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## Registration Instructions

Registration for the 2021-2022 Kicks Academy of Dance Season officially opens on Tuesday, June 15<sup>th</sup>! Registering early will help secure your first choice classes.

### **Online Registration Instructions:**

1. Visit our website (KicksAcademyofDance.com) and click on "Register Today" to create a student portal OR log in using your email address and password if you currently have a portal. 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.
2. Once you have successfully logged into your portal, click on "Classes and Events" in the top right hand corner of your dashboard.
3. Select "Find Classes" using the filter to sort classes by "Session". Select "2021- 2022 Studio Season".
4. Select the class you would like to register for (all classes are listed by Level then 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.
5. 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. Note – You can only add classes not delete. If you need a class deleted, please email us and we will take care of it on our end.
6. You will receive an email confirmation of all classes you have enrolled for. You can view them in your "Dashboard".
7. In your portal, you may edit your information, add/delete/edit students, update your on-file credit card, update your settings, make payments, etc.
8. Your fees will be posted to your account as soon as possible and all AUTO PAYMENTS will be processed by midnight. You may mail or drop off a check or cash payment, use Venmo (@kicks-academy), OR you may use a credit card via your portal to pay online (or contact us to process on our end and/or select "AUTO-PAYMENTS").
9. If you would like your payments to be AUTOMATIC, please change your "e-payment" settings to "AUTO-PAYMENTS", "AUTO MONTHLY PAYMENTS" or "AUTO ANNUAL PAYMENTS".
10. In order to hold your spot in a class AND receive the 10% priority registration discount for your FIRST monthly installment payment OR annual payment, you must submit a payment by 11:59pm on June 14<sup>th</sup>.

### **SPECIAL CLASS NOTES**

- *We want ALL dancers to be in the perfect level class that will help them feel confident and succeed. Therefore, we may need to move dancers around after seeing the overall level of the class, come September. We are planning to have company auditions on Tuesday, August 31<sup>st</sup>. Therefore, some class levels may change to match the corresponding company placements.*
- *Acro – This class does have to be separated by ability in order to keep everyone safe. Our teacher will evaluate dancers during the first week of classes to ensure proper placement.*
- *If a class does not 4 or more dancers registered, we may need to cancel the class AND move the schedule around if necessary. If a class fills, we may be able to add another class. Your flexibility and cooperation are greatly appreciated.*