

# SPOTLIGHT DANCE

## ONLINE REGISTRATION INSTRUCTIONS (9/6/2020)

Dear Dancers and Parents,

We are excited to announce the availability of the Spotlight Dance Portal which allows online registration, online payments (including Auto-Pay), and the updating of family, student and contact information. If you are a returning customer you already have an account that can be accessed immediately. You can move to the **Returning Customers** section to start registering your student(s).

The Portal is located at <https://dancestudio-pro.com/online/spotlightdanceva> and a link to it is available on our website.

### **New Customers:**

- Go to the Portal.
- Click the **Create Account** button.
- Enter the email address you want to use for your account and click the **Find Me** button. *Even though you do not have an account this step is required.* Complete the account information and click the **Register** button. *If the **Register** button does not submit the form make sure all required fields are completed.*
- You will be notified by email when your account is activated. In most cases this will be within an hour. *This email will include a temporary password.*

After you receive the Portal Login email proceed as follows:

- Go to the Portal. *A link is provided in the email.*
- Login with your email address and the temporary password contained in the account activation email. Click the **Sign In** button.
- Click **Account->Students** or from the **Home page** click the **Manage Students** button.
- Click the **Add a Student** button.
- Enter the last name and birthdate of your student and click the **Find My Students** button. *Even though you just opened an account this step is required.*
- Click the **Click Here to Add Them** button. *The medication, special needs, allergies and Primary Doctor are optional.*
- Complete all required fields.
- Click the **Save Student** button. *If the **Save Student** button does not submit the form make sure all required fields are completed.*
- Repeat for any additional students
- Proceed to the **Class Registration** section.

### **Returning Customers:**

- Go to the Portal.
- Login with your email address and password.
  - *If you have forgotten your password click the **Forgot Your Password** button.*
    - *Enter your email address is located, click **Send me a New Password**. Dance Studio Pro will send you with a temporary password.*
    - *Return to the Portal to login.*
  - *If you receive a message Email address not found, then the email address we have is not one you currently use or we were never provided with one. Send an email to [register@getintothespilight.com](mailto:register@getintothespilight.com) and we will update your email address allowing you to login. Please do not create a new account until you have heard back from us as it will unnecessarily complicate the registration process for you and us.*

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- Click **Account->Account Settings** to verify/update *Your Info* and *Family Contacts*.
- Click **Account->Students** and click the *Student Name* to verify/update your student(s) information. *It is critical your student(s) birth date is correct as the ability to register for certain classes is tied to your child's age.* Click the **Save Changes** button.
- Add new student(s).
- Proceed to the **Class Registration** section.

### Class Registration:

- Click **Account->Register for Class** or from the **Home page** click the **Manage Students** button.
- Students:
  - Add them to each class by checking the box next to the class name.
  - If your student will be attending virtual class add them to the Virtual Attendee class.
- Company Students:
  - Add them to each class by checking the box next to the class name.
  - Add them to the Company class corresponding to the company they belong to.
  - If your student will be attending virtual class add them to the Virtual Attendee class.
- Repeat for each additional student.
- When done scroll to the bottom of the page and click the **Submit** button. *No changes will be saved if you do not do this.*

### Complete the Registration Process:

- Click the **Finish Registration Now** button.
- Review your selections. If you need to make changes click **Account->Register for Class**.
- Read the enrollment contract and click the checkbox **I Have Read and Agree to the Terms and Conditions**. A link to a copy of Enrollment Contract, Studio Guidelines and other forms will be emailed to you. They also are available from the Parent Portal by clicking on More->Documents & Files.
- Click the **Make Payment** button. *An online payment is required for the first months tuition. Future payments may be made in the studio.*
- Click **Pay with Card** or **Pay with Bank Account**. *The registration is not complete until the balance due is paid in full.*
- Complete the required fields and click the **Pay Now** button. Optionally check **Make this my Auto-Pay Card** to enroll in Auto-Pay. You also can do this any time by logging into the Parent Portal.

### Change Password

- Click **Account->Account Settings** or from the **Home page** click the **Account Settings** button.
- Click Change Password. Enter your new Password and click the **Update** button.

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### **Update Information and Make Payments:**

You can go to the Portal at anytime by clicking the **Parent Portal** or **Registration** buttons on our website to:

- Update Account Information (*Your Information, Family Contacts, and Student Information*)
- Change Password (see below)
- Make Payments
- Enroll in Automatic Payments
- Review Payment History
- Right to be Forgotten (*This is for families who are no longer enrolled and want their data deleted from our systems*)

### **Need Help:**

Call 703-973-8133 or email [lisa@getintothspotlight.com](mailto:lisa@getintothspotlight.com). Please keep in mind we are able to provide support during working hours. Emails will be responded to within (1) day though it most likely will be more quickly.