

Summer 2024 Online Registration How-To

Follow this link to The Studio Director Parent Portal Page:

<https://app.thestudiodirector.com/danceinthesprings/portal.sd?page=Login>

Adding/Dropping: Please email the Front Desk for any schedule adjustments. Adding or dropping classes after your initial registration **cannot** be completed online.

Tuition is due *BEFORE* your dancer's first class. If it is not paid, your dancer(s) will be dropped from classes and drop fees will be applied to your account.

For New Families:

- ◆ Select "Click Here to Register" to create a family account. Please enter the parent or guardian's information if the dancer is a minor.
- ◆ Complete the student information for each dancer that you have.
- ◆ Read and electronically sign the Student Waiver/Policies by marking the boxes before proceeding to registration.
 - **It is important you read these thoroughly!**
- ◆ Once this is completed, our Front Desk staff will email to schedule a FREE trial for your dancer.
- ◆ We offer a FREE Trial Class to help determine the best placement for your dancer and to see how they enjoy the class.
- ◆ **Please do not enroll in a class.**

For Returning Families:

- ◆ Enter the main email address from your existing account
 - If you do not know which email we have on file for you, please contact the Front Desk
- ◆ Enter the password to your existing account
 - Select 'Forgot Password?' and create a new password (If applicable)
- ◆ Read and electronically sign the Student Waiver/Policies by marking the boxes before proceeding to registration.
 - **It is important you read these thoroughly!**
- ◆ Choose 'Enroll in A Class'
- ◆ Choose a summer workshop or summer class option from the drop down menu (dependent on your level placement)
 - 2023-2024 Primary Division Season (Levels Sparkle 2-3 through Level 1b)
 - Summer Session Evening Classes 2024 (Levels 2-8 & Encore 1-5)
 - Summer Ballet Intensive 2024
 - Competition Preparation Workshop 2024
 - Worship Workshop 2024
 - Acro Workshop 2024
 - Sparkle Dance Workshop 2024

- Broadway Workshop 2024
- ◆ Select the Class(es) or Workshop(s) you would like to register your dancer for based on their current level placement.
- ◆ ***For returning families*** We would like to reiterate how important it is to use the email we already have on file for you. By not doing so, the system thinks you are a new family and will guide you to create a new account. This then causes problems for our system and our Billing Manager. If you find yourself entering more information than your email and password, please do not continue and contact the Front Desk.