

Online Registration Instructions:

Go to our Parent Portal - <https://dancestudio-pro.com/online/westernarkansasballet>

CURRENT PARENTS: Sign in with your email address and password. If you do not remember your password, go through the "Forgot your password" link and it will send you a password to login. You can change your password once you are in the portal.

Once you are in the Parent Portal click on "**Account Settings**" (**gear icon**) at the bottom of the page. Please make sure all of your contact information is correct. This is where you can add family contacts, change your password, and sign up for automatic payments (auto-pay runs on the 1st of each month).

Next Click the "**Register for Classes**" tab under Account, or "**Register for Classes**" icon at the bottom of the home page

Current students will show up on this page with camps/classes for which they are eligible to enroll based upon age. For Fall Classes our Staff recommendations for your student are shown in BLUE highlight.

Check the box for the camp(s) or class(es) in which you want to enroll

Click Submit at the bottom of the page

Click **Finish Registration Now** to pay your Camp Registration Fee (tuition) or if enrolling for Fall Classes you will pay your \$30 family registration fee and hold your spot in your classes. Please note that you will not be enrolled in a camp or a class until you pay the registration fee.

For Fall Classes the next page shows what your tuition will be starting September 1, 2020. You will then need to read and agree to the terms and conditions of enrollment. ***Please carefully read each of these policies before you agree to them.***

Click Make Payment and proceed with making your camp registration or your Fall registration payment. You will receive a registration confirmation email. If you do not receive a confirmation email, please contact us at 479-785-0152. We can't wait to see you!

If you have any questions while you are trying to register, please give us a call at 479-785-0152 for assistance. If we are unavailable, leave a message and we will get back to you as quickly as possible.

NEW PARENTS: Create an account following the instructions given. When your new account has been verified and you have received your password, please log in and click "**Register for Classes**", then click "**Add a Student**", then follow the prompts to add your student, making sure to complete all contact information and medical information.

Next, click "**Register for Classes**" and you will see the classes for which your child is eligible to enroll. Click the class(es) you want to enroll in and click "**Submit**". If you have a question about which class(es) to enroll in, please give us a call at 479-785-0152.

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