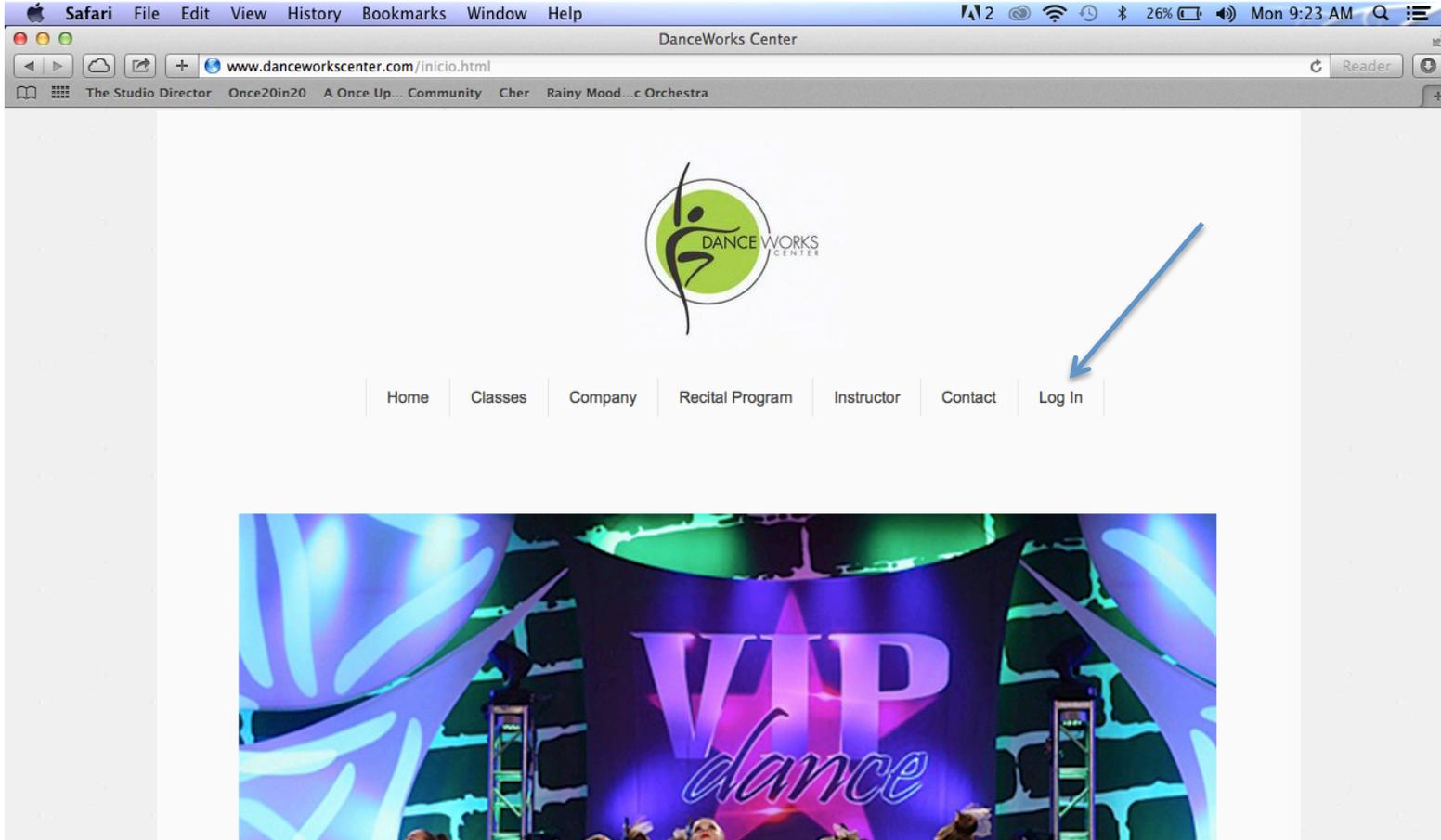


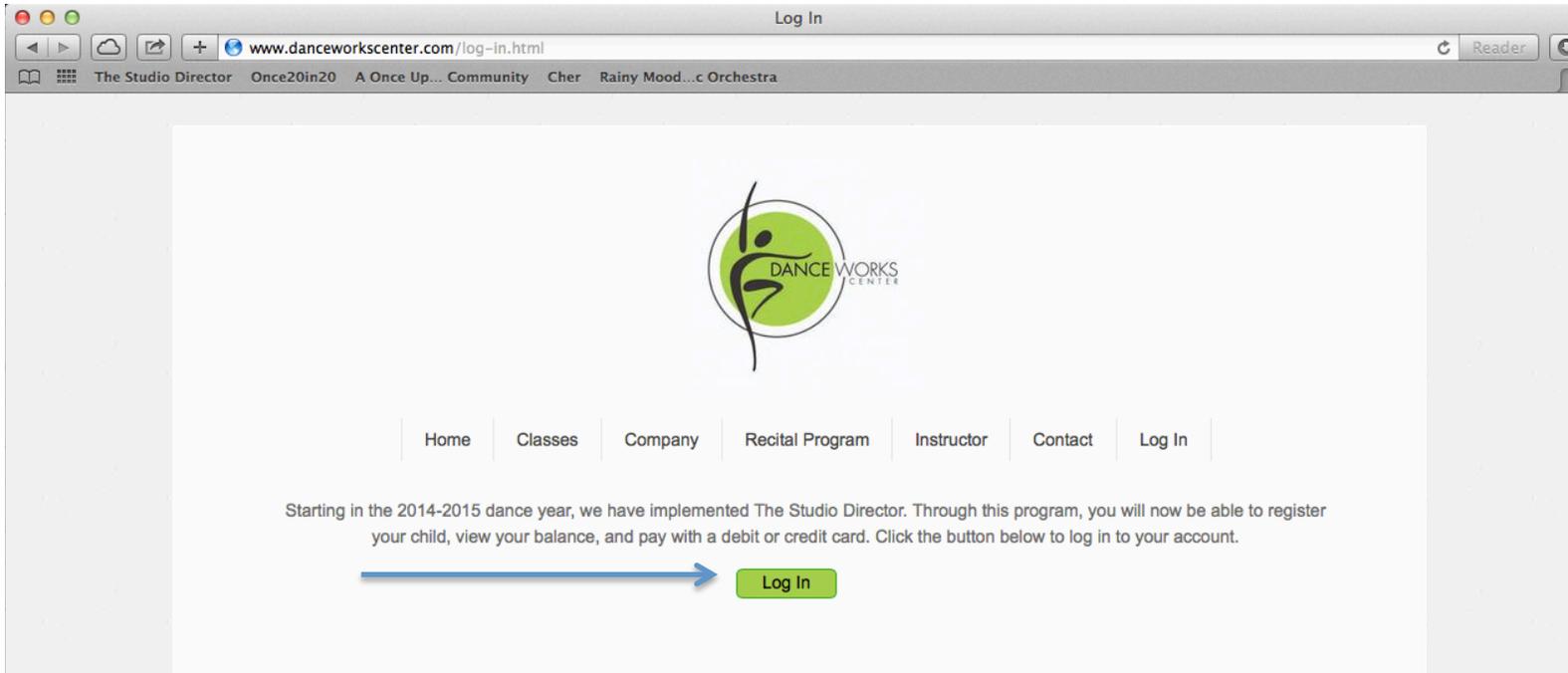
The Studio Director: Quick Start Guide

Starting with this year, DanceWorks Center has begun to use a new program. Through The Studio Director, you will be able to register your child for classes, view upcoming classes, view your child's balance, and, in an upcoming update, be able to pay any balances on your child's account—all online. This tutorial will take you through how to set up your account and how to use the basic features in The Studio Director.

Step One: Go to our website, www.danceworkscenter.com. Click the log in tab at the far right of the navigation bar.

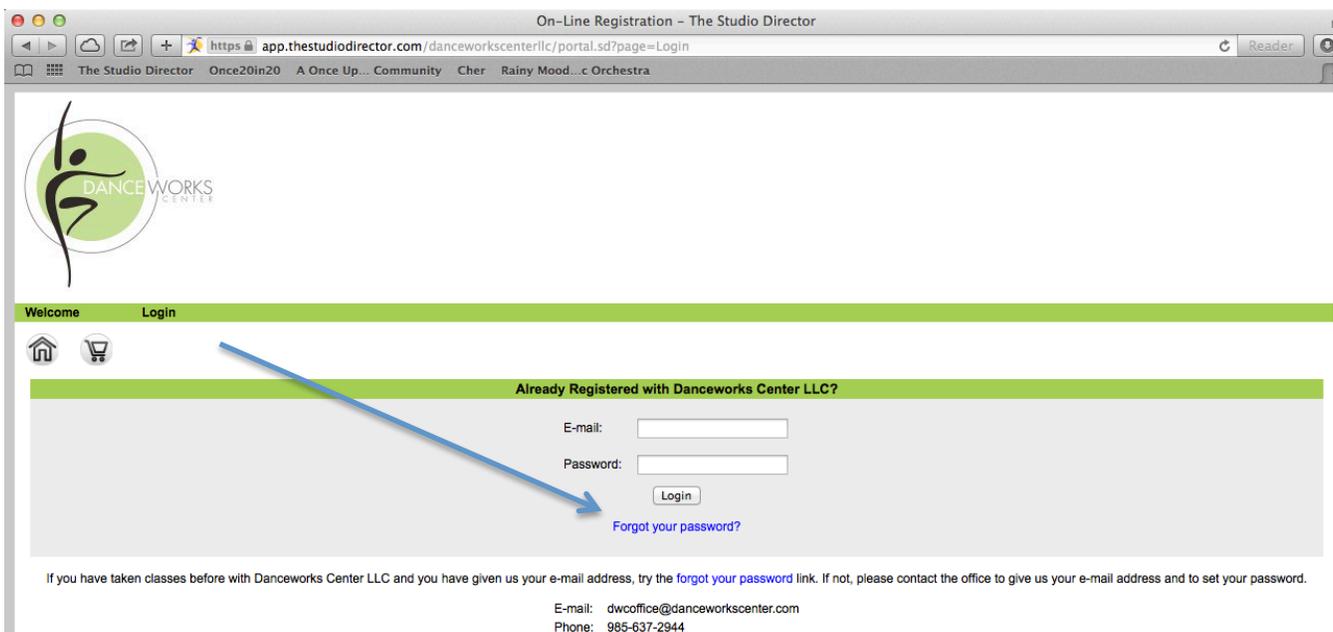


Step Two: Once on this page, click the log in button at the bottom of the page.

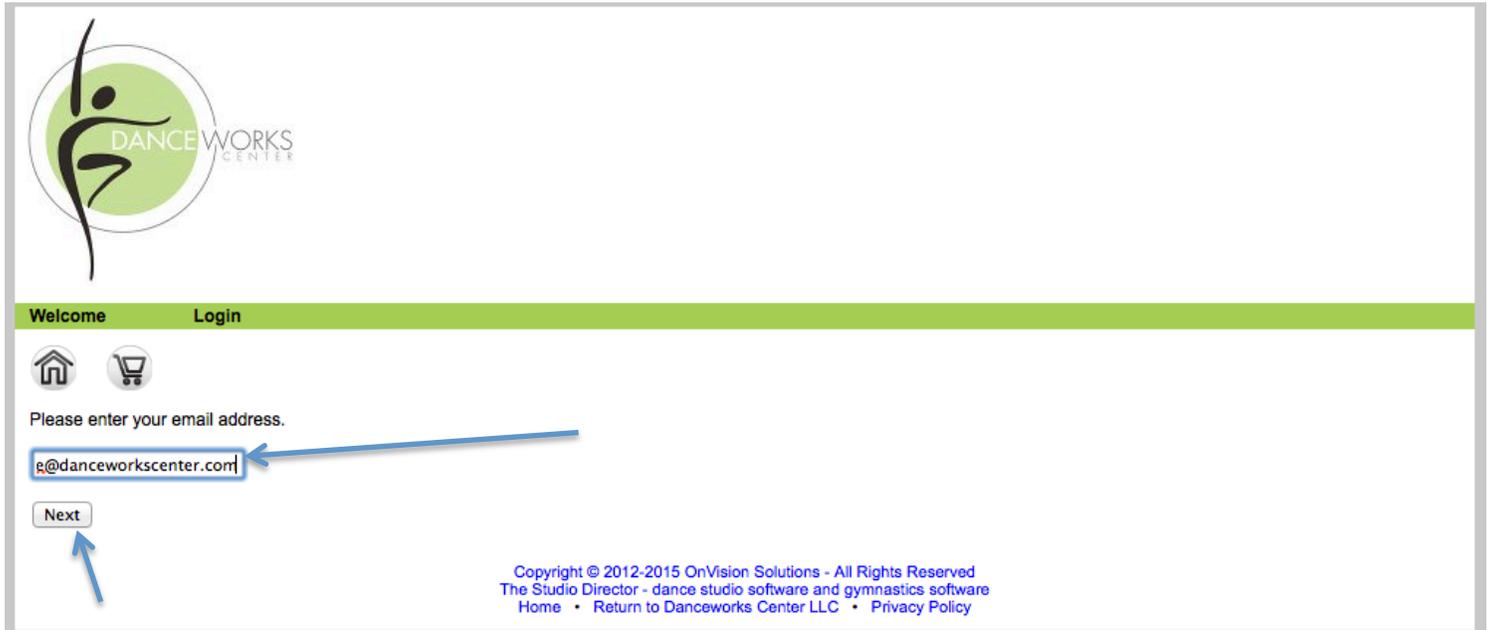


Step Three: This will bring you to Log-In page for DanceWorks Center. If you gave us your email address on your registration form, then this is the email that will be used for your account. If this is your first time logging in, please use the "Forgot password" link to receive your password.

****NOTE:** If you're not sure which email you used, did not give us your email address, or would like to change your email address, please email dwcoffice@danceworkscenter.com and give us your name, your child's name, and your preferred email address, putting "The Studio Director Email" as the subject line. ******



Step Four: Type your email address into the box and click the Next button.



Welcome Login

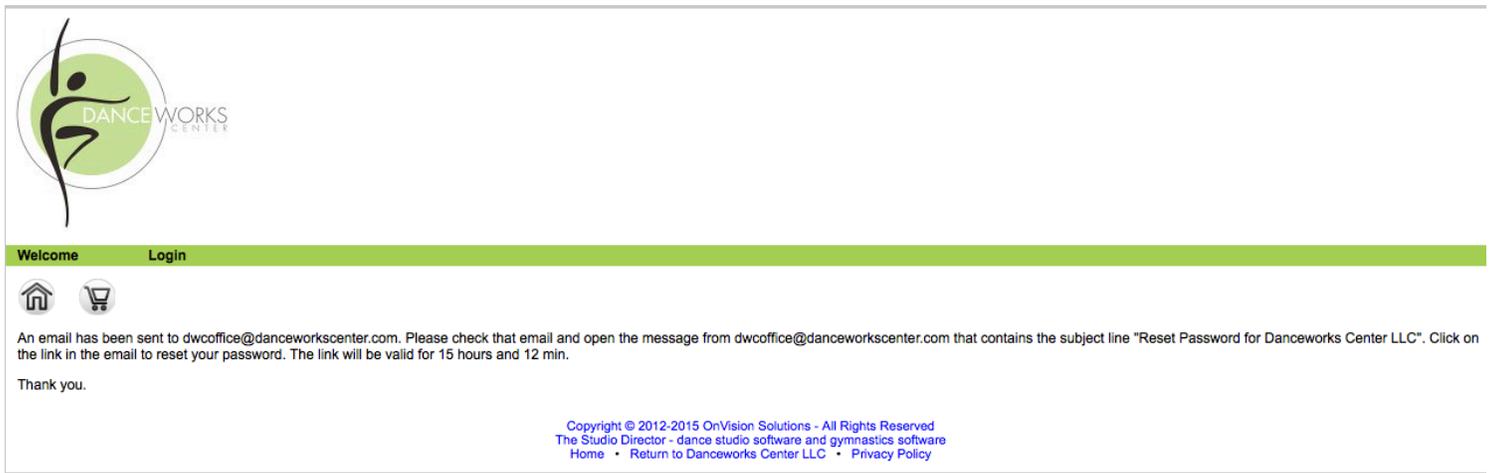
Please enter your email address.

@danceworkscenter.com

Next

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Step Five: You will be brought to this screen and an email will be sent to you.



Welcome Login

An email has been sent to dwcoffice@danceworkscenter.com. Please check that email and open the message from dwcoffice@danceworkscenter.com that contains the subject line "Reset Password for Danceworks Center LLC". Click on the link in the email to reset your password. The link will be valid for 15 hours and 12 min.

Thank you.

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Step Six: Open the email entitled "Reset Password for Danceworks Center LLC. Click the link in the email.



dwcoffice@danceworkscenter.com via thestudiodirector.biz

9:46 AM (8 minutes ago) ☆



to me ▾

To reset your password to Danceworks Center LLC, please [click here](#). This link is valid for 15 hours and 12 min from when this email was sent, and it becomes invalid once the password is changed.

If clicking does not seem to work, you can copy and paste the link text below into your browser's address window. Please make sure you copy the entire link exactly as it is written.

<https://app.thestudiodirector.com/danceworkscenterllc/portal.sd?page=Login&meth=enterNewPwd&email=dwcoffice%40danceworkscenter.com&key=1c1be7ca7899ce482f4e8df9a8784b0f1ccb639c>

Thank you!

Danceworks Center LLC
E-mail: dwcoffice@danceworkscenter.com
Phone: [985-637-2944](tel:985-637-2944)

We obtained your email address from your registration for classes at Danceworks Center LLC. Email is used to periodically send communications such as newsletters, class confirmations, reminders, cancellations, and other important business information. If you do not wish to receive future email communications from Danceworks Center LLC, please contact us by email: dwcoffice@danceworkscenter.com or by phone: [985-637-2944](tel:985-637-2944) and ask for your email address to be removed.

Step Seven: Choose your preferred password and click next.



Welcome Login



Please, enter your new password twice and press next.

Password:

Re-enter:

Next

Step Eight: You will be brought to this page. Click the log in button.



Welcome Login



Your password has been changed.

[Log in Now](#)

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Step Nine: Enter your new credentials and press log in.



Welcome Login



Already Registered with Danceworks Center LLC?

E-mail:

Password:

[Forgot your password?](#)

If you have taken classes before with Danceworks Center LLC and you have given us your e-mail address, try the [forgot your password](#) link. If not, please contact the office to give us your e-mail address and to set your password.

E-mail: dwcoffice@danceworkscer.com
Phone: 985-637-2944

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Step Ten: Once you log in, you will be brought to DanceWorks Center's online waiver. Please read this and sign your name to your child's form and submit the form.

AND THAT'S IT! From this screen, you will be able to view your child's upcoming classes (1), enroll your child in an additional class (2), and view all of your child's classes (3). You can also view your current balance due (4) as well as your balance due in within 30 days (5). You can also edit you or your child's contact information (6).

The screenshot shows the Danceworks Center user interface. At the top left is the logo for Danceworks Center, featuring a stylized figure in a green circle. Below the logo is a green navigation bar with the text "Welcome, Raven Hunter" and a "Logout" link. Below the navigation bar are icons for home and shopping cart. The main content area is divided into three columns: "My Classes", "My Account", and "Help".

My Classes

Next Class(es):

Date	Time	Student	Class Name
Mon, Aug 17, 2015	5:30 PM	Koda Hunter	Tiny Dancers Level I
Wed, Aug 19, 2015	7:30 PM	Raven Hunter	Adult Class
Mon, Aug 24, 2015	5:30 PM	Koda Hunter	Tiny Dancers Level I
Wed, Aug 26, 2015	7:30 PM	Raven Hunter	Adult Class
Mon, Aug 31, 2015	5:30 PM	Koda Hunter	Tiny Dancers Level I

[More]

- [Enroll in A Class](#)
- [View All My Classes](#)
- [View Report Cards](#)

My Account

Current Balance Due: \$25.00
 Due within 30 Days: \$75.00
 No Payments Made

- [Edit Account Contact Info](#)
- [View Account Pictures](#)
- [Edit Student Info](#)
- [Change Password](#)

Help

Danceworks Center LLC
 15091 E. Main St
 Cut Off, LA 70345

985-637-2944 (phone)
dwcoffice@danceworkscenr.com
www.danceworkscenr.com/

- [Rates/Policies](#)

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If you have any questions about anything, please don't hesitate to email us at dwcoffice@danceworkscenr.com. Please put "The Studio Director Help" as the subject line and we will get back to you as soon as possible. We will make another step by step guide once our online payment system has been set up.