

# 2018-19 JackRabbit Registration Process

Listed below are the instruction for **current** students to register for the 2018-19 dance year. Registration for current students will open on May 1<sup>st</sup>! Remember that class spots are first come, first serve. Registration will open to the public on June 1<sup>st</sup>. Register on May 1<sup>st</sup> to be sure you get the classes you want!

**Please follow the directions below to register your dancer for 2018-19 classes using your parent portal:**

## From a Computer:

1. Log In to your parent portal using your username and password. You can access the parent portal from our website dothanschoolofdance.com. You will want to save the portal in your favorites for ease of accessing it in the future.
2. It will then prompt you to agree to all of DSD's policies and procedures. Please take the time to read each of these carefully because some changes have been made to our policies.
3. Next, you will click the "Classes and Events" tab at the top right hand side of the screen.
4. Click "Find Classes"
5. Once you click "Find Classes" all of the classes offered will appear on your screen. You must click on the class you wish to register for.
6. Click add to cart and then it will prompt you to "check" the student that you wish to register for the class.
7. You will repeat this process until you have selected all the classes you wish to register for.
8. Once you have selected all the classes you want to register for, click on the cart in the top right hand corner of the screen.
9. Once your cart is pulled up, double check and make sure all of the classes you wish to register for are listed.
10. Click Enroll Now – once your registration is complete a confirmation will pop up saying Enrolled and a confirmation email will be sent to you.

## From a tablet/phone:

1. Log In to your parent portal using your username and password. You can access the parent portal from our website dothanschoolofdance.com. You will want to save the portal in your favorites for ease of accessing it in the future.
2. It will then prompt you to agree to all of DSD's policies and procedures. Please take the time to read each of these carefully because some changes have been made to our policies.
3. Click on the 3 lines at the top right hand side of the screen.
4. Select "Classes and Events" from the drop down list.
5. Click "Find Classes"
6. Once all the classes are displayed you will choose the class you wish to register for by clicking "details" and then "enroll".
7. Next you will click add to cart.
8. You will repeat this process for all classes that you wish to register for.
9. Once you have selected all of your classes, click the cart in the upper right hand corner of the screen.
10. Once your cart is displayed, please check and make sure all of the classes you wish to register for are listed, then Click Enroll Now.
11. You will then receive a confirmation pop up saying "enrolled" and a confirmation email will be sent to you.

Once the office receives notification that you have submitted your registration, we will make sure that the classes you registered for match your placement for this year. We will then post your Registration Fee of \$35.00 and your May 2019 tuition (part of registration) to your account and charge the card on file. This will guarantee your spot in each class. If your card is declined for any reason, you will be placed on the waiting list until payment is made and card information is updated. This may cause you to lose your spot in your classes. **Registration will open Tuesday, May 1<sup>st</sup>!!** If you have any questions regarding registration or classes please contact the studio office.