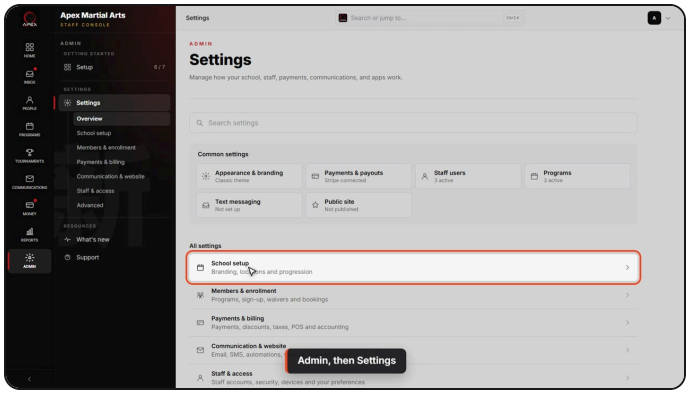
Set up your belts

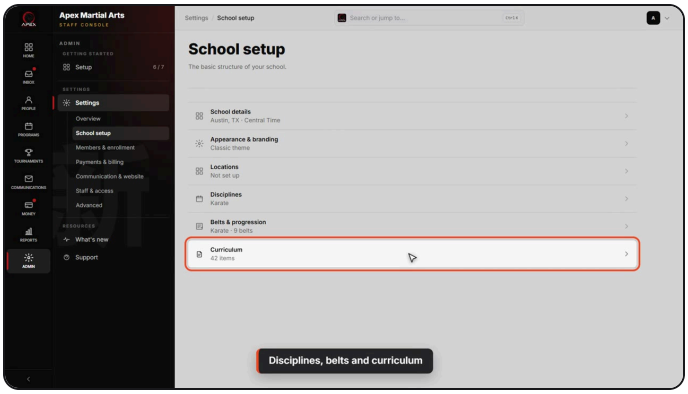
Start your belt ladder from ready-made belts, put them in order, and add a belt with what it takes to earn it.

23 steps



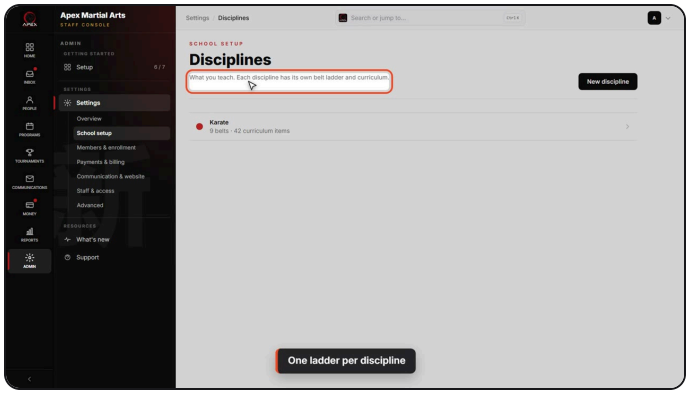
1 Admin, then Settings

Everything about your belts lives in Settings. Click Admin, then Settings. Belts are in the first group, School setup.



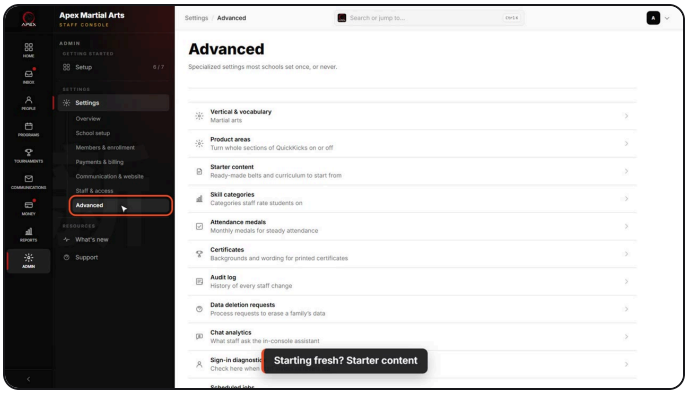
2 Disciplines, belts and curriculum

School setup holds the structure of your school. Three of these are about progression: disciplines, belts and progression, and curriculum. This video covers the first two.



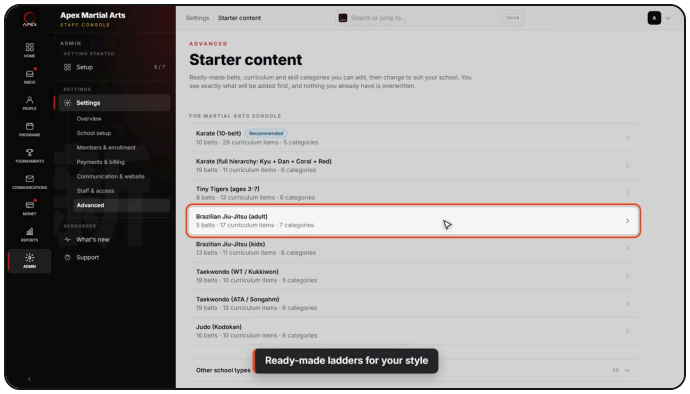
3 One ladder per discipline

A discipline is a style you teach. Apex teaches karate. Each discipline has its own belt ladder and its own curriculum, so a school that also teaches jiu-jitsu keeps the two apart.



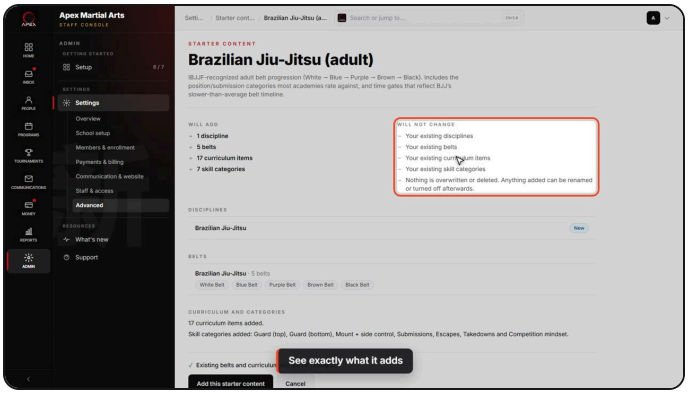
4 Starting fresh? Starter content

Starting from scratch? The fastest way in is starter content. You'll find it under Settings, then Advanced, then Starter content.



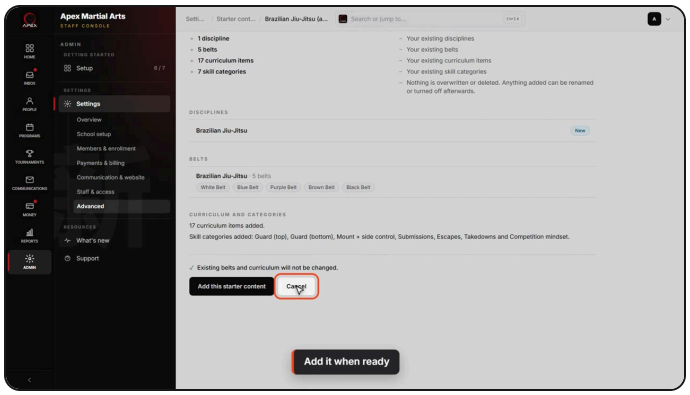
5 Ready-made ladders for your style

Each one is a ready-made ladder for a style, like ten-belt karate, Brazilian jiu-jitsu or taekwondo, with its curriculum and skill categories. Click one to see what it holds. Let's look at jiu-jitsu.



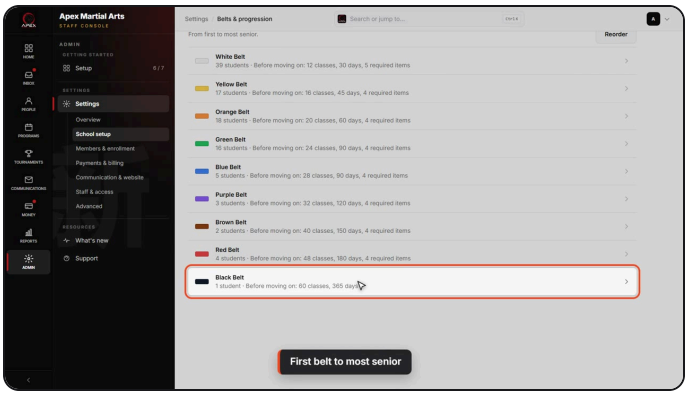
6 See exactly what it adds

Before anything changes, you see exactly what it will add: a new jiu-jitsu discipline, its five belts and its curriculum. And what it won't touch. Nothing you already have is overwritten.



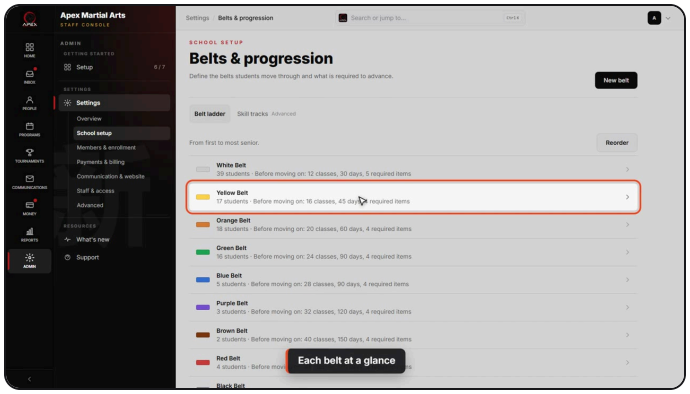
7 Add it when ready

Happy with it? Click Add this starter content, then Yes, add it. You can rename or turn off anything afterwards. Apex doesn't teach jiu-jitsu, so we'll leave this one.



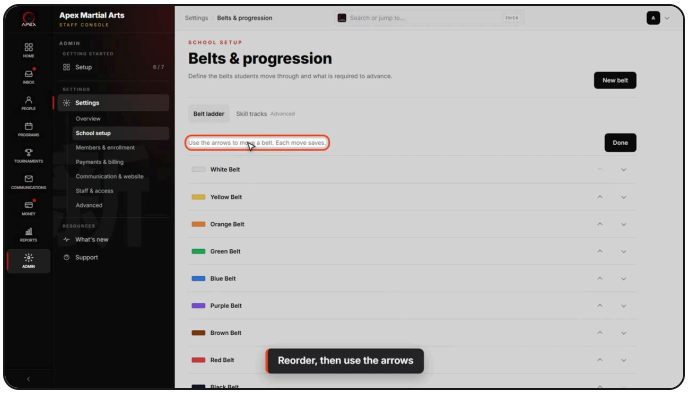
8 First belt to most senior

Your ladder is in School setup, under Belts and progression. Belts are listed from first to most senior, each with its color.



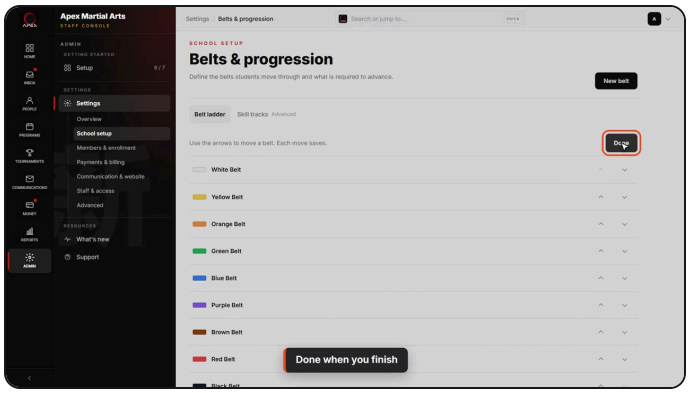
9 Each belt at a glance

Under each belt is a summary: how many students hold it, then what they need before moving on: the classes and days at the belt, and how many curriculum items are required. A yellow belt needs sixteen classes and forty-five days.



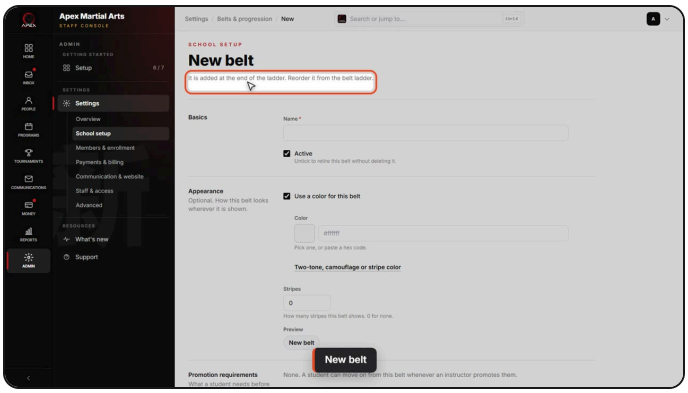
10 Reorder, then use the arrows

To change the order, click Reorder, then use the arrows to move a belt up or down. Each move saves right away, so there is nothing to save afterwards.



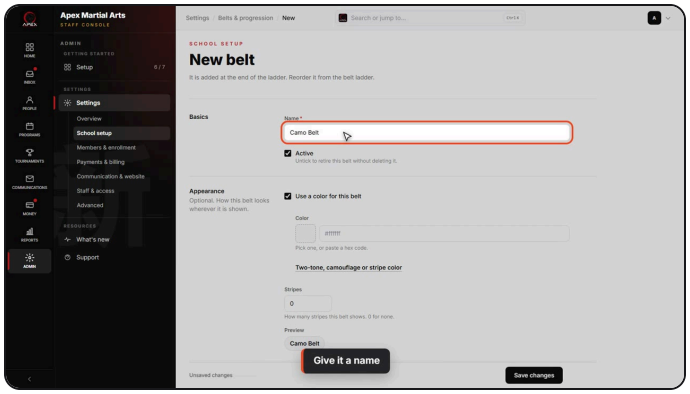
11 Done when you finish

Click Done when the order looks right.



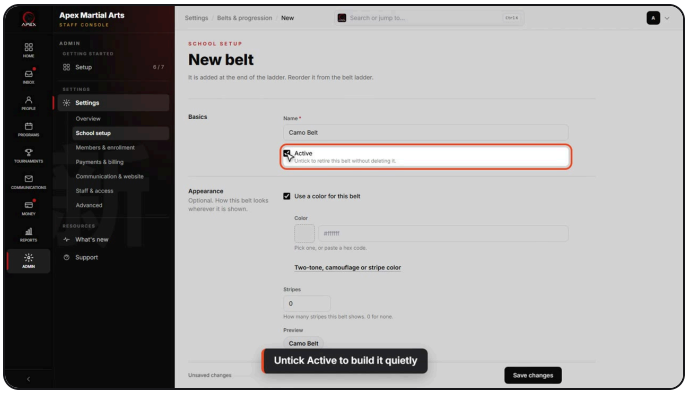
12 New belt

To add a belt, click New belt. It goes on the end of the ladder. Let's add a camo belt.



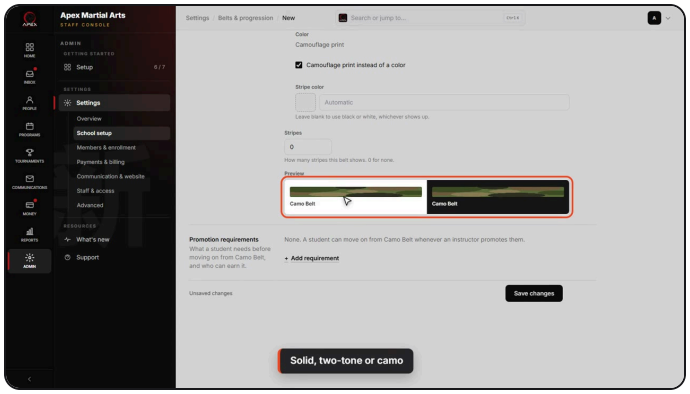
13 Give it a name

Give it a name. If you teach more than one style, you also pick which ladder it joins.



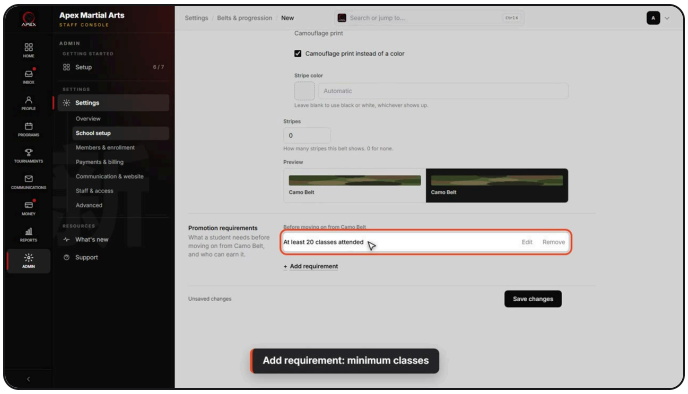
14 Untick Active to build it quietly

We'll untick Active, so nobody can be promoted into it while it's being set up. Tick it again when it's ready.



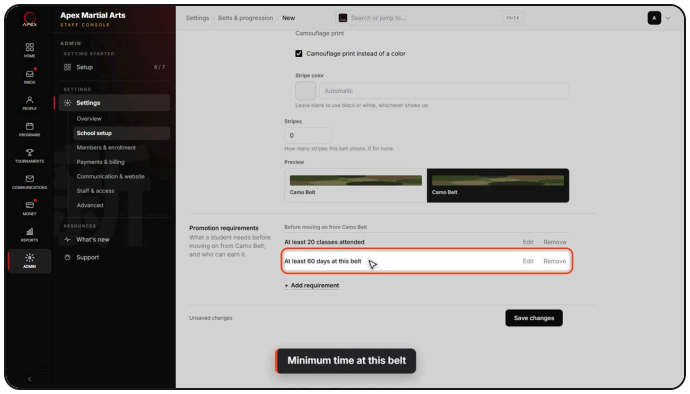
15 Solid, two-tone or camo

Now the look. Pick a color, or click Two-tone, camouflage or stripe color for more. Add a second color for a two-tone belt, or tick Camouflage print. The preview shows exactly how it will look.



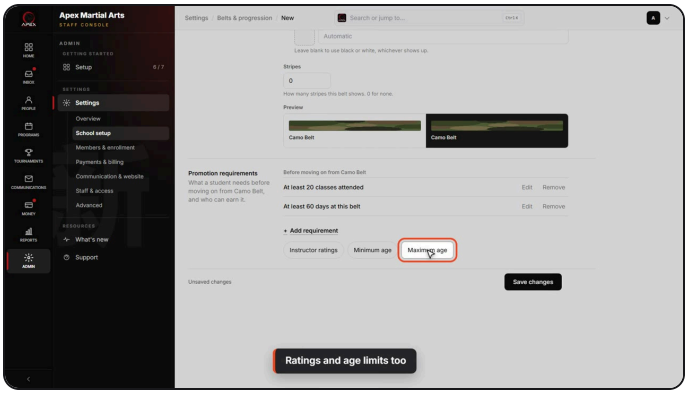
16 Add requirement: minimum classes

Next, the requirements. Click Add requirement and pick Minimum classes. Type twenty, then click Done: twenty classes at this belt before a student shows up as ready to promote.



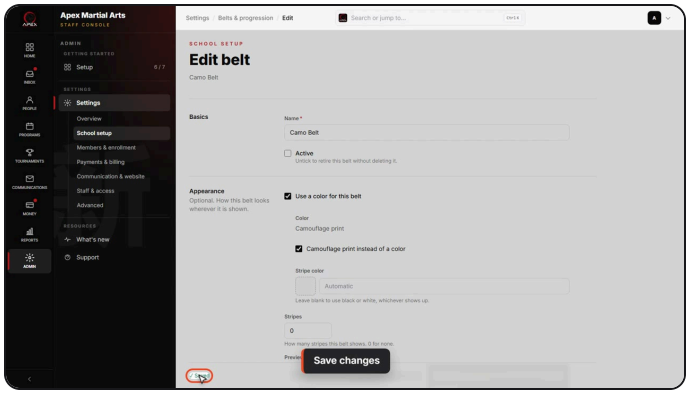
17 Minimum time at this belt

Add Minimum time at this belt the same way, and type sixty. That's sixty days, about two months at this belt, before a student shows up as ready.



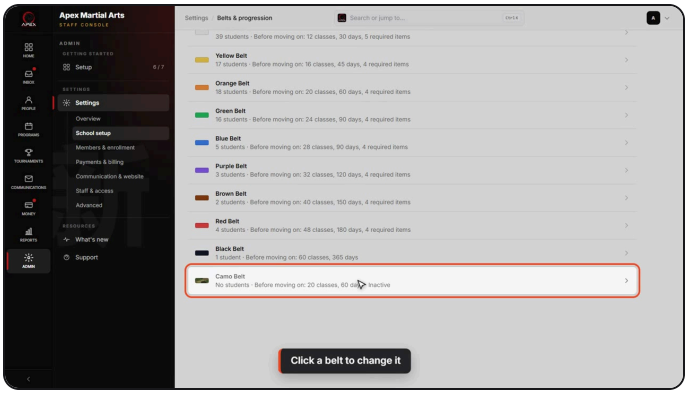
18 Ratings and age limits too

There are more: instructor ratings, and a minimum or maximum age, handy for kids' ladders. Add only the ones you use.



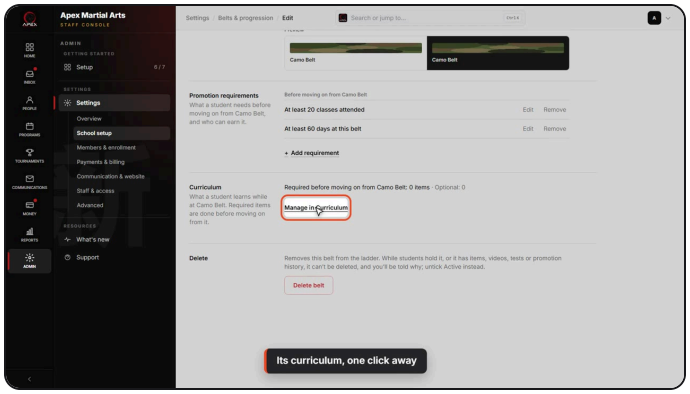
19 Save changes

Click Save changes, and the new belt is on your ladder. You land on its own page, where you can keep editing.



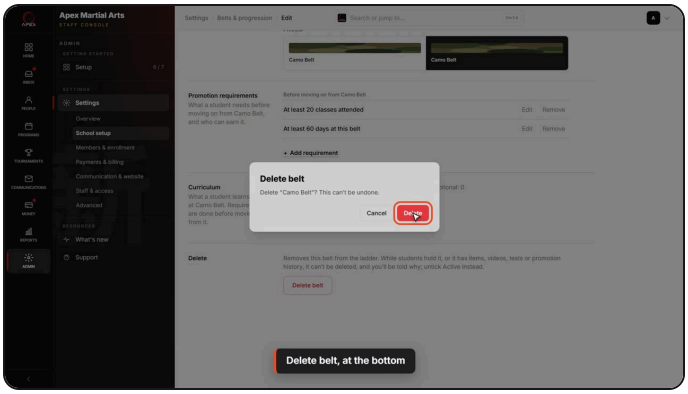
20 Click a belt to change it

To change a belt later, click it on the ladder. Everything you just set can be changed on its page.



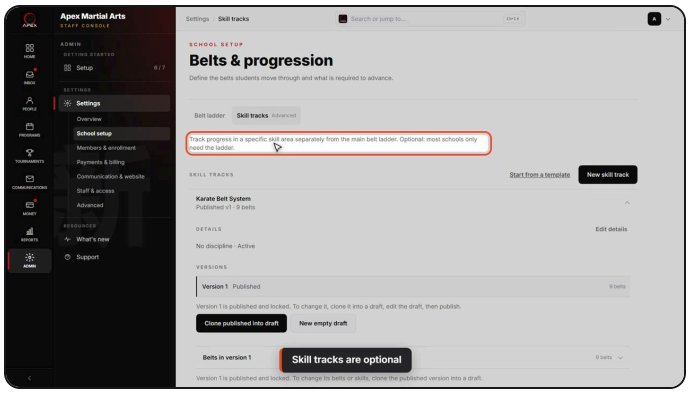
21 Its curriculum, one click away

Each belt's page also shows its curriculum, with a link to manage it. That's the next video.



22 Delete belt, at the bottom

To remove a belt, click Delete belt at the bottom of its page. A belt that students hold, or with curriculum or promotion history, can't be deleted. You'll be told why, and can untick Active instead. Otherwise, click Delete to confirm.



23 Skill tracks are optional

Next to the ladder are skill tracks, marked Advanced. They let you track a skill area separately from your belts. Most schools only need the ladder.

What happens next

1. **Next: Build your curriculum**
   Add the techniques students learn at each belt, mark the ones they must know, and attach videos and handouts. Watch it at quickkicks.app/learn/schools/build-your-curriculum



Watch the video

Point your phone's camera at the code, or go to quickkicks.app/learn/schools/set-up-your-belts

Stuck?

In QuickKicks, open **Admin**, then **Support** (or **Help**, in the simpler menu), and send us a message. Or email **hello@quickkicks.app**.

Shown with a demo school. Your screens show your own school, and may look a little different.