



# How to Setup Automatic Billing

DanceStudio-Pro.com



You'll be up and running in  
less than 10 minutes

**DANCE***STUDIO*-PRO.COM

The World's Best Dance Studio Management Software



# What is Automatic Billing?

- Auto-Billing is a DanceStudio-Pro feature that allows your clients to add their Credit Card in the Parent's Portal and then will bill your clients automatically every month for their Tuition.



# Things you need to know

- Auto-Billing is a free feature for DanceStudio-Pro clients
- You must create a free merchant account with Stripe Payments, an online credit card processor to use this service
- Currently, Stripe is only able to support US and Canadian Banks.
- Auto-Billing is not available for demo accounts.
- Stripe charges a 2% to 3% fee to process credit card transactions. You can apply a “Convenience fee” to offset this charge
- Automatic billing processes on the 1<sup>st</sup> of every month.
- Stripe transfers your payments to your bank on a rolling 7 day basis. *For example, if a parent pays you on the October 1<sup>st</sup>, you will receive the funds in your bank on October 8<sup>th</sup>*



# Step-by-Step Overview





# Step 1 – Creating the Merchant Account

- Go to More → Setting and Click Automatic Billing Setup

The screenshot shows the Dance Studio Pro dashboard. The navigation menu at the top includes 'Dance Studio Pro', 'Students', 'Classes', 'Events', 'Staff', and 'More'. The 'More' dropdown menu is open, showing options like 'Parents', 'Settings', 'Dashboard', 'Post Tuition', 'Time Entry', 'Help and Ideas', 'Reports', 'iPad Class Manager', and 'About'. The 'Settings' option is highlighted. In the left sidebar, the 'Automatic Billing Setup' option is highlighted. Red arrows and numbers 1, 2, and 3 indicate the steps: 1 points to the 'More' dropdown, 2 points to the 'Settings' option, and 3 points to the 'Automatic Billing Setup' option. Below the navigation, there are sections for 'SYSTEM SETTINGS', 'QUICK LINKS', and 'ACTIONS'. The 'QUICK LINKS' section includes 'Add a New Student', 'Add a New Event', 'Add a New Class', and 'Add a New Staff Member'. The 'ACTIONS' section includes 'Send a Message'. The 'Automatic Billing Setup' section is partially visible, showing a 'Recurring' heading and a 'Save Changes' button. Below this, there are images of Stripe payment cards and text for 'Step 1.' and 'Step 2.'.

**Step 1.**  
Click [here](#) to setup your Stripe merchant account. This is required to use recurring

**Please note:** Recurring payment processing is only available for USD and Canada Euro, but you must have a bank in the USA or Canada.

**Step 2.**  
Paste in your Stripe Keys for your stripe account



# Step 1 – Creating the Merchant Account

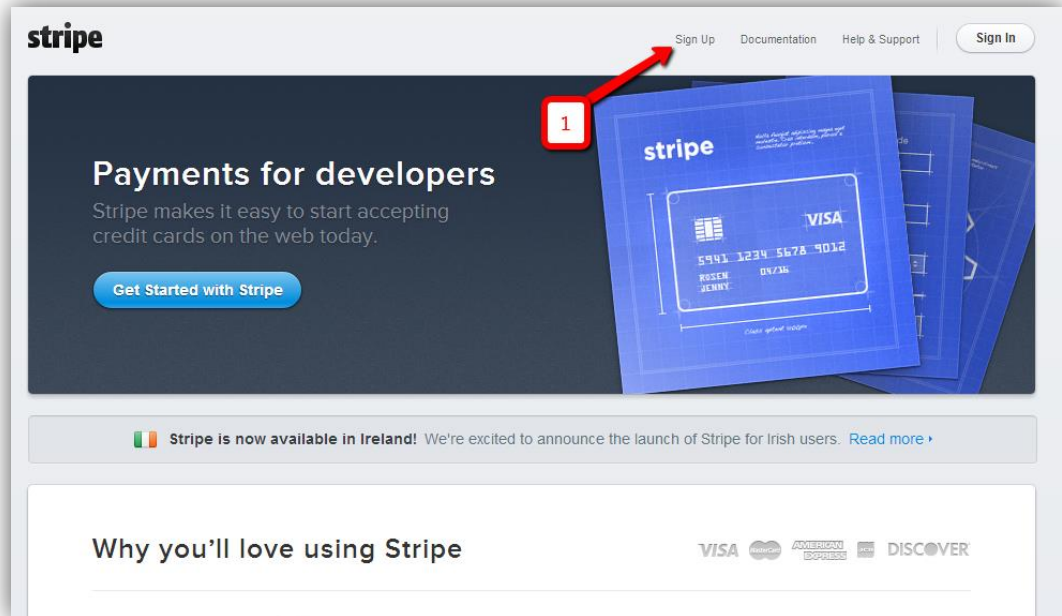
- Click the link to create your Stripe merchant account

The screenshot shows the Dance Studio Pro dashboard. The top navigation bar includes 'Dance Studio Pro', 'Students', 'Classes', 'Events', 'Staff', 'More', and a search bar. The left sidebar has sections for 'SYSTEM SETTINGS' (Account Details, Dance Studios, Dance Studio Rooms, Tuition, My Personal Assistant, Online Registration, Products and Services, Users, Communications Templates, Recurring Online Payments Settings) and 'QUICK LINKS' (Add a New Student, Add a New Event, Add a New Class, Add a New Staff Member). The main content area is titled 'Recurring Online Payments Settings' and includes a 'Save Changes' button. Below this is an image of a stack of blue Stripe credit cards with a red box containing the number '1' and a red arrow pointing to the 'Click here' link in the 'Step 1' instruction. The 'Step 1' instruction reads: 'Click here to setup your Stripe merchant account. This is required to use recurring billing.' Below this is a 'Please note' section: 'Recurring payment processing is only available for USD and Canadian currency. You can receive payments from Euro, but you must have'. The 'Step 2' instruction reads: 'Paste in your Stripe Keys for your stripe account'. Below this are three input fields: 'Live Secret Key', 'Live Publishable Key', and 'Convenience Fee (%)'. The 'Convenience Fee (%)' field has a value of '0.00' and a red tooltip that says 'Enter 2.75 to charge a 2.75% processing fee'. Below the input fields is an example: 'Example: If a student's tuition is \$100.00 per month and you enter a 2.75% Convenience Fee, the parent will be charged \$ 102.75 each month.' At the bottom of the main content area is another 'Save Changes' button.



# Step 1 – Creating the Merchant Account

- This will take you to the Stripe Home Page
- Click the Sign Up link





# Step 1 – Creating the Merchant Account

- Enter your email address and password for your new Stripe Merchant Account

The screenshot shows the Stripe account creation interface. At the top, the Stripe logo is displayed. Below it, the heading "Create your Stripe account." is centered. A link "...or save your account later, and skip this step" is provided. The form contains three input fields: "Email", "Password", and "Confirm password". A blue button labeled "Create your Stripe account" is positioned below the fields. At the bottom, there is a link "Already have an account? Sign in."





# Step 1 – Creating the Merchant Account

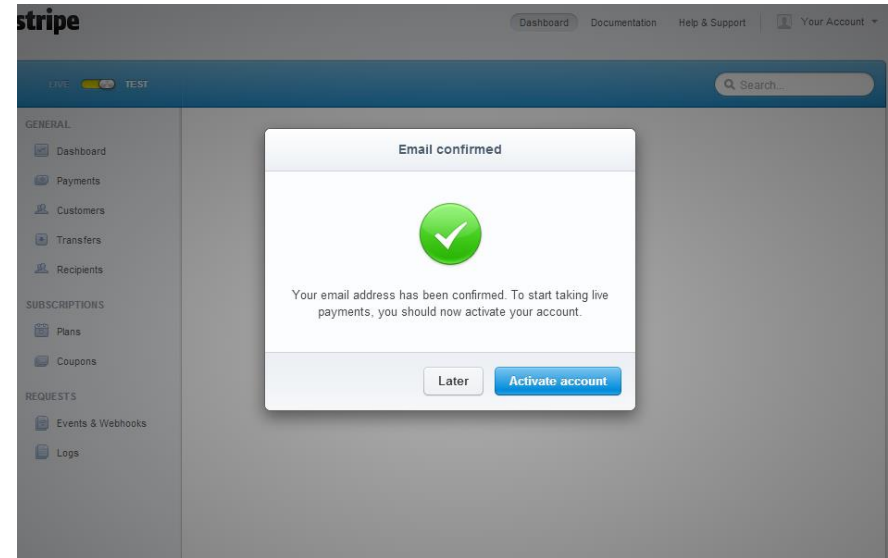
- Once your account is created, you will see the following message
- Click the “Go straight to your dashboard” link

The screenshot shows the Stripe dashboard interface. At the top, there's a navigation bar with 'Dashboard', 'Documentation', 'Help & Support', and 'Your Account'. Below this, a modal window titled 'Welcome to Stripe!' is displayed. The modal text reads: 'This is the Stripe dashboard, where you view and manage all your payments, customers, transfers and more.' It then says 'We've put together some guides to help get you started:' followed by a list of four guides: 'Collecting your customer's cards', 'Making payments from your server', 'Billing your users periodically', and 'Managing your Stripe account'. At the bottom of the modal, there is a blue link that says 'Go straight to your dashboard'. A red arrow points to this link. The background of the dashboard shows a sidebar with navigation options like 'Dashboard', 'Payments', 'Customers', 'Transfers', 'Recipients', 'Subscriptions', and 'Requests'. On the right side, there's a summary card showing '\$0.00' total volume and a 'Test' badge.



# Step 1 – Creating the Merchant Account

- Go to your email account and **confirm** your email address. Just click on the link that Stripe sends to you.
- Once you click the link, you will be asked to re-enter your password.
- This will confirm your email address.
- Click the “Activate account” button





# Step 1 – Creating the Merchant Account

- Enter the basic information about your business and click the “Activate” Button

stripe Dashboard Documentation Help & Support Your Account

LIVE  TEST

GENERAL Application Status: Unsaved What is this? ▶

Dashboard

Payments

Customers

Transfers

Recipients

SUBSCRIPTIONS

Plans

Coupons

REQUESTS

Events & Webhooks

Logs

Where are you based?

Country:  Enter your Dance Studio's Website

Your product

Your website:  ?

Tell us about your business:  Example: Dance School Services Tuition billed monthly

Your average payment is:   My business sells and ships physical products

Business details

Your business type:

EIN (Tax ID):  (Optional)

Business address:



# Step 1 – Creating the Merchant Account

- Once you enter all your information, your account will be active

The screenshot displays the Stripe dashboard interface. At the top, the Stripe logo is on the left, and navigation links for 'Dashboard', 'Documentation', 'Help & Support', and 'Your Account' are on the right. Below the navigation bar, there is a toggle switch for 'LIVE' (which is turned on) and 'TEST'. A search bar is also present. The main content area shows 'Application Status: Approved' with a link 'What is this?'. A large green checkmark icon is followed by the text 'Thanks for activating your account!' and a message: 'You can now make live transactions. If you need to change something, please email us at [support@stripe.com](mailto:support@stripe.com).' Below this, a box contains instructions: 'Before you go live, you might want to double check that you've done these things.' followed by three numbered steps: 1. 'Use your Live Secret Key' (with a note about using the Live Secret Key for production), 2. 'Use your Live Publishable Key with Stripe.js' (with a note about using the Live Publishable Key for production), and 3. 'Enable SSL on your site' (with a note about PCI compliance). At the bottom, there is a field 'Where are you based?'.



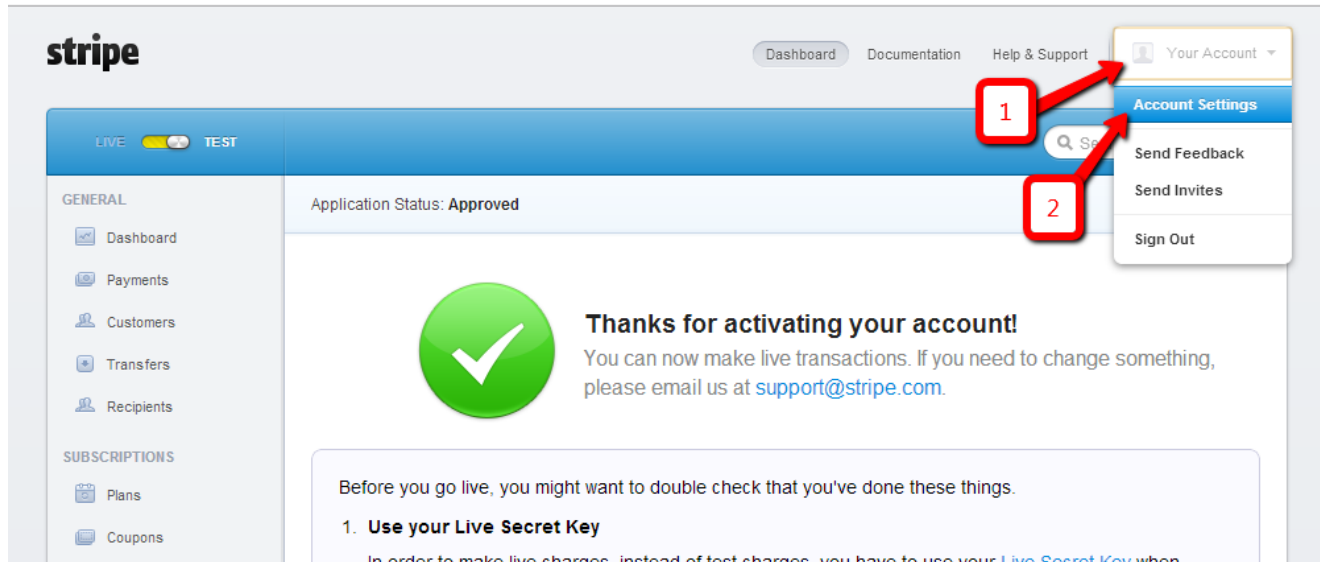
Connecting Stripe to DanceStudio-Pro

# STEP 2



# Step 2 – Connect Stripe to DanceStudio-Pro

- Now we need to go to account settings to get your Keys
- Click the “Your Account” link and then the Account Settings option





# Step 2 – Connect Stripe to DanceStudio-Pro

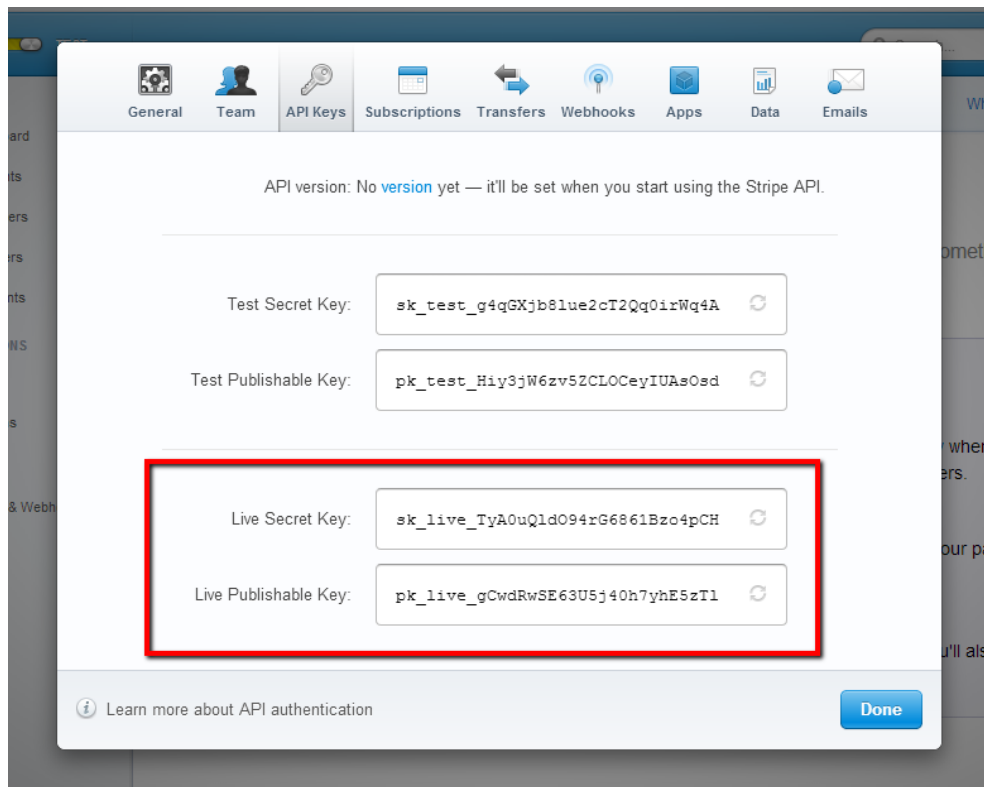
- Click the “API Keys” tab

The screenshot shows the Stripe dashboard interface. The 'API Keys' tab is selected in the top navigation bar, highlighted by a red arrow and a red box with the text 'Click Here'. The dashboard includes a sidebar with categories like GENERAL, SUBSCRIPTIONS, and REQUESTS. The main content area shows a form for updating account settings, including fields for Email, Password, Two-step verification, Phone, Statement descriptor, Address, and Timezone. There are also checkboxes for 'Decline charges that fail CVC verification' and 'Decline charges that fail zip code verification'. A 'Done' button is located at the bottom right of the form.



# Step 2 – Connect Stripe to DanceStudio-Pro

- You need to Copy and Paste the Live Secret Key and the Live Publishable Key in DanceStudio-Pro

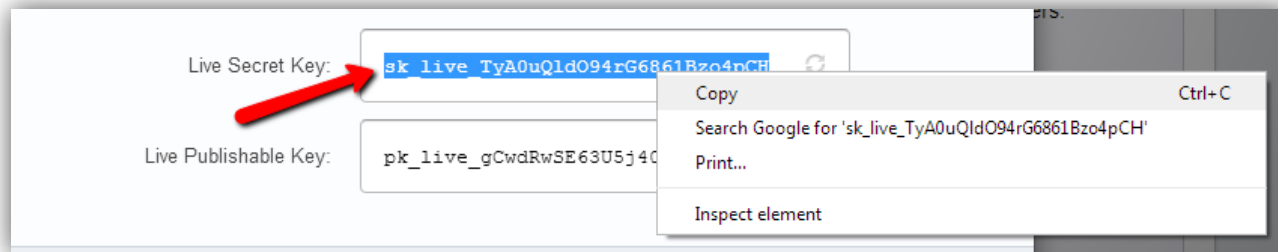






# Step 2 – Connect Stripe to DanceStudio-Pro

- Click the text box for the Live Secret Key
- Highlight the text and Right-Click to Copy the key





# Step 2 – Connect Stripe to DanceStudio-Pro

- Go back to DanceStudio-Pro and go to More → Settings and click on the Recurring Online Payments Settings page
- Paste the Live Secret Key into the Live Secret Key field

Tuition  
My Personal Assistant  
Online Registration  
Products and Services  
Users  
Communications Templates  
Recurring Online Payments Settings

QUICK LINKS  
Add a New Student  
Add a New Event  
Add a New Class  
Add a New Staff Member

ACTIONS  
Send a Message  
Robo-Dialer™

INTERNAL  
Admin  
Payments  
Deposits  
Account Trends  
Account Selection

Like us now to stay up to date!  
Like (489)

### Step 1.

[Click here](#) to setup your Stripe merchant account. This is required to use recurring billing.

**Please note:** Recurring payment processing is only available for USD and Canadian currency. You can receive payments in Euro, but you must have a bank in the USA or Canada.

### Step 2.

Paste in your Stripe Keys for your stripe account

Live Secret Key:

Live Publishable Key:

Convenience Fee (%):  Enter 2.75 to cover the cost of Stripe's processing fees.

Example: If a student's tuition is \$102.75 each month, the parent will be charged \$102.75 + 2.75 = \$105.50 each month.

You should see a blue check box  
When you click the next field

### Step 2.

Paste in your Stripe Keys for your stripe account

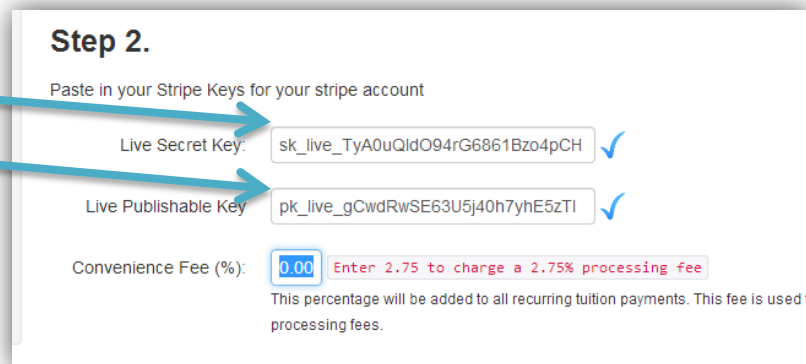
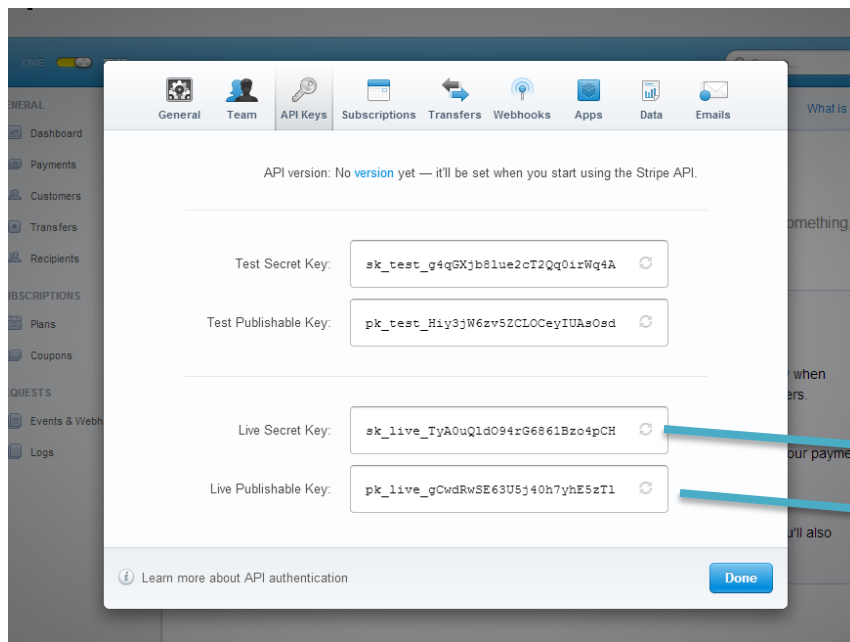
Live Secret Key:  ✓

Live Publishable Key:



# Step 2 – Connect Stripe to DanceStudio-Pro

- Repeat the Process with the Live Publishable Key
- Copy the Stripe Live Publishable key from the Stripe





# Step 2 – Connect Stripe to DanceStudio-Pro

- Choose to apply a Convenience Fee
- Stripe typically charges 3% on each transaction.

**Step 2.**

Paste in your Stripe Keys for your stripe account

Live Secret Key:  ✓

Live Publishable Key:  ✓

Convenience Fee (%):  Enter 2.75 to charge a 2.75% processing fee

This percentage will be added to all recurring tuition payments. This fee is used to cover the cost of Stripe's credit card processing fees.

**Example:** If a student's tuition is \$100.00 per month and you enter a 2.75% Convenience Fee, the parent will be charged \$ 102.75 each month.

[Save Changes](#)



# You're Done!

- That's it. You have successfully setup your account to allow automatic payments.
- You will need to notify your customers that they can now go to the parent portal and enroll in automatic payments.

The screenshot shows the 'Art in Motion Family Center' parent portal. At the top, there is a navigation bar with 'Home', 'My Students', 'My Account', and 'Log out'. The 'My Account' tab is highlighted with a red arrow and a box labeled '1'. Below the navigation bar, there are links for 'Password', 'Pay Online', and 'Automatic Tuition Payments'. The 'Automatic Tuition Payments' link is highlighted with a red arrow and a box labeled '2'. The main content area is titled 'Auto Payments: Update Your Card'. It shows 'Your current card: Visa \*\*\*\*4242 11/2015'. Below this, there are input fields for 'New Card Number', 'CVC', and 'Expiration (MM/YYYY)'. A 'Save Card' button is located below the expiration field. At the bottom of the page, there is a section titled 'Auto Payments: Opt-out' with a 'Stop Auto Payments Now' button.