

# Neighborhood School of Dance Online Registration Process



# First, Find registration



- Go to [www.NSDOlean.com](http://www.NSDOlean.com)
- Click on “Register”
- \*\*\*Make sure you read and agree with the policies and procedures before registering\*\*\*
- Click on “Click here to Register”

If this is your first time to our new website, click  
on “Register”



# Neighborhood School of Dance

Please sign in

Remember me

Sign in

Register

[Forgot your password](#)



# First, Enter in YOUR last name



Neighborhood School of Dance Family Center

## Online Parent Registration



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# Parent Registration



- The portal we use will not find any new or existing parents. On the next screen click on “I searched and still don’t see my name”

Neighborhood School of Dance Family Center

## Online Parent Registration

Click on your name in the list. | [I searched and still don't see my name.](#)

Name	Address
------	---------

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# Parent Registration



- Next, You need to register as the parent

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Online Parent Registration

Enter Your Last Name

Click on your name in the list. [I search](#)

Name

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### Register New Parent

Location  
St, Mary's Life Center

First Name  
Jane

Last Name  
Doe

Phone  
716-555-5555

Email  
Jane.Doe@email.com

Password  
dance4life

**\*\*Don't worry, we'll add your students next.\*\***

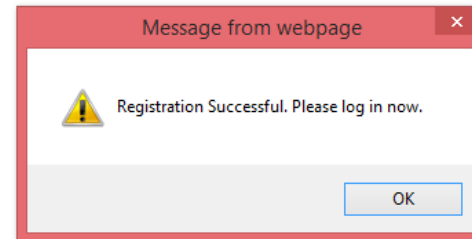
All fields are required.

# Parent Registration



- You should get a notification box, click OK

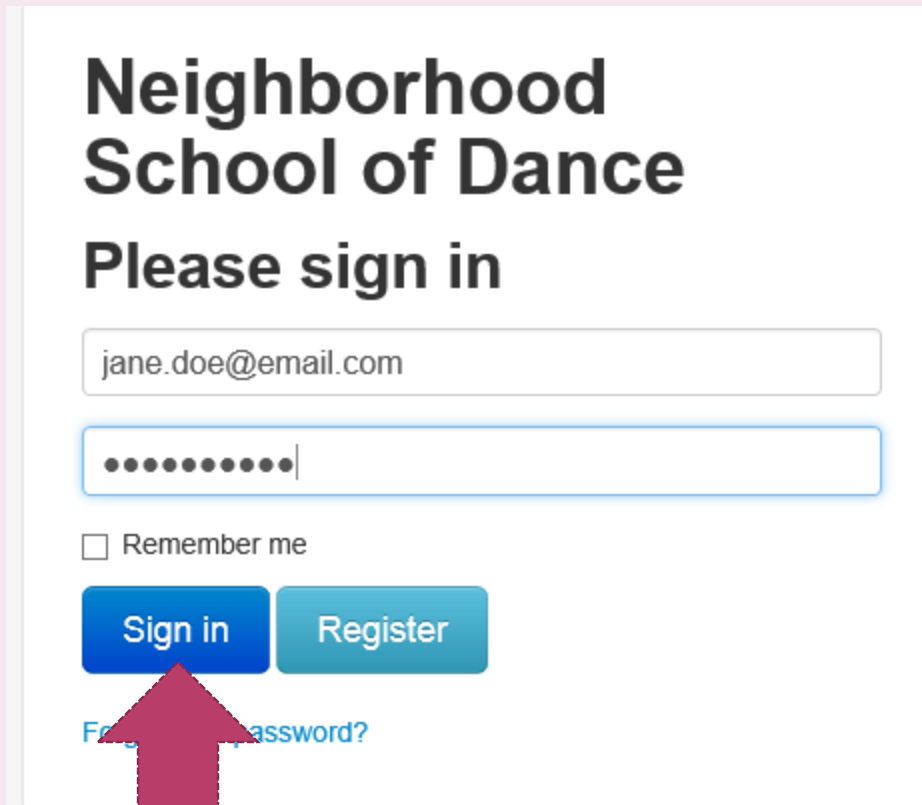
Neighborhood School of Dance Family Center



# Parent Registration



- Now, login with the credentials you just created and click “Sign In”

A screenshot of a login page for "Neighborhood School of Dance". The page has a white background with a light blue border. At the top, it says "Neighborhood School of Dance" in a large, bold, black font. Below that, it says "Please sign in" in a smaller, bold, black font. There are two input fields: the first one contains the email address "jane.doe@email.com" and the second one contains a series of dots representing a password. Below the password field, there is a checkbox labeled "Remember me". At the bottom, there are two buttons: a blue "Sign in" button and a light blue "Register" button. A red arrow points to the "Sign in" button. Below the buttons, there is a link that says "Forgot password?".

[Forgot password?](#)




# Parent Registration



- On the next page click on “Get Started Now”

Neighborhood School of Dance Family Center

Home	My Students	My Account	Log out
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## Welcome

Use this site to register students, enroll in classes, pay tuition or communicate with the staff.

[Get started now](#) [Enroll in Auto Pay](#)



# Student Registration



- On the next page click on “Add a Student”

Neighborhood School of Dance Family Center

Home My Students My Account

## My Family Members

[Add a Student](#) [Register for Classes](#) [Pay Tuition](#)

Name	Age	Classes	Upcoming
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A red arrow with a dashed outline points upwards from the bottom of the 'Add a Student' button, highlighting it as the target for the next step in the registration process.

# Student Registration



- If you have a returning student, type in the returning student's information, and then click on “Find my students”
- If you are a new student, type in “NEW” and click on “Find my students”

Neighborhood School of Dance Family Center

Home My Students

### Add Students to Your Family


Last Name:  x

Birthday: May  2014

[Find My Students](#)

If you see [redacted] and still don't see your student [click here to add them](#)

Name	Birthday
------	----------



# Student Registration



- If you have a returning student, and their name pops up, click on their name to add the name. If their name doesn't pop up click on “Click Here to Add them”
- If you are a new student click on “Click here to Add them”


## Add Students to Your Family

Last Name:

Birthday:

If you searched and still don't see your student [click here to add them](#)

Name	Birth
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# Student Registration



- Add the information to the “Add New Student”, and click on “Save Student”

A screenshot of a web application interface. In the foreground, a modal window titled "Add New Student" is open. It contains several form fields: "Location" (a dropdown menu with "St, Mary's Life Center" selected), "First Name" (a text input field with "Doe"), "Last Name" (a text input field with "Josie"), "Birthday" (three dropdown menus for month, day, and year, with "January", "01", and "2000" selected), and "Gender" (a dropdown menu with "Female" selected). At the bottom of the modal are two buttons: "Close" and "Save Student". A red arrow points to the "Save Student" button. In the background, a blurred "Add Student" form is visible, showing a search bar for "Last Name" and a "Find My Students" button. The footer of the background page reads "© Neighborhood School of Dance 2020".

# Student Registration



- If you have more students to add, Click on “Add Student and repeat the previous step
- Once you have finished registering all of your students click on “Register for Classes”

Neighborhood School of Dance Family Center

Home My Students My Account

## My Family Members

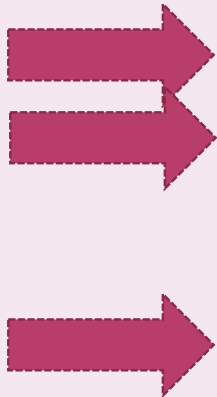
[Add a Student](#) [Register for Classes](#) [Pay Tuition](#)

	Name	Age	Classes	Upcoming
1	<a href="#">Doe Josie</a>	14		

# Student Registration



- Select which classes you want to register for.
  - \*\*If you do not see a class you want to register for please e-mail us at [NSDOlean@gmail.com](mailto:NSDOlean@gmail.com) to be added to a class.
  - \*\*If this is a dancer's first year in class, we may advise that he/she be placed in the class grade below.



**Doe Josie**

	Class	Location	Days	Tuition
<input type="checkbox"/>	<b>Advanced Tap (9th-12th)</b> For grades 9th-12th, adding to the basics of tap. One hour long class meeting once a week.	St. Mary's Life Center	Monday 6:00 PM to 7:00 PM Sep 8 - May 15	46.00
<input checked="" type="checkbox"/>	<b>Advanced Jazz (9th - 12th)</b> For grades 9th-12th, building on to the basics in Jazz. One hour and 20 minute class.	St. Mary's Life Center	Monday 7:00 PM to 8:20 PM Sep 8 - May 15	61.00
<input checked="" type="checkbox"/>	<b>Modern Dance 2 (8th - 12th Grade)</b> Going over Basics in Modern Dance. One hour long class. Modern dance is the "natural movements of the body" Dress code is all black dance wear and no shoes or sole shoes.	St. Mary's Life Center	Monday 5:00 PM to 6:00 PM Sep 8 - May 15	46.00
<input type="checkbox"/>	<b>Hip Hop 4 ( 7th &amp; 8th)</b> Class goes over movement in Hip Hop. One hour long.	St. Mary's Life Center	Wednesday 7:00 PM to 8:00 PM Sep 8 - May 15	46.00
<input checked="" type="checkbox"/>	<b>Advance Hip Hop (9th - 12th)</b> Building onto foundations in Hip Hop. One hour long class.	St. Mary's Life Center	Wednesday 8:00 PM to 9:00 PM Sep 8 - May 15	46.00
<input type="checkbox"/>	<b>Advanced Ballet (8th - 12th Grade)</b> Advance Ballet goes over the foundations of dance. 1 hour long class. This class will learn a ballet dance and	St. Mary's Life Center	Tuesday 6:30 PM to 7:30 PM Sep 8 - May 15	46.00

# Student Registration



- Click On “Enroll Now”

<input checked="" type="checkbox"/>	<b>Modern Dance 2 (7th - 12th Grade)</b> Going over Basics in Modern Dance. One hour long class. Modern dance is the "natural movements of the body" Dress code is all black dance wear and no shoes or sole shoes.	St. Mary's Life Center	Monday 5:00 PM to 6:00 PM Sep 8 - May 15	46.00
<input type="checkbox"/>	<b>Hip Hop 4 ( 7th &amp; 8th)</b> Class goes over movement in Hip Hop. One hour long.	St. Mary's Life Center	Wednesday 7:00 PM to 8:00 PM Sep 8 - May 15	46.00
<input checked="" type="checkbox"/>	<b>Advance Hip Hop (9th - 12th)</b> Building onto foundations in Hip Hop. One hour long class.	St. Mary's Life Center	Wednesday 8:00 PM to 9:00 PM Sep 8 - May 15	46.00
<input type="checkbox"/>	<b>Advanced Ballet (8th - 12th Grade)</b> Advance Ballet goes over the foundations of dance. 1 hour long class. This class will learn a ballet dance and a lyrical dance.	St. Mary's Life Center	Tuesday 6:30 PM to 7:30 PM Sep 8 - May 15	46.00
<input type="checkbox"/>	<b>Pointe (8th - 12th Grade)</b> Pointe is 1/2 hour after Advance ballet. Pointe shoes are required for the class. REQUIRED: You must take advance ballet to take pointe.	St. Mary's Life Center	Tuesday 7:30 PM to 8:00 PM Sep 8 - May 15	23.00

Enroll Now





# Student Registration



- Next, Click on “Finish Registration Now”

**Class Registration**

[Add a Student](#)

Your choices are saved, but you're not done yet. You owe a registration fee of \$20.00 and a tuition payment of \$0.00.

[Finish Registration Now](#)

2014-2015 Season [Test Season](#)

**Doe Josie**

	Class	Location	Days	Tuition
<input type="checkbox"/>	<b>Advanced Tap (9th-12th)</b> For grades 9th-12th, adding to the basics of tap. One hour long class meeting once a week.	St. Mary's Life Center	Monday 6:00 PM to 7:00 PM Sep 8 - May 15	46.00
<input checked="" type="checkbox"/>	<b>Advanced Jazz (9th - 12th)</b> For grades 9th-12th, building on to the basics in Jazz. One hour and 20 minute class.	St. Mary's Life Center	Monday 7:00 PM to 8:20 PM Sep 8 - May 15	61.00

- \*More information on the following slides\*

# Student Registration



- At this point, you can either pay online through paypal or you can mail in a check.
- Upon submitting payment, you agree and understand all of our policies.  
([www.nsdolean.com/policies](http://www.nsdolean.com/policies))
- Once payment is received, the students will be registered for class and their spot in class will be saved.

# Next Steps



- If you wish to pay in full, click on the excel sheet on our website to figure out the amount. You can enter this amount into Paypal or send a check for this amount.
- After registration is complete you have the option to set up automatic payments. When logged in click on “My Account” and then “Automatic Tuition Payments” to set up your credit card

# All Done!



- You are all done! Once Registration is complete please be aware of the following fees:
  - \$35 performance fee per family due in September
  - \$55 Costume deposit per class due in October
  - Tuition Payments due in September, October, November, December, January and February (unless paying in full)
  - Costume Balance due in January (amount unknown until costumes are ordered.)
  - Accounts must be paid in full by February 28<sup>th</sup>.
- Thank you for registering! Any questions please contact the studio. 😊