

STEP-BY-STEP ONLINE REGISTRATION INSTRUCTIONS:

- 1) Click where it says REGISTER ONLINE HERE
- 2) It will take you to a different registration window where you can view the entire season's schedule. The best thing to do, is to click in the upper left-hand corner (under the Dance Magic logo) where it says LOGIN.
- 3) If you danced with us this summer, you will re-enter your Email and Password from when you enrolled this summer. If this is your first time registering online, click on REGISTER.
- 4) Enter your CONTACT INFO. Then click NEXT.
- 5) Enter Info for Student #1. Then click NEXT. If you have more students to add, click on ADD ANOTHER STUDENT TO THIS ACCOUNT (continue until all students are added to your account). Once finished adding students, click on SEARCH/ENROLL IN CLASSES.
- 6) Read & Accept the Student Waiver & Release of Liability. CLICK the two I ACCEPT boxes. TYPE IN YOUR NAME and click ACCEPT.

(next, it may ask you which student you want to enroll first. Click on whichever student you want to start enrolling)
- 7) The schedule will now pull up. There may be a tab at the top that has a drop down option (if our summer schedule is still active, one tab may show our summer schedule and the other may show our new SEASON). Make sure you click on and are viewing the NEW SEASON. Click on the class you want.
- 8) When you click on a class, that student will become enrolled in the class. This won't become final until you finish your CHECKOUT. Once you put your student in a class, it will take you to an Enrollment Confirmation page. You will have the option to Checkout, or at the bottom of this page, you can Enroll this Student in Another Class, Enroll a Different Student in Another Class, or Drop this Student from the Class you just selected. Continue Adding classes until you are finished. When you have added your final class, click on CHECKOUT.
- 9) Once in the CHECKOUT process, you can still decide to Remove or Add classes. Your total amount will show. You can click on the DETAILS button and it will show you your Monthly Tuition (NOTE: if we need to manually make any adjustments for Autopay Discount or Referral Discounts, then this amount may change from what you are now seeing). When you are ready to Checkout, click the NEXT button.
- 10) If you have a PROMOTIONAL code, you will enter it on the next page (promotional codes will all be reviewed by our Office Manager to ensure they are entered correctly. If they are entered incorrectly, your total may be different than what shows next). Click NEXT.
- 11) To pay your registration fee by card, click on ENTER A NEW PAYMENT METHOD. You may then enter your Credit/Debit Card info, or your Bank Account Info to pay by check online. Online payment is secured. If paying by Credit/Debit Card, you will have the option to keep that card on file and use it for Automatic Payments (**IMPORTANT! If you keep your card on file for automatic payments, that means**

whenever you have a balance, you are authorizing your card to be charged on the due dates. So when costume fees come due, you are authorizing that the costume fee can be charged on your card. Also, signing up for Automatic Payments with your credit card, does not sign you up for the \$5 Autopay discount that the studio offers. That Autopay discount applies to families who enroll in Autopay that is automatically drafted from your checking/savings account by SBSU).

You will need to pay to complete your registration! Spots will be reserved based on when payment is received!

12) Once you've selected your Method of Payment, hit NEXT.

13) You are now on Approve & Finish. You just need to ACCEPT your Payment Method to finalize.

14) You're finished! You may log back in to this site at any point during the year to check your account balance, pay your bill, or to review your invoices. Thank you for choosing Dance Magic & The Ballet School!

YOU'RE REGISTERED!