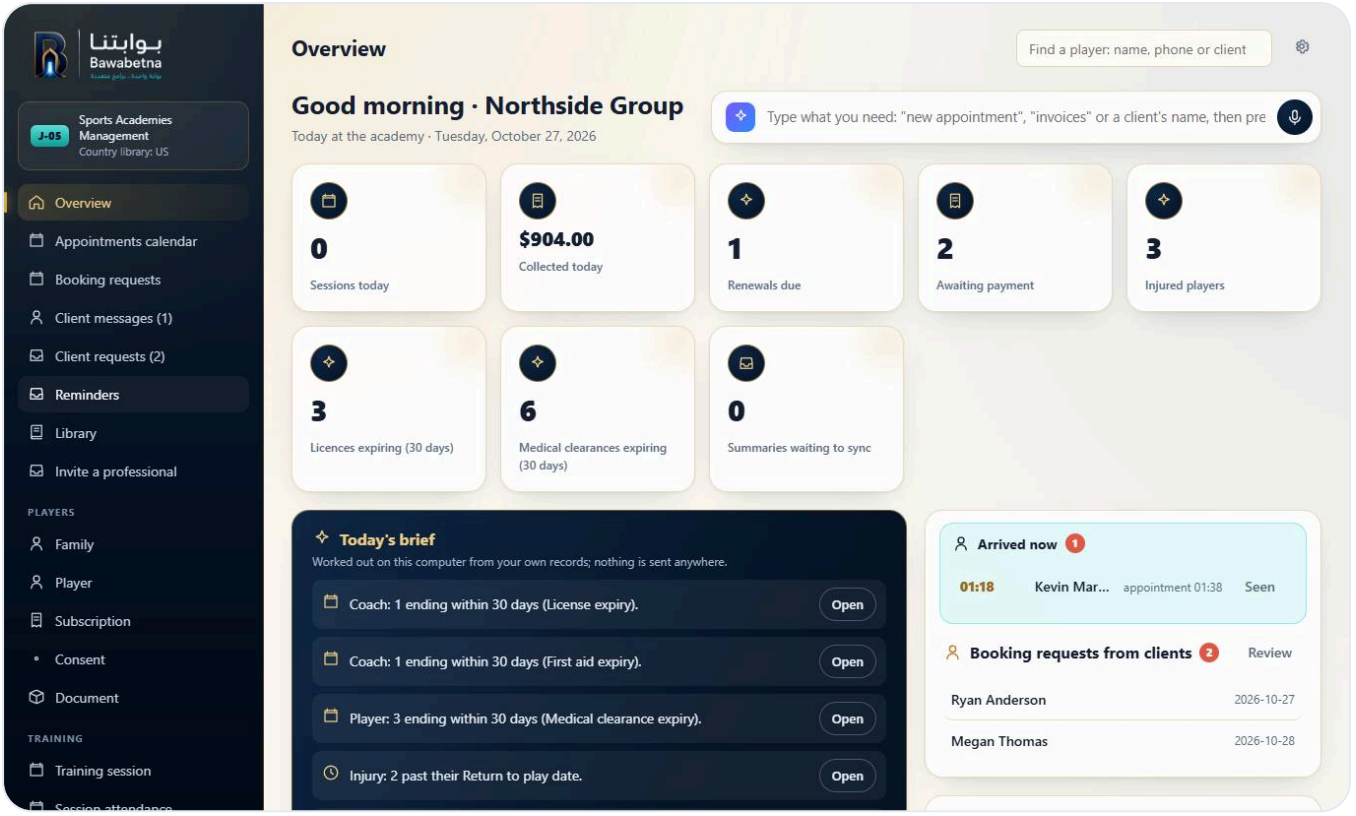
Bawabetna · User guide

Sports Academies Management

Every screen and every button, with real screens from the program.

Guide version 2026-10-27



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Getting started

Download the program from bawabetna.com or the Microsoft Store and install it. On first opening, sign in with your Bawabetna account. The first month is free with every feature.

The first-run assistant asks for a few details, then the program is ready:

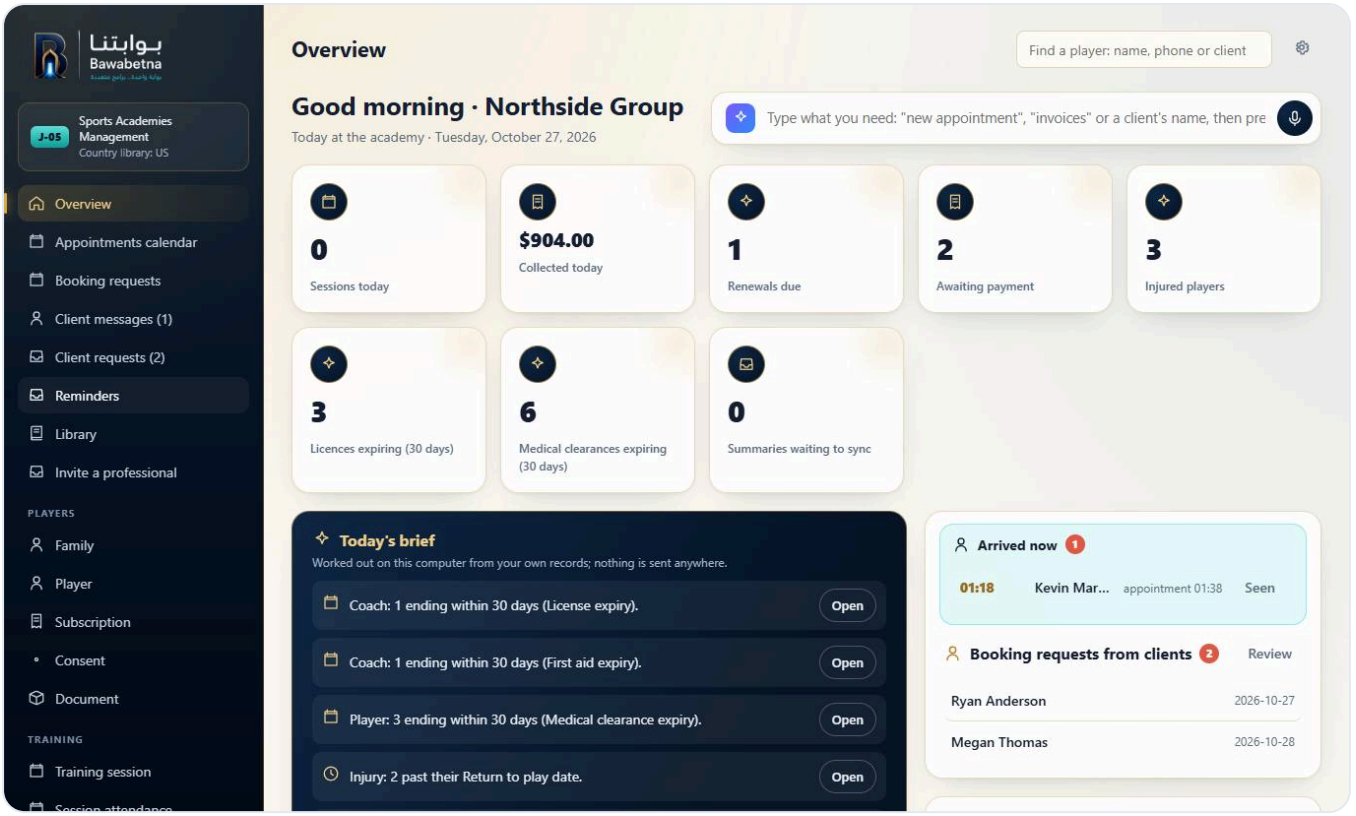
1. **Academy**: Name, License number, Country, Default currency
2. **Branch**: Name, Phone
3. **Coach**: Full name, Sport

Each person signs in with their own role and sees only the screens of that role:

- Academy manager
- Academy owner
- Coach
- Manager
- Receptionist

The home screen

The home screen shows today's work at a glance: counts, today's schedule, what is waiting and requests from clients. The command bar at the top opens any screen from a short sentence, such as a client's name or "new appointment".

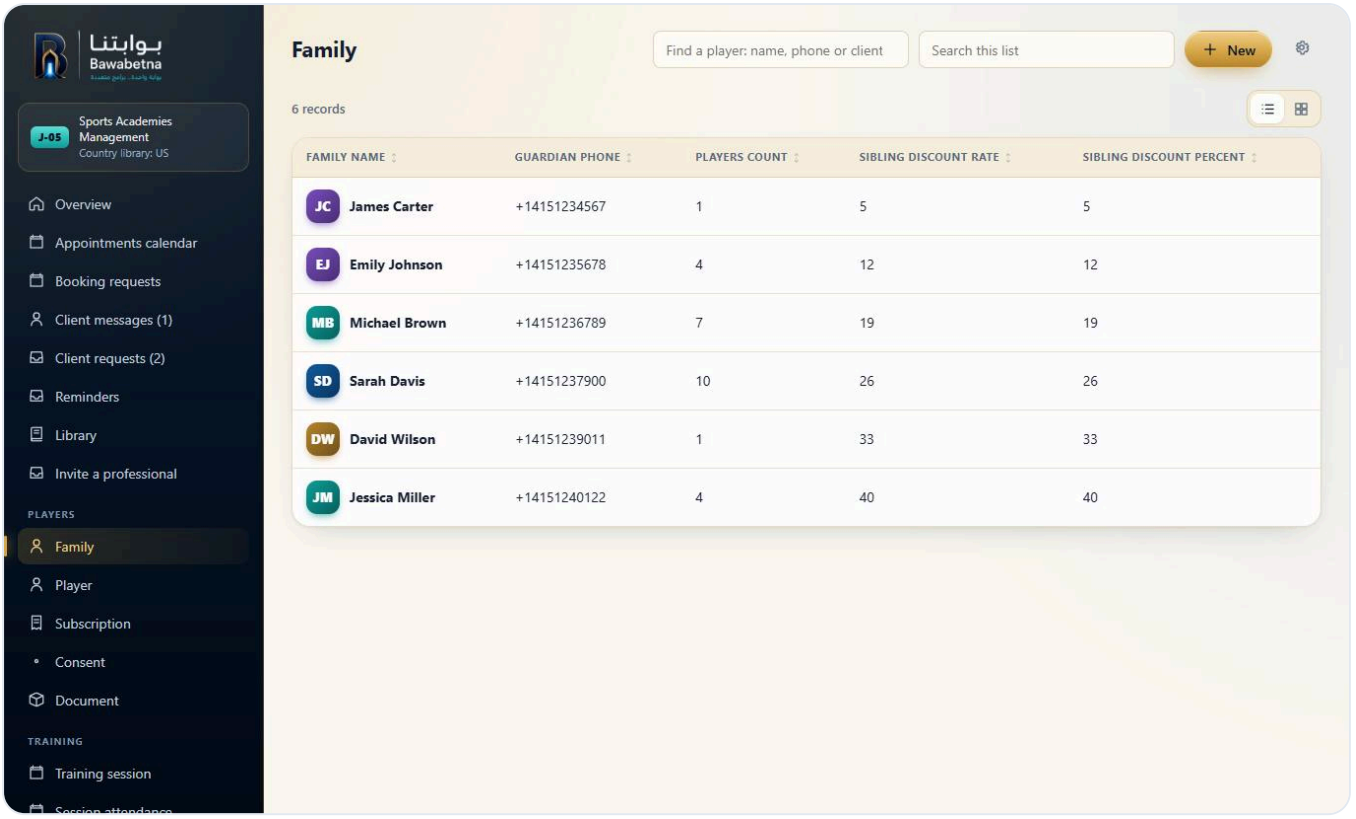


The home screen

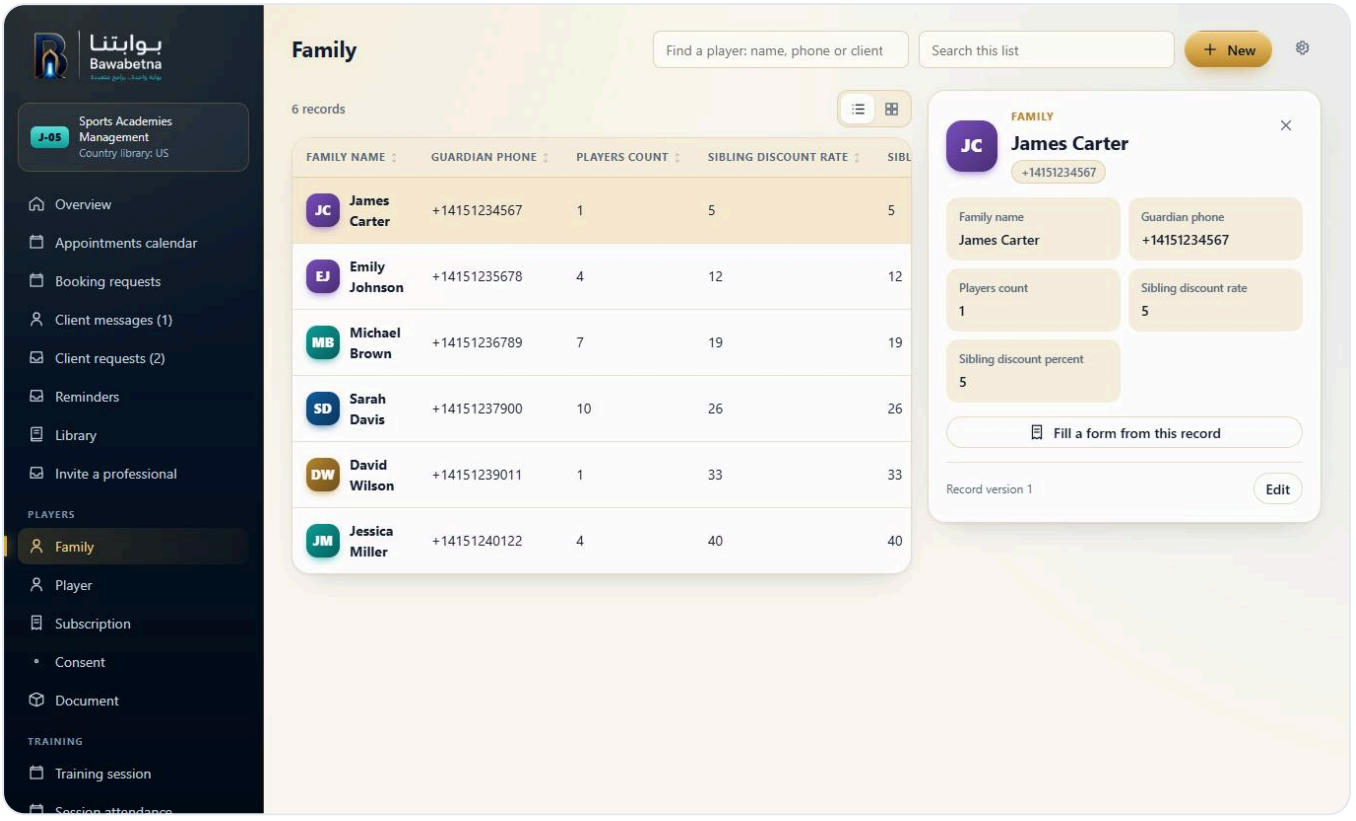
Screens and what you record in them

The side menu groups the screens by kind of work. Each screen lists its records: New adds one, a click opens it, and the buttons at the bottom of a record move it to its next stage.

Players



Family



A record open for editing

Family

What you record: Family name (required), Guardian phone, Players count (worked out by the program), Sibling discount rate, Sibling discount percent (worked out by the program)

Player

What you record: Full name (required), Family, Gender (required), Birth date (required), Guardian name, Guardian phone, Dominant side, Medical clearance expiry, Medical notes, Shirt size, Phone, Client code, Ecosystem registration, Identity country, Official identity number (required), Notes

Subscription

What you record: Player (required), Training group (required), Sport (required), Start date (required), End date (required), Family, Fee (required), Discount percent, Net fee (worked out by the program), Status (required)

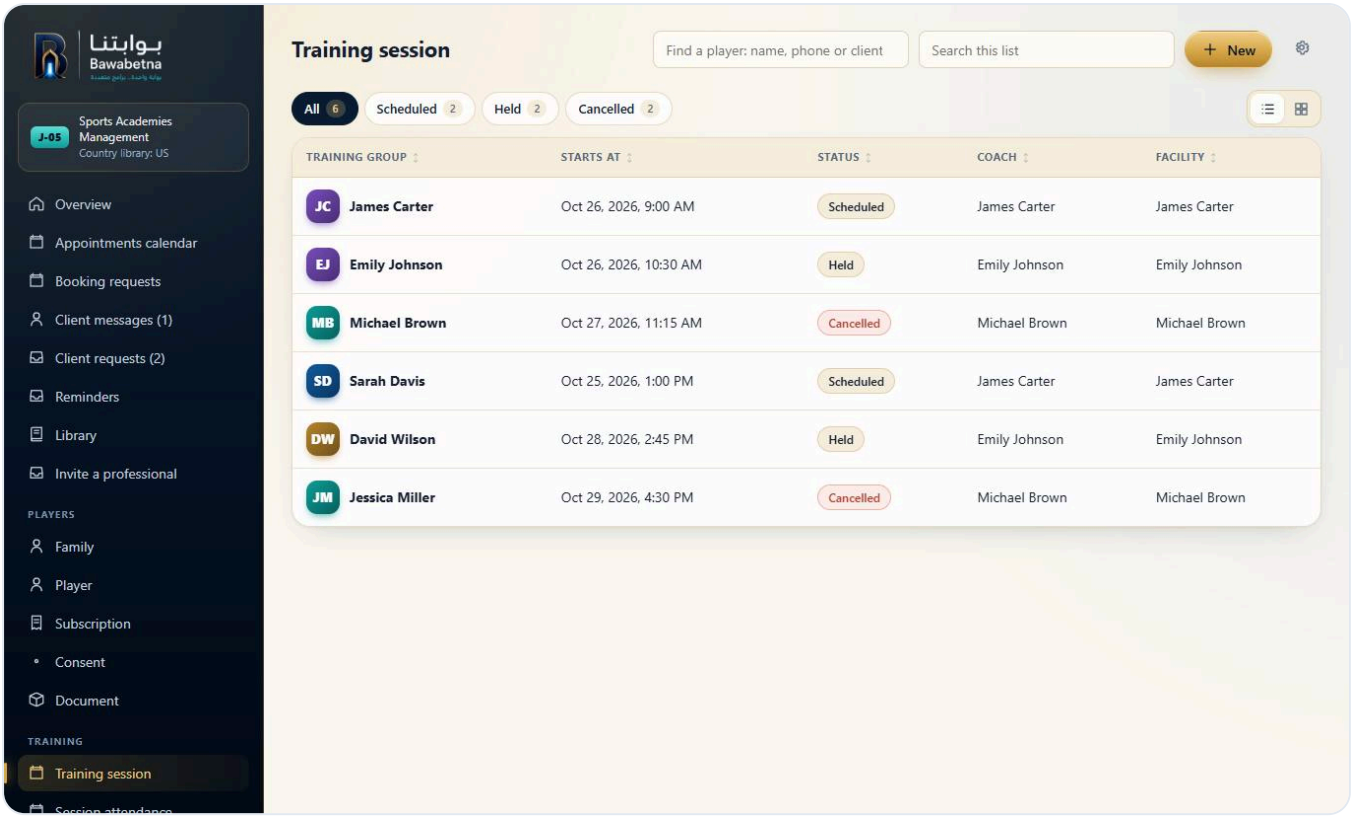
Stages: A new record starts as "Pending payment".

Active → Frozen | Active → Expired | Active → Cancelled | Expired → Active | Frozen → Active | Frozen → Cancelled | Pending payment → Active | Pending payment → Cancelled

Document

What you record: Player (required), Category (required), Title (required), Reference number, Issued on, Expires on, Files

Sessions



Training session

Training session

What you record: Training group (required), Coach (required), Facility, Starts at (required), Duration minutes (required), Focus, Status (required), Override reason

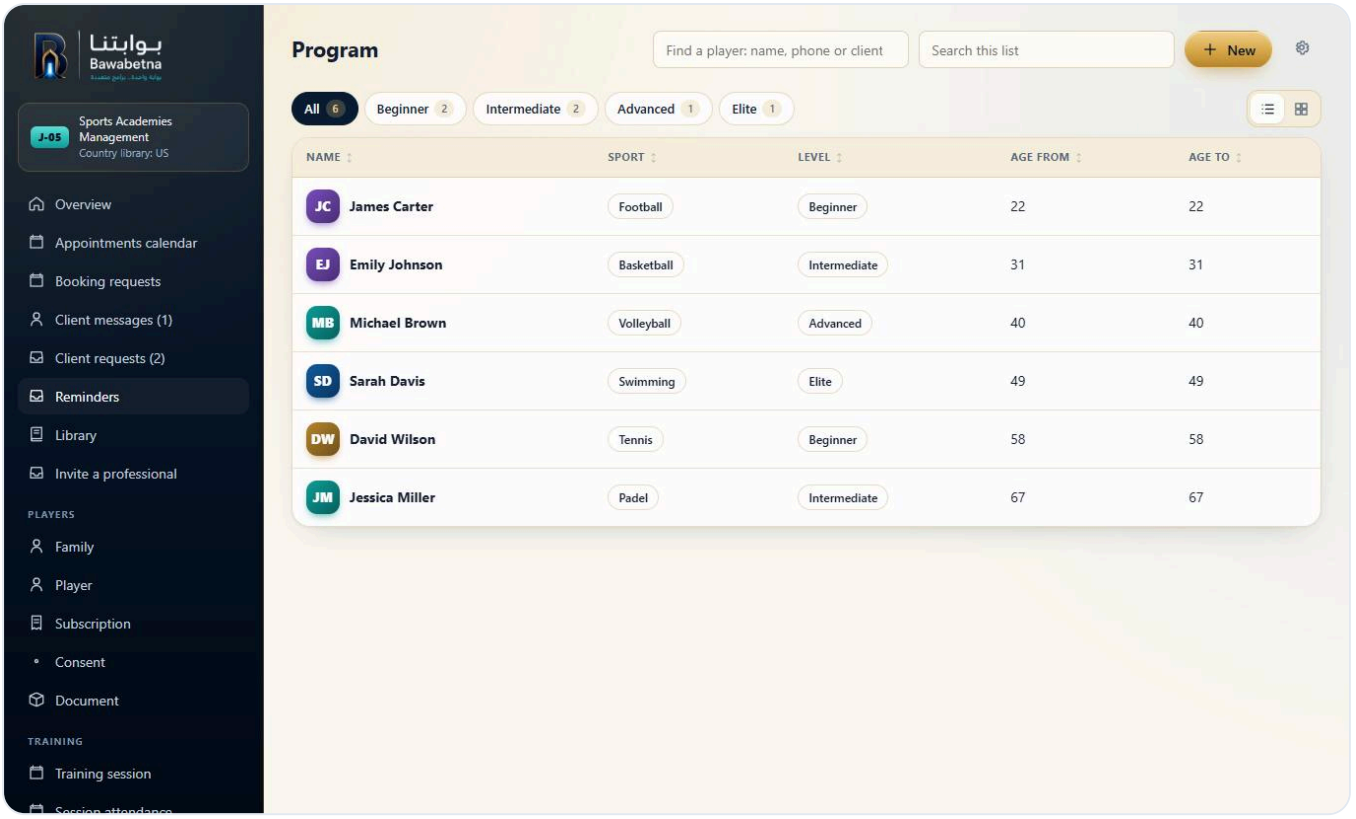
Stages: A new record starts as "Scheduled".

Scheduled → Held | Scheduled → Cancelled

Session attendance

What you record: Training session (required), Player (required), Status (required), Effort rating, Note

Programmes



Program

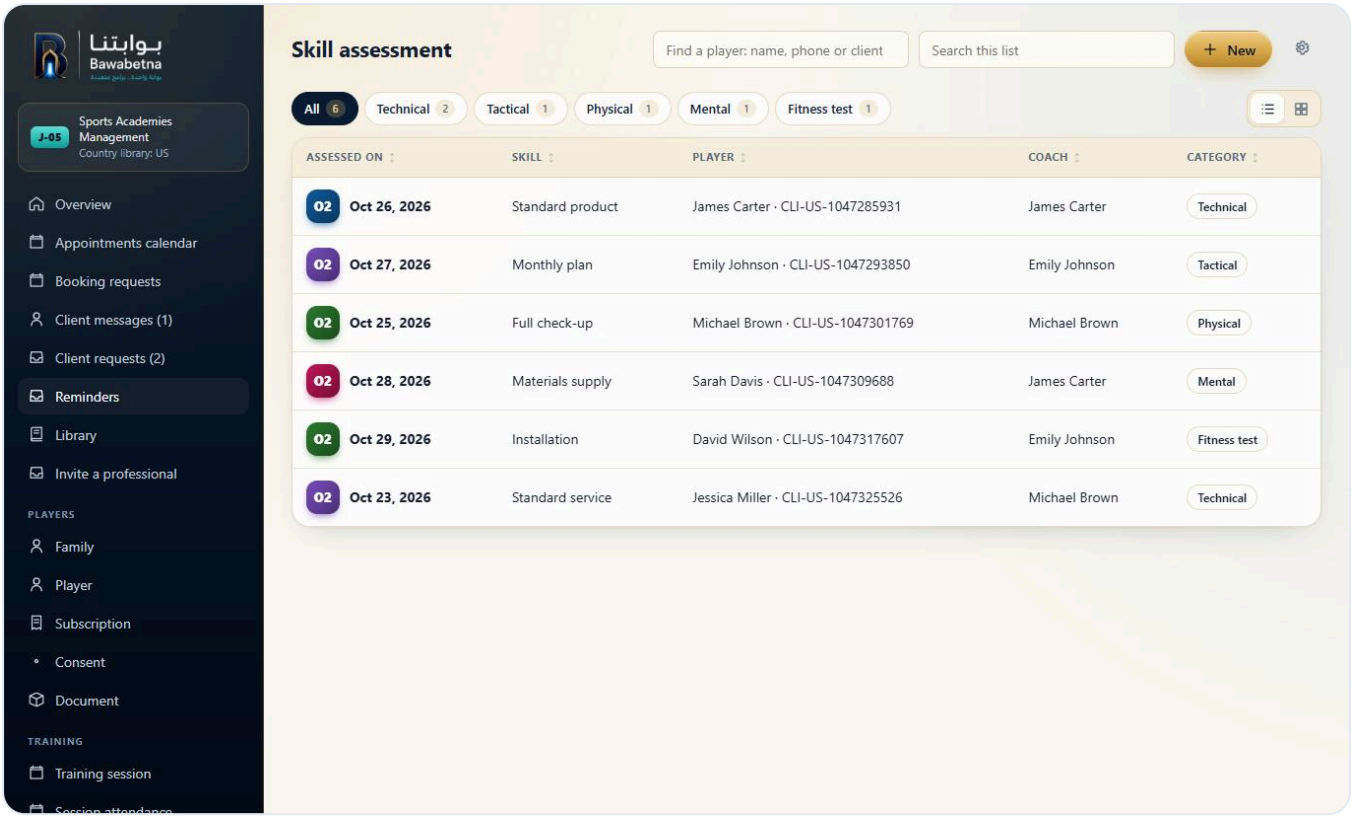
Program

What you record: Name (required), Sport (required), Level (required), Age from, Age to, Monthly fee (required), Sessions per week, Active

Training group

What you record: Name (required), Program (required), Coach (required), Capacity, Schedule note

Development



Skill assessment

Skill assessment

What you record: Player (required), Coach, Assessed on (required), Skill (required), Category (required), Score (required), Max score, Percent (worked out by the program), Comment

Promotion

What you record: Player (required), From level, New level, Belt or badge, Promoted on (required), Coach, Certificate

Match event

What you record: Title (required), Event type (required), Training group, Starts at (required), Location, Opponent, Result, Notes

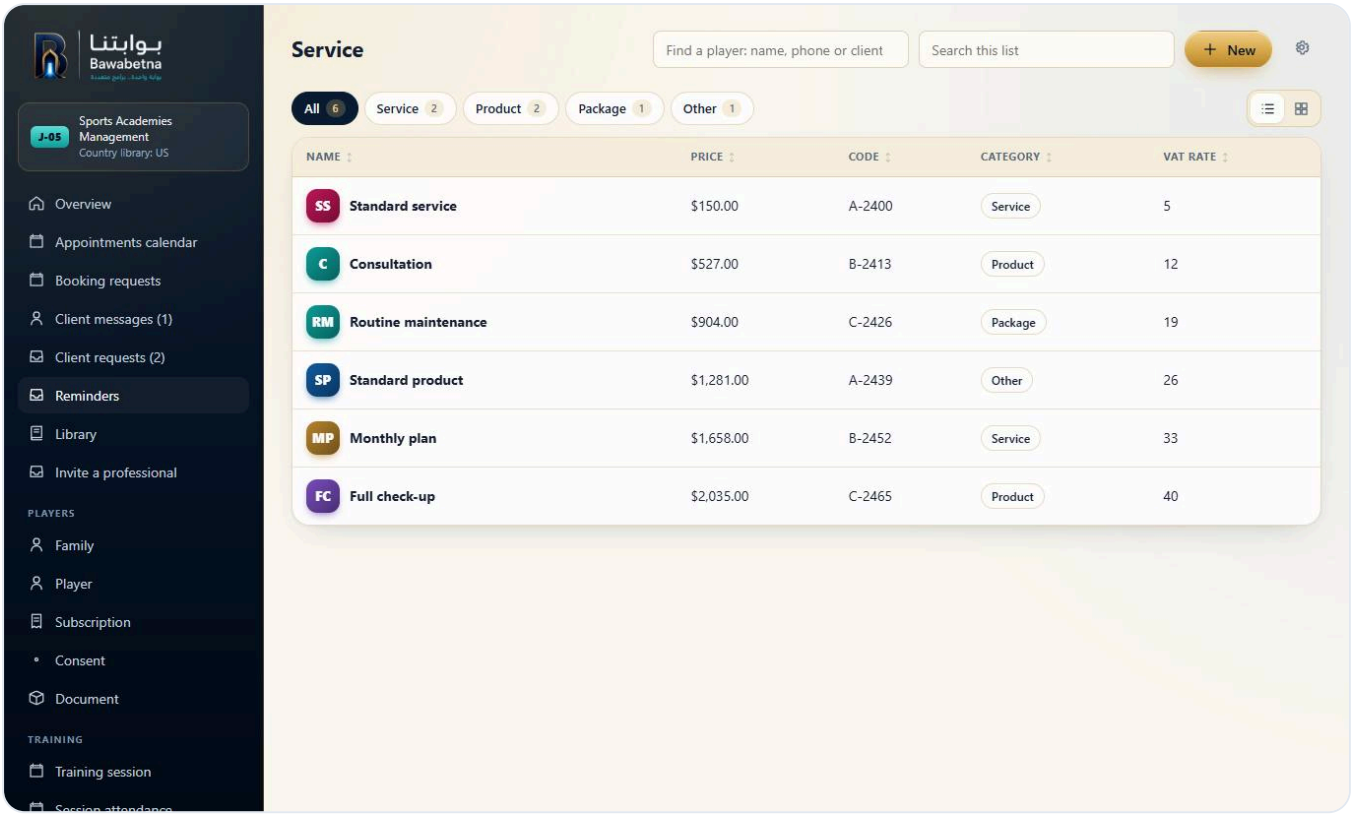
Injury

What you record: Player (required), Injured on (required), Injury type (required), Severity (required), First aid, Return to play date, Guardian notified, Status (required)

Stages: A new record starts as "Recovering".

Recovering → Cleared

Billing



Service

Service

What you record: Code, Name (required), Category, Price (required), Vat rate (required), Active

Invoice

What you record: Invoice number (worked out by the program), Player (required), Subscription, Currency (required), Issued at (worked out by the program), Subtotal (worked out by the program), Tax total (worked out by the program), Total (worked out by the program), Paid (worked out by the program), Refunded (worked out by the program), Net paid (worked out by the program), Balance (worked out by the program), Status (required), E invoice reference, Notes

Stages: A new record starts as "Draft".

Draft → Issued | Draft → Voided | Issued → Voided | Refunded → Reconciled | Settled → Reconciled

Invoice line

What you record: Invoice (required), Service, Description (required), Quantity (required), Unit price (required), Discount, Vat rate (required), Line net (worked out by the program), Line tax (worked out by the program), Line total (worked out by the program)

Payment

What you record: Receipt number (worked out by the program), Invoice (required), Amount (required), Method (required), Transaction reference, Paid at (worked out by the program)

Refund

What you record: Refund number (worked out by the program), Payment (required), Invoice (worked out by the program), Amount (required), Reason (required), Refunded at (worked out by the program)

Setup

Academy

What you record: Name (required), License number, Country (required), Tax number, Default currency, Whatsapp enabled, Online meeting link, Payment link, Review link, Ai assistant enabled, Ai model, Ai endpoint

Branch

What you record: Academy (required), Name (required), Address, Phone

Coach

What you record: Branch (required), Full name (required), License number, Phone, Sport, Coaching license, License expiry, First aid expiry, Active

Facility

What you record: Name (required), Facility type (required), Capacity

Reports

Reports are worked out on your computer from your records. Choose a period, see the chart and the table, then print or export them. The reports of this program:

- Active players by programme
- Attendance
- Sessions by coach
- Injuries by severity
- Revenue by month
- Revenue by service
- Collections by payment method
- Outstanding balances by client
- Receivables aging (days since issue)

Working with your clients

A client with a Bawabetna Client Code can, from the free client app: book an appointment, write to you, send requests and documents, sign documents, see what they owe and pay you directly, tell you they have arrived, ask for an earlier time and see their points. Everything reaches this program with its next sync.

Your data

Your records are kept encrypted on your own computer; only a short summary of each transaction is sent to Bawabetna. Make a backup from Settings; it is encrypted with your recovery key.

Help

Write to info@bawabetna.com or use the contact page at bawabetna.com/contact.