



DanceStudio-Pro.com  
Online Registration

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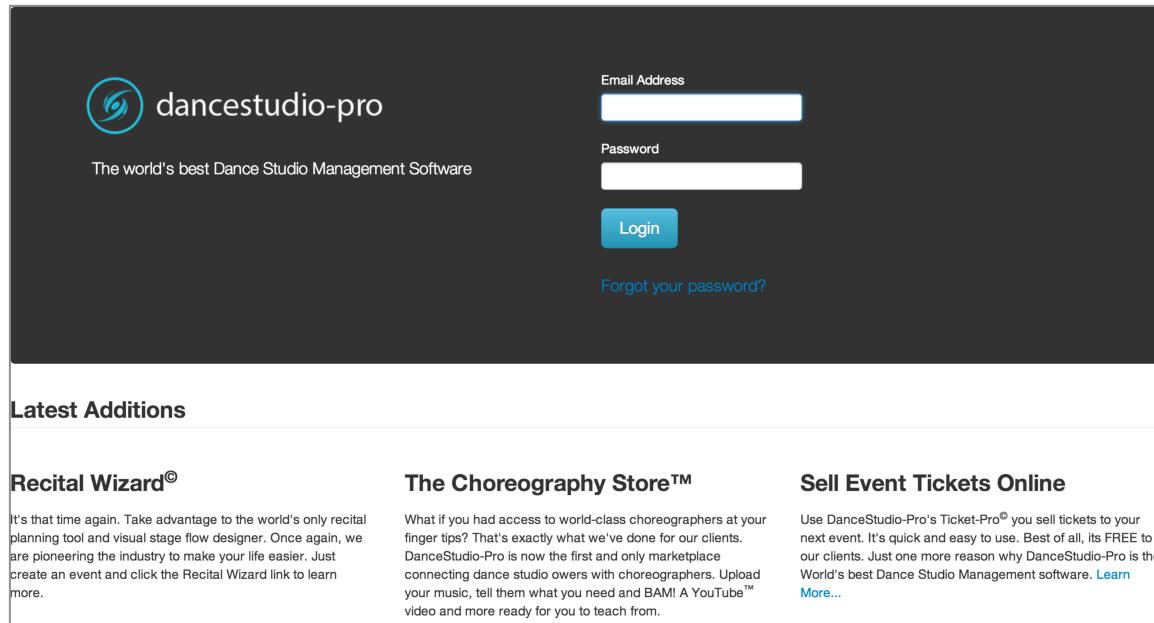
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# Chapter 1 : DanceStudio-Pro.com At a Glance

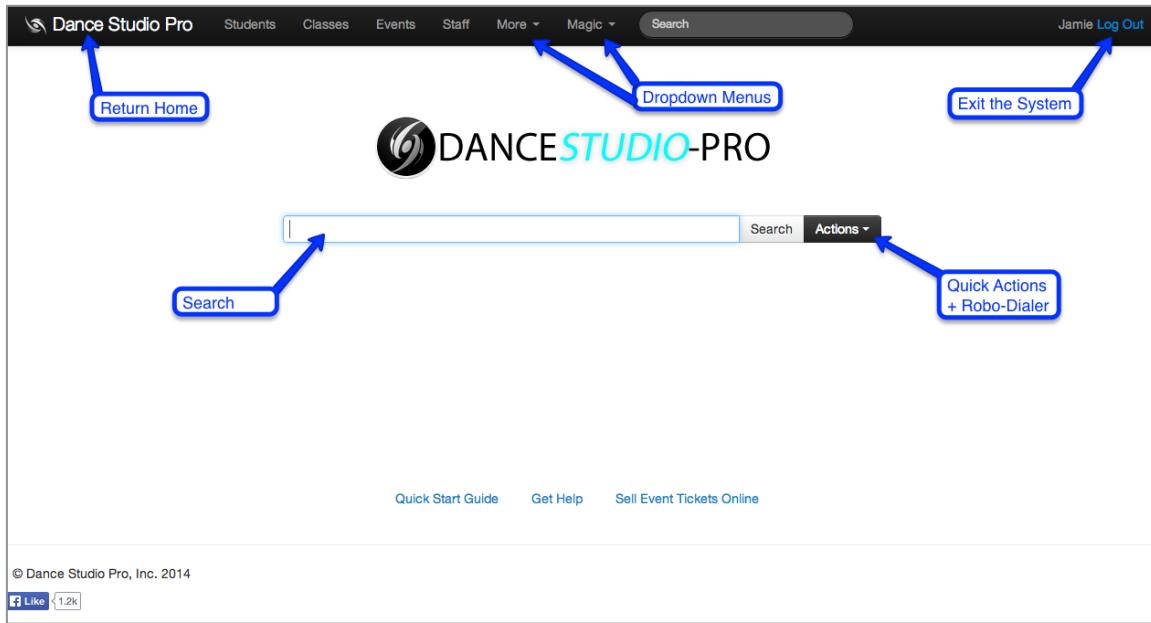
This guide describes how to setup online registration with DanceStudio-Pro.com.

## DanceStudio-Pro Basics

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



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

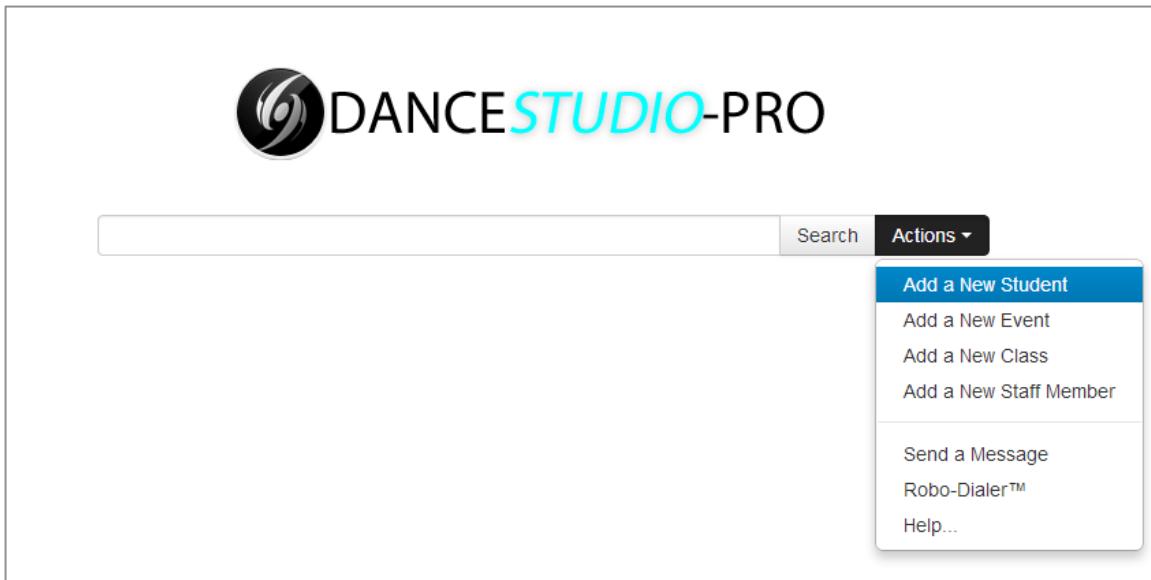


You can access any part of the system from the home screen.

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 task are located on the Quick Actions list. This includes Robo-Dialer™ and Group Emailing.



This screenshot shows the 'Students' section of the Dance Studio Pro software. The top navigation bar includes links for Students, Classes, Events, Staff, More, and Search. The main content area is for student 'Amy Howell'. On the left, there's a sidebar titled 'STUDENT FUNCTIONS' with links for Summary, Transactions, Family Members, Classes, Medical, Instructor Notes, Sizes, Absences, Additional Data, Files, History, and Orders. A blue arrow points from the 'Add a New Student' link in the sidebar to the 'Add a New Student' link in the 'QUICK LINKS' sidebar on the right. The right sidebar also lists 'Add a New Event', 'Add a New Class', and 'Add a New Staff Member'. The main area displays Amy Howell's profile picture, her name, and various input fields for her personal information: First Name (Amy), Middle Name (Middle Name), Last Name (Howell), Lead Source (empty), Location (Forest Hills), and a file upload field labeled 'Choose File' with the message 'No file chosen'. Action buttons at the top include Save Changes, Delete Student, Print Information Form, Print Statement, and Process Payment.

## 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 of 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](https://stripe.com)) or PayPal ([paypal.com](https://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

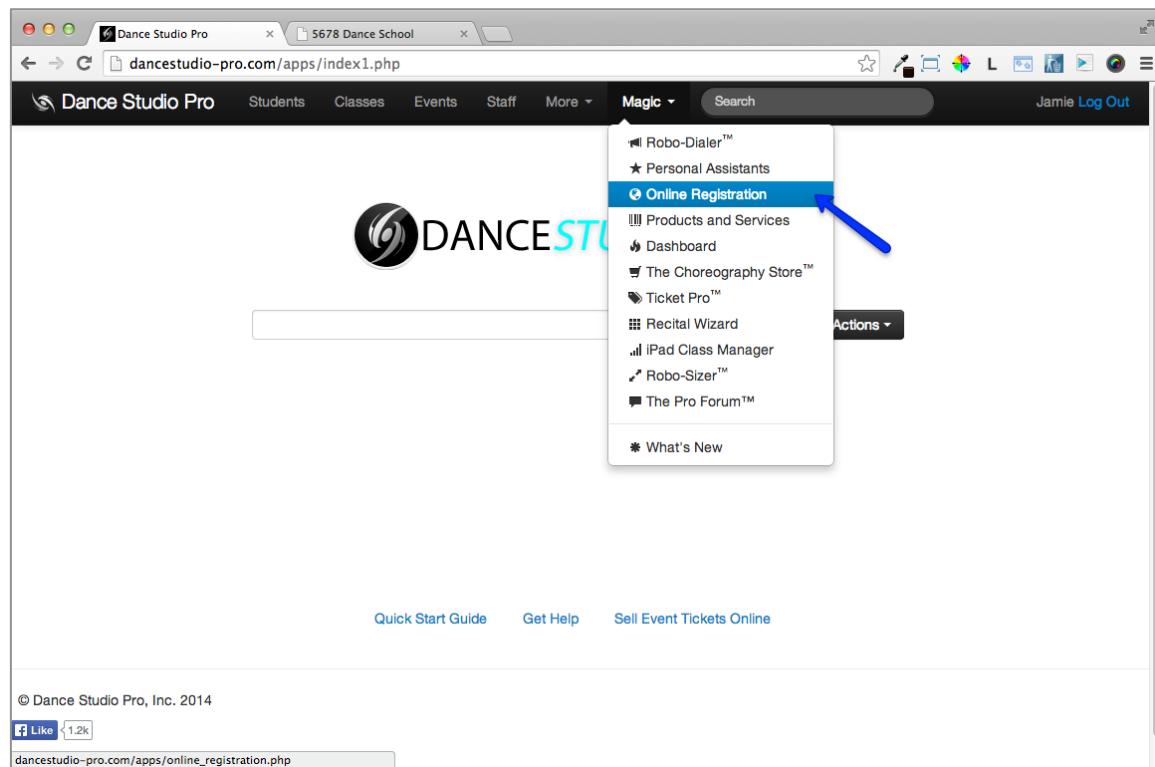
Read this chapter to learn how to setup Online Registration within DanceStudio-Pro.

## 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 (%):

2.00

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 change their fees.

\$103 X 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.

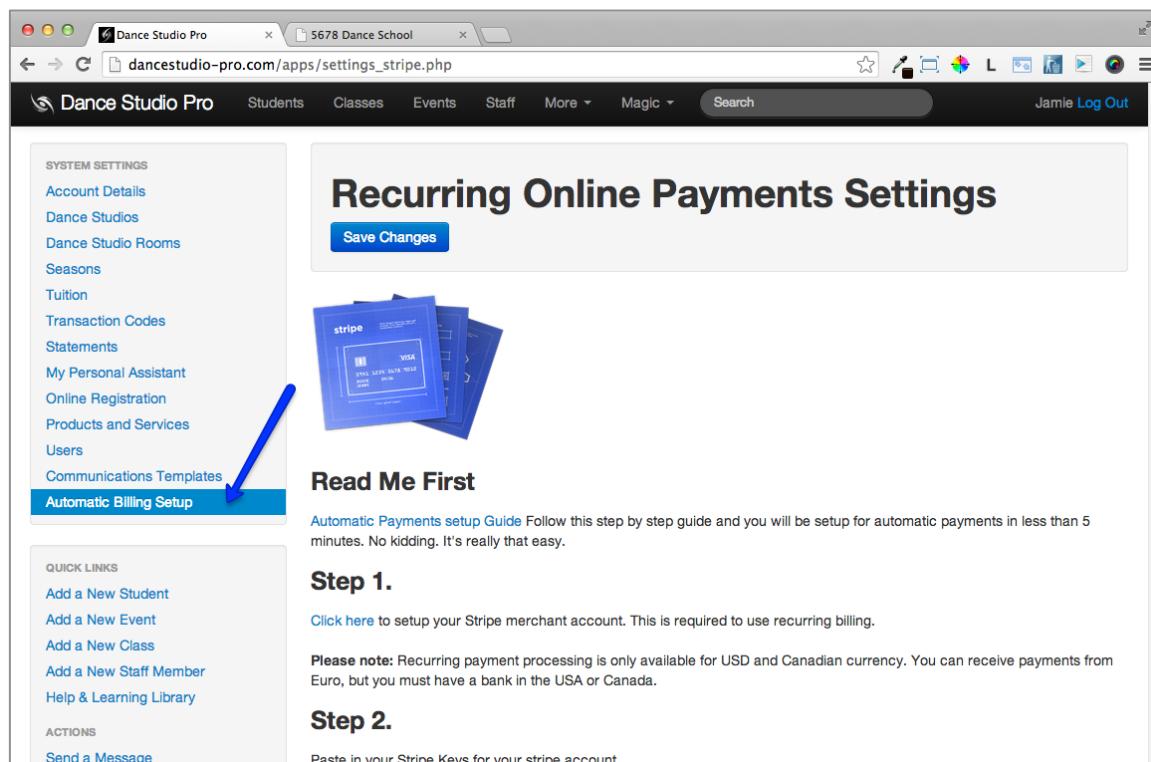
You may also decide if you want to collect the first month's tuition at the time of registration. Use the checkbox to decide.

### Automatic Billing

Automatic billing, or monthly recurring billing, allows parents to save their credit card information and then they will be billed on the 1<sup>st</sup> 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 Stripe merchant account.



The screenshot shows a web browser window for 'Dance Studio Pro' with the URL 'dancestudio-pro.com/apps/settings\_stripe.php'. The main content area is titled 'Recurring Online Payments Settings' with a 'Save Changes' button. It features an image of three blue Stripe credit cards. Below the image is a section titled 'Read Me First' containing a 'Step 1.' and 'Step 2.' guide. Step 1. instructs users to setup a Stripe merchant account for recurring billing. Step 2. asks users to paste Stripe Keys for their stripe account. On the left, there's a sidebar with 'SYSTEM SETTINGS' and 'QUICK LINKS' sections, and a 'ACTIONS' section with a 'Send a Message' link. The 'Automatic Billing Setup' link in the sidebar is highlighted with a blue arrow.

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

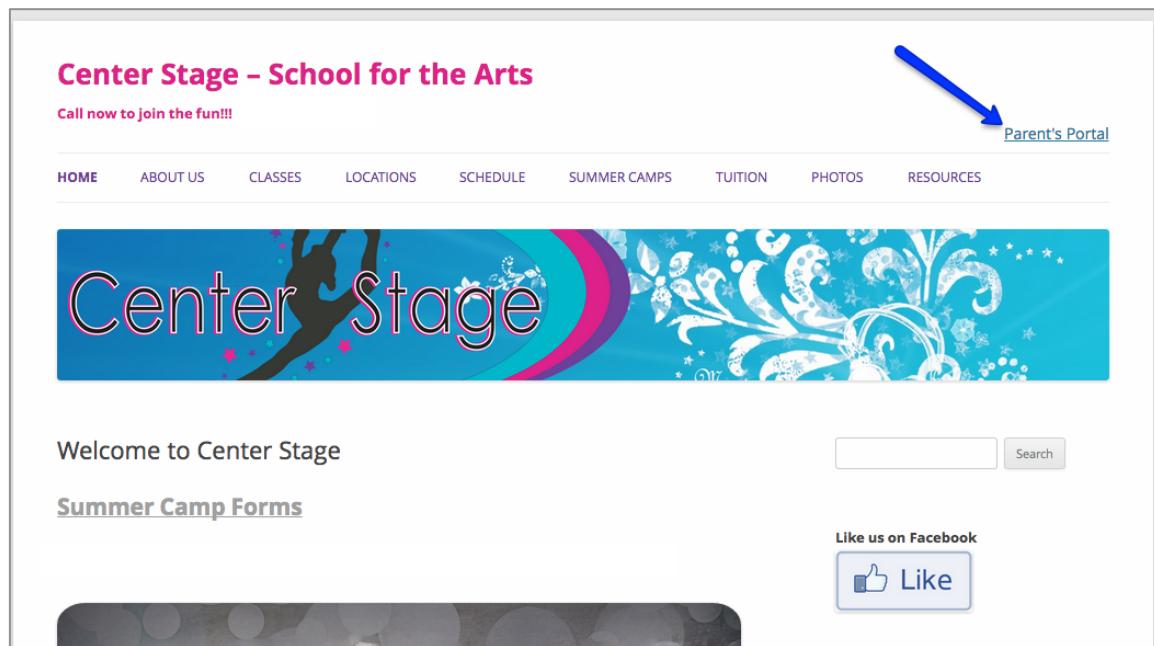
<http://dancestudio-pro.com/apps/HowtoSetupRecurringBilling.pdf>

## Chapter 4 How to deploy online registration

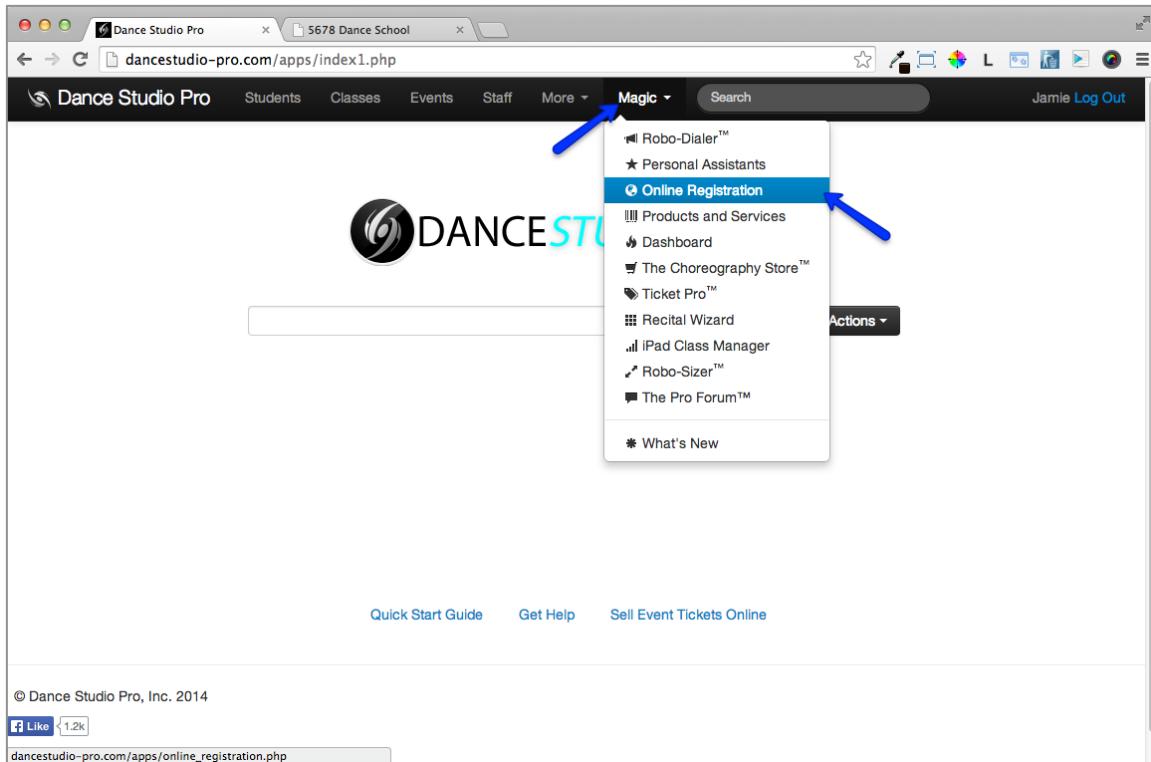
Read this chapter to learn how to share Online Registration to your parents and students.

### 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.

A screenshot of the 'Online Registration' settings page within the Dance Studio Pro application. The URL in the address bar is [dancestudio-pro.com/apps/online\\_registration.php](http://dancestudio-pro.com/apps/online_registration.php). The left sidebar has a 'SYSTEM SETTINGS' section with links for Account Details, Dance Studios, Dance Studio Rooms, Seasons, Tuition, Transaction Codes, Statements, My Personal Assistant, and Online Registration (which is highlighted with a blue arrow). Other links in this section include Products and Services, Users, Communications Templates, and Automatic Billing Setup. Below this is a 'QUICK LINKS' section with links for Add a New Student, Add a New Event, Add a New Class, Add a New Staff Member, Help & Learning Library, and Send a Message. The main content area is titled 'Online Registration'. It includes a message stating 'You have not added your PayPal email. Click here to do so'. Below this is a section titled 'Share this link on your website, facebook, twitter and anywhere else'. It explains that this is the link to the online registration form and that parents and students can use it to register for classes, pay tuition, and communicate with staff. It provides two ways to share the link: a plain text link ([http://dancestudio-pro.com/online/index.php?account\\_id=1000](http://dancestudio-pro.com/online/index.php?account_id=1000)) and an HTML link (<a href="http://dancestudio-pro.com/online/index.php?account\_id=1000">Click here to Register</a>). At the bottom is a 'Online Registration - Settings' section where a convenience fee of 2.00% is set, with a note explaining it will be added to all online registration and tuition payments.

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.

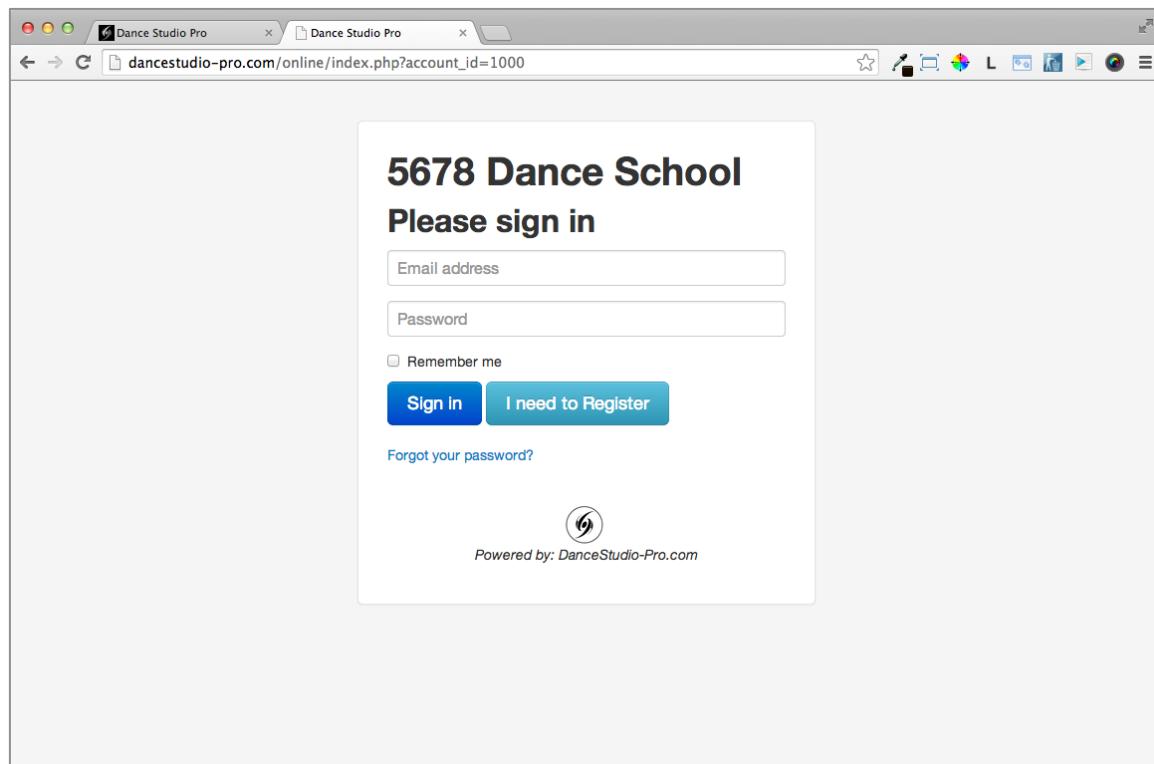
### Supporting your clients

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.



On the screen, they have a couple of options.

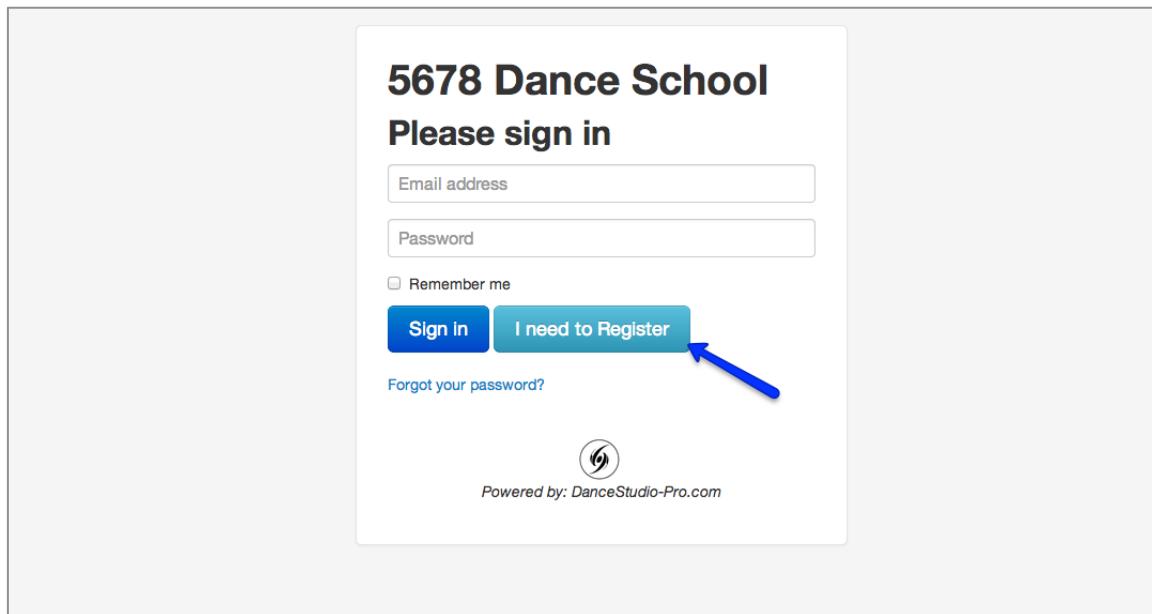
1. If they know their username and password, they can simply log in.
2. If they have used the system before, but don't remember their password, they can use the "Forgot your password" link to reset their password.
3. If they are new, then they will need to click the "I need to Register button"

## 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.

Enter Your Last Name  Find Me

If the 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.

Ocean  Find Me

Click on your name in the list. [I searched and still don't see my name.](#)

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.

Enter Your Last Name  Find Me

**Beverly Ocean**

8947 Beverly Dr  
Beverly Hills, Ftadfe  
bills\_8947@veryrealemail.com

[Yes, this is me.](#) [No, this is not me.](#)

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.

Enter Your Last Name  Find Me

**Beverly Ocean**

8947 Beverly Dr  
Beverly Hills, Ftdee  
bhills\_8947@veryrealemail.com

**Email:** bhills\_8947@veryrealemail.com

**Password:**

All fields are required.

**Register**

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.

Enter Your Last Name  Find Me

Click on your name in the list. **I searched and still don't see my name.**

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.

Find Me

Click on your name in the list. [I searched and still don't see my name.](#)

#### Register New Parent

Location

First Name\*

Last Name\*

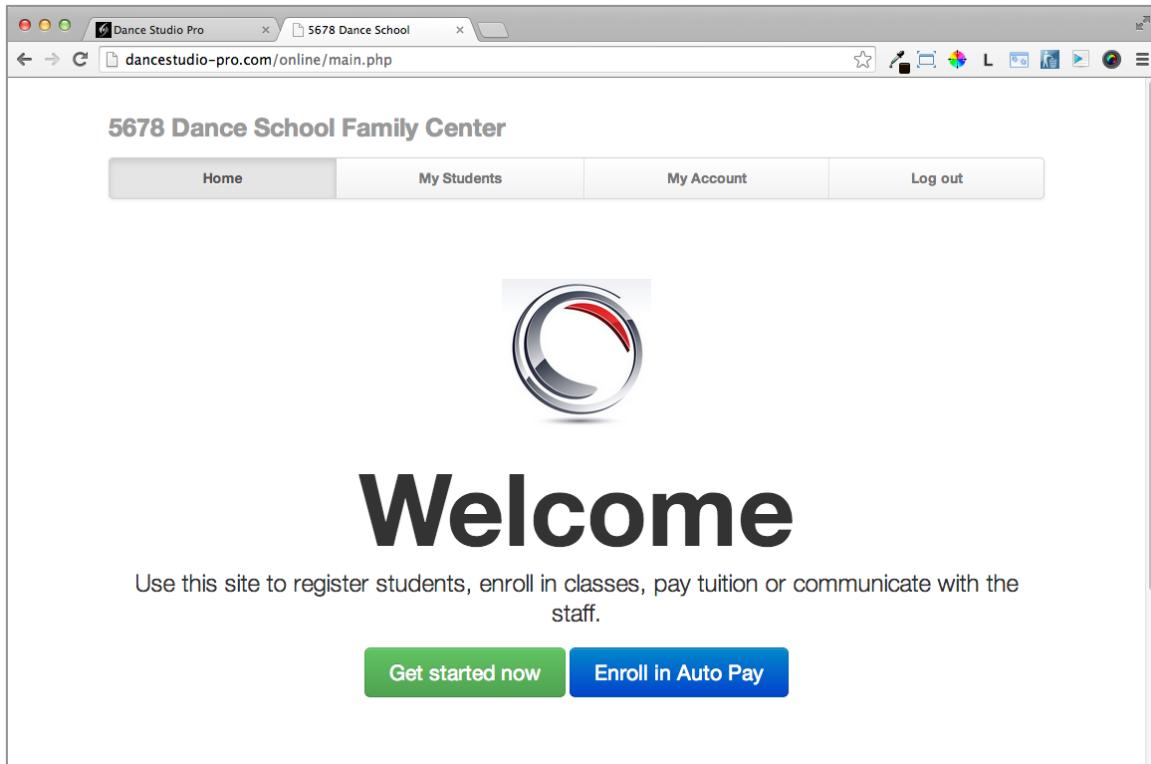
Phone\*

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 for 'Dance Studio Pro' with the URL 'dancestudio-pro.com/online/my\_students.php'. The top navigation bar includes 'Home', 'My Students' (which has a blue arrow pointing to it), 'My Account', and 'Log out'. Below the navigation is a section titled 'My Family Members' with three buttons: 'Add a Student', 'Register for Classes', and 'Pay Tuition'. A link 'My Weekly Schedule' is also present. The main content is a table listing four students:

	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

Below the table is a note: '\*\*A class marked Pending Fee means you signed up online and owe a registration fee and/or tuition.' A green button at the bottom left says '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.

5678 Dance School Family Center

Home My Students My Account Log out

## Add Students to Your Family

First, let's search to see if your student is already in the system.

Last Name:  Search

Birthday: July 11 2014

**Find My Students**

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

Name	Birthday	City
------	----------	------

© 5678 Dance School 2013

Select Language ▾

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

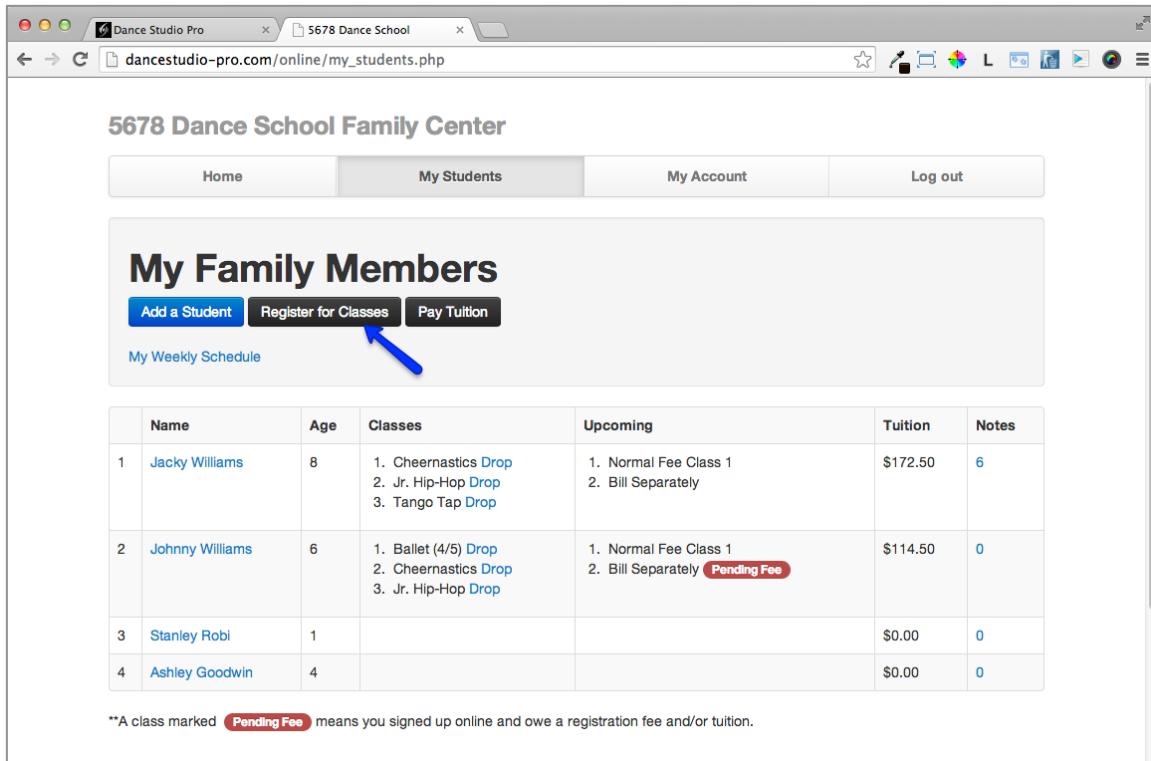
	Name	Age	Classes	Upcoming	Tuition	Notes
1	Jacky Williams	8	1. Cheernastics Drop 2. Jr. Hip-Hop Drop 3. Tango Tap Drop	1. Normal Fee Class 1 2. Bill Separately	\$172.50	6
2	Johnny Williams	6	1. Ballet (4/5) Drop 2. Cheernastics Drop 3. Jr. Hip-Hop Drop	1. Normal Fee Class 1 2. Bill Separately Pending 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 titled "5678 Dance School Family Center". The URL in the address bar is "dancestudio-pro.com/online/my\_students.php". The page displays a list of family members with their names, ages, and class schedules. At the top, there are three buttons: "Add a Student" (blue), "Register for Classes" (black), and "Pay Tuition" (black). A blue arrow points to the "Register for Classes" button. Below the buttons is a link "My Weekly Schedule". The table below lists four family members:

	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.

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

No classes are currently available for this student

**Jacky Williams**

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

**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
.....	.....	.....	.....

The screenshot shows a user interface for class registration. At the top, there are navigation links: Home, My Students, My Account, and Log out. Below that is a main title 'Class Registration' and a 'Add a Student' button. A message box contains the text: '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.' A green button labeled 'Finish Registration Now' is positioned below the message. At the bottom, there are tabs for 'Open', 'Dance 2013-2014', and 'Season 2014-2015'. A section for a student named 'Jacky Williams' is shown with a table for class, location, days, and tuition. Two blue arrows point from the text in the message box to the 'Finish Registration Now' button and the '\$175.00' amount.

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.

Dance Studio Pro

Students Classes Events Staff More Magic Search Jamie Log Out

DANCE STU

Quick Start Guide Get Help Sell Event Tickets Online

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dancestudio-pro.com/apps/online\_registration.php

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

## Online Registrations Pending Approval

This is a list of all students that have registered for classes online, but have not paid for classes with paypal.

Location	Student Name	Age	New Classes	Registration Fee Paid	Tuition Paid
Forest Hills	Alexus Quaons	5	Baby Ballet Remove Cheernastics Remove Normal Fee Class 1 Remove	30.00	1,100.00
Forest Hills	Johnny Williams	6	Ballet Remove Bill Separately Remove	30.00	23.00
Forest Hills	Ashley Goodwin	4	Cheernastics Remove	0.00	45.00

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.

The screenshot shows a web browser window for '5678 Dance School'. The main title is '5678 Dance School Family Center'. Below it is a navigation bar with 'Home', 'My Students' (which is selected), 'My Account', and 'Log out'. The main content area has a title 'Class Registration' and a blue 'Add a Student' button. A pink message box contains the text: '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.' Below this is a green 'Finish Registration Now' button. A blue arrow points to this button. At the bottom, there are tabs for 'Open', 'Dance 2013-2014' (which is selected), and 'Season 2014-2015'. Below the tabs, two student names are listed: 'Jacky Williams' and 'Johnny Williams'. Each name has a table below it with columns for 'Class', 'Location', 'Days', and 'Tuition'. The URL in the address bar is 'dancestudio-pro.com/online/add\_classes.php'.

The screenshot shows a web browser window for '5678 Dance School' on the 'dancestudio-pro.com/online/pay\_registration.php' page. At the top, there's a navigation bar with 'Home', 'My Students', 'My Account', and 'Log out'. Below it, a section titled '5678 Dance School Registration' contains a legal release statement. A blue arrow points from the text to a callout box that reads: 'This is the "Signature Release" statement found on the Settings page.' Further down, there's a table with registration fees and a 'Pay with Credit Card' button, which is also highlighted with a blue arrow.

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

This screenshot shows the same registration page but with a payment modal window overlaid. The modal has a logo at the top and fields for 'Email', 'Card number', 'MM / YY', 'CVC', and a 'Remember me everywhere' checkbox. At the bottom is a large blue 'Pay \$224.40' button. The background of the page is dimmed to indicate the modal is active.

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 shows a web browser window for 'Dance Studio Pro' at 'dancestudio-pro.com/online/my\_account.php'. The title bar says '5678 Dance School'. The top navigation menu includes 'Home', 'My Students', 'My Account' (which is highlighted in grey), and 'Log out'. On the left, there's a sidebar with 'Account Info' (highlighted in blue), 'Change Password', 'Pay Online' (with three blue arrows pointing to it), and 'Automatic Tuition Payments'. The main content area is titled 'Update your Account Information' and contains a form for 'Account Details' with fields for First Name (Stanley), Last Name (Ezzells), Phone, Phone 2 (333-333-3333), Email (sezzell@mac.com), and Address (empty). A large blue arrow points from the 'Pay Online' link in the sidebar to the 'Pay Online' link in the main content area.

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

**5678 Dance School Family Center**

Home My Students My Account Log out

Account Info  
Change Password  
**Pay Online**  
Automatic Tuition Payments

**Your balance is \$476.00.**

Name	Balance	Statement	Pay Amount
Jacky Williams	\$193.00	<input type="button" value="View"/>	193.00
Johnny Williams	\$283.00	<input type="button" value="View"/>	283.00
Stanley Robi	\$0.00	<input type="button" value="View"/>	0.00
Ashley Goodwin	\$0.00	<input type="button" value="View"/>	0.00

**Set Payment Amount**

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

**Print**

Total: 1 sheet of paper

Cancel Print

Destination:  Change...

Pages:  All  e.g. 1-5, 8, 11-13

Copies: 1 + -

Layout:  Portrait  Landscape

Margins: Default

Options:  Headers and footers  Two-sided  Background colors and images

**5678 Dance School Account Statement**  
Jun 01, 2014 through Jul 11, 2014  
5678 Dance School  
123 Main Street  
Miami, FL 19182

This is your statement. If it says you owe me money, give me that amount of money.  
Go to [http://dancesstudio-pro.com/online/index.php?account\\_id=1000](http://dancesstudio-pro.com/online/index.php?account_id=1000) to manage your account online.

You can:

- View your account transactions
- Pay Online
- Edit Student Details
- See teacher feedback and notes

**Student Summary - Jacky Williams**

Balance on Jun 01, 2014: \$-193.00  
You had a total of \$139.00 in payments and credits since Jun 01, 2014.  
You had a total of \$-33.00 in charges since Jun 01, 2014.  
Current Balance: \$-193.00

**Jacky Williams : Owes \$ 193.00**

**Activity for Jacky Williams (06/01/2014 - 07/11/2014)**

Date	Amount	Description
1 Jul 10, 2014	30.00	Online Registration
2 Jul 02, 2014	100.00	Online Registration - Tuition Paid
3 Jul 02, 2014	-100.00	Online Registration - Tuition Due
4 Jul 02, 2014	30.00	Online Registration - Fee Paid - Season 2014-2015
5 Jul 02, 2014	-30.00	Online Registration - Fee Due - Season 2014-2015
6 Jul 02, 2014	8.00	Online Payment Received
7 Jul 02, 2014	1.00	Online Payment Received

DancePro  
123 Main Street  
New York, NY 75847

END OF STATEMENT

The automatic payments settings are also available in this section.

The screenshot shows a web browser window for 'Dance Studio Pro' with the title '5678 Dance School'. The URL is 'dancesstudio-pro.com/online/auto\_enroll.php'. The main content area is titled '5678 Dance School Family Center'. A navigation bar at the top includes 'Home', 'My Students', 'My Account', and 'Log out'. On the left, there's a sidebar with links: 'Account Info', 'Change Password', 'Pay Online', and a blue button labeled 'Automatic Tuition Payments'. The main content area has two sections: 'Auto Payments: Update Your Card' and 'Auto Payments: Opt-out'. The 'Update Your Card' section contains fields for 'New Card Number', 'CVC', and 'Expiration (MM/YYYY)', with a 'Save Card' button. Below it, the 'Opt-out' section has a single orange button labeled 'Stop Auto Payments Now'.

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 1<sup>st</sup> 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.

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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.

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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.

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Q. Do I have to allow auto pay?

A. No.

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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.

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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.

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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.

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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.

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

A. Yes.

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Q. Is there a fee to use online registration?

A. No.

END OF DOCUMENT