



## Navigating Your Parent Portal

### Creating Your Parent Portal Account

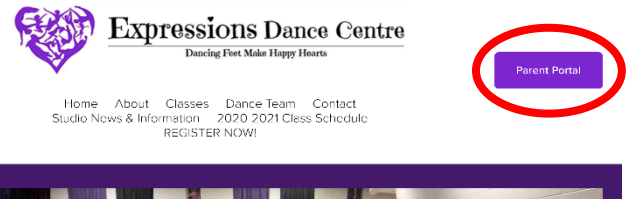
To create your Parent Portal account, you must complete our online registration form. You can access our online registration form by visiting our website or with the following link: [REGISTRATION LINK](#). If you have already completed the online registration, you have already created your Parent Portal account.

Contact #1 should be the primary contact and billing contact for the student. Under Contact #1 you will be asked to enter an email and a Portal Account Password. This email and password will be your login credentials for your Parent Portal account. You do have the option to add an additional contact person under Contact #2. This person will be added to our email list but will not have access to the Parent Portal.

### Accessing Your Parent Portal Account

The Parent Portal Login page can be accessed by visiting our website and clicking on the purple Parent Portal button at the top of the webpage (circled here in red). You can also access your Parent Portal with the following link: [PARENT PORTAL LINK](#).

Once you have accessed the Parent Portal Login page, enter the email and password you entered for Portal Access under Contact #1 on the online registration form and click the green SIGN IN button.



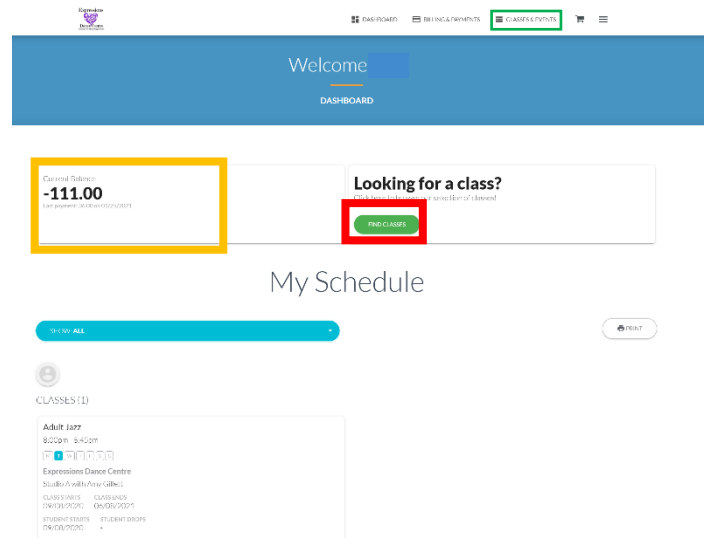
### Resetting Your Password

If you have forgotten or would like to change your password, you can reset your password by first going to the Parent Portal Login page. Under the green SIGN IN button there is a link in bold that says '**Reset Password**' (circled here in red). An email will be sent to you that will allow you to change your password.

## Parent Portal Dashboard

Once you have logged into your Parent Portal, you will be redirected to the Dashboard of your Parent Portal.

Here you will be able to see your current balance (outlined here in yellow). A negative balance means that you have a credit. This credit will be automatically applied to any future purchases or future monthly tuition. Tuition is posted at the beginning of each month. The My Schedule section will show all students and their currently enrolled classes.



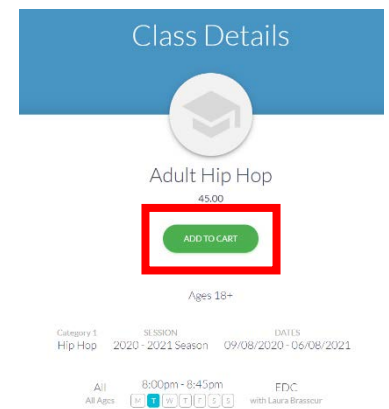
## Enrolling Your Dancer in Classes

If you are looking to enroll a student in a class, click on the green 'FIND CLASSES' button (outlined above in red) on your dashboard or by selecting 'CLASSES & EVENTS' at the top of the webpage (outlined above in green).

You will be redirected to a page listing all our currently offered classes. Once you have found the class you wish to enroll your dancer in, click on the class. You will be redirected to the Class Details page. If this is the class you wish to enroll your dancer in, select the green 'ADD TO CART' button (outlined here in red).

You will be asked to select the student you wish to enroll in this class. Once you have selected the student, you can finish adding the class to your cart. If you wish to enroll in more classes, you can continue shopping. If you have selected all of your classes, you can finish enrollment by checking out.

**\*\*PLEASE NOTE there is currently NOT an option for online payment via your Parent Portal. \*\*** Our payment options include cash, check, credit card, or PayPal. There is an additional charge for all PayPal and credit card transactions. You are responsible for paying the credit card or PayPal processing fee.

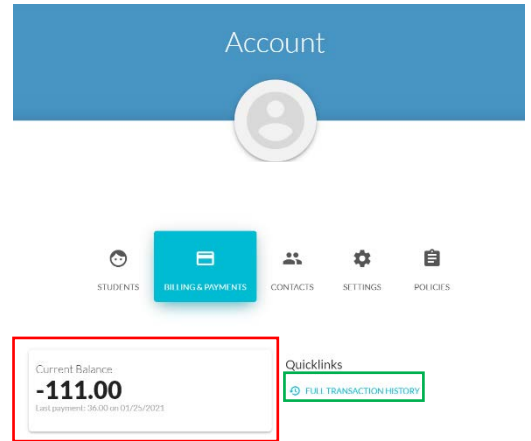


## Accessing Your Account Balance & Transaction History

To access your account details including your current balance and full transaction history go to the 'BILLING & PAYMENTS' page (access from the menu banner at the top of the webpage).

Here you will be able to see your current balance (outlined here in red). A negative balance means that you have a credit. This credit will be automatically applied to any future purchases or future monthly tuition. Monthly tuition is posted at the beginning of each month.

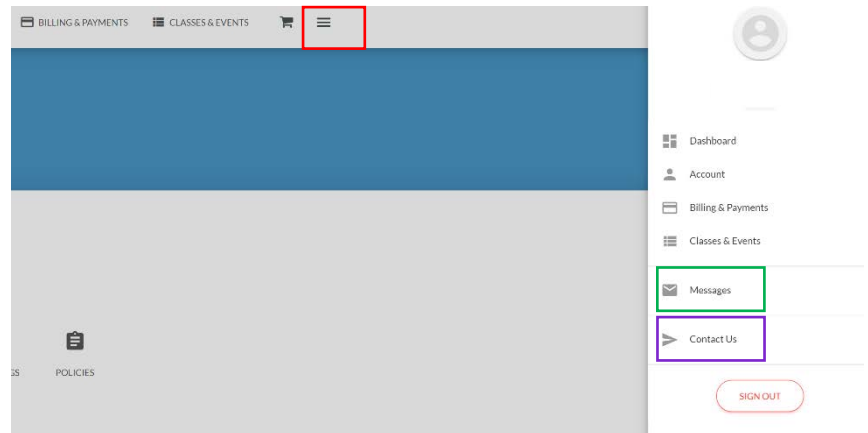
To see your Full Transaction History, click on the blue link under the Quicklinks section (outlined here in green). To see more details about each transaction or payment, click on the item line. A pop-up will open that outlines all the information pertaining to the item line purchase or payment.



## Accessing Emails and Messages

All emails that we send throughout the year are also available through your Parent Portal. To access these messages, first click on the 3 horizontal line icon at the top of the webpage (outlined here in red) and then on Messages on the side menu (outlined here in green). All emails we have sent, and any email attachments will be listed.

You also have the option to contact us by sending us a message directly from your Parent Portal. To send us an email with any questions you may have select the 'Contact Us' button (outlined here in purple).



**Please contact us if you have any further questions about your Parent Portal.**

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