



# Online Enrollment Instructions

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If you are new to the studio or considering re-enrolling, please don't hesitate to call us. We can go over the details over the phone. And if you are undecided, feel free to ask about our trial classes! It's a great way to see if our studio is a fit for your dancer and family!

Keep the following in mind as you enroll...

- You will receive confirmation of your dancer's enrollment and a statement which you can pay online.
- Your dancer's place will not be guaranteed until their enrollment fees have been paid.
- We are here to help if you have any questions on class placement.
- Dancers new to the studio with extensive dance experience should stop by the office to discuss the proper level placement.

## **Class and Minimum Age/Grade as of Sept 1, 2023**

Creative Movement: 2 1/2 years old

PK I: 3 years old

PK II: 4 years old

Baby Stars: Kindergarten and 1st Grade

Future Stars: 2nd and 3rd Grade

All other classes: Minimum age listed

## **How to Enroll Online**

Enrolling online is the same as filling out paperwork in the office. You are requesting that we hold a spot for your dancer in the selected classes...meaning you have committed to paying all registration and enrollment fees. If you make an error or change your mind, email: [amandasdance@msn.com](mailto:amandasdance@msn.com) immediately so we can adjust your account.

## **Enrollment (CURRENT ADX Families)**

Click [HERE](#) and begin the process.

1. You will be asked to enter your email address and password. If you don't remember, click Forgot Password. If you have not logged into ADX online, click Activate Account.
2. Update all account information, including credit card, emergency contacts, mailing address, email, and cell phone information. Also, make sure we have the correct student birthdays, student grade levels, student cell phone number, and email (if they are old enough to have cell and email). If other essential family members would like to receive ADX emails and texts, please put their information in the system too.
3. Register for classes...you will receive a confirmation with your current tuition amount based on the classes you've selected and a current statement with all charges and payments detailed via email.

## **Enrollment (BRAND NEW ADX Families)**

The process is even easier if you are a new parent enrolling your dancer(s) for the first time.

Click [HERE](#) and begin the process.

1. Fill in your first and last names...email address, and select a password. Once you've completed this step, you will be taken through an enrollment screen.
2. Fill in all account information, including credit card, emergency contacts, mailing address, email, and cell phone information. Also, make sure we have the correct student birthdays, student grade levels, student cell phone number, and email (if they are old enough to have cell and email). If other important family members would like to receive ADX emails and texts, please put their information in the system too.
3. Fill in the blanks and select your dancer's classes.
4. You will receive a confirmation email and statement confirming your class selection and enrollment fees due. (please double-check your junk mail)
5. pay online, and you're done.
6. Please remember that our confirmation is a commitment on our part to hold a spot for your child in class, and you have committed to taking that spot and paying all applicable fees. We are very easy to work with...so...if you make an error or change your mind, please let us know immediately, and we will work with you to correct your account!

## **Other Enrollment Notes**

- If you have multiple dancers, you must complete class requests for the first student (they are presented alphabetically) and then go back to the enrollment screen and click next student to get to your second dancer.
- If your dancer is old enough for a cell phone number and/or email address...please enter this information for them.
- If your dancer's school is not listed, please get in touch with us to have it set up in the system.
- If you register online, you do not have to fill out the physical registration form.