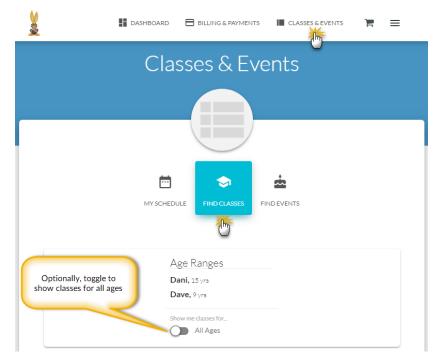


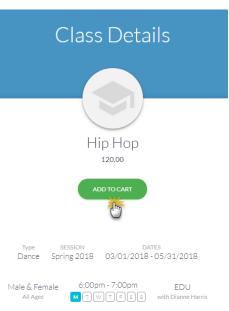
Registration 2020

Returning Families:

- To register for the upcoming season, log into your <u>Parent</u> Portal account.
- 2. To add classes, go to the top left where it says "Classes". Go to "Find Classes".



- 3. When a class is selected from the list shown, you will be taken to the *Class Details* page where information about the class is displayed. If you wish to enroll a student(s) into the class, click the **Add to Cart** button.
- 4. You will be taken to the *Enroll* page where the you can select a student, or multiple students, from the list of eligible students shown by selecting the checkbox next to their name.

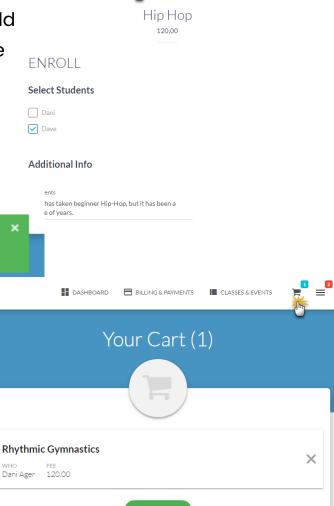




Registration 2020

- 5. At this point the class is only added to the cart and you will be taken back to the listing where you may continue to select classes and add them to your cart. Classes can be removed from the cart, but, can't be edited or changed in the cart.
- 6. When all desired classes have

CLASSES & EVENTS



Enroll

been added to the cart, you must click on the **cart icon** in the top menu and click the **Enroll Now** button to complete the enrollment.

Class added to your cart!

Notice: Placing the class into the cart does not 'hold a spot' for the student. The class will stay in the shopping cart, but

it won't hold the spot in the class and prevent anyone else from registering.

7. Confirm your payment information is correct. **ACCOUNTS MUST BE SET UP FOR AUTOMATIC DRAFT/DEBIT /PAYMENT WITHDRAWAL. THIS IS A MANDATORY POLICY.** This eliminates forgotten payments and allows us to handle accounts receivables in a timely manner which allows more

OF ATLANTA

Registration 2020

time for class preparation. If you choose to pay monthly by check and we need to charge your credit card twice due to late payments, we will automatically adjust your account to periodic billing charged to the credit card on file for your convenience and ours. <u>PAYMENTS WILL BE WITHDRAWN ON THE</u> 2ND OF EACH MONTH. **There are no credits.**

Declined charges will incur a \$25.00 fee.

a. Monthly payment options:

CREDIT/DEBIT CARD ACH CHECK AUTOMATIC WITHDRAWAL

- 8. You may immediately pay for the September tuition + \$50 Registration fee in your account. Payments will be withdrawn on the second of each month. *Your registration will be confirmed when first payment is received.*
- 9. To select additional classes for your student, complete the <u>additional class inquiry form</u> for the following classes. Allow at least 24 hours for your account to be updated and you will be notified via email.

Classes

```
Intermediate II & III Tap (Monday, 7:45 – 8:30 pm)
Level I & II Acrobatics (Tuesday, 5:45 – 6:45 pm)
Level III Tap (Wednesday, 5:30 – 6:15 pm)
Intermediate/Level III Jazz (Wednesday, 6:30 – 7:30 pm)
Advanced Hip Hop (Thursday, 7:30 – 8:30 pm)
Level I & II Hip Hop (Friday, 5:30 – 6:30 pm)
Level I & II Jazz (Friday, 5:30 – 6:30 pm)
```