



## **EXCLUSIVE PRE-REGISTRATION FOR RETURNING STUDENTS!**

This year Pointe of Grace will be holding an exclusive one week Pre-registration for returning students! This is a great opportunity to get your fall registrations completed before summer vacation even begins. This will be an online registration process that you can take advantage of on your own schedule and from the convenience of your own home!

During this one-week window you can register for any of our classes offered in the 2011-2012 season before it will be opened up to the public. We encourage all returning students to take this opportunity to guarantee a spot in the classes they want to take and on the day and time they prefer.

### **PRE-REGISTRATION DATES:**

**Opens: FRIDAY JUNE 17<sup>th</sup> at 6:00pm**

**Closes: FRIDAY JUNE 24<sup>th</sup>, 2011**

**OPEN TO PUBLIC: June 25<sup>th</sup>, 2011**

The studio will be open on Friday June 17<sup>th</sup> from 6:00pm-8:00pm should you need to register in person or have any questions regarding the registration process.

All that is required at time of registration is the \$25.00 registration fee per student (non-refundable). This will guarantee your dancer's spot in their classes for the fall. Tuition payments can still be made in full or in two installments. The full amount or first half of tuition fees will be processed on August 1<sup>st</sup> and the second installment on November 1<sup>st</sup>. Tuition fees can be paid by credit card, debit, cheque or cash. See reverse for more payment details.

Registration is made quick and easy through the Pointe of Grace website's client portal. Please see reverse for step by step instructions on how to register online.

We hope everyone can take advantage of this exclusive opportunity and we look forward to seeing everyone in the fall here at Pointe of Grace Dance Co.

**SUMMER OFFICE HOURS:** Starting June 20<sup>th</sup>, Wednesday's from 6:00pm-8:00pm

## HOW TO REGISTER FOR CLASSES THROUGH THE CUSTOMER PORTAL

1. On our website you will find a link called Customer Portal login. To login in you will use your e-mail address as your **Login ID** and enter your password. If you do not have a password you will select the blue ["I don't know my password link"](#).
2. An email will then be sent to you with an 8 character temporary password. We strongly encourage you to change your password on your first login to the customer portal. To do this simply choose "Change my Password" from the drop down menu at the top of the page.
3. Once inside the customer portal you will be able to register your child for the classes they wish to take as well as view account details, fees and payments, and studio policies.
4. To register for a class you may either select "Register for a Class" from the drop down menu or select the blue "Registration tab" along the top of the page. You will be able to search all classes on the schedule by discipline, instructor, age or date.
5. Once you find the class you wish to register for, select the class and follow the instructions in the blue pop-up boxes. Once a class is selected it will display an information screen with details of that specific class as well as a list of eligible students. Contact the office by phone or email if you have a new family member enrolling this year. Please provide the new students name and we can add them to the database so that their name appears when you are trying to register. You must select which student from your family you wish to register and then hit the enroll button.
6. Once a student is enrolled in one of our classes our office receives an electronic notice of the enrollment. We will review it and then a confirmation E-mail will be sent to you with all the details of the registration. Payment does not get processed until we have reviewed your registration and sent the confirmation email. It may take up to 48 hours from the time of your enrollment to receive your confirmation email.

**\*\*\*\*Important note about payment:**

During the week of Pre-Registration only the \$25 registration fee (per student/non-refundable) will be charged to your credit card. Remaining tuition will automatically be charged to the credit card on file on August 1st and November 1st. Should you prefer to have the tuition amounts paid by another method (cheque, debit or cash), you must arrange to do so before each installment date (August 1st and November 1st).