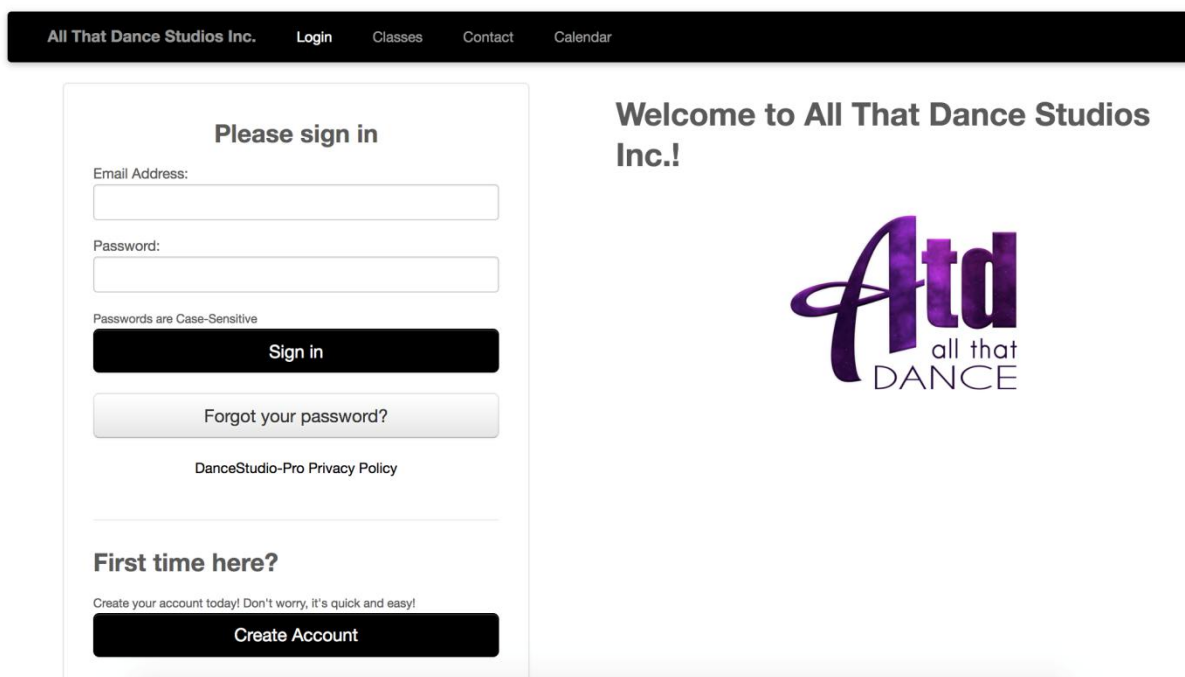


ONLINE REGISTRATION GUIDE

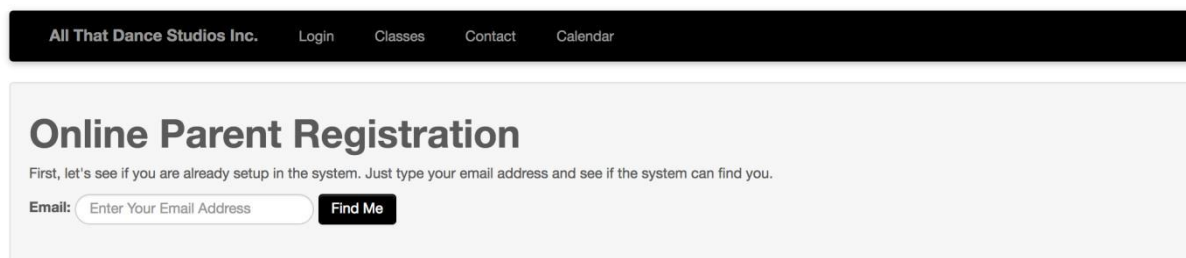
Welcome to All That Dance! We are so excited to have you join us! *Please follow these steps in order to register online.*

1. The link for online registration will be posted on our website (www.allthatdance.ca/register) at 12pm on Friday, May 10th. You will not have access to the online registration page before this time.
2. You will be taken to our online registration page where you will be asked to log in. If you do not currently have an account with us, click on the “Create Account” button.



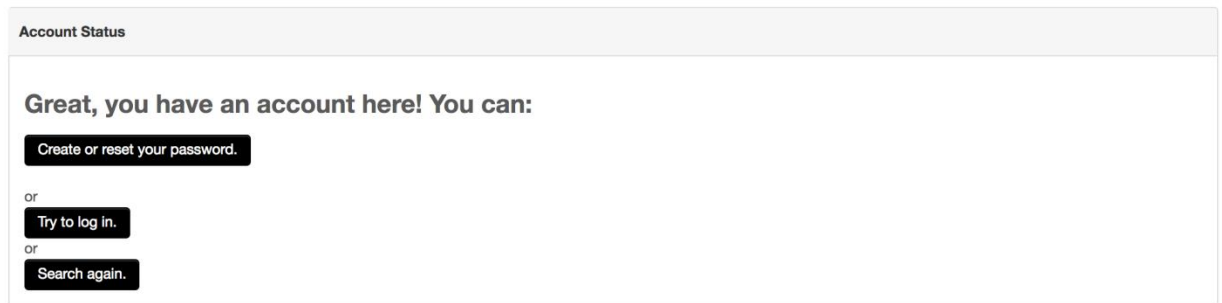
The screenshot shows the website's navigation bar with links for "All That Dance Studios Inc.", "Login", "Classes", "Contact", and "Calendar". The main content area is split into two columns. The left column is titled "Please sign in" and contains a form with fields for "Email Address:" and "Password:". Below the password field is a note "Passwords are Case-Sensitive" and a "Sign in" button. There is also a "Forgot your password?" button and a link to "DanceStudio-Pro Privacy Policy". The right column is titled "Welcome to All That Dance Studios Inc.!" and features the "Atd all that DANCE" logo.

3. If you are not new to the studio you should already have an account in the system and will find it by entering your email address. If you are new, you will need to create an account. You will then be taken back here and will need to enter your email address to finalize the process.

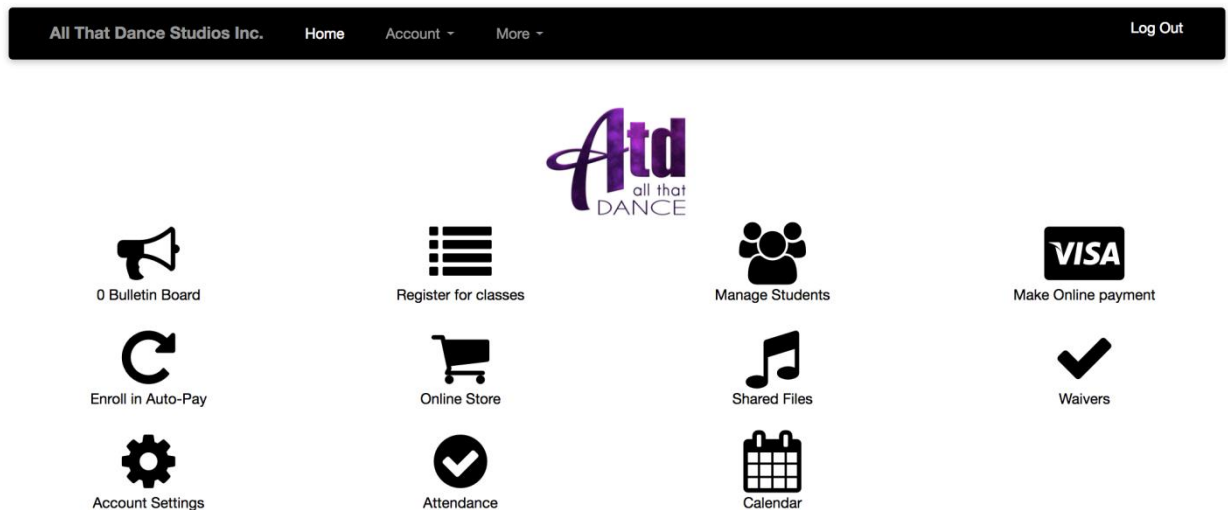


The screenshot shows the website's navigation bar with links for "All That Dance Studios Inc.", "Login", "Classes", "Contact", and "Calendar". The main content area is titled "Online Parent Registration" and contains the text "First, let's see if you are already setup in the system. Just type your email address and see if the system can find you." Below this text is a form with an "Email:" label, a text input field containing "Enter Your Email Address", and a "Find Me" button.

- If the system has found an account with your email address you will need to reset your password. Click “Create or reset your password”. A new password will be emailed to you.



- Once you have reset your password or created a new account you will be able to log in to your Online Parent Portal. This portal is where you will come to register, receive studio announcements, view the studio calendar, check your statements and more. *Tip: bookmark the Online Parent Portal link to your computer or phone so that it is easily accessible throughout the year. You may be checking it often. In order to log in quickly you will want to change your password through Account>Account Settings>Change Password.*



- Before registering for classes you must check that all of the students are added to the system. Click “Manage Students”.



7. If you are a returning client you may see students already listed. Check that all of their information is correct. If not, you must click “add a student”.

All That Dance Studios Inc. Home Account ▾ More ▾ Log Out

My Family Members

[Add a Student](#)
[Register for Classes](#)
[Pay Online](#)

My Weekly Schedule

Name	More
 <p>Jill Doe 4 years old.</p> <p>Classes</p> <p>Upcoming Classes</p>	<p>Tuition \$0.00</p>
 <p>Jen Doe 14 years old.</p> <p>Classes</p> <p>Upcoming Classes</p>	<p>Tuition \$0.00</p>

8. You can now go back to the “home” of your Online Parent Portal. Click “Register for Classes”. Before proceeding with choosing which classes you would like to register for, you must set up auto pay. This secure online system is designed to make payment quick and easy. Click “Click here to set up auto-pay”. Your first payment must be made with an online CC (Visa or MasterCard). *If you wish to make future payments with another method please let us know. We still require a CC on file but will not use it if you are providing another form of payment.*

All That Dance Studios Inc. Home Account ▾ More ▾ Log Out

Class Registration

Scroll down the page to see all of the classes available for each of your students. As you scroll, check the boxes for each class in which you would like to enroll. When you are done choosing classes, scroll all the way to the bottom and click the “Submit” button.

To enroll a student (your child or yourself), they must first be added as a student in the system. If you have not done that yet, click “Add a Student.”

[Add a Student](#)

All That Dance Studios Inc. requires that you enroll in auto-pay before you can register for classes.
[Click here to setup auto-pay.](#)

Show:

[Part-Time 2018-2019](#)
[Full-Time 2018-2019](#)
[Recreational 2018-2019](#)
[Primary Program 2018-2019](#)

Jill Doe

Class	Location	Days
-------	----------	------

9. Click “Sign Up”. You will then be asked to enter your card information.

All That Dance Studios Inc. Home Account ▾ More ▾ Log Out

Account Info Back to Registration

Change Password

Pay Online

Automatic Payments

Payment History

Enroll in Auto Payments

AutoPay makes paying simple. You enter your payment details here and we will automatically charge you. Here are some things you should know before signing up.

We require a credit card on file in order to register. If you would like to pay with cheques, cash or debit please contact us at 416-663-1212 or at info@allthatdance.ca

[Sign Up](#)

10. Once you have successfully enrolled in Auto-Pay you can go back to the registration page either by clicking “Back to registration” or by going to your Online Parent Portal Home and clicking “Register for classes”. Once you are there you can toggle between the Part-Time, Full-Time, and Recreational to find the classes that you would like to register. *Note: If you are registering for a full-time program, you do not need to select each class individually but will select the company that you are going in to. This will register you for the whole program. Please check carefully as some students who do not take tap or acro will have to select a different program than one who takes all subjects.*

Part-Time 2018-2019 Full-Time 2018-2019 Recreational 2018-2019 Primary Program 2018-2019

Jill Doe

	Class	Location	Days
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Jen Doe

	Class	Location	Days
<input checked="" type="checkbox"/>	PT Inter A Tap	All That Dance Studios Studio D 🏠	Monday 5:00 PM to 6:00 PM Jun 6 - Jun 2
<input type="checkbox"/>	PT Inter A/B Lyrical 1	All That Dance Studios Studio A 🏠	Monday 5:00 PM to 6:00 PM Jun 6 - Jun 2
<input type="checkbox"/>	PT Inter A Jazz	All That Dance Studios Studio D 🏠	Monday 6:00 PM to 8:00 PM Jun 6 - Jun 2
<input type="checkbox"/>	PT Inter B Jazz	All That Dance Studios Studio A 🏠	Monday 6:00 PM to 8:00 PM Jun 6 - Jun 2
<input type="checkbox"/>	PT Advanced Lyrical	All That Dance Studios Studio B 🏠	Monday 7:00 PM to 8:00 PM Jun 6 - Jun 2

11. You are almost done! Click on the “Finish Registration Now” button.

All That Dance Studios Inc. Home Account ▾ More ▾ Log Out

Your choices are saved, but you are not enrolled in classes just yet. You owe a registration fee of \$320.00 (\$70.00 for registration, \$250.00 for Competitive Team Charge).

[Finish Registration Now](#)

Class Registration

Scroll down the page to see all of the classes available for each of your students. As you scroll, check the boxes for each class in which you would like to enroll. When you are done choosing classes, scroll all the way to the bottom and click the "Submit" button.

To enroll a student (your child or yourself), they must first be added as a student in the system. If you have not done that yet, click "Add a Student."

[Add a Student](#)

12. Your last step is to read over all waivers and agree to the terms and conditions. Please read everything over. We have listed important information. After you have read and agreed to all terms and conditions you will click “Pay by card” at the bottom of the page. At this time you will be charged a registration fee and if it applies to you, a competitive team charge. Within 15 days of registration you will be charged a non-refundable 23% of your full tuition for the year. The remaining amount will be paid in 7 equal payments on the 1st of every month from September 2019 to March 2020. H.S.T. is applicable to all fees.

All That Dance Studios Inc. Home Account ▾ More ▾ Log Out

Future Tuition Charges

By submitting payment and enrolling in classes, your tuition will be:

Student	Tuition Rate
Jen Doe	\$696.60 starting June 11 (Today)
Jill Doe	\$696.60 starting June 11 (Today)

All That Dance Studios Inc. Registration

This is your total tuition for the 2018-2019 dance season. *Costumes billed separately.
If you have multiple children, the system will automatically divide your total family tuition amongst all students registered.

Within 15 days of your registration, you will be charged 23% of your total for the season. The remaining amount will be paid in 7 equal payments on the 1st of every month from September, 2018 to March, 2019. H.S.T. is applicable to all fees.

I have read and agree to the terms and conditions

13. YOU ARE NOW OFFICIALLY REGISTERED FOR ALL THAT DANCE 2019-2020 SEASON! LOOKING FORWARD TO SEEING YOU ALL IN SEPTEMBER. (Check the calendar on your parent portal to see studio closure dates and more event info)!