

## Online Registration How-To:

- Registration steps:
  - Follow this link to The Studio Director parent portal page: <https://app.thestudiodirector.com/danceinthesprings/portal.sd>
  - 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*).
  - (If you do not already have a password set) Select 'Forgot Password?'
  - Create a new password (If applicable)
  - 'Sign' the Student Waiver/Policy Sheets by marking the box to the left as complete in order to proceed to registration. Please note that there are several boxes that you will need to check.
  - Choose 'Enroll in A Class'
  - Choose 'Briargate 2021-2022' OR 'Falcon 2021-2022'.
  - Select the classes you would like to register your dancer for based on their level placement.
    - As a reminder, if class(es) need to be added or dropped, please visit the Front Desk. Adding and dropping classes after original registration cannot be completed online.
  - **Tuition and Registration Fee(s) is DUE 24 Hours after notification of tuition/fees total. If after 24 Hours, payment has not been received, your dancer will be dropped from all classes.**
  - *We would like to iterate 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.*