

## **REGISTRATION INSTRUCTIONS for AUTOPAY & REFERRALS:**

---**IF ENROLLING IN AUTOPAY**, please download and fill out the Autopay Form [HERE](#): you will then need to get us the form. You can email us a scanned copy of the form, mail it to us, bring it to our registration night, or bring it to us at the studio. You can turn in the form at any time throughout the year, but the sooner you turn it in, the sooner you start saving \$5 each month on your tuition! We need at least 10 days before the start of the month to get it entered, submitted and processed to go on the next month's batch.

---**IF YOU HAVE A REFERRAL DISCOUNT**: Please either email us the necessary information (see referral form [HERE](#)), or download the form and email it to us or bring it to us at the studio. You will not receive your discount until we receive the required information.

*We will be at the studio July 20<sup>th</sup> through August 6<sup>th</sup> on Tuesdays, Wednesdays and Thursdays from 10:00am-Noon (and August 4<sup>th</sup>-6<sup>th</sup> from 2:00-4:00pm). We will be teaching classes, but you are welcome to drop your Autopay Forms and Referral Forms in our Black Payment Box in the Main Lobby or give them to any teacher. We will also be available to drop forms off to during our Majestic & Ballet Registration Night on Monday, August 3<sup>rd</sup> from 2:00-6:00pm (we cannot help with registration this night, but we can accept your Autopay & Referral Forms) and during our Registration Open House on Monday, August 10<sup>th</sup> from 4:00-6:00pm.*

## **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 two tabs at the top (if our summer schedule is still active, one tab may say SUMMER 2015 MINI CAMPS and the other may say 2016 SEASON). Make sure you click on and are viewing the 2016 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).

*If you wish to Pay by CASH/CHECK at the OFFICE, click that circle (Important: if you click this, you should mail a check or bring it to the studio ASAP! 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!

BEFORE YOU REGISTER . . . Here are some important things you need to know:

- 1) Thank you for choosing Dance Magic! We're excited to have you!
- 2) All of our classes (except Technique & Tumbling classes) are PERFORMING classes and have a COSTUME FEE associated with them. Costume Fees are due by OCTOBER 1<sup>st</sup>. These costumes will be worn at our Recitals: our Winter Recital in December, Ballet Recital (if applicable) in April, and our year-end Recital in May. There may be a few other small community performances that we are invited to perform at.
- 3) Please make sure you view our Fee Schedule [HERE](#). Please review it carefully as it will show you what to expect for the year in Fees on top of your dancer's regular tuition.
- 4) Our FEE SCHEDULE also shows you what Shoes and Dancewear are required for your dancer's class. All shoes and dancewear can be ordered on our website [HERE](#). If your dancer needs jazz shoes or is on a Competition Team, you must order shoes through Dance Magic to ensure uniformity.

We understand it may take a few weeks to get all of the required shoes & dancewear for class. Please try to have everything you need by mid-September. If you need assistance at all in ordering, please contact our Office Manager at [officemanager@mydancemagic.com](mailto:officemanager@mydancemagic.com)

If you order shoes & dancewear from our website, your order will be shipped to our studio with your dancer's name on it. We will pass out your order during your dancer's class.

5) If you are signing up for AUTOPAY or if you have a REFERRAL DISCOUNT, please make sure you read our Registration Instructions [HERE](#) so we can be sure to get you enrolled in these programs correctly (and to ensure you receive your discounts!). You can pay the registration fee online with a card today and sign up for these other things later. You can sign up online to have your credit or debit card charged every month if you'd like, but this type of automatic payment option does not qualify you for any extra discount (only Autopay which is directly withdrawn from a bank account –set-up and run securely through SBSU- qualifies for the Autopay discount; Autopay cannot be withdrawn from a credit card. See FORMS).

6) Our season goes from August to May. If you need to withdraw at any time before May, you must notify us in writing (letter, email, text) before the 15<sup>th</sup> of the month to not be charged for the subsequent month. When you enroll in dance we save a spot for you, so we need notice when you are withdrawing. Failure to attend does not indicate dropout.

7) No pro-rating for missed classes and NO REFUNDS are given.

8) If your dancer is too young (or too old) for a Tiny Stars class, the class will not appear when you are looking at the list of classes since it has an age restriction on it. As is the case with any age-restricted class. If you have any questions about classes, please contact us.

TIME TO REGISTER!