



Getting Started with Wabbit

School Onboarding Guide — your first day in 4 simple steps

- 1 Set up your classrooms
- 2 Add your staff
- 3 Add your students
- 4 Mark your first attendance

wabbit.app

Nursery & preschool management, all in one place

Before you start: sign in & find your school

Everything in this guide happens in the Wabbit web dashboard. Wabbit is organised in three levels: your Organization, the Schools inside it, and the Classrooms inside each school.

1 Go to wabbit.app and log in

You land on the Wabbit Dashboard: “Select an organization to manage.”

2 Click your organization card

The card shows your totals (schools, students). Clicking it opens the overview of all your schools, with Total Schools, Total Students and Average Occupancy at the top.

3 Click the school you want to set up

This opens the School Dashboard — the home base for everything in this guide. You can always jump back using the breadcrumb at the top: Organizations / Your Organization / Your School.

Demo Ltd
Overview of schools Add New School

Total Schools
6

Total Students
77

Average Occupancy
103%

ByteSprout Academy
Brown Sequard Ave, Quatre-Bornes, Mauritius
3 Classrooms 72 Students

Ecole demo
4410 Brampton Way, Cumming, 30041, United States
0 Classrooms 0 Students

Jardin Animé Demo School
Grand Baie, Grand Baie, Mauritius
1 Classrooms 0 Students

Little Judy School
8 La Vanille Street, Floreal, 0000, Mauritius
0 Classrooms 0 Students

Melbees Demo School
123, 123123, 123123, 123312, Mauritius
1 Classrooms 0 Students

Wabbit Demo School
St Jean Street, Quatre Bornes, Mauritius
4 Classrooms 5 Students

Dashboard → organization card → school overview

GOOD TO KNOW

The School Dashboard shows a “Today” panel (attendance at a glance), then sections for Classrooms, Instructors, Accounts, School Terms, Events, Meal Planner, Memories and Documents. Steps 1—4 below all start from this page.

Step 1 — Set up your classrooms

1

Classrooms are the groups your students belong to — usually one per age group (for example a 0–1 baby room, a 2–3 toddler room and a 4–5 pre-primary room).

- 1 **Scroll to the Classrooms section on the School Dashboard**
- 2 **Click “Add Classroom”**
The “Add New Classroom” window opens.
- 3 **Fill in the classroom details**
See the fields below.
- 4 **Click “Create Classroom”**
Your new classroom appears as a card in the Classrooms section. Repeat for each age group.

ADD NEW CLASSROOM — FIELDS

Classroom Name	Required. A friendly name, e.g. “Bumblebees” or “Butterflies”.
Primary programme	The main early-years stage this classroom serves, chosen from the programmes offered by your school.
Min / Max age (months)	The age range for the room, in months (e.g. 12 to 36). Shown on the classroom card.
Maximum Capacity	How many students the room can hold (e.g. 20). Used for occupancy tracking.

Add New Classroom

Classroom Name *

e.g., Bumblebees, Butterflies

Primary programme

Not set

The main early-years stage this classroom serves. Choose from programmes offered by the school.

Minimum age (months)

e.g., 12

Maximum age (months)

e.g., 36

Age range for this classroom in months. Shown on cards when no older display label exists.

Maximum Capacity

0

Cancel

Create Classroom

Curriculum: inherit

Suryani Chang

Manager
Teacher

Classrooms (3)

+ Add Classroom


Nano Nest

Curriculum: inherit

0-1 years

 10/10 Students

10 not marked today

“Add New Classroom” dialog, and the new classroom card

Step 2 — Add your staff

2

Staff are invited by email. If a teacher doesn't have a Wabbit account yet, they automatically receive an invitation to create one — no passwords to share.

1 Scroll to the Instructors section and click “Add Instructor”

2 Enter the instructor's email address

New to Wabbit? They'll be invited by email to set up their account.

3 Choose their role

See the roles below.

4 Click “Add Instructor”

They appear in the Instructors list. Assign teachers to their classrooms so daily attendance and updates go to the right room.

STAFF ROLES

Teacher	Day-to-day classroom access: attendance, updates, photos.
Manager	School-level management access.
Manager + Teacher	Both of the above — ideal for a head teacher.
Accounts (Finance only)	Finance-only access to billing. You can also invite these from the separate “Accounts” section via “Add accounts”.

Add Instructor

Important: Enter the instructor's email address. If they don't have a Wabbit account yet, they'll be invited to create one.

Email Address *

Role *

Teacher

Cancel

Add Instructor

Role *

Teacher

Teacher

Manager

Manager + Teacher

Accounts (Finance only)

“Add Instructor” dialog, with the role dropdown open

Step 3 — Add your students

3

There are three ways to get students into Wabbit — pick the one that matches your situation.

A. Import Students (fastest for an existing nursery)

On the School Dashboard, click “Import Students” in the top action bar to bring in your whole student list at once — ideal when you’re moving from paper or a spreadsheet.

B. Add students to a classroom

Open a classroom card and add students individually with their profile details, then link their parents so families receive daily updates.

C. Admissions (for new enquiries)

Click “Admissions” in the top action bar. This is your enquiry pipeline: registrations from Garderie.mu and your public admission form arrive here, and you can add enquiries manually with “Add admission”. Share your public admission form link with parents or post it on your Facebook page — families can book visits or register interest, and accepted admissions flow into enrollment.

Admissions

Review enquiries and registration interest from Garderie.mu and other sources.

ByteSprout Academy

+ Add admission
Back to school

Public admission form link

Share this link with parents or post it on your nursery's Facebook page. Families can send enquiries, book visits, or register interest — new submissions appear in Admissions.

Show admission URL

Status
Source
Request type
From
To

Active pipeline
All
All
dd/mm/yyyy
dd/mm/yyyy

CHILD	PARENT	REQUEST TYPE	SOURCE	PREFERRED START	STATUS	SUBMITTED	ACTIONS
test test	test	Book a visit	Direct form	15 Jun 2026	Accepted	12 Jun 2026, 09:14	View ...

1–1 of 1
Page 1 of 1

Admissions pipeline with the public admission form link

RECOMMENDED

For day one, Import Students gets your current register in fastest. Keep the Admissions link handy for every new parent enquiry after that.

Step 4 — Mark your first attendance

4

Attendance lives in the “Today” panel at the top of the School Dashboard. It shows a live count of arrived, departed and remaining students, and flags anyone not yet marked.

1 Open the School Dashboard in the morning

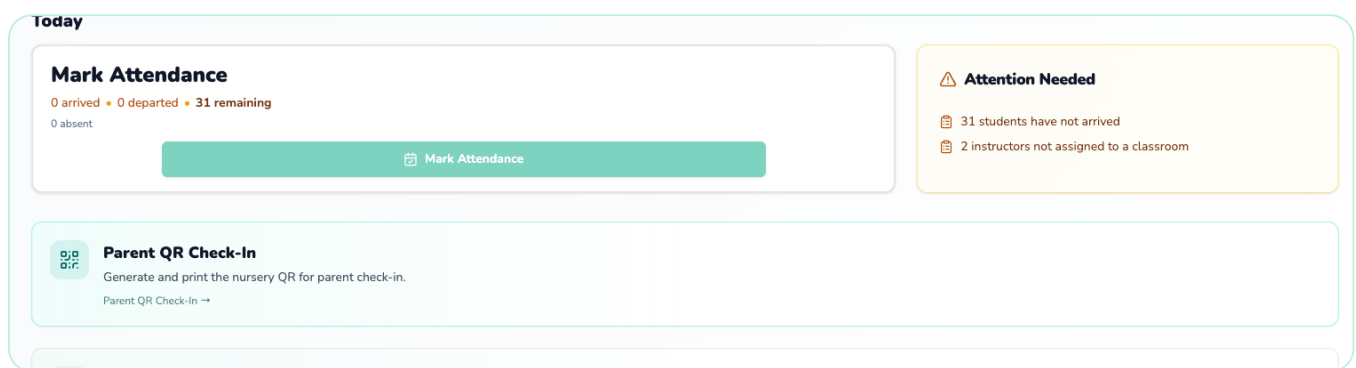
The Today panel shows e.g. “0 arrived · 0 departed · 31 remaining” and an “Attention Needed” note listing students who haven’t arrived.

2 Click the “Mark Attendance” button

Mark each student as they arrive; departures are recorded the same way at pick-up time.

3 Check the classroom cards

Each classroom card shows how many of its students are still “not marked today”, so nobody slips through.



Today panel with the Mark Attendance button and counts

TIME SAVER

Prefer contactless drop-off? Use “Parent QR Check-In” on the School Dashboard to generate and print your nursery’s QR code — parents scan it to check their child in at the door.

Your day-one checklist

- ☐ Log in at wabbit.app and open your school
- ☐ Create a classroom for each age group (name, programme, age range, capacity)
- ☐ Invite your teachers and managers by email, with the right role
- ☐ Assign each teacher to their classroom
- ☐ Import your student list (or add students to their classrooms)
- ☐ Share your public admission form link with parents
- ☐ Mark your first attendance from the Today panel
- ☐ Print your Parent QR Check-In code for the front door

Need a hand?

Help & FAQ is one click away from any page — look for the “?” icon in the top bar, or visit wabbit.app/Faq. We're happy to help you get set up.