

HOW TO REGISTER IN FOUR EASY STEPS!

STEP #1

- On our website, GO TO OUR **VININGS LOCATION CLASS PORTAL BUTTON**

- If you are a **NEW CUSTOMER**, click on the blue link that says "**I am a new customer**" and follow the instructions.
- If you are a **CURRENT CUSTOMER** Sign-in with your email address & password you have been using to access your online account for payments.
- If you are a **CURRENT CUSTOMER** and have forgotten your password, click on the **BLUE LINK** that says "**I forgot my password**" and the system will email you a temporary password that you can change later. Make sure to keep your **NEW** password in a safe place for future use.

STEP #2

- Now you need to set up (NEW STUDENTS) or update (CURRENT STUDENTS)

FOURTH (4th) **BLUE TAB** that reads "**MY ACCOUNT**"

- Click on the **Manage my Payment tab** to set up or update your credit card for payment. You may have one on file from this year that is still valid. Either way, **PLEASE MAKE SURE** you click the box giving The Studio permission to collect your upcoming payments.
- If you are a **CURRENT STUDENT**, Please take the time to make sure your credit card information is up to date. We cannot process your payment until your credit info is correct.

STEP #3

- Next, it is time to start registering for classes by selecting the:

FIFTH (5th) **BLUE TAB** that reads "**SHOP FOR CLASSES**"

- Click on the **2017-2018** box and start shopping.
- Once a Class is filled, the system will alert you and you will need to make another choice
- It may be easier to view our Classes on the **SHOP FOR CLASSES** page, if you click next to the **Session/Group** and choose **2017-2018** on the pull-down menu and then hit refresh listing.

STEP #4

- Your registration is not complete until you **CHECK OUT!** Make sure you are on the:

FIFTH (5th) **BLUE TAB** that reads "**SHOP FOR CLASSES**"

- Once you choose your student to enroll in the drop down menu at the top of the page, make your class Selection.
- Click on "**Yes, add this class to your cart**".
- In the Comments/Messages to Administrator, **make sure you let us know how you want to be billed (1pmt or 2pmts)**.
- You may either continue to shop or click on "**Check out now with my shopping cart**".
- Click on "**Check Out**" (a box will open up confirming and click "ok")

Your registration

will now be sent to us for approval

Your registration will be sent to us
at The Studio Atlanta Dance Vinings.
Please allow 2 days
(excluding weekends)
for processing