



Registration Instructions 2016-17

All payments and registrations will be made through *Jackrabbit Dance*.

Registration Instructions:

- Registration may be done online (preferred method) or by a paper form upon request.
- To register online, visit <https://app.jackrabbitclass.com/reg.asp?id=523397>.

If your dancer has registered for/participated in a Summer 2016 program, you will already have a family account created in Jackrabbit, so please use the instructions below. Otherwise, skip to the next page for instructions.

- On the online Registration Form, click the log-in link at the top for “**Already A Customer**”
- Click “**forgot your password or need to get started?**” and enter the primary email address used for your registration.
- A password will be emailed to you. **Log in to the Parent Portal** using this password.
- On the “**My Account**” tab
 - Click the buttons to change your **username** and **password** to something you will remember.
 - **Payments (under Miscellaneous):**
 1. “**Autocharge Credit Card**”:
 - If you do NOT wish for your credit card to be auto-charged for tuition payments, leave this drop-down blank
 - If you DO want your credit card to be auto-charged for tuition payments: **select “Autocharge 1st of month”**
 2. **Monthly/Semester/Annual Payment:** click on the payment plan you wish to have for the year (note that future school years will default to this same method unless you change it).
 3. **Credit Card Information:** Provide your credit card information if you wish for your Registration Fee and/or future tuition payments to be charged to your credit card.
 4. **If you provide a CC, we will charge the Registration Fee once the office processes your enrollment** (note that Jackrabbit does NOT process any payments automatically). Please allow up to one week for your credit card to be charged.
 5. **If you opted for “Autocharge 1st of month”, this card will be charged for all future tuition charges.**
 6. **If you do NOT provide a CC, your registration is not complete and your dancer’s spot is not held.** Please drop off or mail in a check for your Registration Fee to hold their spot in the class.
 7. To change your payment method in the future, log on to the Parent Portal or contact the office.
- Go to the “**My Contacts**” and “**My Students**” tabs and take the time to ensure all information is thorough and accurate. Summer Camp registration does NOT prompt you to provide all of this important information.
 - On the “**My Contacts**” tab, be sure that all parents/guardians appear on the left side bar and that information (especially email and phone number) is complete for each. If you registered online for Summer, you would have only had the option to add one parent.
- Click the “**Enroll**” Tab:
 - Select the current School Year “**Session**”

- Select a day of the week to search for classes, if desired, or sort by age.
- Note that Levels 3, 4, 5 and Advanced, which have mandatory enrollment on multiple days of the week at different times, will not list the class times here.
- Click the class that you wish to enroll. Check the student that you wish to enroll and click “Enroll”.
- You will be prompted to e-sign a policy form, if you have not already.
- Repeat above steps as needed for additional classes/students.
- Note that your tuition bill will be posted to your account by the office when it is due.

If your dancer has NOT registered for/participated in a Summer 2016 Program:

- Fill out the online registration form with **Parents’ Information**
- Fill out the **Student #1 Information**
 - **Class 1: Click “Search”**
 1. Sort listed classes by day of the week, age, etc.
 2. Note that Levels 3, 4, 5 and Advanced, which have mandatory enrollment on multiple days of the week at different times, will not list the class times here.
 3. Repeat the process with “**Class 2**” for any additional classes you wish to enroll this student for.
 - For additional students, click the blue plus sign under “**Show-Hide details**” for **Student 2**.
-Repeat the Class search and enrollment process.
- Click the box to agree to each of the policies and sign your agreement.
- **Payments:**
 - **“Autocharge Credit Card”:**
 1. If you do NOT wish for your credit card to be auto-charged for tuition payments: do nothing and leave this drop-down blank
 2. If you DO want your credit card to be auto-charged for tuition payments: **select “Autocharge 1st of month”**
 - **Monthly/Semester/Annual Payment:** click on the payment plan you wish to have for the year (note that future school years will default to this same method unless you change it).
 - **Credit Card Information:** Provide your credit card information if you wish for your Registration Fee and/or future tuition payments to be charged to your credit card.
 1. **If you provide a CC, we will charge the Registration Fee once the office processes your enrollment** (note that Jackrabbit does NOT process any payments automatically).
 2. **If you opted for “Autocharge 1st of month”, this card will be charged for all future tuition charges.**
 - Note that your tuition bill will be posted to your account by the office when it is due.
 - To change your payment method in the future, log on to the Parent Portal or contact the office.