

## Email Transfer Instructions for Diva Dance

- **Please send your email transfer to the correct email address**, according to the location your dancer takes class:  
Grenfell ONLY: [divadancegrenfell@gmail.com](mailto:divadancegrenfell@gmail.com)  
Kipling ONLY: [divadancekipling@gmail.com](mailto:divadancekipling@gmail.com)  
Whitewood ONLY: [divadancesask@gmail.com](mailto:divadancesask@gmail.com)
- **Please include in the memo what your payment is for**  
ie. "costume payment for [dancer name]"  
ie. "duo fees for [dancer name]"
- Please do **not combine payments**. We require separate payments for separate order forms. This means if the items are on the same order form (ie. costumes/tights/hairpieces) payments can be combined, as they have already been totalled on one form. If items are on separate order forms (ie. clothing order and solo/duo fees) they must be paid separately.
- **Please ONLY use one of the following security/answer combinations.**  
We have outlined three options for the security question/answer of your email transfer:  
Question Option #1:
  - What location does my dancer dance in?Possible Answers:
  - 1) Grenfell
  - 2) Kipling
  - 3) Whitewood  
Questions Option #2:
  - What activity is this for?Answer: dance  
  
Question Option #3:
  - What is my dancers first name? (if you have more than one dancer please specify oldest or youngest in the question)Answer: Your dancers first name ONLY
- **Please send the e-transfer by the deadline outlined on the form/calendar**. The post-dated deadline applies to cheques only.

**If you have been sending email transfers that do not follow these guidelines you may have to change your settings for future email transfers. Any email transfers that do not follow the instructions above will be declined and you will have to re-send with the correct information filled out.**

Thank you for your co-operation on this matter.

Please contact Miss Shayna if you have any questions or concerns about email transfer payments.