

ON-LINE REGISTRATION INSTRUCTIONS NEW DANCER

To register your dancer, use [this link](#).

Please email the studio if you have any questions about the class offerings or how to navigate the on-line registration system.

Create New Account:

- Enter the parent's first name, last name and email address
- Enter the parent's mobile phone number **AND** mobile phone provider
- Other Number is your home phone number. If you do not have a home phone, re-enter your cell phone number
- Open and read the Terms and Conditions
- Be sure to check the box to confirm that you have read and accept the Terms and Conditions
- Click Next
- You will then receive an email with a verification code
- Enter the verification code on the next screen
- Click Next

Step 1 Enter Student Detail:

- Enter the student's first name, last name, gender and date of birth
- Click Save
- If you would like to add another student, fill out the form above again.

Step 2 Enter Family Detail:

- Enter the billing parent first and last name
- Enter additional parent first and last name (optional)
- Enter address
- Click Next

Step 3 School Questions Answers:

- Please provide answers for each question
- Click Next

Step 4 Select Your Classes:

- Select student
- Select season
- Click the box to the left of the class to select the class.
- Click Enroll
- Select yes in the pop up box to select classes for additional students then repeat steps above
- Select no in the pop up box to confirm the enrolled classes
- View enrolled student classes and click next

Choose a Payment Method:

- Click **SKIP**

You will not be making payment with your on-line registration. Dance Step will generate an invoice for the registration fee and first month's tuition when we process your registration. You may mail or drop off a check. You may also pay with cash or credit card in person. However, if you wish to pay on line with a credit card, instructions will be emailed to you when you receive the first invoice.

Logout:

- Click on the **Select Student or Logout** dropdown menu and log out

Use the following instructions to access the Parent Portal at a later time. You can use the Parent Portal to review your account, make payments and change your password.

To access the Parent Portal use [this link](#):

Login:

- Your login is your email address.
- The password is **Dance#16** (unless you have reset the password)
 - If you have forgotten your password, click the Forgot Password button on the login screen.

Enroll Students in Class:

1. Select Student from the **Select Student or Logout** dropdown menu:
 2. Click **Enroll in Class** button
 3. Follow instructions on the screen
- Follow Steps 1, 2, and 3 to enroll additional students that are already on your account in class
 - To add a new student to your account, click the **Add New Student** button
 - Enter requested information and click **Save Student**
 - Follow Steps 1, 2, and 3 to enroll the new student in class

Review Account Information for Each Student (click on each tab):

- **Classes:** shows enrolled classes. Sort by season to see just the 2017-18 classes
- **Address:** click edit to change the student address
- **Guardian:** click edit to change the guardian information. Make sure the **Default Bill To** Box is checked for the guardian that you want to receive statements by email
 - Click "+" to edit or add an address, email or phone for the guardian
 - Click the Add Guardian button to add additional guardians to the student account
- **Emails:** click add email to add a student email. The email can be the same or different from the main account email.
- **Phones:** click add phone to add a student phone number. The phone number can be the same or different from the main account phone number
- **School Question:** Please provide answers for each question then click **Save**.

Payments:

You will not be making payment with your on-line registration. Dance Step will generate an invoice for the registration fee and first month's tuition when we process your registration. You may mail or drop off a check. You may also pay with cash or credit card in person. However, if you wish to pay on line with a credit card, instructions will be emailed to you when you receive the first invoice.

My Setting:

- Reset password
- **Login Account:** Edit cell phone, home phone and cell phone provider. **Please verify that the cell phone provider is correct. Dance Step may send text messages to provide important class and studio information.**
- **Account Subscription:** Edit any users that you would like to unsubscribe from receiving emails or text message (SMS).

Read General Terms and Conditions:

- Click to read Dance Step's terms and conditions for tuition, recital and use of image

Membership:

- This feature is not used by Dance Step

? Help:

- On line help manual. This manual gives you instructions on navigating the Parent Portal.

Logout:

- Click on the **Select Student or Logout** dropdown menu and log out