

STEP-BY-STEP INFORMATION FOR ONLINE REGISTRATION (RETURNING STUDENTS THAT ALREADY HAVE A FAMILY ACCOUNT)

THANK YOU FOR ENROLLING YOU OR YOUR FAMILY WITH US AGAIN FOR THE UPCOMING DANCE SEASON.

WE HOPE THAT PREVIOUSLY YOU FOUND THE SYSTEM A CONVENIENT WAY TO REGISTER YOUR FAMILY,
THAT PROVIDED YOU WITH A VARIETY OF PAYMENT OPTIONS,
AND MORE FLEXIBILITY TO CHECK YOUR KLSD FAMILY ACCOUNT IN THE STUDENT PORTAL
THROUGHOUT THE SEASON.

BELOW WILL BE A STEP-BY-STEP GUIDE TO HELP YOU:

ACCESS THE STUDENT REGISTRATION PORTAL,
VIEW YOUR PRE-REGISTERED CLASSES AND VIEW ANY PRE-APPROVED CLASSES THAT WE MAY BE OFFERING YOU,
SET-UP AND/OR EDIT YOUR FAMILY ACCOUNT,
CHOOSE A METHOD OF PAYMENT
AND HELP YOU CHECKOUT AND FINALIZE REGISTRATION

AT ANY TIME SHOULD YOU ENCOUNTER DIFFICULTY ACCESSING OR COMPLETING THE ONLINE REGISTRATION PROCESS,
PLEASE KNOW THAT WE WILL HELP YOU ☺

JUST GIVE US A CALL OR EMAIL AND WE WILL DO ALL WE CAN
TO HELP ANSWER YOUR QUESTIONS, AND GUIDE YOU THROUGH IT, ETC.

REGISTRATION BEGINS ON:

AUGUST 14, 2023

PLEASE REMEMBER: FIRST COME FIRST SERVED FOR ALL OPEN SPOTS

REGARDLESS IF YOU ARE A RETURNING STUDENT/FAMILY,
ONCE THE SYSTEM IS OPEN TO NEW FAMILIES ON AUGUST 15TH
BEING PRE-APPROVED FOR A CLASS, DOESN'T MEAN YOUR SPOT IS SAVED FOR YOU
– IT JUST MEANS THAT A SPOT IS AVAILABLE FOR YOU IN THE CLASS.
YOU ARE STILL REQUIRED TO COMPLETE ALL THE REGISTRATION STEPS, INCLUDING
PAYMENT, BEFORE THE SPOT IS CONSIDERED TO BE YOURS.

REMEMBER TO CHECK OUT OUR WEBSITE AT

www.karenlubadance.com

IT CONTAINS ALL INFORMATION REGARDING CLASSES/ATTIRE ETC.
THIS IS WHERE YOU WILL ACCESS THE ONLINE REGISTRATION LINK TO LOGIN

Looking forward to dancing with you - Classes start Sunday, September 10th!

Love Karen & Brenda

STEP 1: ACCESS THE STUDENT REGISTRATION PORTAL

YOU CAN ACCESS THE STUDENT REGISTRATION PORTAL IN TWO WAYS:

YOU CAN GO TO OUR WEBSITE AT WWW.KARENLUBADANCE.COM

- CLICK THE MENU CHOICE THAT SAYS: **ONLINE REGISTRATION**
- ONCE THAT PAGE IS OPEN, CLICK ON THE **BLUE RECTANGLE WITH THE YELLOW STARS** THAT SAYS ONLINE REGISTRATION (THIS SHOULD LINK YOU TO THE STUDENT REGISTRATION PORTAL FOR KAREN LUBA SCHOOL OF DANCE)

IF THE ABOVE DOESN'T WORK FOR YOU, YOU CAN ALSO ACCESS THE STUDENT PORTAL BY ENTERING:

<http://thestudiodirector.com/karenlubaschoolofdanc/portal.sd>

INTO YOUR WEB BROWSER

STEP 2: THE WELCOME PAGE

THE NEXT PAGE YOU SEE WILL BE OUR **WELCOME PAGE**

HERE IT WILL WELCOME YOU TO REGISTRATION 2023-2024
AND ASK YOU FOR YOUR EMAIL ADDRESS AND A PASSWORD SO YOU CAN LOGIN
TO VIEW YOUR CLASSES AND FAMILY ACCOUNT

ENTER YOUR **EMAIL ADDRESS** AND **PASSWORD** YOU CREATED IN THE PREVIOUS YEAR.
REMEMBER..... IT MUST BE THE SAME EMAIL ADDRESS WE USE TO CONTACT YOU
IF YOU NEED THIS CHANGED TO REFLECT A NEW EMAIL, PLEASE EMAIL US AS WE HAVE TO CHANGE IT FOR YOU.

REMINDER - IT IS SPACE SENSITIVE,
SO PLEASE DO NOT MISTAKENLY PRESS THE SPACE BAR AFTER THE EMAIL ADDRESS
BEFORE YOU PRESS ENTER OR IT WILL NOT BE ACCEPTED
(IF THIS HAPPENS, JUST TRY AGAIN ENTERING THE EMAIL VERY CAREFULLY WITH NO SPACES AT THE END)

If you have forgotten your password,

LEAVE THE **PASSWORD BOX** EMPTY FOR NOW

AND CLICK ON **FORGOT PASSWORD** SO THAT YOU CAN CREATE A PASSWORD WITHIN OUR SYSTEM.
IT WILL THEN SEND YOU AN EMAIL SO THAT YOU CAN CREATE YOUR PASSWORD
(YOU WILL HAVE TO TYPE IT AND THEN RE-ENTER IT).
YOUR PASSWORD CAN BE WHATEVER YOU WOULD LIKE IT TO BE.
ONCE IT IS CREATED - *MAKE NOTE OF IT SOMEWHERE SO YOU WILL REMEMBER IT*, RE- ENTER OUR STUDENT PORTAL,
ENTER YOUR EMAIL ADDRESS AND YOUR PASSWORD

THIS IS SO NO ONE CAN ACCESS YOUR FAMILY ACCOUNT BUT YOU (AND OUR OFFICE)

CLICK **LOG IN** BUTTON TO CONTINUE

STEP 3: ON-LINE WAIVERS (you need to renew this each year)

THE NEXT PAGE YOU SEE WILL BE OUR **WAIVERS PAGE**

PLEASE CLICK EACH BOX (INDICATING YES) AND TYPE YOUR NAME WHERE INDICATED, AS THE PROGRAM WILL NOT
ALLOW YOU TO CONTINUE UNTIL YOU DO SO.
EVEN IF YOU COMPLETED THIS LAST SEASON, YOU MUST ACCEPT THE TERMS AS IT PERTAINS TO THE NEW SEASON.
(Note: We will also ask every family to sign a paper waiver, which will be done during the first week of classes.)

CLICK **ACCEPT** BUTTON TO CONTINUE

STEP 4: VIEW YOUR PRE-APPROVED CLASSES

ANY CLASSES THAT ARE AGE/LEVEL APPROPRIATE, CLASSES YOU EXPRESSED INTEREST IN OR ANY CLASSES WE ARE INVITING YOU TO WILL BE LISTED UNDER [ENROL IN MY PRE-APPROVED CLASSES](#)

YOU CAN CLICK ON THE [VIEW ALL](#) BUTTON IF YOUR FAMILY'S LIST OF CLASSES IS LONGER THAN THE SPACE PROVIDED

ONCE YOU "ENROL" IN A CLASS, YOU WILL BE ABLE TO SEE THE CLASSES CHOSEN BY CLICKING ON [VIEW ALL MY CLASSES](#) (TO SEE YOUR FAMILY'S FULL LIST OF CLASSES)

CLICK THE **MENU SYMBOL**3 SHORT, HORIZONTAL LINES.....TO GO BACK TO THE MENU PAGE AT ANY TIME

IF YOU HAVE ANY PRE-APPROVED CLASSES THAT YOU WISH TO REGISTER FOR, YOU NEED TO ACTUALLY ENROL AND CLICK ON "ENROL" FOR THE CORRESPONDING CLASS(ES) - CHECK BOX AT THE END OF EACH LINE. ALSO CLICK ENROLL AT THE BOTTOM OF THAT PAGE - THIS WILL ADD THEM TO YOUR CHECKOUT CART.

IMPORTANT NOTE: DO NOT CLICK ON ANY OF THE REMOVE BUTTONS ON THE RIGHT HAND SIDE OF THE PAGE BESIDE THE CORRESPONDING CLASS(ES) - IF YOU DO, YOU WILL CANCEL OUT YOUR PRE-APPROVAL FOR THAT CLASS AND THAT CLASS WILL BE REMOVED AS AN OPTION ALL TOGETHER AND CANNOT BE PUT BACK IN UNLESS WE DO IT FOR YOU.

ALSO, DO NOT CLICK ON [ENROL IN A CLASS](#) - AS THERE WILL BE NO OPTIONS FOR YOU AS ALL OF OUR CLASS PLACEMENTS NEED TO BE PRE-APPROVED - THIS PREVENTS STUDENTS FROM PICKING CLASSES THAT ARE IN-APPROPRIATE FOR THEIR AGE OR THEIR DANCE ABILITIES, ETC.

STEP 5: SET-UP AND/OR EDIT YOUR FAMILY ACCOUNT

....SKIP THE [PAY NOW](#) BUTTON AND PICK [EDIT ACCOUNT CONTACT INFORMATION](#) – CLICK ON THIS FIRST

PLEASE ENTER ANY MISSING INFORMATION, CORRECT ANY WRONG INFORMATION AND UPDATE ANY NECESSARY INFORMATION FOR ALL MANDATORY FIELDS

THE "HOW DID YOU HEAR ABOUT US?" AND THE "EMERGENCY CONTACT INFO." ARE BOTH OPTIONAL FIELDS

YOU MUST CLICK **YES** TO GIVING PERMISSION FOR US TO SEND YOU EMAILS – AS THIS IS THE MAIN WAY WE WILL BE CONTACTING OUR STUDENTS.

IMPORTANT: IT WILL GIVE YOU AN OPTION TO CHANGE THE EMAIL ADDRESS USED FOR LOGIN

- IF YOU **DO NOT** WANT TO CHANGE YOUR LOGIN EMAIL ADDRESS, JUST LEAVE IT ALONE AND MAKE NO CHANGES

- IF YES YOU **DO** WANT TO CHANGE YOUR LOGIN EMAIL ADDRESS, PLEASE CONTACT US FIRST SO WE CAN CHANGE THIS INFORMATION IN OUR SYSTEM

CLICK **SAVE** BUTTON TO CONTINUE (EVEN IF YOU DIDN'T MAKE ANY CHANGES)

AND THEN CLICK THE **MENU SYMBOL** (3 SHORT HORIZONTAL LINES)

STEP 6: EDIT STUDENT INFORMATION

SKIP THE [PAY NOW](#) BUTTON AND PICK [EDIT STUDENT INFORMATION](#) – CLICK ON THIS

VERIFY THAT ALL INFORMATION ENTERED IS CORRECT, MAKE ANY CHANGES IF NECESSARY, FILL IN ANY BLANK FIELDS

CLICK **EDIT** BUTTON TO SAVE THE CHANGES AND CONTINUE

AND THEN CLICK THE **MENU SYMBOL**

STEP 7: CHANGE PASSWORD

ONLY CLICK ON THIS IF YOU WOULD LIKE TO CHANGE YOUR PASSWORD – IF YOU DO WISH TO CHANGE IT, PLEASE MAKE NOTE OF THE CHANGE FOR FUTURE REFERENCE

STEP 8: VIEW YOUR FINANCIAL HISTORY

IF YOU WOULD LIKE TO LOOK AT YOUR PAYMENTS MADE – YOU WOULD BE ABLE TO SEE YOUR FINANCIAL HISTORY FOR THE PAST YEAR - THERE IS NOTHING ON THIS PAGE THAT CAN BE CHANGED BY YOU – IT IS ONLY FOR YOU TO VIEW – ONLY WE CAN MAKE CHANGES TO ERRORS, ETC.

STEP 9: CHOOSE A METHOD OF PAYMENT

*IF YOU WOULD LIKE TO **PAY IN FULL** OR IF YOU ARE REGISTERING ONE OR MORE STUDENTS AS A **FULL TIME STUDENT**, YOU WILL NEED TO CONTACT THE OFFICE TO LET US KNOW SO WE CAN OVERRIDE THE SYSTEM - BEFORE YOU GO TO PAY. PLEASE WAIT TO “PAY NOW” UNTIL WE REPLY BACK THAT IT HAS BEEN CHANGED FOR YOU.

....PICK **CHECKOUT** IN THIS SECTION – CLICK ON IT

– IT WILL TELL YOU THE AMOUNT DUE FOR THE FIRST SESSION/INSTALMENT ONLY FOR YOUR FAMILY, THAT IS DUE UPON REGISTRATION

- PLEASE DO NOT CHANGE THE PAYMENT AMOUNT THAT APPEARS AS IT IS AUTO-CALCULATED FOR YOUR FAMILY – JUST CLICK **NEXT** (AS PARTIAL PAYMENTS WILL NOT BE ACCEPTED)

YOU WILL THEN BE GIVEN 2 OPTIONS:

YOU CAN CHOOSE **TO PAY BY MASTERCARD OR VISA**
WITH 5 PRE-AUTHORIZED PAYMENTS (OR IN FULL PAYMENT IF ARRANGED AS ABOVE)
OR

YOU CAN CHOOSE TO PAY BY **CASH, CHEQUE OR E-TRANSFER** (cash or E-transfer only for full payments)

PLEASE CLICK ON YOUR CHOICE OF PAYMENT OPTIONS AND PRESS **NEXT**

IF YOU CHOOSE TO PAY BY MASTERCARD OR VISA,

YOU WILL BE ASKED TO PRE-AUTHORIZE 5 PAYMENTS:
FOR ALL FOUR TUITION SESSIONS/INSTALMENTS
THE FIRST INSTALMENT WILL BE ON YOUR DATE OF REGISTRATION,
FOLLOWED BY THE THREE REMAINING TUITION SESSIONS : NOVEMBER 01, 2023, JANUARY 01, 2024, MARCH 01, 2024
and NOVEMBER 15, 2023 FOR THE COSTUME DEPOSIT

**YOU MUST SELECT THE “YES” TO AUTOPAY OPTION UNLESS YOU PAY IN FULL. IF YOU ARE PAYING IN CREDIT CARD INSTALMENTS, YOU MUST BE ON “YES” AUTOPAY - REGISTRATION WILL NOT BE COMPLETE UNTIL YOU HAVE SELECTED “YES”.

IF YOU HAVE NOT PREVIOUSLY ENTERED CREDIT CARD INFORMATION, PLEASE DO SO NOW. IF YOU ALREADY HAVE INFORMATION ON FILE FROM LAST SEASON, PLEASE DOUBLE ALL INFORMATION IS CORRECT AND PLEASE DOUBLE CHECK YOUR EXPIRY DATE. (IF POSSIBLE CHOOSE A CARD WHERE YOUR EXPIRY DATE IS AFTER 06/2024).

IF YOUR PREVIOUS CREDIT CARD ON FILE HAS NOW EXPIRED, PLEASE CLICK ENTER A NEW PAYMENT METHOD TO UPDATE YOUR CREDIT CARD INFORMATION - EVEN IF THE CARD NUMBER IS STILL THE SAME WITH A NEW EXPIRY DATE, YOU WILL STILL HAVE TO ENTER/UPDATE YOUR CARD NUMBER AGAIN.

ONCE YOU HAVE ENTERED ALL YOUR INFORMATION – PRESS **ACCEPT** – IT WILL THEN THANK YOU FOR YOUR ONLINE REGISTRATION AND GIVE YOU YOUR BALANCE

IF YOU CHOOSE TO PAY BY CASH, CHEQUE OR E-TRANSFER,

PRESS **ACCEPT** – IT WILL THEN THANK YOU FOR YOUR ONLINE REGISTRATION AND GIVE YOU YOUR BALANCE (PLEASE NOTE IT WILL ONLY GIVE YOUR FIRST INSTALLMENT BALANCE SO PLEASE CONTACT THE OFFICE TO LET YOU KNOW OF THE FULL AMOUNT OWING

*****PLEASE NOTE THAT YOU WILL THEN HAVE 3 DAYS FROM THIS POINT TO EITHER:**

1. DROP OFF **CASH** FOR THE FULL AMOUNT, INCLUDING THE COSTUME DEPOSIT(S)
PLEASE INQUIRE FOR OFFICE ADDRESS
2. DROP OFF OR MAIL **ALL 5 POSTDATED CHEQUES - NOT JUST YOUR FIRST CHEQUE**
(FIRST CHEQUE PRESENT DATED, THEN NOVEMBER 01, 2023, JANUARY 01, 2024, MARCH 01, 2024
and NOVEMBER 15, 2023 FOR THE COSTUME DEPOSIT). PLEASE INQUIRE FOR OFFICE ADDRESS FOR
WHERE TO MAIL OR DROP OFF
3. EMAIL US REQUESTING THAT YOU WOULD LIKE TO DO AN **E-TRANSFER** FOR THE FULL AMOUNT,
INCLUDING THE COSTUME DEPOSIT(S)

STEP 10: **HELP YOU CHECKOUT-FINALIZE REGISTRATION**

YOU WILL THEN GET TO THE FINAL CHECKOUT PAGE.....THANKING YOU FOR REGISTERING, REMINDING YOU ABOUT PAYMENT OPTIONS, LISTING WHEN CLASSES BEGIN, AND WHERE TO FIND OTHER INFORMATION ON OUR WEBSITE, ETC.

AGAIN, PLEASE REMEMBER THAT IF YOU CHOSE TO PAY BY CASH, CHEQUE OT E-TRANSFER,
THAT YOUR REGISTRATION IS NOT COMPLETE UNTIL WE HAVE EITHER RECEIVED:

- 1)CASH IN FULL FOR ALL TUITION AND COSTUME DEPOSITS,
- 2)CHEQUE IN FULL FOR ALL TUITION AND COSTUME DEPOSITS
- 3)ALL 5 CHEQUES - ONE PRESENT DATED FOR FIRST INSTALMENT AND 4 POSTDATED CHEQUES
(4 TUITION AND 1 COSTUME DEPOSIT)
OR 4) EMAIL CONFIRMATION THAT THE E-TRANSFER
FOR TUITION IN FULL PLUS COSTUME DEPOSITS WAS COMPLETED

YOU HAVE 3 DAYS FROM THE TIME YOU CHECKED OUT TO GET ONE OF THE ABOVE PAYMENTS TO US

ONCE WE RECEIVE IT, IT WILL BE ENTERED IN YOUR ACCOUNT AND YOU CAN LOG IN TO CHECK THERE.
PLEASE ALLOW US TIME TO PROCESS IT - THANK YOU.

IF YOU CHOSE TO PAY BY CREDIT CARD:

FOR THE CREDIT CARD PAYMENTS - AGAIN IF PAYING IN INSTALMENTS, YOU MUST BE ON "YES" TO
AUTOPAY TO BE CONSIDERED REGISTERED.- NOTHING MORE IS NEEDED TO BE DONE

STEP 11: **YOU ARE DONE !**

YOU CAN LOGIN TO THE STUDENT PORTAL AT ANY TIME TO VIEW YOUR CLASSES OR YOUR
FAMILY ACCOUNT INFORMATION – SHOULD YOU NEED TO MAKE ANY CHANGES AFTER YOU HAVE
REGISTERED, PLEASE CONTACT US – THANK YOU!

THANK YOU FOR COMPLETING THE ONLINE REGISTRATION PROCESS
– WE HOPE IT WAS RELATIVELY EASY, CONVENIENT AND STRESS-FREE FOR YOU!

PLEASE LET US KNOW SHOULD YOU HAVE ANY QUESTIONS OR DIFFICULTY:

204-803-9949

klsd_dance@hotmail.com

LOOKING FORWARD TO A GREAT YEAR OF DANCE - BRENDA AND KAREN