



# Medspa Advanced Training

BOULEVARD

# 01 Overview

Welcome to your Medspa Advanced Training. This series is designed for teams ready to take their Boulevard knowledge beyond the basics. **For the best results, we recommend completing the initial Boulevard Academy training videos before beginning these lessons.** This advanced series provides personalized guidance for owners, managers, service providers, and front-of-house staff who want to master the tools that drive efficiency, compliance, and growth within their medical aesthetics business.



## 02 Objectives

By the end of this training, you will gain a comprehensive understanding of Boulevard's functionality tailored specifically to medspas. Lessons will focus on building service menus for injectables and weight loss treatments, optimizing front and back-of-house workflows, leveraging advanced charting capabilities, and creating effective memberships and packages. You will also learn how to utilize medspa-specific reports to monitor performance, ensure compliance, and uncover opportunities for revenue growth.



### LIBRARY

Neurotoxins & Fillers  
Allē + Aspire Rewards  
Weight Loss Treatments  
Forms & Charting  
Photo Markup  
Phrases  
Review & Sign Offs  
Photo Gallery  
Memberships & Packages  
Medspa Reporting

# Services tied to Products



For Neurotoxin, Fillers & Weight Loss Treatment

**Front of House** – Front Desk & Service Providers

**Back of House** – Managers & Admins



01

## **Neurotoxin & Fillers** (Front & Back of House)

Setting up, scheduling and checking out services that require multiple product types

02

## **Neurotoxin & Filler Discounting** (Front of House)

Checking out discounts related to product usage services

03

## **Neurotoxin & Filler Discounting** (Back of House)

Setting up and managing discounts related to product usage services

04

## **Allē + Aspire Rewards** (Front of House)

Using and checking out with outside third party platforms such as Allē, Aspire, Care Credit via custom payment types

05

## **Allē + Aspire Rewards** (Back of House)

Setting up and managing outside third party platforms such as Allē, Aspire, Care Credit, via custom payment types

07

## **Weight Loss Treatments** (Front of House)

Scheduling and checking out weight loss services

08

## **Weight Loss Treatments** (Back of House)

Setting up and managing services weight loss services

# Advanced Charting



Overview of Boulevard's Advanced Charting & Documentation

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**Front of House – Front Desk & Service Providers**

**Back of House – Managers & Admins**



01

## **Building Forms & Charts** (Back of House)

How to set up and create Forms & Charts

02

## **Using Forms & Charts** (Front of House)

Using and interacting with forms & charts

03

## **Photo Markup** (Back of House)

How to set up and managing photo markup

04

## **Photo Markup** (Front of House)

Using photo markup

05

## **Phrases** (Back of House)

Setting up and managing phrases

06

## **Review & Sign Off** (Front of House)

How to utilize review & sign off functionality for medical director review

07

## **Photo Gallery** (Front of House)

Utilizing photo gallery

# Memberships & Packages



Overview of Boulevard's Membership's & Package's

Front of House – Front Desk & Service Providers

Back of House – Managers & Admins



01

## **Creating a Membership** (Back of House)

Setting up memberships

02

## **Example Memberships** (Back Of House)

Example of common Medspa memberships types

03

## **Selling Memberships Online & In-Store** (Front of House)

Selling and checking out memberships online & in person

04

## **Creating Packages** (Back of House)

Setting up packages

05

## **Memberships & Packages: Same Day Sale & Redemptions** (Front of House)

A walkthrough of selling and redeeming membership & package perks on the same day

06

## **Membership: Best Practices Article** (Back of House)

07

## **Boulevard's Best: Boosting Revenue & Growing Loyalty Through Memberships** (Back of House)

# Medspa Reporting Best Practices

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## **REPORTING BEST PRACTICES GUIDE**

A comprehensive guide to creating and customizing the most commonly requested Medspa reports



## **REPORTING ARTICLES SUPPORT CENTER**

All Reporting related articles from getting started to comprehensive glossaries

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### OTHER RESOURCES

**Beyond the Basics: Custom Reports & Top KPIs in Boulevard**

**Mastering Boulevard's Custom Reports**

**End-of-Month Reports Best Practices**

Academy

Support Center