

## ONLINE INSTRUCTIONS FOR RETURNING STUDENTS

- To enroll in a class you must pay for it first by purchasing a contract.  
If you are paying for multiple classes you must select an appropriate contract for each class (see example in Step 1).
- You can only register online if you are paying with a Visa or Mastercard. If you prefer to pay by EMT you will need to register by phone or email 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.**

### PROFILE

1. 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. To ensure you receive your receipts, confirmation of enrollment, uniform/dresscode requirements, along with any other important information, select email or text for the following:  
"**Your Account**" and "**Reminders and Schedule Changes**" and "**Yes**" for "**Important Electronic Correspondence**" in the "**Personal**" section of your profile page.
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. You must notify JDD that a new family member has been added so that we can link them to your account. Otherwise, you will not be able to enroll the new family member.

### STEP 1 - PURCHASE CONTRACT(S)

1. Click on the **STEP 1: PURCHASE CONTRACT(S)** 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 four, 40 minute and up classes and you want to pay the billing term in monthly installments, 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**Note** - If you are enrolling a child in a Tots In Motion and/or Music & Movement class you must purchase the contract named "**TotsInMotion/Music&Movement**" to be able to enroll them in one of these classes. They have already been discounted and do not apply to the discount assigned to multiple class contracts above for classes 40 minutes and up. If you're adding other classes, then continue with the "add a 2nd Class"
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 and you will be sent an email receipt.

### STEP 2 - SIGN-IN TO CLASS(ES)

Once you have successfully purchased your contract(s) you can enroll in your class(es). If you're using a cell phone, you may need to click on the "STEP 2 - SIGN-IN TO CLASS(ES)" tab.

1. Once you've found the correct class/location, click the **SIGN-UP NOW!** button.
2. 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.

### IMPORTANT NOTES:

**NEW FAMILY MEMBERS** - 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.

**AGE REQUIREMENTS** - If a student is not the age assigned to a class by the first class, 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 December 31st of this year, please contact the studio by email so we can enroll them for you. Otherwise, you will need to enroll them in a class that meets their age requirement.