



The ultimate guide for Taketutor tutors

Are you new to Taketutor?
Start here!



Rules for tutors

— *We take online tutoring seriously.
And we know you do too.*

*We kindly ask you to follow these golden rules to keep
your profile from being temporarily or permanently hidden.*

/ Attend every lesson

Showing up is everything.
Missing lessons may result in penalties.

/ Always respond to new students within 24 hours

Your profile will be hidden if you don't respond to a new
student within 24 hours.

**Never act rudely or
inappropriately towards
students**

**Only share our personal
contact information with
Students after the trial lesson**

**Only accept
payments safely
within the platform**

How lessons on Taketutor work

- On Taketutor, students will browse your profile and Reach out to you if they're interested in lesson.

Your first lesson with new students is a *trial lesson*.

Students will either message you before booking a trial lesson to get to know you, or they will book a lesson directly. You will always receive a message in the Taketutor chat and email when students contact you or book lessons.

After the trial lesson, students will be able to buy a *package* for more lessons with you.

Getting students to continue learning with you after the trial and keeping them long-term will increase your profile position in the search results.



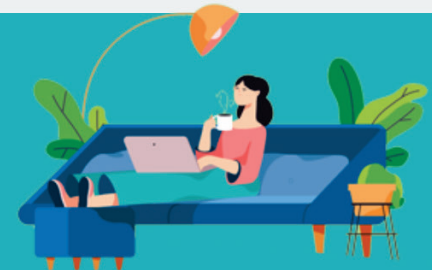
[Find tutors](#) [Become a tutor](#)

English, USD ▾



Online Chinese Teacher

With our expert tutors, your goals are closer than ever.



I WANT TO LEARN

Chinese



PRICE PER LESSON

\$ 1 - \$ 32



COUNTRY OF BIRTH

Any Country



I'M AVAILABLE

9-12 x

Mon x



Chinese for beginners ▾

Chinese (Mandarin) ▾

Native speaker ▾

Sort by: Popularity ▾

Search by name or keyw...



How to attract students

- *The #1 way to attract new students is with a strong profile. Be sure to make yours shine.*

***Want to get your first students faster?
Here's how to optimize your profile:***

1. Add all the languages you speak to your About section.
2. Write your description in the other languages you speak at a B2 Level or above. You will see separate boxes for each language in your Description section.
3. Add any of your specialties to your Subjects section.
4. Add relevant certificates, diplomas, or qualifications.

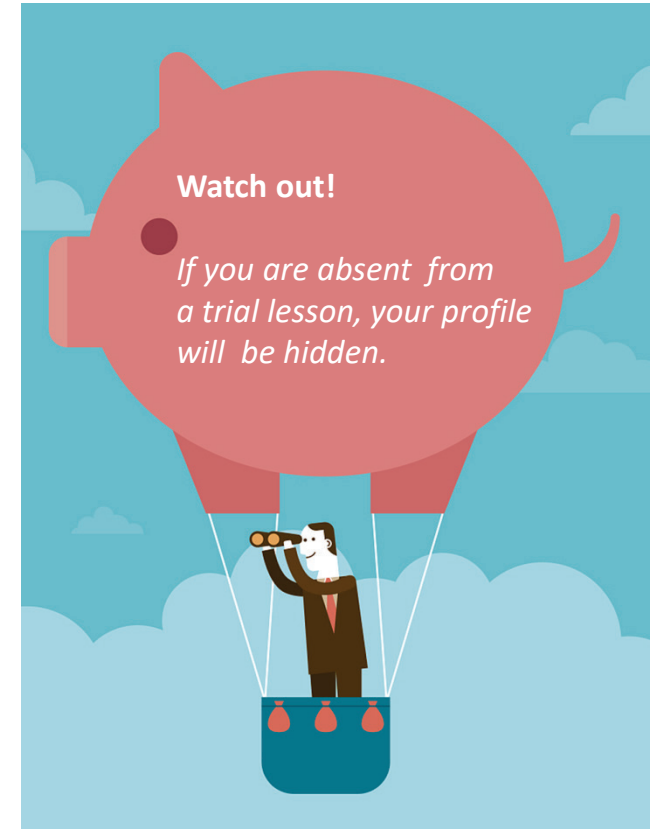


Managing your schedule

- *It is super important to show up for every lesson, especially trial lessons! Trial lessons are your student's first impression of you and the platform.*

Checklist to never miss a lesson:

- ❑ In the "Pricing" of "My Profile", check to set the trial class time and price, so that students can book trial lesson with you, if not set, students will not be able to book trial lesson with you.
- ❑ Add time off on your calendar for vacations or other commitments.
- ❑ Hide your profile in case you do not want to accept new students.



Lesson scheduling

- *With a lesson package, students will be able to schedule individual or recurring weekly lessons in your available time slots. Make sure your availability only shows the times you're able to teach so you never miss a lesson!*



Encourage students to book weekly lessons – they will see faster progress, and you will earn a steady income!

| If your student is absent,

you may reschedule the lesson. If the lesson isn't a trial lesson you may charge the student for the missed lesson.

| If a student cancels within 4 hours of your lesson time,

you may still charge them for the lesson per our lesson cancellation policy.

| If you cannot attend a lesson,

contact your student in advance to explain the situation, and reschedule the lesson for a convenient time.

| If rescheduling is not possible,

you can cancel the lesson and explain the reason to your student, but please use this option sparingly. Canceling lessons frequently can cause students to have a negative impression.

Setting your hourly rate

- *On Taketutor you are your own boss. You decide how much you charge. And you can always change your hourly rate.*

*Tip:
Consider increasing your hourly! rate as you gain reviews and experience. Your starting hourly rate is not necessarily how much you'll be earning once you've started growing your business.*

Your **general hourly rate** is the price potential new students see on your profile when they search for a tutor. To change your general hourly rate go to “My profile” then choose “Pricing”.

You can also change an individual student's lesson price. Remember, transparency goes a long way. Only change the price of your existing students if you've agreed on it together.

Changing your general hourly rate won't affect your current students' hourly rates. Your existing students will keep paying the hourly rate you had when they first contacted you.

Trial lesson



- *Every first lesson you have with a new student is called a trial lesson.*

/ The trial lesson is your chance to show students why they should continue learning with you.

The trial lesson is slightly different from your average lesson. It's a chance to meet a potential student, find out their learning goals, and set expectation for how you'll help them get there.

/ Take the course 7 steps to an awesome first lesson to learn how to structure trial lessons.

We'll show you exactly what to do in trial lessons to maximize your chance of getting students to continue learning with you.

Getting paid



/ When do I get paid?

You will get paid for each lesson once it is confirmed — not when the lesson package is bought.

require your student to manually confirm that the lesson took place.

/ How much do I get paid?

You will start earning when a student purchases a lesson package with you after a successful trial lesson. Taketutor does not charge any commission, and all the tuition fees belong to the tutor (the third-party payment and cash withdrawal fee need to be deducted: 10% of the class fee).

How do I get paid?

Your earnings won't be automatically transferred to your bank account. You need to request a withdrawal from your Taketutor wallet.

All the money you earn will go into your Taketutor wallet shown at the top of your Taketutor account.

From there, you can transfer your earning to your bank account via: Paypal.

Professional development opportunities

Courses

Taketutor's Tutor Development team is dedicated to helping you succeed on Taketutor and grow professionally. Our on-demand courses will set you up for a smooth start to your online tutoring journey.

The 3 courses our new tutors find the most useful:

1. How Taketutor work.
2. How to create a profile that gets students.
3. 7 steps to an awesome first lesson



Where to get help

/ Got questions? Our Help Center is your go-to answer source.

Chances are other tutors have previously asked the same question you'd like to ask.

/ Got an issue you can't find an answer to in the Help Center?

You can contact our Support team if you have an issue that requires live help.

Please click the blue question mark in the bottom right corner of the Taketutor site and choose "Contact us".

