

STEP-BY-STEP INFORMATION FOR ONLINE REGISTRATION - NEW STUDENTS/FAMILIES

THANK YOU FOR WISHING TO ENROL YOU OR YOUR FAMILY WITH US FOR THE UPCOMING DANCE SEASON.

WE HOPE THAT ONLINE REGISTRATION WILL OFFER YOU A CONVENIENT WAY TO REGISTER YOUR FAMILY,
A WIDE VARIETY OF PAYMENT OPTIONS,
AND THE FLEXIBILITY TO CHECK YOUR KLSD FAMILY ACCOUNT IN THE STUDENT PORTAL
THROUGHOUT THE 2022-2023 DANCE YEAR.

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

ACCESS THE STUDENT REGISTRATION PORTAL,
VIEW YOUR PRE-APPROVED CLASSES,
SET-UP 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.

**PLEASE KNOW THAT BY CONTACTING US FIRST BY EITHER PHONE OR EMAIL,
YOUR FAMILY HAS BEEN PRE-APPROVED
FOR THE CLASSES YOU EXPRESSED INTEREST IN.
WE NOW HAVE YOU ENTERED INTO OUR SYSTEM
SO THAT WE COULD PRE-APPROVE THE CLASS PLACEMENTS FOR YOU
AND BEGIN TO CREATE AN ACCOUNT FOR YOUR FAMILY.**

**PLEASE REMEMBER: FIRST COME, FIRST SERVED FOR ALL OPEN SPOTS TO NEW FAMILIES,
REGARDLESS IF YOU ARE PRE-APPROVED FOR CLASSES.**

REMEMBER TO CHECK OUT OUR WEBSITE AT

www.karenlubadance.com

IT CONTAINS ALL THE INFORMATION NEEDED ABOUT ATTIRE,
AS WELL AS OUR LINK TO THE ONLINE REGISTRATION STUDENT PORTAL

WE ARE LOOKING FORWARD TO DANCING WITH YOU!

Brenda and Karen

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 YELLOW STARS** THAT SAYS "CLICK HERE FOR 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 2022-2023
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 REMEMBER.....

*** IT MUST BE THE SAME EMAIL ADDRESS WE WERE GIVEN BY YOU ***

IF YOU NEED THIS CHANGED TO REFLECT A NEW EMAIL, PLEASE EMAIL US AS WE HAVE TO CHANGE IT FOR YOU.

IT IS ALSO 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)

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

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.

(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**

YOU WILL BE ABLE TO VIEW YOUR PRE-APPROVED CLASSES BY CLICKING ON

[ENROL IN MY PRE-APPROVED CLASSES](#).....THESE ARE THE CLASSES YOU INDICATED YOU WERE INTERESTED IN – PLEASE PICK WHICH CLASS OR CLASSES YOU WOULD LIKE TO ACTUALLY ENROL IN AND CLICK ON ENROL FOR THE CORRESPONDING CLASS(ES) – IT IS THE EMPTY BOX AT THE RIGHT-SIDE END OF THE ROW .

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 OUR YOUR PRE-APPROVAL FOR THAT CLASS AND THAT CLASS WILL BE REMOVED AS AN OPTION ALTOGETHER AND CANNOT BE PUT BACK IN UNLESS WE DO IT AT THE OFFICE FOR YOU. IF YOU AREN'T INTERESTED IN A SPECIFIC CLASS, JUST LEAVE IT AS A PRE-APPROVED CLASS - YOU ARE NOT REGISTERED IN THE CLASS UNLESS YOU CLICK ENROL AND COMPLETE SO NO NEED TO WORRY CLASSES ARE STILL THERE

CLICK **ENROL** AT THE BOTTOM LEFT SIDE

DO **NOT** CLICK CHECKOUT YET – JUST CLICK THE **MENU SYMBOL** ...3 SHORT, HORIZONTAL LINES

THIS IS YOUR MENU SYMBOL BUTTON – YOU NEED TO SET UP AND EDIT YOUR FAMILY ACCOUNT FIRST

STEP 5: **SET-UP AND EDIT YOUR FAMILY ACCOUNT**

....SKIP THE **PAY NOW** BUTTON AND PICK **EDIT ACCOUNT CONTACT INFORMATION** – CLICK ON THIS

PLEASE ENTER ANY MISSING INFORMATION AND CORRECT ANY WRONG 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 THIS YEAR.

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 **HOME SYMBOL**

STEP 6: **EDIT STUDENT INFO.**

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** (3 SHORT, HORIZONTAL LINES)

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

ONLY CLICK ON THIS IF YOU WOULD LIKE TO LOOK AT YOUR PAYMENTS MADE – AS A NEW STUDENT, YOU WOULDN'T HAVE ANY PAYMENTS MADE SO FAR

- 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

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

– IT WILL TELL YOU TO REVIEW CART – PRESS **NEXT** IF YOU ARE HAPPY WITH ENROLLING IN THE CLASS(ES) YOU SELECTED

- IF YOU CLICK ON **DETAILS** BESIDE BALANCE DUE – IT WILL SHOW YOU ALL FOUR OF THE SESSION/ INSTALMENT CHARGES AS WELL AS THE COSTUME DEPOSIT ASSOCIATED WITH THE CLASS(ES) YOU CHOSE – CLICK ON **NEXT** OR THE **MENU SYMBOL** TO RETURN BACK
- 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)

NEXT STEP WILL ASK YOU TO CHOOSE HOW YOU WOULD LIKE TO PAY:

- IF YOU WANT TO PAY MASTERCARD OR VISA CHOOSE **ENTER A NEW PAYMENT METHOD**
OR
- IF YOU WANT TO PAY BY CASH, CHEQUE, OR E-TRANSFER CHOOSE **YOU CAN ALSO PAY...**

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, 2022, JANUARY 01, 2023, MARCH 01, 2023
and NOVEMBER 15, 2022 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”.

ONCE YOU HAVE ENTERED ALL OF YOUR INFORMATION – PLEASE DOUBLE THAT ALL INFORMATION IS CORRECT AND PLEASE DOUBLE CHECK YOUR EXPIRY DATE.

(IF POSSIBLE CHOOSE A CARD WHERE YOUR EXPIRY DATE IS AFTER 07/2023).

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 THAT THE BALANCE THAT APPEARS IN ONLY FOR THE FIRST INSTALMENT ONLY
– ALL FOUR INSTALMENTS ARE DUE TO COMPLETE YOUR REGISTRATION)
–

*****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 EMAIL US FOR ADDRESS FOR DROP OFF.
2. DROP OFF OR MAIL **ALL 5 POSTDATED CHEQUES - NOT JUST YOUR FIRST CHEQUE**
(FIRST CHEQUE PRESENT DATED, THEN NOVEMBER 01, 2022, JANUARY 01, 2023, MARCH 01, 2023
and NOVEMBER 15, 2022 FOR THE COSTUME DEPOSIT). PLEASE EMAIL US FOR ADDRESS FOR DROP OFF.
3. EMAIL US REQUESTING THAT YOU WOULD LIKE TO DO AN **E-TRANSFER** FOR THE FULL AMOUNT,
INCLUDING THE COSTUME DEPOSIT(S)

EDIT PAYMENT INFO. ON FILE – NOT NEEDED FOR TODAY –

YOU MAY WANT TO USE IT IN THE FUTURE IF AT ANY TIME YOU WOULD LIKE TO CHANGE WHICH CREDIT CARD YOU
WOULD LIKE TO USE FOR THE AUTOMATIC PAYMENTS

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 OR E-TRANSFER,
THAT YOUR REGISTRATION IS NOT COMPLETE AND YOUR SPOT WILL NOT BE SAVED
UNTIL WE HAVE EITHER RECEIVED:

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