

# Online Registration How -To

Follow this link to The Studio Director Parent Portal page:

<https://app.thestudiodirector.com/danceinthesprings/portal.sd>

Adding/Dropping: Please contact 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 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 '2023-2024 Secondary/Upper/Pre-Professional Division Season' OR '2023-2024 Primary Division Season' (dependent on your level placement & division).
- Select the class(es) you would like to register your dancer for based on their 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.***