

Online Registration Instructions:

1. Visit to our website (KicksAcademyofDance.com) and click on "Register Today".
2. Scroll down and click on the purple box that says "Register Online".
3. This will prompt you to complete an online registration form (contact info, student info, etc.)
 - a. If you have already completed an online registration form to create a student portal, click on the "Student Portal" tab located at the top right corner to log in.
 - b. Log in using your email address and password. If you do not remember or know your password, use your email address and click on "reset password". You will be prompted to check your email and create a new password.
4. Once you have successfully logged into your portal, click on "Classes and Events" in the top right hand corner of your dashboard.
5. Select "Find Classes" using the filter to sort classes by "Session". Select "2020- 2021 Studio Season".
6. Select the class you would like to register for (all classes are listed by Level/Style) and click "Enroll". Then select your dancer's name that will be registering for that class along with all the policy prompts and click on "Enroll" again.
7. Repeat this process for any other classes you would like to add. You may also send us an email or give us a call, and we can register your dancer(s) on our end.
8. You will receive an email confirmation of all classes you have enrolled for. You can view them in your "Dashboard".
9. In your portal, you may edit your information, add/delete/edit students, updated your on-file credit card, updated your settings, make payments, etc.
10. Your fees will be posted to your account within 48 hours. You may mail or drop off a check or cash payment OR you may use a credit card via your portal to pay online (or contact us to process on our end).