

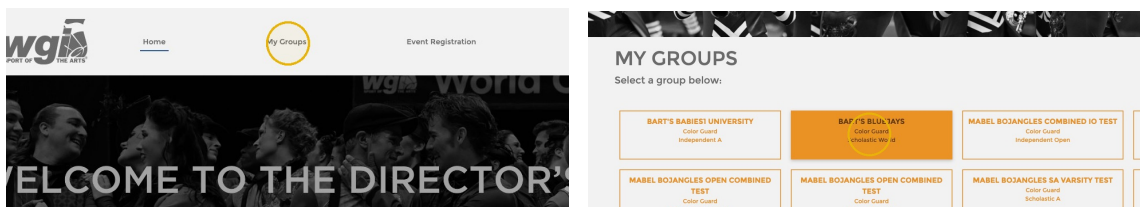


Managing Your Adult Supervisor List & Monitoring 3P Course Completion

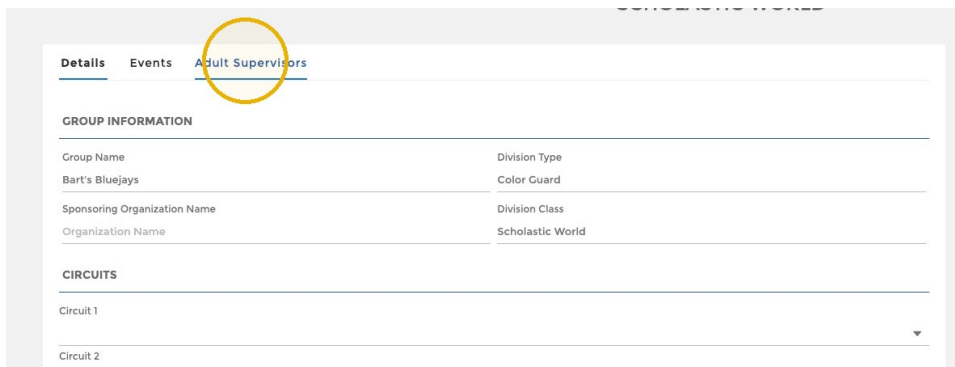
Learn how to manage your Adult Supervisor List and monitor 3P Course Completion in the WGI Director's Dashboard. This guide provides step-by-step instructions for adding staff members to your list and approving, merging, and denying requests from WGI Studio.

Please note: There is a delayed sync between WGI Studio and the Director's Dashboard - any new requests or course completion in WGI Studio should be reflected in the Dashboard within 2 hours.

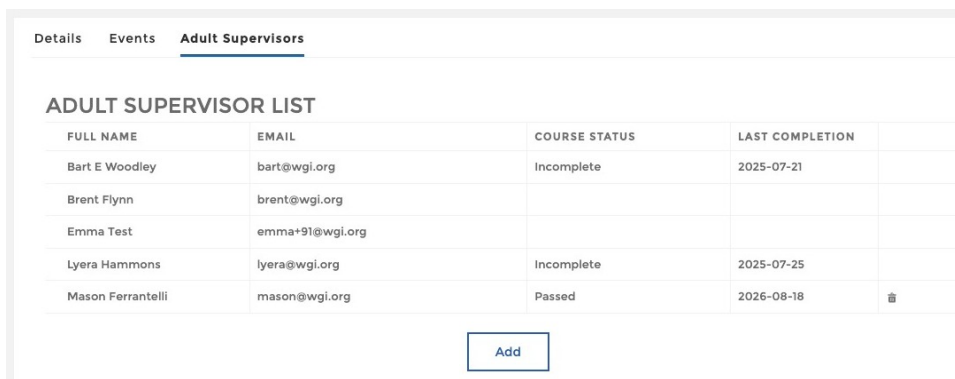
1. Log in to the WGI Director's Dashboard and click "My Groups" then select your Group



2. Click the "Adult Supervisors" tab



3. The Adult Supervisor list will automatically include the group's Primary, Secondary, and Financial Contacts, as well as the band director for Scholastic groups and Independent Management Contact for Independent Groups





Managing Your Adult Supervisor List & Monitoring 3P Course Completion

- You can track each Adult Supervisor's course completion status in the Course Status column. Their latest course completion will show in the "Last Completion" column.

Details Events **Adult Supervisors**

ADULT SUPERVISOR LIST

FULL NAME	EMAIL	COURSE STATUS	LAST COMPLETION
Bart E Woodley	bart@wgi.org	Incomplete	2025-07-21
Brent Flynn	brent@wgi.org		
Emma Test	emma+91@wgi.org		
Lyera Hammons	lyera@wgi.org	Incomplete	2025-07-25
Mason Ferrantelli	mason@wgi.org	Passed	2026-08-18

[Add](#)

Adding Adult Supervisors

- Click the "Add" button to manually add your Adult Supervisors

Details Events **Adult Supervisors**

ADULT SUPERVISOR LIST

FULL NAME	EMAIL	COURSE STATUS	LAST COMPLETION
Bart E Woodley	bart@wgi.org	Incomplete	2025-07-21
Brent Flynn	brent@wgi.org		
Emma Test	emma+91@wgi.org		
Lyera Hammons	lyera@wgi.org	Incomplete	2025-07-25
Mason Ferrantelli	mason@wgi.org	Passed	2026-08-18

[Add](#)

WGI STUDIO REQUESTS

- Fill in the adult supervisor's name and the email address they use for WGI Studio, then click the blue "Add" button

Details Events **Adult Supervisors**

ADULT SUPERVISOR LIST

FULL NAME	EMAIL	COURSE STATUS	LAST COMPLETION
Bart E Woodley	bart@wgi.org	Incomplete	2025-07-21
Brent Flynn	brent@wgi.org		
Emma Test	emma+91@wgi.org		
Lyera Hammons	lyera@wgi.org	Incomplete	2025-07-25
Mason Ferrantelli	mason@wgi.org	Passed	2026-08-18

Name
First Last

Email
staff@example.com

[Add](#)

[Add](#)



Managing Your Adult Supervisor List & Monitoring 3P Course Completion

Approve WGI Studio Requests

- The WGI Studio Requests section displays individuals who have requested to affiliate themselves with your group.

Please note: There is a delayed sync between WGI Studio and the Director's Dashboard - any new requests or course completion in WGI Studio should be reflected in the Dashboard within 2 hours.

WGI STUDIO REQUESTS				
NAME	EMAIL	COURSE STATUS	LAST COMPLETION	ACTIONS
Brittany Lawson	brittany@wgi.org	Passed	2026-08-18	✓ ⤴ ⤵
Mabel Bojangles	office@wgi.org			✓ ⤴ ⤵

- Approve a request by clicking the check box.

WGI STUDIO REQUESTS				
NAME	EMAIL	COURSE STATUS	LAST COMPLETION	ACTIONS
Brittany Lawson	brittany@wgi.org	Passed	2026-08-18	✓ ⤴ ⤵
Mabel Bojangles	office@wgi.org			✓ ⤴ ⤵

Merge a WGI Studio Request

- Merge a request with an existing supervisor in your list by clicking the arrows

WGI STUDIO REQUESTS				
NAME	EMAIL	COURSE STATUS	LAST COMPLETION	ACTIONS
Mabel Bojangles	office@wgi.org			✓ ⤴ ⤵

- Then select the existing supervisor to be merged

SCHOLASTIC WORLD

MERGE SUPERVISOR

Select the supervisor to merge Mabel Bojangles into:

- Bart E Woodley - bart@wgi.org
- Brent Flynn - brent@wgi.org
- Brittany Lawson - brittany@wgi.org
- Emma Test - emma+91@wgi.org
- Karl Lowe - karl@wgi.org
- Lyera Hammons - lyera@wgi.org**
- Mabel Bojangles - office@wgi.org
- Mason Ferrantelli - mason@wgi.org

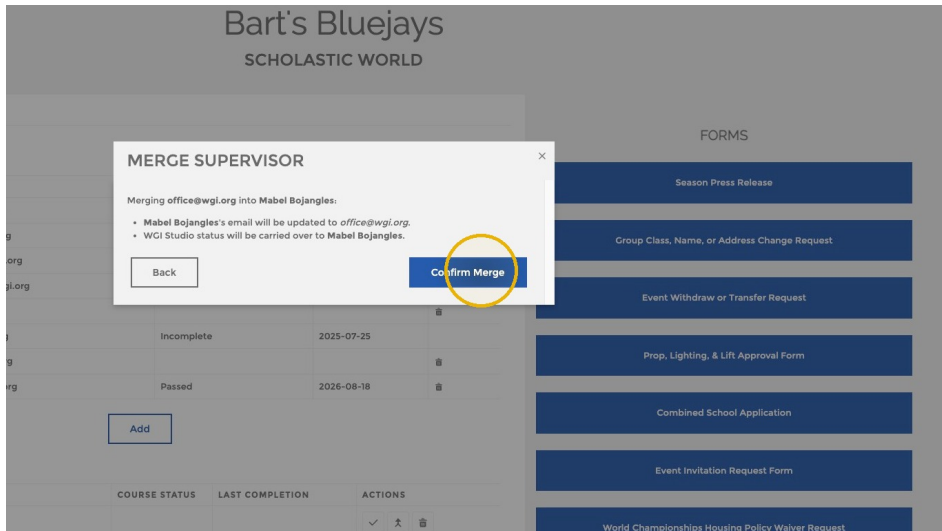
ADULT SUPERVISOR LIST

FULL NAME	EMAIL
Bart E Woodley	bart@wgi.org
Brent Flynn	brent@wgi.org
Brittany Lawson	brittany@wgi.org
Emma Test	emma+91@wgi.org
Karl Lowe	karl@wgi.org
Lyera Hammons	lyera@wgi.org
Mabel Bojangles	office@wgi.org
Mason Ferrantelli	mason@wgi.org



Managing Your Adult Supervisor List & Monitoring 3P Course Completion

11. Review the details of the merge then click "Confirm Merge"



Delete a Request

12. Delete a request by clicking the trash can

WGI STUDIO REQUESTS

NAME	EMAIL	COURSE STATUS	LAST COMPLETION	ACTIONS
Mabel Bojangles	office@wgi.org			✓ 🔍 🗑️

13. You can also remove individuals from the Adult Supervisor list by clicking the trash can in the Adult Supervisor List section.

Details Events <u>Adult Supervisors</u>				
ADULT SUPERVISOR LIST				
FULL NAME	EMAIL	COURSE STATUS	LAST COMPLETION	
Bart E Woodley	bart@wgi.org	Incomplete	2025-07-21	
Brent Flynn	brent@wgi.org			
Brittany Lawson	brittany@wgi.org	Passed	2026-08-18	🗑️
Emma Test	emma+91@wgi.org			
Karl Lowe	karl@wgi.org			🗑️
Lyera Hammons	lyera@wgi.org	Incomplete	2025-07-25	
Mabel Bojangles	office@wgi.org			🗑️
Mark Quinones	markq@wgi.org	Incomplete	2025-07-24	🗑️
Mason Ferrantelli	mason@wgi.org	Passed	2026-08-18	🗑️
Add				



Managing Your Adult Supervisor List & Monitoring 3P Course Completion

14. Confirm deletion by clicking "Remove"

Bart's Bluejays
SCHOLASTIC WORLD

REMOVE SUPERVISOR

Are you sure you want to remove Mabel Bojangles?

Cancel Remove

FORMS

- Season Press Release
- Group Class, Name, or Address Change Request
- Event Withdraw or Transfer Request
- Prop, Lighting, & Lift Approval Form
- Combined School Application
- Event Invitation Request Form

NAME	EMAIL	STATUS	DATE	ACTION
Mabel Bojangles	mbojangles@wgi.org	Incomplete	2025-07-25	[icon]
Mabel Bojangles	mbojangles@wgi.org	Incomplete	2025-07-24	[icon]
Mabel Bojangles	mbojangles@wgi.org	Passed	2026-08-18	[icon]

Add

Restore a Deleted Request

15. To restore a deleted request, click the back arrow

REMOVED INDIVIDUALS		
NAME	EMAIL	
Mark Quinones	markq@wgi.org	