

Free martial arts school onboarding checklist

Create a smoother first experience for every new student

Overview

The Martial Arts School Onboarding Checklist is a practical framework designed to help martial arts school owners create a consistent and welcoming experience for every new student.

From the first inquiry to the first month of training, this checklist outlines the key steps that help students feel confident, connected, and motivated to continue their martial arts journey. By standardizing your onboarding process, you can improve communication, strengthen student engagement, and support long-term retention without adding administrative complexity.



Build stronger student relationships from the very first class

1. Before the first class

- Confirm registration
- Share class time and location
- Confirm billing and forms
- Send welcome message
- Explain what to wear
- Introduce what to expect

2. During the first class

- Welcome student by name
- Explain class structure
- Reinforce effort and participation
- Introduce the instructor
- Pair student with a helpful partner
- Review next steps before they leave

3. After the first class

- Send same-day follow-up
- Share beginner resources
- Celebrate early milestones
- Invite student to book the next class
- Track attendance for the first 30 days
- Ask for feedback

Ready to turn first-time visitors into long-term students?

Daxko Zen Planner helps martial arts schools streamline onboarding, automate communication, track attendance, and create a more connected student experience from day one.

Book a demo with Daxko Zen Planner today and discover how a consistent onboarding process can improve student retention and support long-term school growth.



Scan to book a demo