

## ON-LINE REGISTRATION INSTRUCTIONS RETURNING DANCERS

To access the Parent Portal 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.

### 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
  - 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