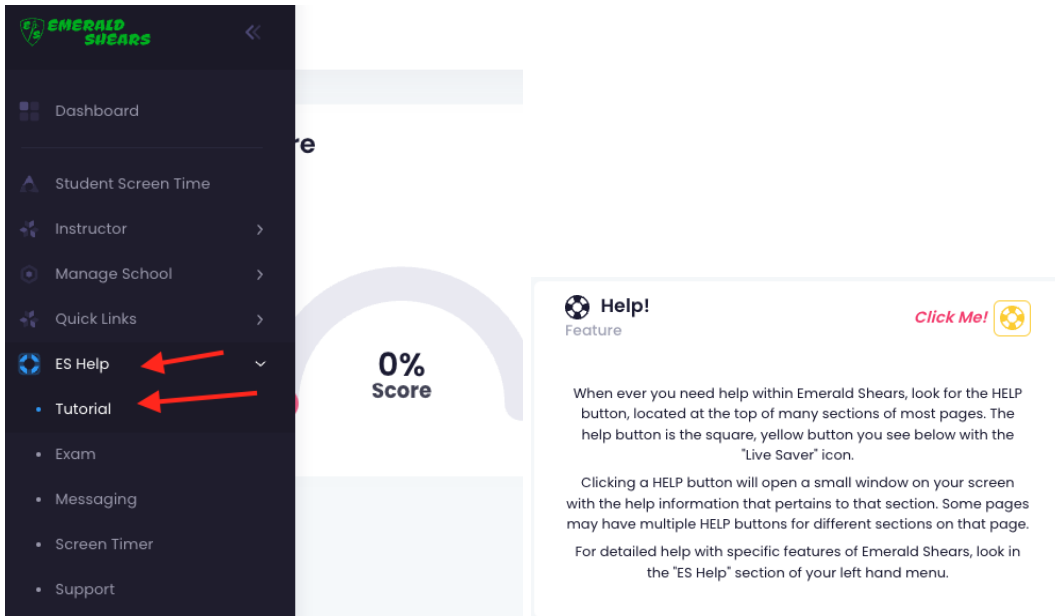


- Temporary Password - The system generates a temporary, but secure password for your account. You will need to provide this temporary password in order to create a new one for your account. This can be done in your user profile information.




First Sign-in

Upon first sign-in, we suggest you look over the Tutorial Page. Please take special note of the “Help” feature.



The screenshot shows the Emerald Shears mobile app interface. On the left, a dark sidebar menu lists various options: Dashboard, Student Screen Time, Instructor, Manage School, Quick Links, ES Help, Tutorial, Exam, Messaging, Screen Timer, and Support. Red arrows point to the 'ES Help' and 'Tutorial' items. On the right, a 'Help!' feature box is overlaid, containing the following text:

Help! Click Me! 

Feature

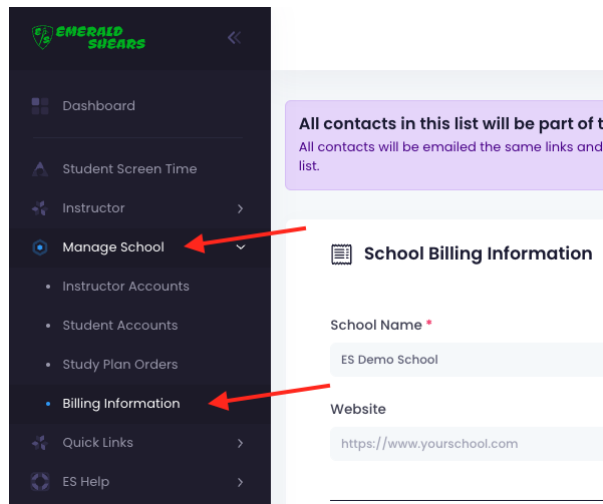
When ever you need help within Emerald Shears, look for the HELP button, located at the top of many sections of most pages. The help button is the square, yellow button you see below with the "Live Saver" icon.

Clicking a HELP button will open a small window on your screen with the help information that pertains to that section. Some pages may have multiple HELP buttons for different sections on that page.

For detailed help with specific features of Emerald Shears, look in the "ES Help" section of your left hand menu.

Billing Information

Before an official quote can be issued, additional contact and billing information is required. Please ensure complete and accurate spellings and information so as to prevent delays. Use the Help Feature for specific details on the form.



The screenshot shows the Emerald Shears mobile app interface. On the left, a dark sidebar menu lists various options: Dashboard, Student Screen Time, Instructor, Manage School, Instructor Accounts, Student Accounts, Study Plan Orders, Billing Information, Quick Links, and ES Help. Red arrows point to the 'Manage School' and 'Billing Information' items. On the right, a 'School Billing Information' form is overlaid, containing the following text:

All contacts in this list will be part of t
All contacts will be emailed the same links and list.

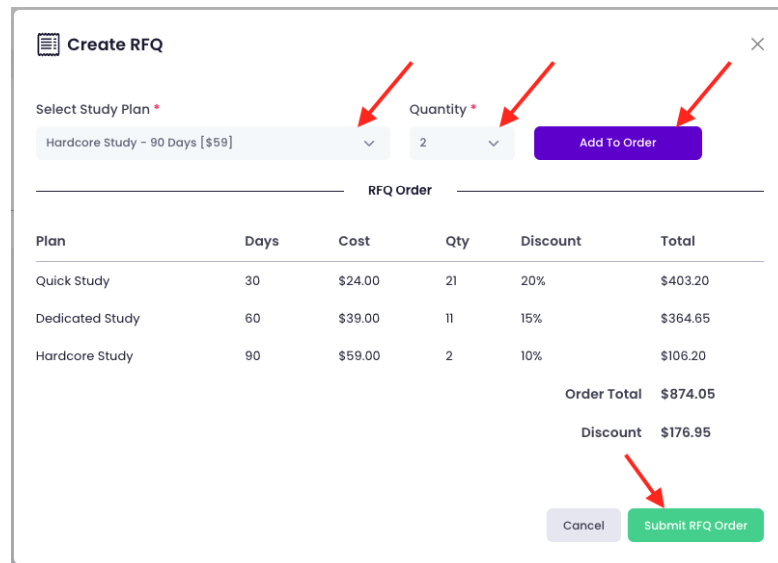
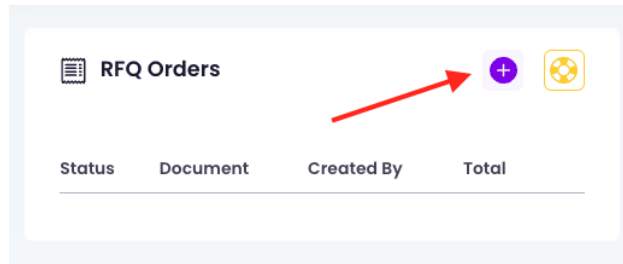
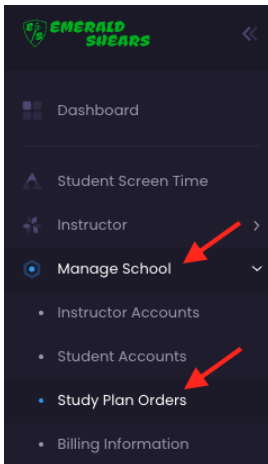
School Billing Information

School Name *
ES Demo School

Website
https://www.yourschool.com

Study Plan Orders

When ready, navigate to the Study Plan Orders page to create an RFQ (Request for Quote). This allows us to create a quote for your school with information you provided in the earlier steps. The official quote will be sent to you and those listed in the billing information section by the parent company, LX Network Development, LLC.



Processing the Official Quote

Once processed, you will receive an email with the official quote from LX Network Development (messaging-service@post.xero.com). The email will contain both a PDF attachment for your review and the link for the online processing and approval.

QUOTE

ES Demo School
999 Cosmo Ln.
EVERYWHERE TX 99999

Date
Jan 18, 2023

Expiry
Feb 17, 2023

Quote Number
QU-0001

LX Network Development, LLC
139 Cypresswood Dr
Suite 235
SPRING TX 77388
USA

LX Network Development, LLC

Hi Betty,

Thank you for your enquiry.

Here's quote QU-0001 for USD 584.00.

View your quote online: [www.DnLnHor](#)

From your online quote you can accept, decline, comment or print.

If you have any questions, please let us know.

Thanks,
LX Network Development, LLC

Terms

Description	Quantity	Unit Price	Discount	Tax	Amount USD
Quick Study (30 Day)	10.00	24.00	20.00%	Tax Exempt	192.00
Dedicated Study (60 Day)	5.00	39.00	20.00%	Tax Exempt	156.00
Hardcore Study (90 Day)	5.00	59.00	20.00%	Tax Exempt	236.00
Subtotal (includes a discount of 146.00)					584.00
TOTAL USD					584.00

If your school requires Purchase Orders to process payments, this must be entered in the “Ask Question” section using the online quote approval link. Even if not REQUIRED, we do suggest using a PO as it can come in handy later on (read on to find out how).

Accept **Decline** **584.00 USD** Expires in 30 days **Ask a question** [Download quote](#)

QUOTE

To ES Demo School
999 Cosmo Ln.
EVERYWHERE TX 99999

From LX Network Development, LLC

Quote Number QU-0001

Issue date Jan 18, 2023

Expiry date Feb 17, 2023, expires in 30 days

Description	Quantity	Unit Price	Discount	Tax	Amount
Quick Study (30 Day)	10.00	24.00	20.00%	Tax Exempt	192.00
Dedicated Study (60 Day)	5.00	39.00	20.00%	Tax Exempt	156.00
Hardcore Study (90 Day)	5.00	59.00	20.00%	Tax Exempt	236.00
Subtotal (includes a discount of 146.00)					584.00
Total USD					584.00

Ask a question ✕

From (your email address)

betty@emeraldshears.com

Message to LX Network Development, LLC 27/2500

PO Number ESDS-COS-20220118

Cancel **Send**

When ready, complete the quote process by clicking the accept button at the top left corner.

Invoice and Payment

After the Quote process is complete, you will receive an email from the same email address with a PDF attachment for your review and link to the online processing system. The invoice can be paid via Credit Card, Direct Debit (ACH), or by mailing a physical check.

Pay now

584.00 USD
Due Today

Save to PDF CSV Xero

INVOICE

To	ES Demo School 999 Cosmo Ln. EVERYWHERE TX 99999	From	LX Network Development, LLC 139 Cypresswood Dr Suite 235 SPRING TX 77388 USA
Invoice Number	INV-0084		
Reference	ESDS-COS-20220118		
Issued	January 18, 2023		
Due	Today		

Description	Quantity	Unit Price	Discount	Tax	Amount USD
Quick Study (30 Day)	10.00	24.00	20.00%	Tax Exempt	192.00
Dedicated Study (60 Day)	5.00	39.00	20.00%	Tax Exempt	156.00
Hardcore Study (90 Day)	5.00	59.00	20.00%	Tax Exempt	236.00
<i>Subtotal (includes a discount of 146.00)</i>					584.00
Amount Due USD					584.00

How would you like to pay? ✕

Credit or debit card

Direct Debit

If paying by check, you must enclose a copy of the invoice with your payment to not cause any delays in processing. The mailing address is found at the bottom of the invoice.

INVOICE

ES Demo School
999 Cosmo Ln.
EVERYWHERE TX 99999

Invoice Date
Jan 18, 2023
Invoice Number
INV-0084
Reference
ESDS-COS-20220118

LX Network Development,
LLC
139 Cypresswood Dr
Suite 235
SPRING TX 77388
USA

Description	Quantity	Unit Price	Discount	Tax	Amount USD
Quick Study (30 Day)	10.00	24.00	20.00%	Tax Exempt	192.00
Dedicated Study (60 Day)	5.00	39.00	20.00%	Tax Exempt	156.00
Hardcore Study (90 Day)	5.00	59.00	20.00%	Tax Exempt	236.00
<i>Subtotal (includes a discount of 146.00)</i>					584.00
TOTAL USD					584.00

Due Date: Jan 18, 2023

[View and pay online now](#)

PAYMENT ADVICE

To: LX Network Development, LLC
139 Cypresswood Dr
Suite 235
SPRING TX 77388
USA

Customer ES Demo School
Invoice Number INV-0084
Amount Due **584.00**
Due Date Jan 18, 2023
Amount Enclosed

Enter the amount you are paying above

Completed Orders

Using the Order History card on the Orders Page will allow you to see all of your purchases. You can view the details of them at any time. Important information in the view include the associated Invoice and PO Number. Take note of the PO Number as it will come in handy later when assigning licenses to students.

 **Order History** Show Canceled 

Status	Document	Created By	Total	
Complete	INV-0084	Betty Rubble 01/18/2023	\$584	

 **View RFQ Details** ×

Status Complete	Created By Betty Rubble	Created Date 01/18/2023
Quote QU-0001	Invoice INV-0084	School PO ESDS-COS-20220118
Discount 20%	Total \$584	Last Update Date 01/18/2023

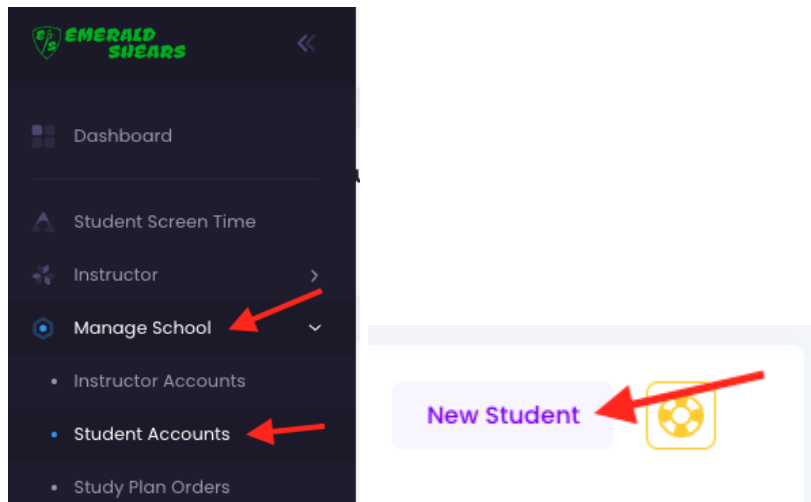
RFQ Notes

Plan	Days	Cost	Qty	Discount	Total
Quick Study	30	\$24	10	\$48	\$192
Dedicated Study	60	\$39	5	\$39	\$156
Hardcore Study	90	\$59	5	\$59	\$236

Close

Creating Students

On the Student Accounts page, you will see all students entered in your school and be able to create new ones at the top right corner.



When creating a new student, all information is required. Make sure that the Permit number is correct as well as exact spelling of the email address. When selecting the Study Plan, keep the PO Number in mind. This comes in handy when you have multiple instructors that have POs for “their” students. For further information, please review the the Help card next to “New Student”.

The 'Create Student' form contains the following fields and options:

- TDLR Permit ***: Input field with value '000000'
- Permit Type ***: Dropdown menu with 'Select' and a downward arrow
- First Name ***: Input field with placeholder 'First Name'
- Last Name ***: Input field with placeholder 'Last Name'
- Email ***: Input field with placeholder 'you@there.nix'
- Status**: Radio button for 'Enabled' (selected)
- Validated:** Text 'NO'
- Evaluation:** Text 'NO'
- Study Plan ***: Dropdown menu with 'Select' and a downward arrow. The dropdown list is open, showing several options: 'Quick Study (30D) [ESDS-COS-20220118]' (highlighted), 'Quick Study (30D) [ESDS-COS-20220118]', 'Quick Study (30D) [ESDS-COS-20220118]', 'Quick Study (30D) [ESDS-COS-20220118]', 'Dedicated Study (60D) [ESDS-COS-20220118]', and 'Dedicated Study (60D) [ESDS-COS-20220118]'.

Student Access

As in your experience, the student will receive 2 emails. One for the email validation and one with the temporary password. Remember, the username for the student is the email address you used when creating their account.

The “Study Plan License” you assigned to the student is activated only WHEN the student verifies their email address. This allows you to remove a license from a student who chooses not to use Emerald Shears and assign it to another student. Unused licenses DO NOT EXPIRE.

Once the student logs in, the first thing they must do is complete the Student Evaluation exam. This is a 100 question exam mimicking the Texas Cosmetology Operators Written Exam. The student may not proceed with any other aspect of the program until this evaluation is complete.

Upon completion of the evaluation, the program will provide details in the areas of study based on the students individual needs. From there, the student will be provided with additional information, quizzes and tests to help improve in the areas of study.

The students may retake the quizzes and tests as many times as they find beneficial for them to improve their knowledge of the information.