

FALL CLASS ONLINE REGISTRATION INFORMATION – 2018-19

We are happy to announce Fall registration will be open on May 21st. **REGISTRATION FOR ALL RETURNING STUDENTS WILL BE DISCOUNTED TO \$30 THROUGH JUNE 10th. AFTER JUNE 10th REGISTRATION WILL BE \$35.** Once again we will be using the online studio software system called CompuDance which allows us to give you access. This system will allow you to view and register for classes. You can access online either through our website danceexpresseaston.com or go directly to compudance.com. **This year advanced features are available for you to view and pay your invoices, manage your payment information, view your schedule and attendance.** In order to make credit card payments (including monthly auto pay) you will need to sign up for the \$10 membership if you have not already. See details once you login to the system. *****This will allow you to enter/edit your payment account for Auto-pay, Make payments directly in the system and view the Studio's Bulletin Board.**

We will be requiring anyone doing credit card monthly auto payment to pay the \$10 yearly CompuDance membership fee. This will give easier access for you to go into the system and make changes to your card etc. when a card expires or becomes compromised. *****If you already paid the membership fee last season, it runs as a full year membership. You can wait and enroll in the month you originally signed up for (most likely it was June-August that you paid the fee). It should have the date listed on your account.**

The system will allow you to register for classes for no fee, but if you would like to continue using the parent portal you will need to pay the \$10 yearly fee.

To access the system and register, Go to danceexpresseaston@comcast.net website and hit the Fall or summer registration tab. It will say Express Connect for those that have a password already.

****Your login is your email address on file. Your password is what you set up last year. If you do not remember your password, use the Forgot password link. You must enter your email address and cell phone number on file (cell phone numbers should not be entered with the dashes) You will receive a verification code, which you will enter and then you can reset your password.**

HOW TO ENROLL:

****Now when you login, you can see the specific student you are working with. If you have more than 1 student, just go to the **Select Student** option on the top right.**

If you wish to view or edit any of the student's information, go to **Student** on the top menu.

To **Enroll in classes**, once you select the season, you will see the list of classes. You can filter for the class name, type of class and day of the week using the white boxes at the top of the list. Check off the box to the left of the class and click Register. You will then be asked to confirm your selection.

Your registration fee should be invoiced already. We will be billing ahead of time for registration fees as the system will not do it automatically unless you are a new registrant. You will also be required to pay your 1/2 June 2019 tuition payment. The system will not do this automatically. Once you have registered we will send you an invoice for your 1/2 June payment within the next week and you will need to either go online and make the payment or send in a check. If your card is in the system, your card will be charged. Your place in class will not be held without your Registration fee and 1/2 June payment.

You will not be able to make any payments through the compudance system without paying the \$10 yearly compudance fee.

AUTOMATIC MONTHLY CREDIT CARD WITHDRAWAL

*****Enter Payment Detail for Autopay (optional).** If you had an account on file last year (meaning a credit card that was charged each month automatically) and that information has not changed there is no need for you to enter anything here. If your account info has changed click Edit and enter the new information, and update. Your account will automatically be charged on the invoice due date.

**Your registration fee and ½ June payment will automatically come out from your credit card if you have it in the system on file.

A detailed help manual is found on the left side menu under **Help**.

If you have any questions or need assistance let us know!

REMEMBER, CLASSES WILL FILL ON A FIRST COME FIRST SERVE BASIS. WE WILL NOT HOLD YOUR PLACE IN CLASS WITHOUT YOUR REGISTRATION FEE AND ½ JUNE PAYMENT. You can register through our online system or in the office (if there is someone available to do this for you).