

ONLINE INSTRUCTIONS FOR RETURNING STUDENTS

- To enroll in a class you must pay for it first by purchasing a contract.
- You can only register online if you are paying with a Visa or Mastercard. If you prefer to pay with cash or cheque you will need to register in person during office hours.
- Registration is based on a first-come, first serve basis.

To enroll successfully, please print off the steps below to guide you along the way.

STEP 1 - LOG IN

1. Log in to your profile (the person who is paying for classes) and not your child's profile. If you've forgotten your password, click on "**Need New Password?**" to reset it.
2. Please update your profile if any of your contact or billing information has changed. Click "**Edit**" to make changes.
3. Ensure "**Yes**" is selected for both "**Subscribe to**" options and "**Important Electronic Correspondence**" in the "**Personal**" section of your profile page. This will ensure you receive your receipts, confirmation of enrollment, uniform/dresscode requirements, along with any other important information.
4. **DO NOT ADD** any returning family members...this will only duplicate their profiles.
5. If there is a NEW family member to add this season, go to the "**Family Member**" section and click on **ADD STUDENT/FAMILY MEMBER**. Be sure to select "**Pays For**" and enter their date of birth in the format of DDMMYYYY.

STEP 2 - PURCHASE CONTRACT(S)

1. Click on the **CONTRACTS** tab at the top of the page.
2. Click on **CONTRACTS** in the menu
3. Select your contract(s) from the drop down menu. Choose how you want to pay, monthly or per billing term. Purchase the correct amount of contracts to correspond with the number of classes you will be paying for. For example, if you will be paying for a total of 4 classes and you want to pay monthly, you will purchase 4 contracts:
 - 1 Class a week | Monthly
 - add a 2nd Class | Monthly
 - add a 3rd Class | Monthly
 - add a 4th Class | Monthly
4. Check the box at the bottom of the screen to agree to the contract terms.
5. Click **MAKE PURCHASE**.
6. Click on **CONTINUE SHOPPING** if you're purchasing contracts for multiple classes and then **CHECKOUT**.
7. Click on **PLACE ORDER** Once your purchase is complete, you will be sent an email receipt.

STEP 3 - ENROLL IN A CLASS(ES)

Once you have successfully purchased your contract(s) you can enroll in your class(es):

1. Click on **ENROLL** tab. Find the class by day, time, location.
2. Click the **SIGN-UP NOW!** button.
3. Select the family member you would like to enroll in the class. You will receive an email confirmation for each class you successfully sign-up for.

You will not be able to enroll new family members that you have just added online. Please notify us by email once you've purchased your contract and let us know the family member's name, class, time, and studio you want to enroll them in. We will take care of the rest. Continue these steps for each class.

NOTE - If they are not the age slotted for that class on the day you try to enroll them, you will not be able to sign them up for that class online. You will receive a message, "do not meet the prerequisites". If they will meet the age requirements for that class by Dec 31st of this year, please contact us so we can enroll them for you.