



DanceStudio-Pro.com
Online Registration

Contents

Table of Contents


CONTENTS	2:2
CHAPTER 1 : DANCESTUDIO-PRO.COM AT A GLANCE	2:3
DANCESTUDIO-PRO BASICS	2:3
QUICK ACTIONS	2:4
CHAPTER 2 GETTING STARTED	2:6
WHAT IS ONLINE REGISTRATION	2:6
PREREQUISITES	2:7
CHAPTER 3 ONLINE REGISTRATION SETTINGS.....	3:8
LOGIN TO DANCESTUDIO-PRO	3:8
AUTOMATIC BILLING.....	3:9
CHAPTER 4 HOW TO DEPLOY ONLINE REGISTRATION	4:11
LINKING.....	4:11
CHAPTER 5 USING THE ONLINE PORTAL.....	5:14
SUPPORTING YOUR CLIENTS	5:14
THE PROCESS.....	5:14
I NEED TO REGISTER.....	5:15
INSIDE THE PARENT PORTAL.....	5:18
ADDING A STUDENT	5:20
REGISTER FOR CLASSES	5:24
MANAGING AN ACCOUNT.....	5:30
RECOMMENDATIONS	5:32
CHAPTER 6 FREQUENTLY ASKED QUESTIONS.....	6:33
Q&A.....	6:33

Chapter 1 : DanceStudio-Pro.com At a Glance

This guide describes how to setup online registration with DanceStudio-Pro.com.

DanceStudio-Pro Basics

To access the DanceStudio-Pro web application, go to <http://dancestudio-pro.com/apps> in a web browser.

 **dancestudio-pro**
The world's best Dance Studio Management Software

Email Address

Password

[Forgot your password?](#)

Latest Additions

Recital Wizard®

It's that time again. Take advantage to the world's only recital planning tool and visual stage flow designer. Once again, we are pioneering the industry to make your life easier. Just create an event and click the Recital Wizard link to learn more.

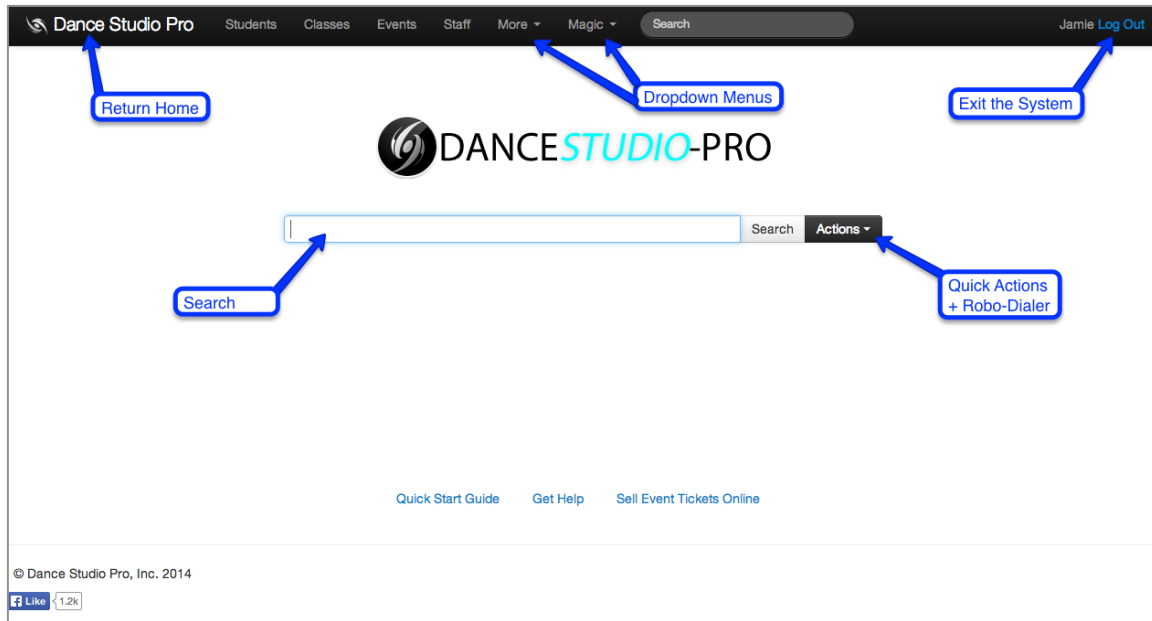
The Choreography Store™

What if you had access to world-class choreographers at your finger tips? That's exactly what we've done for our clients. DanceStudio-Pro is now the first and only marketplace connecting dance studio owners with choreographers. Upload your music, tell them what you need and BAM! A YouTube™ video and more ready for you to teach from.

Sell Event Tickets Online

Use DanceStudio-Pro's Ticket-Pro® you sell tickets to your next event. It's quick and easy to use. Best of all, its FREE to our clients. Just one more reason why DanceStudio-Pro is the World's best Dance Studio Management software. [Learn More...](#)

Enter your username and password that was assigned during the registration process to access the system.



You can access any part of the system from the home screen.

Use the Search box just like you would use Google™. Simply type the name of a student, class, staff member or report to quickly go to that person. The search engine works with full names or parts of names. You may also search for help topics as well.

Quick Actions

You can find Quick Actions on almost every page within DanceStudio-Pro. Quick Actions are the tasks that are typically performed most often within the system. Examples are adding new students or classes. Also communication tasks are located on the Quick Actions list. This includes Robo-Dialer™ and Group Emailing.

Chapter 2 Getting Started

Read this chapter to learn how to setup Online Registration within DanceStudio-Pro.

NOTE: Some topics are covered in greater detail in other guides. (i.e. Tuition Setup)

What is Online Registration

Online registration, also known as the *Parent's Portal*, allows you to offer your students and parents the ability to register for classes online. The online registration system works for new students and parents not in the system, as well as returning students.

Students and parents can perform the following tasks within the Parent's Portal:

1. Enroll in classes
2. Make tuition payments electronically
3. View & Print statements
4. Update their account information
5. Enroll in automatic recurring payments
6. Change enrollment status.
7. Print their weekly Dance Schedule

DanceStudio-Pro is the only dance studio management software system that offers live real-time tuition calculations. This means that at the time on enrollment online, parents and students will see exactly what their tuition will be, including all multi-student and multi-class discounts. At this point, they can pay their tuition, registration fee(s) and additional season-related fees at the same time. Once the payment is successfully made online, the student(s) are automatically added to your Dance Studio-Pro system. You will also be notified by email of the registration. This means that you do not have to re-type the information into the system.

Online registration is hosted on DanceStudio-Pro's servers. You can add a link on your website, Facebook, Twitter or any other place that will take students and parents directly to your online registration site. The site is branded with your logo and studio name so that your clients easily recognize it.

DanceStudio-Pro does not store any credit card or financial information. All financial data is maintained with Stripe (stripe.com) or PayPal (paypal.com).

Online registration is free to all DanceStudio-Pro customers. There are no additional fees to use this service. There are no limits on the number of students or transactions that you can process through the Parent's Portal.

Prerequisites

Before using online registration, the following prerequisites should be completed.

1. Setup your studio name and contract information on the settings page
2. Upload your studio logo
3. Define your payment methods (Paypal and/or Stripe)
 - a. See the Stripe user guide to learn how to create your Stripe account
 - b. <http://dancestudio-pro.com/apps/HowToAcceptStripeOnline.pdf>
4. Define your Tuition, Discounts and Registration Fees
5. Setup Classes for online enrollment
 - a. **Important:** Classes need the following information
 - i. The class should be checked as Active
 - ii. Valid Start and End Dates
 - iii. Valid Start and End Times
 - iv. The “Allow Online Registration” Checkbox checked
 - v. The Gender specified
 - vi. The Min and Max Age specified
 - vii. The Max number of students for the class
 - b. If the class is part of a Season: (More → Seasons)
 - i. Make sure the Online Registration Start Date is correct
 - ii. The Age Cut-Off date is set correctly.

Chapter 3 Online Registration Settings

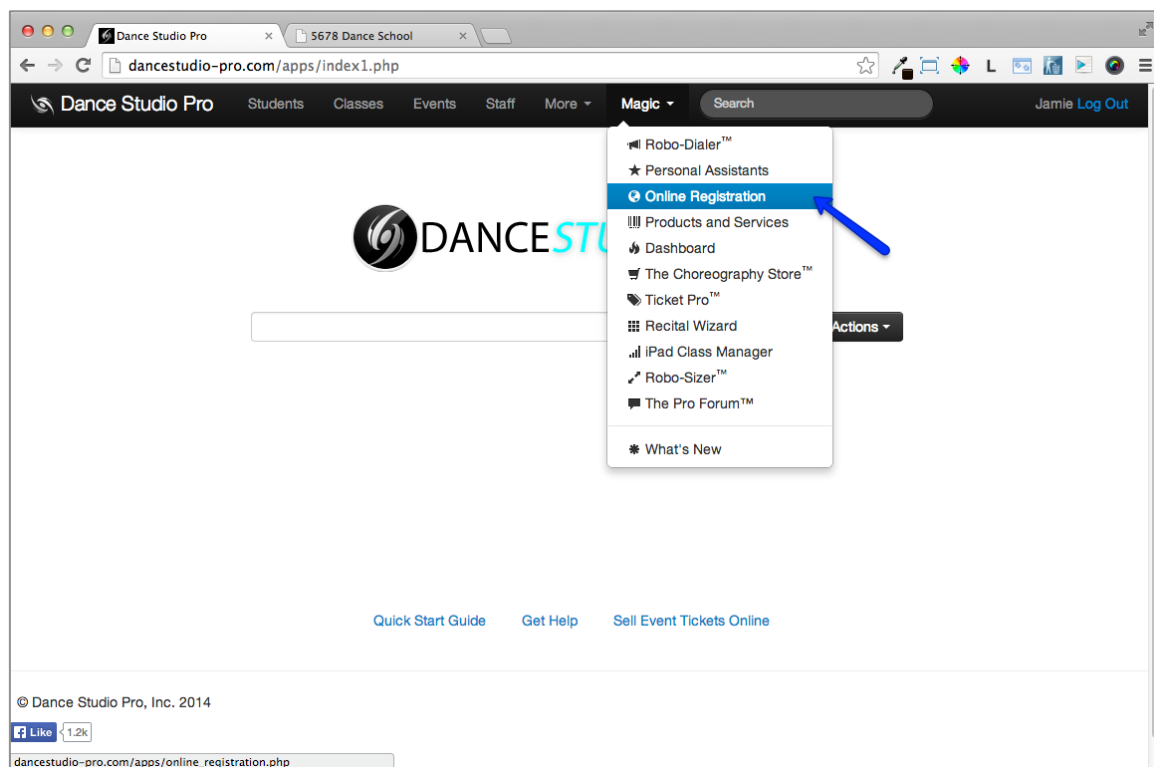
Read this chapter to learn how to setup Online Registration within DanceStudio-Pro.

Login to DanceStudio-Pro

You must be logged into the web application to configure your DanceStudio-Pro account. You cannot change system setting from the mobile apps.

Go to: <http://dancestudio-pro.com/apps/>

Once all the prerequisites are met, go to the online registration page from the Magic Menu.



Go to the Online Registration – Settings panel

Online Registration - Settings

Convenience Fee (%):

This percentage will be added to all online registration and tuition payments.

Online Drops:

☒ Allow parents to drop classes online.

Tuition Collection with Registration:

☒ Collect first month's tuition when parents register online.

**In addition to Registration Fee

Stripe and PayPal typically charge a 2.9% fee + \$0.30 per transaction fee. We offer you the opportunity to recover some or all of that expense with applying a Convenience Fee per transaction for online payments.

This would mean that if a parent's tuition and registration fees were \$100.00 and you applied a 3% convenience fee in the system, the parent would be charged \$103. Now, Stripe or Paypal would charge their fees.

$\$103 \times 2.9\% = \2.99 plus the \$0.30 transaction fee = \$99.71

$\$103 - \$2.99 - \$0.30 = \99.71

This means that you, the studio owner, would be paid \$99.71. The total fees would be \$3.29.

You may also prevent parents and students from dropping classes online. Simply uncheck this option for Online Drops.

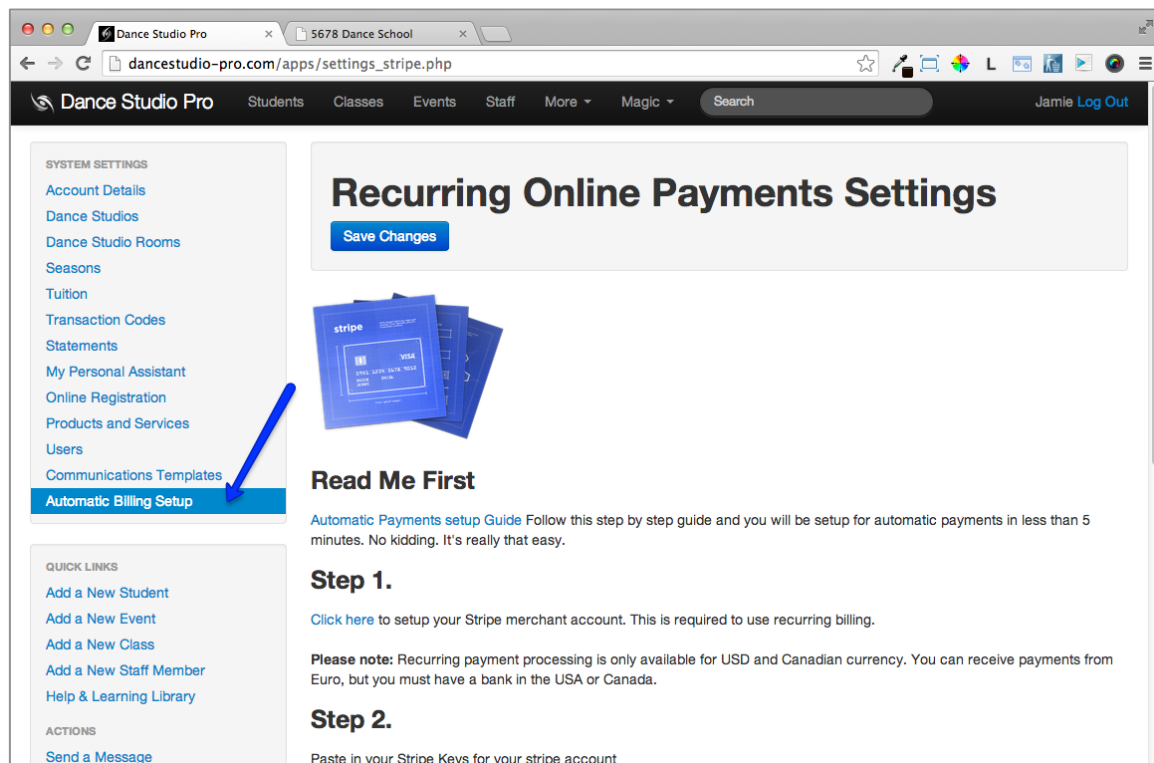
You may also decide if you want to collect the first month's tuition at the time of registration. Use the checkbox to decide.

Automatic Billing

Automatic billing, or monthly recurring billing, allows parents to save their credit card information and then they will be billed on the 1st of every month for their tuition. The parents have full control to opt-in and out of this program within the parent portal.

Note: *DanceStudio-Pro does not store credit card information.*

Automatic billing is only available for accounts that have setup a Stipe merchant account.



Follow the steps in the Automatic Payments setup Guide if you want to offer this feature to your clients.

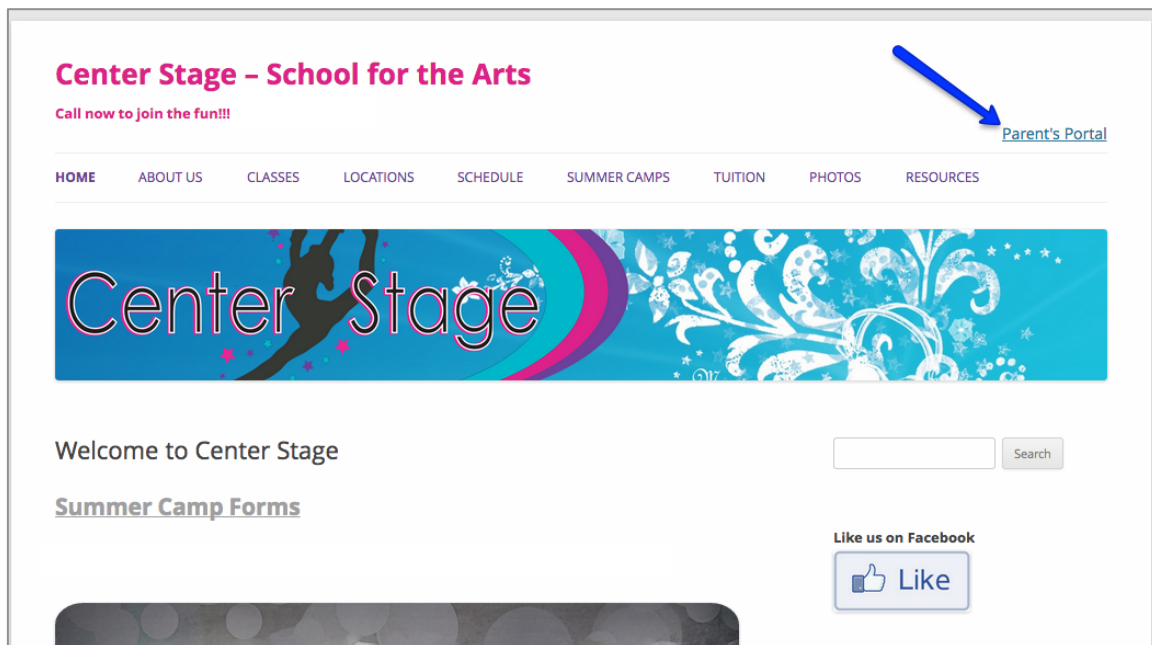
<http://dancestudio-pro.com/apps/HowtoSetupRecurringBilling.pdf>

Chapter 4 How to deploy online registration

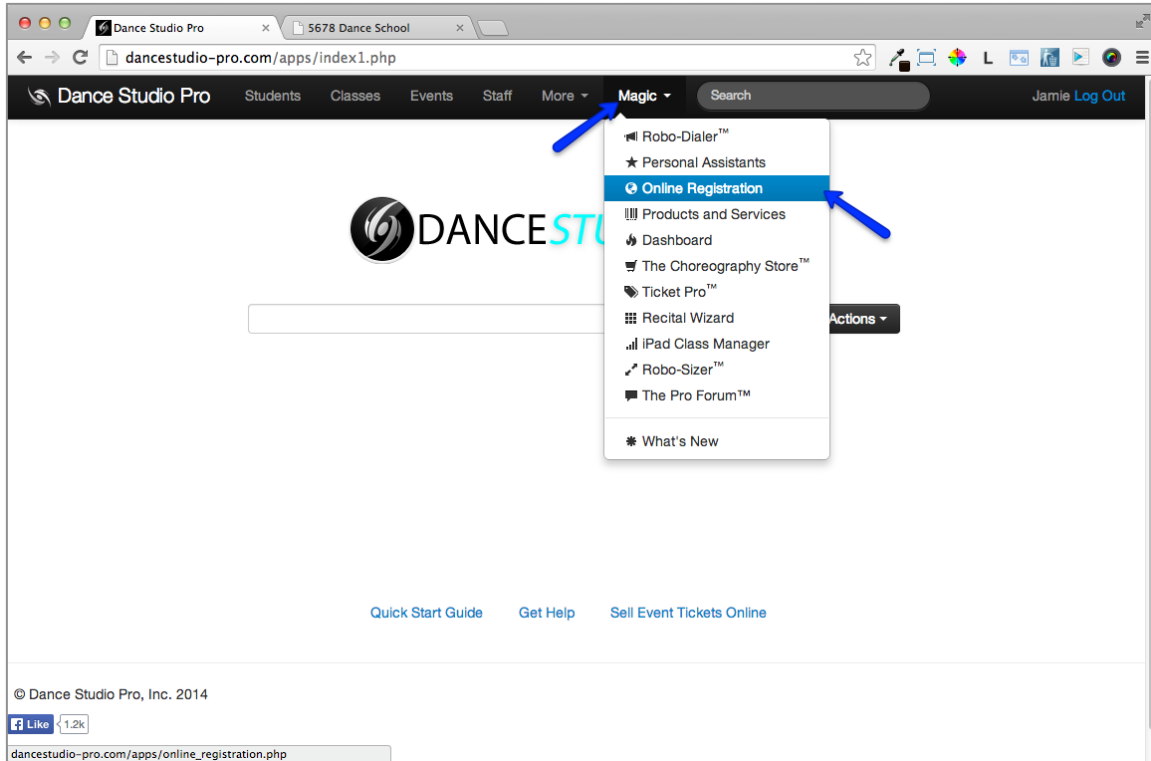
Read this chapter to learn how to share Online Registration to your parents and students.

Linking

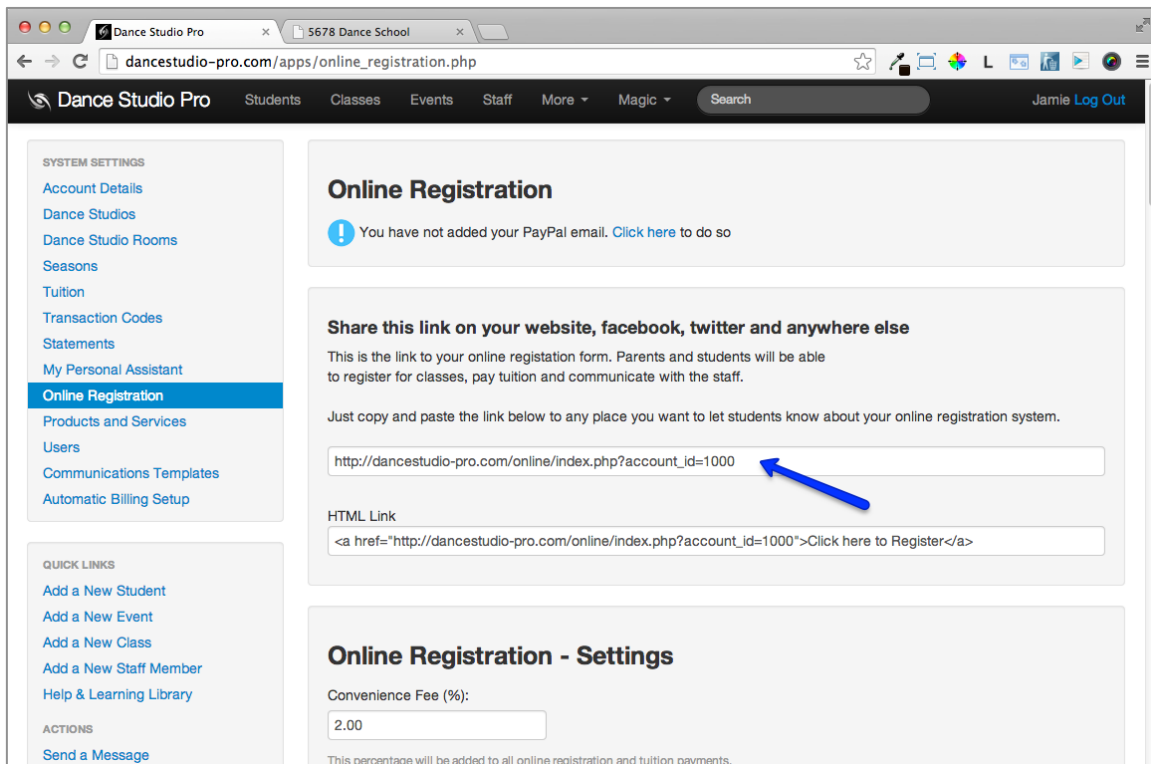
The most common way for students and parents to access your online registration page is to add the link to your website. It can be just a simple link or you can use a button or picture.



Each link is unique to your Dance Studio-Pro account. The link can be found on the Online Registration page.



Find the Share this link on your website... section.



Just copy and paste the entire link for your Parent's Portal on your website. You can also share this link by email, post on Facebook or twitter.

Chapter 5 Using the online portal

Read this chapter to learn how to use the Parent's Portal.

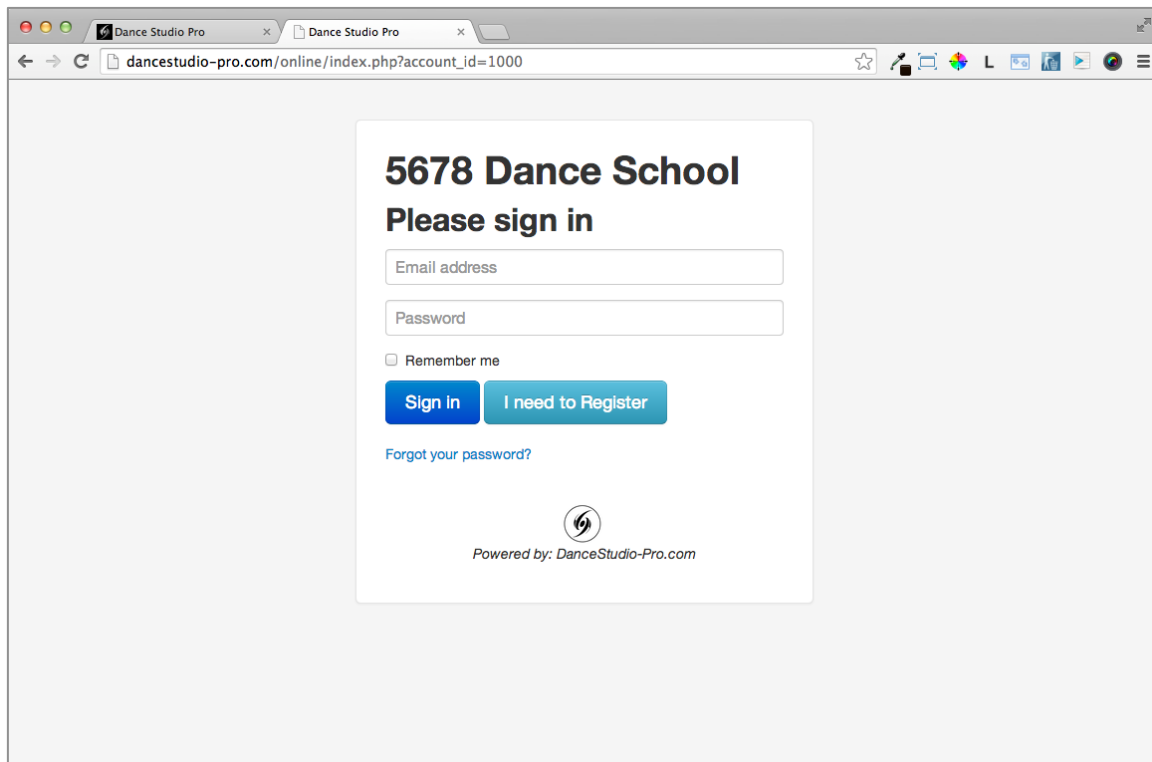
Supporting your clients

It is highly likely that some of your clients will ask for assistance with the Parent's Portal. We recommend to all of our clients that they go through the entire process of registering a new student and registering a returning student that already exists in the dance studio pro system.

The Process

When you create a parent in Dance Studio-Pro, you have the option to have the system email them with their username and password to the Parent's Portal. Keep in mind that it is not necessary for the parent or students to already be setup in the system for someone to be able to use the Online Registration system.

When a client goes to your Online Registration system, they will see the following page.

A screenshot of a web browser displaying the login page for 5678 Dance School. The browser's address bar shows the URL "dancestudio-pro.com/online/index.php?account_id=1000". The page features a central white box with the school's name "5678 Dance School" in bold. Below the name, it says "Please sign in". There are two input fields: "Email address" and "Password". A checkbox labeled "Remember me" is positioned below the password field. Two buttons are present: a blue "Sign in" button and a light blue "I need to Register" button. A link "Forgot your password?" is located below the buttons. At the bottom of the box is a logo and the text "Powered by: DanceStudio-Pro.com".

On the screen, they have a couple of options.

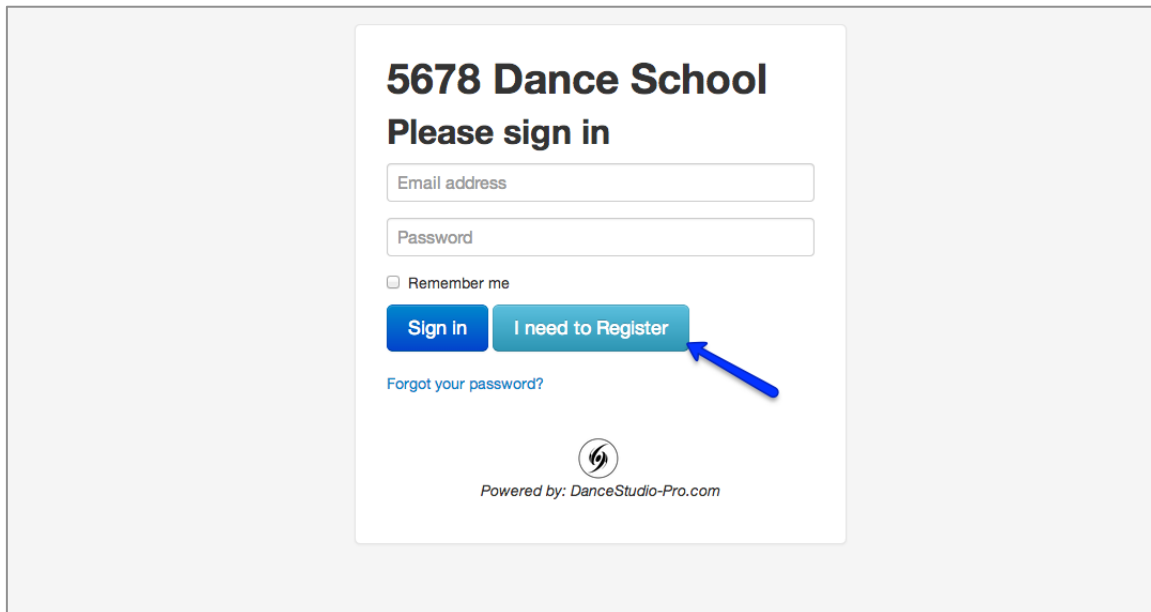
1. If they know their username and password, they can simply log in.
2. If they have used the system before, but don't remember their password, they can use the "Forgot your password" link to reset their password.
3. If they are new, then they will need to click the "I need to Register button"

I need to Register

Even if the client is already setup in the system, they can still use the "I need to Register" option to find their account.

If they are completely new and have never be a part of your studio, they can still use the same option.

Click the **Register** button to get started.



The system will first attempt to find the parent. They will need to type their last name in the search box.

5678 Dance School Family Center

Online Parent Registration

First, let's see if you are already setup in the system. Just type your last name and see if the system can find you.

If they system finds them, they can simply click on their name to start the process.

5678 Dance School Family Center

Online Parent Registration

First, let's see if you are already setup in the system. Just type your last name and see if the system can find you.

Click on your name in the list.

Name	Address	City
Beverly Ocean	8947 Beverly Dr	Beverly Hills

First, it will ask them to confirm this is the correct parent.

5678 Dance School Family Center

Online Parent Registration

First, let's see if you are already setup in the system. Just type your last name and see if the system can find you.

Beverly Ocean

8947 Beverly Dr
Beverly Hills, Ftdfe
bhills_8947@veryrealemail.com

Next, it will ask them to reset their password.

5678 Dance School Family Center

Online Parent Registration

First, let's see if you are already setup in the system. Just type your last name and see if the system can find you.

Beverly Ocean

8947 Beverly Dr
Beverly Hills, Ftdfe
bhills_8947@veryrealemail.com

Email

Password

All fields are required.

Once they have done this, they can then login and start the enrollment process.

If the system cannot find them, they will start the process of registration by clicking the "I searched and still don't see my name" button.

5678 Dance School Family Center

Online Parent Registration

First, let's see if you are already setup in the system. Just type your last name and see if the system can find you.

Click on your name in the list.

Name	Address	City
------	---------	------

This will allow them to complete the full new parent registration form.

5678 Dance School Family Center

Online Parent Registration

First, let's see if you are already setup in the system. Just type your last name and see if the system can find you.

Click on your name in the list.

Register New Parent

Location

Forest Hills

First Name*

First Name

Last Name*

Last Name

Phone*

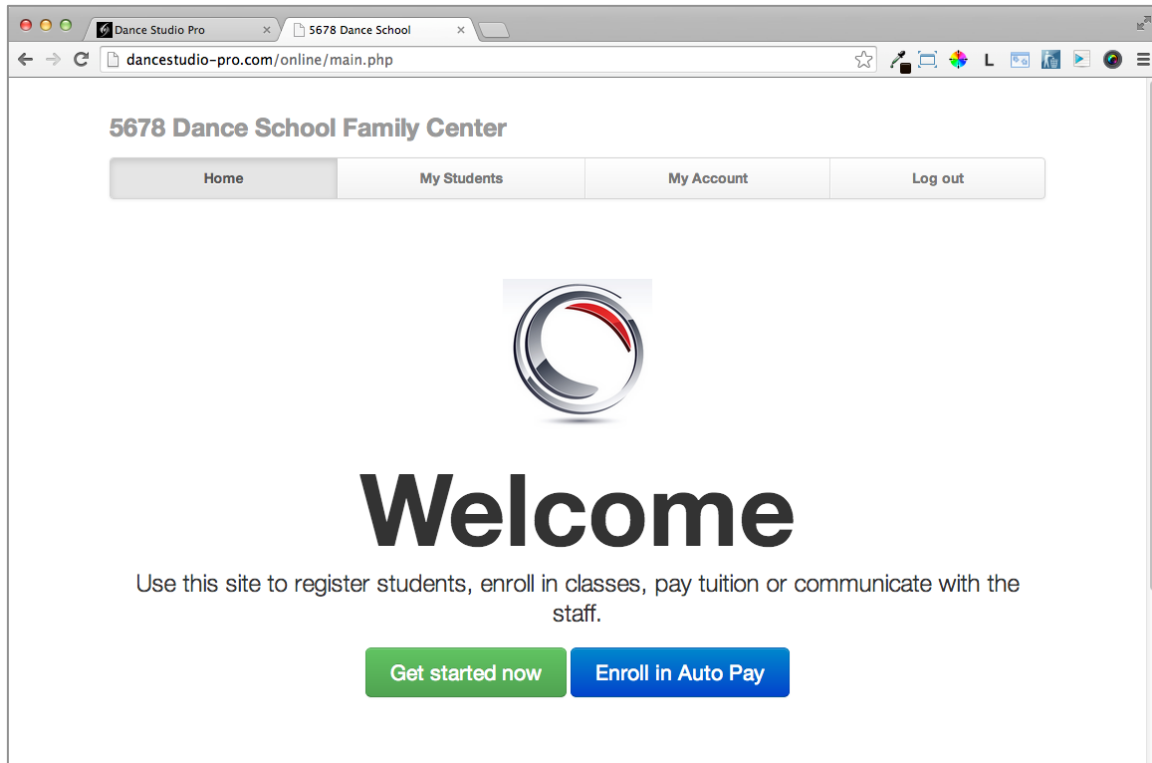
111-111-1111

Phone 2

This list includes basic contact information and a new password. Once they complete the form, they will then be allowed to register.

Inside the Parent Portal

When the parent logs in, they will see the following screen.



This screen will show your studio logo and give them direction to either enroll in classes or enroll in Auto Pay.

The first thing they need to do is add student to their account.

They must first click on the “My Students” navigation menu.

The screenshot shows a web browser window with the URL `dancestudio-pro.com/online/my_students.php`. The page has a navigation bar with tabs: Home, My Students (highlighted with a blue arrow), My Account, and Log out. Below the navigation bar is a section titled "My Family Members" with buttons for "Add a Student", "Register for Classes", and "Pay Tuition", and a link for "My Weekly Schedule".

	Name	Age	Classes	Upcoming	Tuition	Notes
1	Jacky Williams	8	1. Cheernastics Drop 2. Jr. Hip-Hop Drop 3. Tango Tap Drop	1. Normal Fee Class 1 2. Bill Separately	\$172.50	6
2	Johnny Williams	6	1. Ballet (4/5) Drop 2. Cheernastics Drop 3. Jr. Hip-Hop Drop	1. Normal Fee Class 1 2. Bill Separately Pending Fee	\$114.50	0
3	Stanley Robi	1			\$0.00	0
4	Ashley Goodwin	4			\$0.00	0

**A class marked [Pending Fee](#) means you signed up online and owe a registration fee and/or tuition.

[Finish Registration Now](#)

If the account already has students assigned to the parent in Dance Studio Pro, the parent will see a list of their students and the classes they are enrolled in. Otherwise, there will be no students listed.

Adding a student

Click the Add a Student button to add a new student.

5678 Dance School Family Center

Home My Students My Account Log out

My Family Members

[Add a Student](#)
[Register for Classes](#)
[Pay Tuition](#)

[My Weekly Schedule](#)

	Name	Age	Classes	Upcoming	Tuition	Notes
1	Jacky Williams	8	1. Cheernastics Drop 2. Jr. Hip-Hop Drop 3. Tango Tap Drop	1. Normal Fee Class 1 2. Bill Separately	\$172.50	6
2	Johnny Williams	6	1. Ballet (4/5) Drop 2. Cheernastics Drop 3. Jr. Hip-Hop Drop	1. Normal Fee Class 1 2. Bill Separately Pending Fee	\$114.50	0
3	Stanley Robi	1			\$0.00	0
4	Ashley Goodwin	4			\$0.00	0

**A class marked [Pending Fee](#) means you signed up online and owe a registration fee and/or tuition.

The process is very similar to the parent registration process.

5678 Dance School Family Center

Home My Students My Account Log out

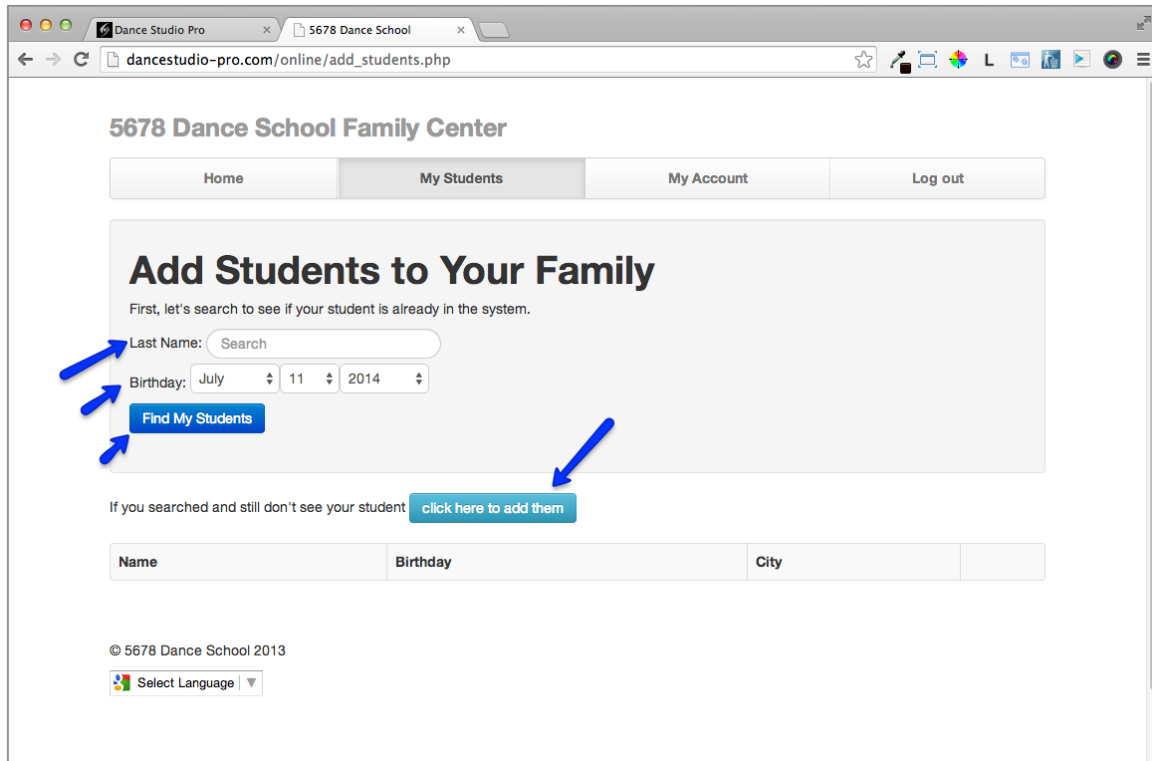
Add Students to Your Family

Last Name:

Birthday:

[Find My Students](#)

The parent will enter the last name of the student and the birthday. This is required for security purposes.



If the student is not found, then they can click the “Click here to add them” button.

They will be asked to complete all the basic data for a student.

Birthday: July 11 2014
 Find My Students

If you searched and still don't see your student [click here to add them](#)

Add New Student

Location: Forest Hills

First Name:

Last Name:

Birthday: July 11 2014

Gender: Female

Emergency Contact Information:

Once the student is saved, they will appear in the My Family Members list

5678 Dance School Family Center

[Home](#)
[My Students](#)
[My Account](#)
[Log out](#)

My Family Members

[Add a Student](#)
[Register for Classes](#)
[Pay Tuition](#)

[My Weekly Schedule](#)

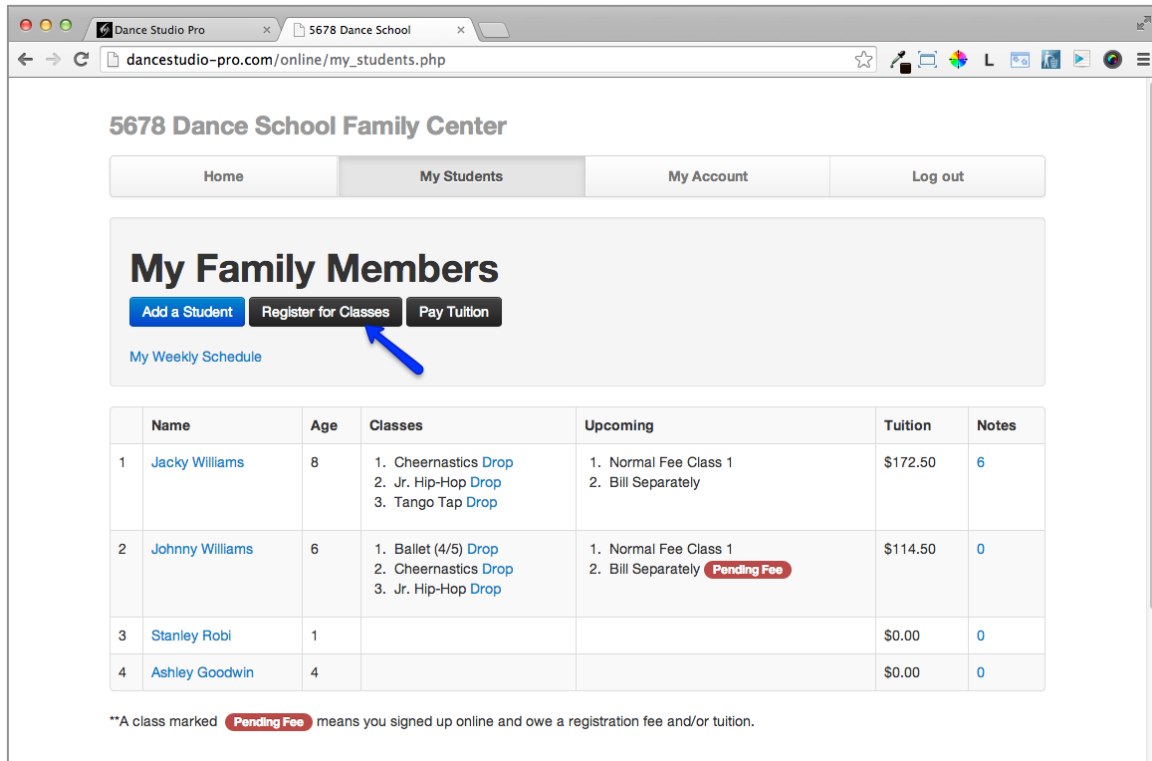
	Name	Age	Classes	Upcoming	Tuition	Notes
1	Jacky Williams	8	1. Cheernastics Drop 2. Jr. Hip-Hop Drop 3. Tango Tap Drop	1. Normal Fee Class 1 2. Bill Separately	\$172.50	6
2	Johnny Williams	6	1. Ballet (4/5) Drop 2. Cheernastics Drop 3. Jr. Hip-Hop Drop	1. Normal Fee Class 1 2. Bill Separately Pending Fee	\$114.50	0
3	Stanley Robi	1			\$0.00	0
4	Ashley Goodwin	4			\$0.00	0

A class marked **Pending Fee means you signed up online and owe a registration fee and/or tuition.

Register for Classes

At this point, the parents are ready to register a student for classes.

First, they will click the Register button.



The screenshot shows a web browser window with the URL `dancestudio-pro.com/online/my_students.php`. The page title is "5678 Dance School Family Center". The navigation bar includes links for "Home", "My Students", "My Account", and "Log out". The main section is titled "My Family Members" and contains three buttons: "Add a Student", "Register for Classes" (highlighted with a blue arrow), and "Pay Tuition". Below these buttons is a link for "My Weekly Schedule".

	Name	Age	Classes	Upcoming	Tuition	Notes
1	Jacky Williams	8	1. Cheernastics Drop 2. Jr. Hip-Hop Drop 3. Tango Tap Drop	1. Normal Fee Class 1 2. Bill Separately	\$172.50	6
2	Johnny Williams	6	1. Ballet (4/5) Drop 2. Cheernastics Drop 3. Jr. Hip-Hop Drop	1. Normal Fee Class 1 2. Bill Separately Pending Fee	\$114.50	0
3	Stanley Robi	1			\$0.00	0
4	Ashley Goodwin	4			\$0.00	0

**A class marked [Pending Fee](#) means you signed up online and owe a registration fee and/or tuition.

Class Registration

[Add a Student](#)

Your choices are saved, but you're not done yet. You owe a registration fee of \$0.00 and a tuition payment of \$100.00.

[Finish Registration Now](#)

Open [Dance 2013-2014](#) [Season 2014-2015](#)

Jacky Williams

	Class	Location	Days	Tuition
<input type="checkbox"/>	Ballet		Monday Wednesday Friday 6:00 PM to 6:30 PM Apr 7 - Apr 7	30.00
<input type="checkbox"/>	Sr. Ballet	Forest Hills 🏠	Monday Wednesday Friday 6:00 PM to 6:30 PM Apr 7 - Apr 7	30.00
<input type="checkbox"/>	Ballet and Tap Combo	Forest Hills 🏠	Monday Wednesday Friday	30.00

Johnny Williams

	Class	Location	Days	Tuition
<input type="checkbox"/>	Ballet		Monday Wednesday Friday 6:00 PM to 6:30 PM Apr 7 - Apr 7	30.00
<input type="checkbox"/>	Sr. Ballet	Forest Hills 🏠	Monday Wednesday Friday 6:00 PM to 6:30 PM Apr 7 - Apr 7	30.00
<input type="checkbox"/>	Ballet and Tap Combo	Forest Hills 🏠	Monday Wednesday Friday	30.00

Click the checkboxes beside the classes you want to enroll the student in.

Ashley Goodwin

	Class	Location	Days	Tuition
<input checked="" type="checkbox"/>	Cheernastics	Forest Hills 🏠	Thursday 6:00 PM to 7:00 PM Sep 1 - Sep 1	50.00
<input type="checkbox"/>	Ballet	Forest Hills 🏠	Monday Wednesday Friday 6:00 PM to 6:30 PM Apr 7 - Apr 7	30.00
<input type="checkbox"/>	Sr. Ballet	Forest Hills 🏠	Monday Wednesday Friday 6:00 PM to 6:30 PM Apr 7 - Apr 7	30.00
<input type="checkbox"/>	Ballet and Tap Combo	Forest Hills 🏠	Monday Wednesday Friday 6:00 PM to 6:30 PM Apr 7 - Apr 7	30.00

[Enroll Now](#)

Click the Enroll Now button when you are done.

They parent will then be shown how much the classes will be and what their tuition and registration fee requirements are to complete the registration.

5678 Dance School Family Center

Home My Students My Account Log out

Class Registration

[Add a Student](#)

Your choices are saved, but you're not done yet. You owe a registration fee of \$45.00 and a tuition payment of \$175.00.

[Finish Registration Now](#)

Open Dance 2013-2014 Season 2014-2015

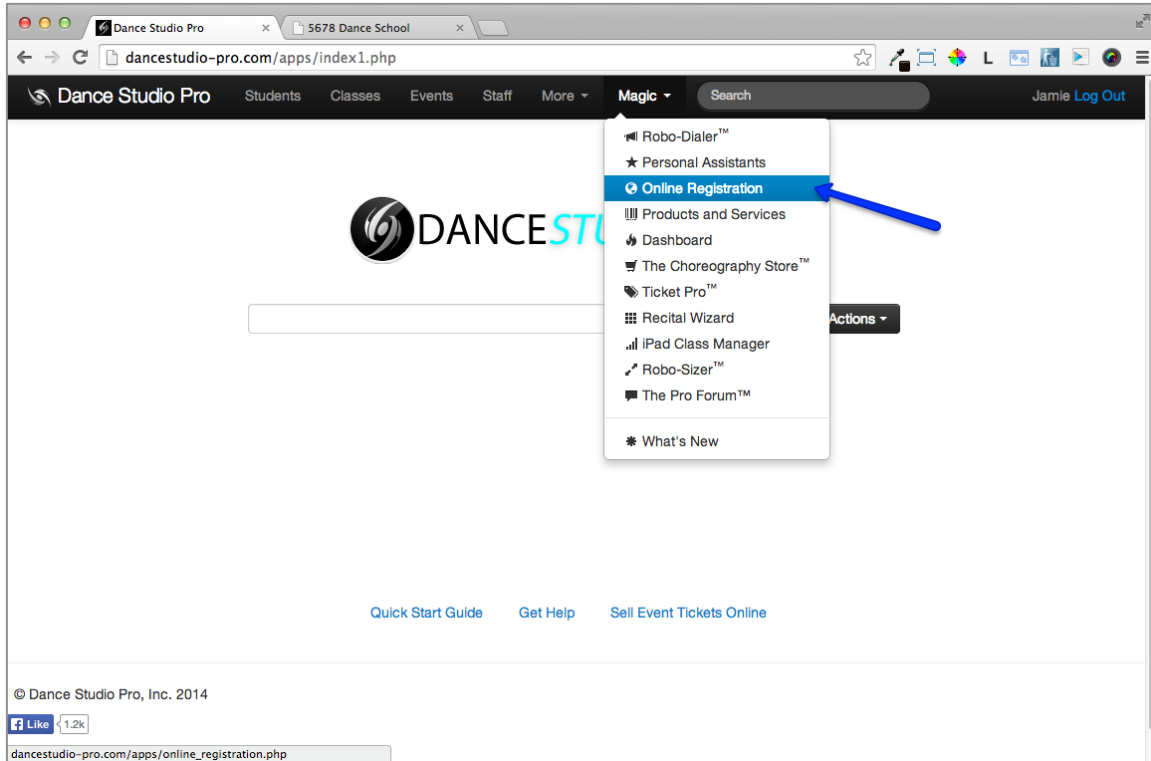
Jacky Williams

Class	Location	Days	Tuition
-------	----------	------	---------

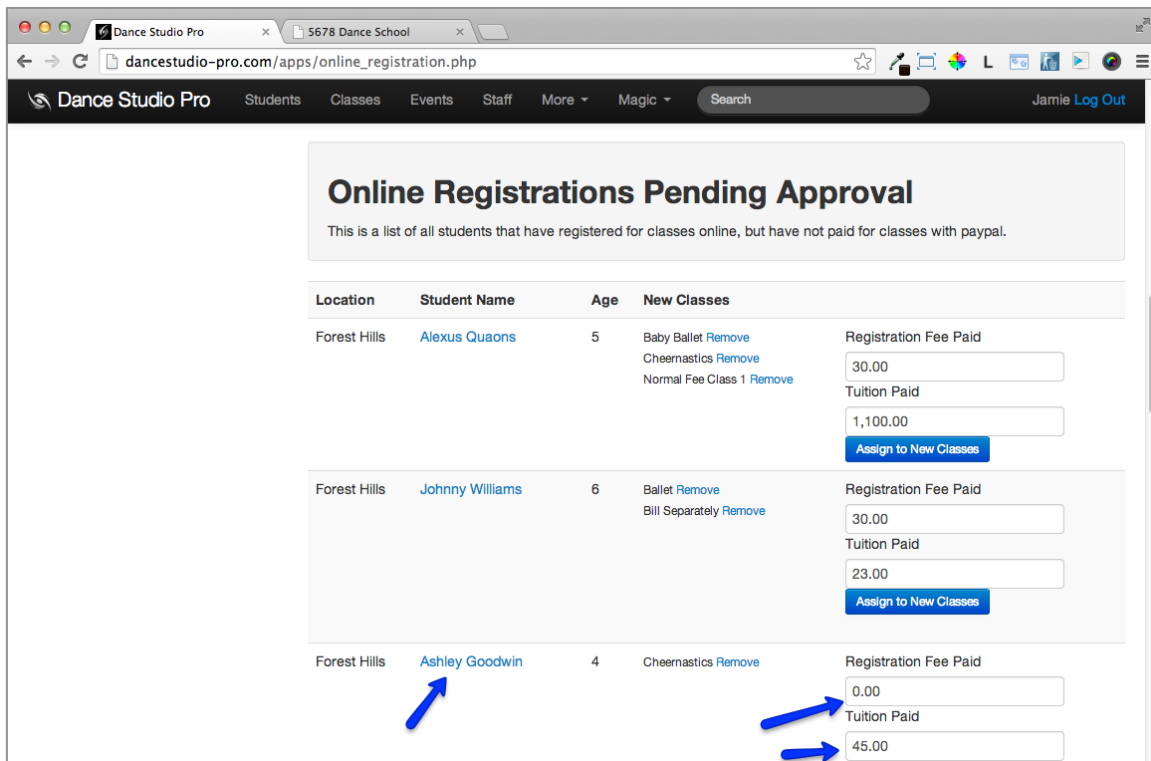
If the parent does not want to complete the transaction online, and would like to come in to the studio to make the payment, the system can support this.

At this point, the student is saved in DanceStudio-Pro with their class selections made.

If you log into Dance Studio Pro and go to the Online Registration page, you will see these students sitting in a Pending status.

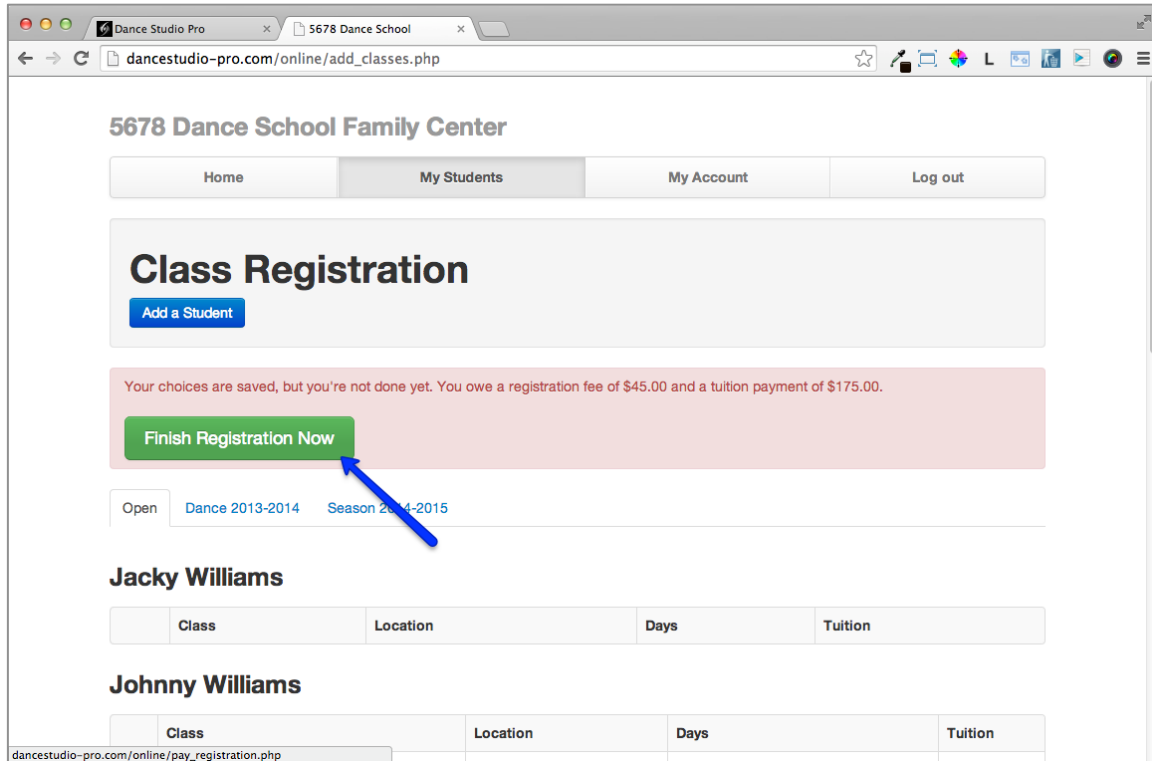


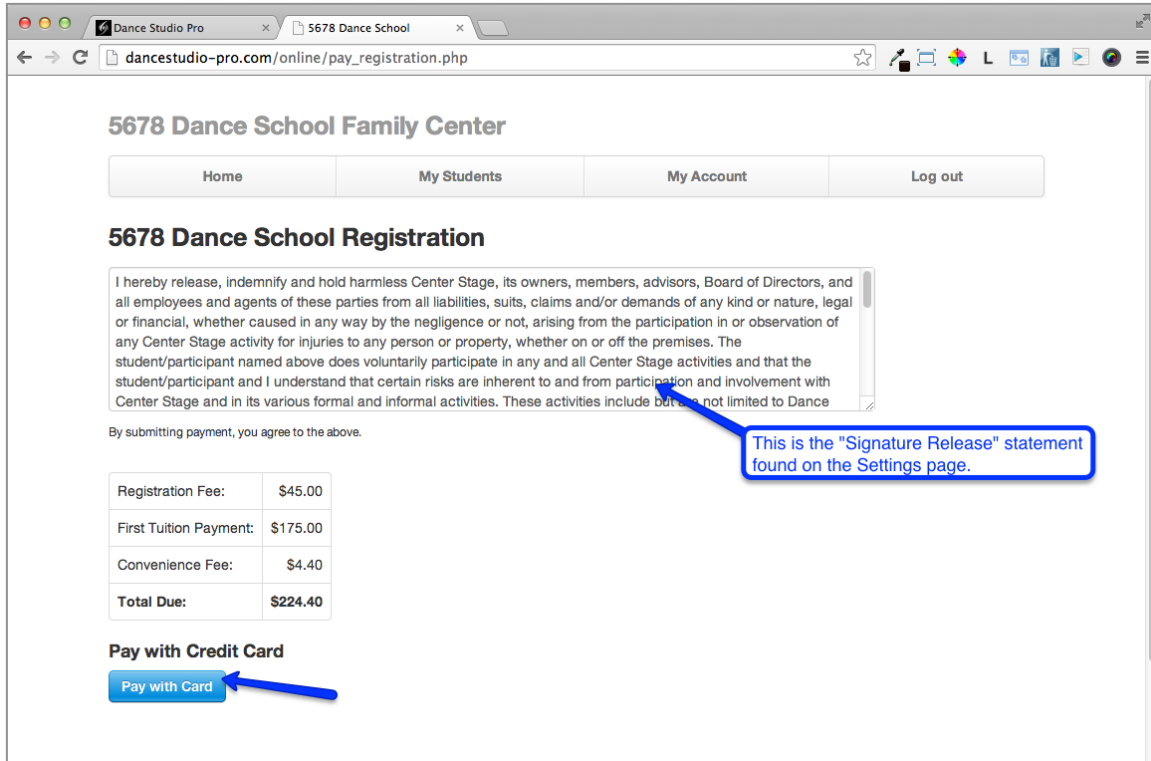
Scroll down to the bottom of the page to see the pending students.



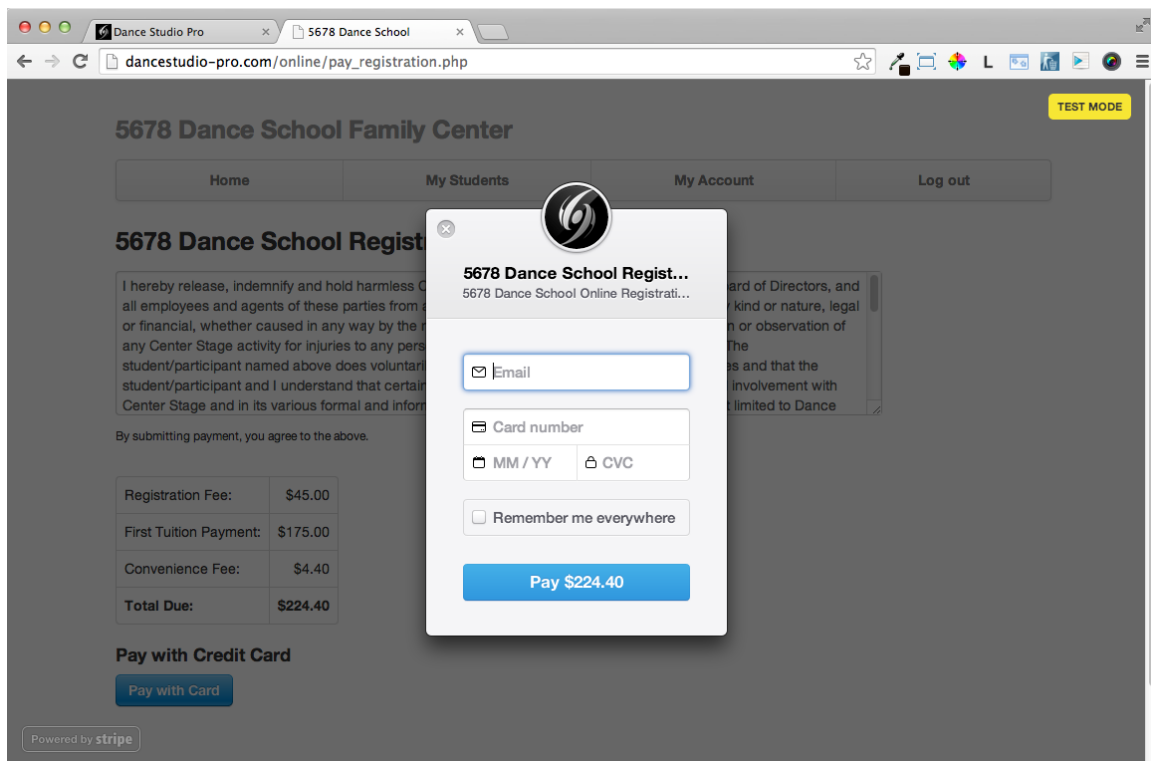
When they come in to pay, just click the “Assign to New Classes” button and the system will apply the payments to the student accounts and enroll them in the classes.

If the parent wants to pay for registration online, they can click the Green “Finish Registration Now” button.





They will be asked to agree to your legal release and then they can pay with a credit card.



Upon successful payment, the student(s) will be enrolled into the classes and you will be paid.

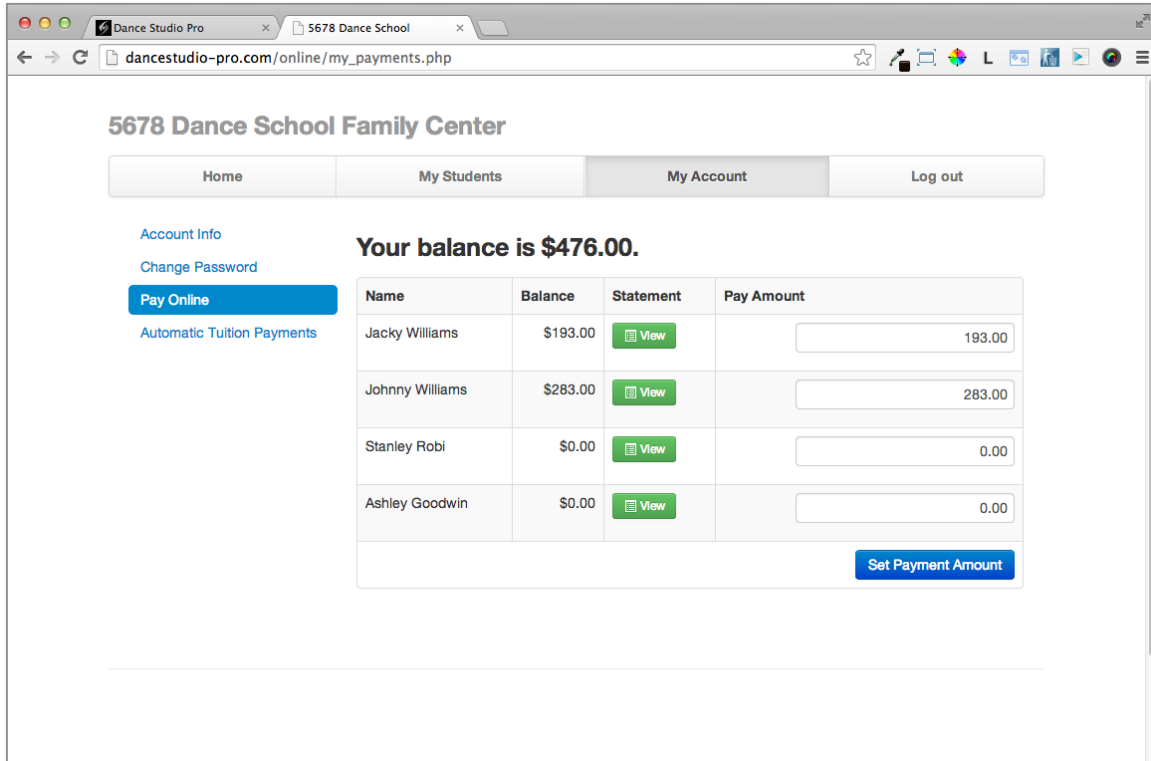
You will receive notifications from DanceStudio-Pro and Stripe/PayPal regarding the payment and registrations.

Managing an Account

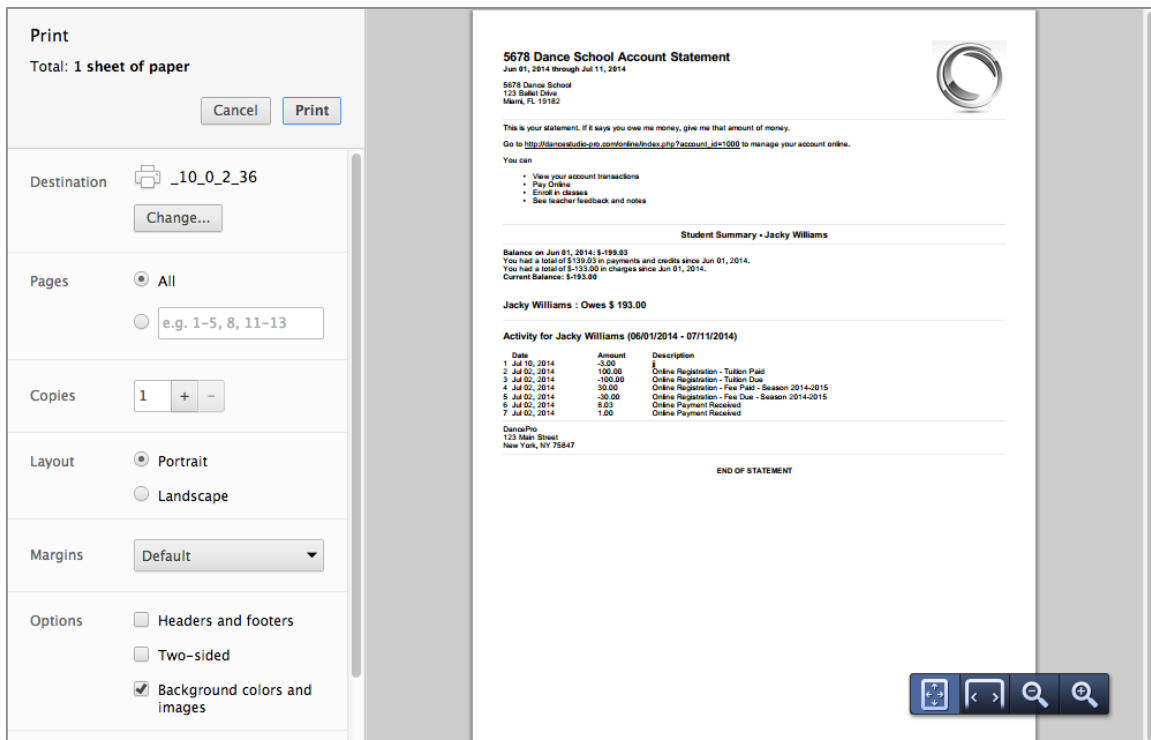
The parent can use the My Account option to manage their data. They can also change their password, make individual online payments to their account or enroll in auto pay under this area.

The screenshot displays the '5678 Dance School Family Center' website. At the top, there are navigation tabs: 'Home', 'My Students', 'My Account', and 'Log out'. The 'My Account' tab is selected and highlighted. Below the tabs, on the left, is a sidebar menu with a blue 'Account Info' button and three links: 'Change Password', 'Pay Online', and 'Automatic Tuition Payments'. The main content area is titled 'Update your Account Information' and contains a form for 'Account Details'. The form has the following fields: 'First Name' (Stanley), 'Last Name' (Ezzells), 'Phone' (empty), 'Phone 2' (333-333-3333), 'Email' (sezzell@mac.com), and 'Address' (empty). Blue arrows are drawn on the image to point to the 'My Account' tab and the sidebar menu items.

The Pay Online option allows the parent to view Statements as well as make one-time payments by student to the family account.



They can also print their own statement within the Parent Portal.



The automatic payments settings are also available in this section.

The screenshot shows a web browser window with the address bar displaying "dancestudio-pro.com/online/auto_enroll.php". The page title is "5678 Dance School Family Center". The navigation bar includes links for "Home", "My Students", "My Account", and "Log out". On the left sidebar, there are links for "Account Info", "Change Password", "Pay Online", and a highlighted "Automatic Tuition Payments" button. The main content area is titled "Auto Payments: Update Your Card". It displays "Your current card:" as a Visa card ending in 4242, expiring 11/2015. Below this is a form to enter a "New Card Number", "CVC", and "Expiration (MM/YYYY)". A "Save Card" button is at the bottom of the form. Below the form is a section titled "Auto Payments: Opt-out" with a "Stop Auto Payments Now" button.

The parent simply needs to save their card to enroll. They will get an email each time the card is charged.

Auto Pay runs on the 1st day of each month.

Recommendations

Before releasing the Parent's Portal to your clients, we strongly recommend that you personally walk through each of the scenarios. It is a good practice to create test students (John and Jane Doe) to verify the process. Based on experience, parents will inevitably have questions and need assistance from you. The better you can support them, the more likely they will use the system, enroll in auto pay and make your life easier. 😊

Chapter 6 Frequently Asked Questions

Q&A

Below are a list of commonly asked questions and their answers regarding the Parent Portal.

Q. I can't see my classes online? Where are they?

A. 100% of the time, one or more of the prerequisites are not satisfied. You can read the details in this document, but make sure that the start dates are set correctly and the min and max age is setup. Also, check the details on your seasons. Online Registration tries very hard to prevent students from registering for classes they shouldn't be in.

Q. What if I want to add a younger student in a more advanced class that is outside of the age range?

A. Don't change the min and max age. Add the student manually to the class inside DanceStudio-Pro. You do not want to have students registering for classes they can't take.

Q. Do parents have to pay online to use online registration?

A. Absolutely not. They can add their students, enroll in classes and stop there. The students will be added to the pending list in the Online Registration screen. When they come to the studio, they can pay and you can apply the payment and use the one-click to enroll option.

Q. Do I have to allow auto pay?

A. No.

Q. I use _____ as my credit card processor. Can I use them instead of Stripe or Paypal?

A. Kind-of. You can still use the online registration system, but they can't pay online. You will have to manually run their card for the tuition amount when they come into the studio.

Q. Can DanceStudio-Pro access my Stripe account?

A. No. Your Stripe account is like your bank account. We don't want access to it.

Q. Are online payments secure?

A. Anything on the Internet can be insecure. That's why we don't store any financial data on our systems. (Credit card numbers, social security numbers, bank account numbers...) We do not want that liability. That's why we partner with companies like Stripe. They are 100% focused on Internet financial security.

Q. Do the parents and students have to be setup in DanceStudio-Pro before they can register for classes.

A. No. They can create themselves at the time of registration.

Q. Can I link to online registration from my website?

A. Yes.

Q. Is there a fee to use online registration?

A. No.

END OF DOCUMENT