



# ***Class Registration through Portal***

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1. After logging into your portal account, click 'FIND CLASSES' under Looking for a Class?
2. Choose the correct class from the class listing.  
*\*TIP: Be sure to select classes for the current dance year (2019-2020).*
3. Click on 'Add to Cart.'
4. Add your dancer and all required information.  
*\*TIP: This is an opportune time to double check family information, shirt sizes, etc. to ensure that the portal has the most up-to-date information.*
5. Add your agreement to all required consent forms.
6. You will receive a message that the class(es) have been added successfully.
7. Click on 'Check Out.'
8. Click on 'Accept Enrollment Fees and Continue.'  
*\*TIP: This will not charge your credit card. You will be charged a registration fee and first class fees will be charged 9/1/2019.*
9. Click on your dashboard to return to your homepage and confirm that the correct class(es) have been added.