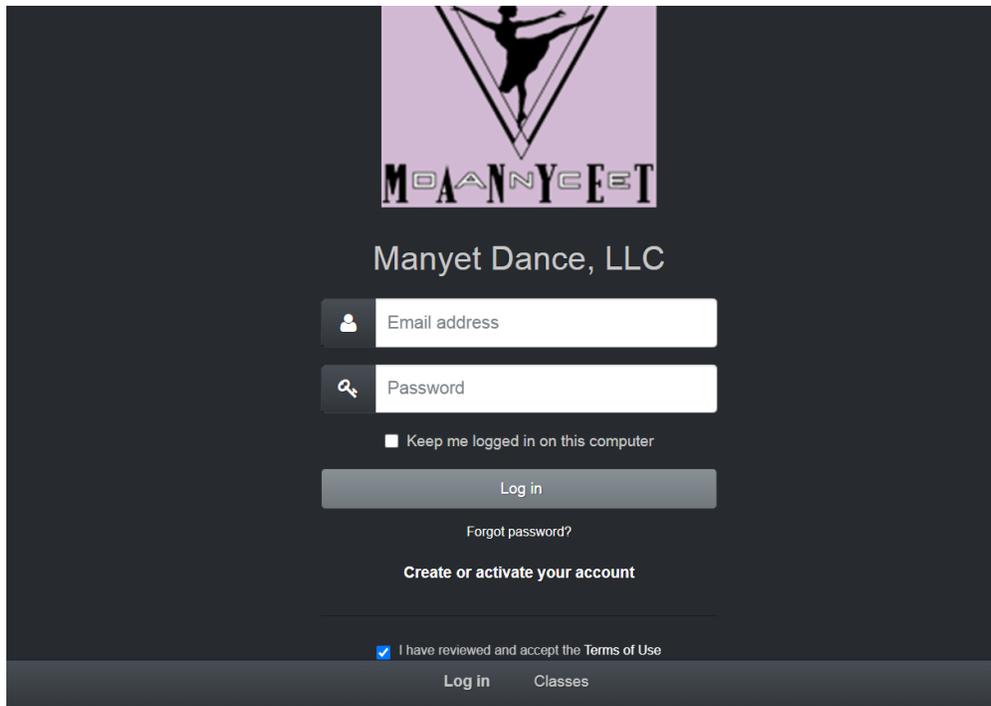


Online Registration for Classes at Manyet Dance

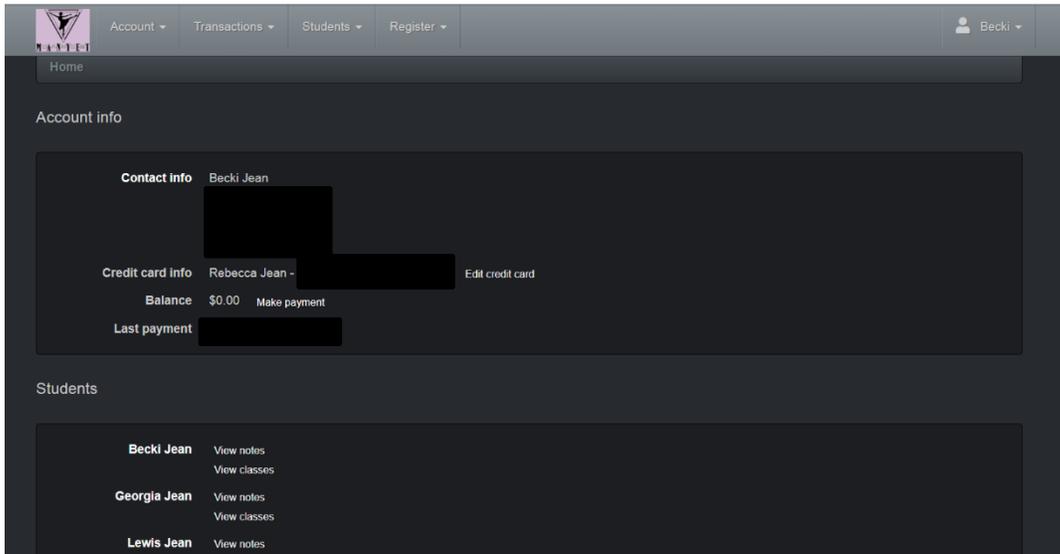
1. Navigate to <https://app.mydanceworks.net/customer/Login.aspx?parentid=AK601401J> or click on “Manyet Online Account Login” in the bottom menu of manyetdance.com
2. Determine your path to log in:
 - You will have an existing account if you or your children have previously enrolled in a Manyet Dance session and you set up an account when registering
 - Enter your user name and password then click “Log in”
 - If you have forgotten your password, click on the “Forgot password?” link below the “Log in” button
 - If you are a new student or parent of a new student, click on the “Create or activate your account” to create your account



The screenshot shows the login interface for Manyet Dance, LLC. At the top, there is a logo featuring a silhouette of a dancer on a trapeze with the text 'MANYET DANCE' below it. The main heading is 'Manyet Dance, LLC'. The login form consists of an 'Email address' input field, a 'Password' input field, a checkbox for 'Keep me logged in on this computer', a 'Log in' button, a 'Forgot password?' link, and a 'Create or activate your account' link. At the bottom of the form, there is a checkbox for 'I have reviewed and accept the Terms of Use'. The footer contains 'Log in' and 'Classes' links.

3. You can view the available classes for each session with open registration by clicking on the “Classes” link at the bottom of the page
4. If you have any issues with logging in, please contact Manyet Dance Web Support at websupport@manyetdance.com

5. After you log in, you will be redirected to your account page; click on “Register” in the top menu and then select “Register all students” or pick an individual student to register
 - **Tip:** If you have multiple students to register, but not every student who is on your account will be dancing in the selected session, you can select “Register all students” and then click the “Cancel registration” button in the top right corner for any students who do not need to be registered for the session. This will save time because you will not need to confirm all account information (steps 6 through 9) multiple times.



6. Enter the **ACCOUNT INFORMATION** for the family. This should be the parent information for students who are minors or your own information if you are an adult. **You will enter student information later in the process as you register each one for classes.**
 - **Tip:** Even though First Name and Last Name are the only required fields, you will eventually need to enter address and phone number to allow Manyet Dance to contact you in the future.
 - Click the “Next” button in the bottom right corner

 A screenshot of a "Student registration" form. The form is titled "Student registration" in blue text at the top left, and has a "Cancel registration" button at the top right. The form fields are:

- First name:** Input field containing "Becki".
- Last name:** Input field containing "Jean".
- Address:** A wide, empty input field.
- City:** Input field.
- State:** Input field.
- Zip:** Input field.
- Phone:** Input field.

 Below the phone field, there is a partially visible line of text: "... via texting." Below that, there is an "Email" field containing "becki.bleh@gmail.com". At the bottom of the form, there are three checkboxes:

- Copy changes to parents when saving
- Copy changes to students when saving
- Log into this account by default

 At the very bottom of the page, there is a navigation bar with links: "Account info", "Parents", "Emergency contacts", "Payment info", "Students", and a "Next" button with a right-pointing arrow.

7. Confirm and save existing information by clicking the “Save” button or enter parent information for up to two parents of students who are minors by clicking the three dots next to each entry. If you are filling this out for yourself as an adult student, enter your own information for Parent 1.
- Click the “Next” button in the bottom right corner

The screenshot shows a 'Student registration' interface with a modal window titled 'Parent 1 info'. The modal contains the following fields: 'Name' (with 'Becki Jean' entered), 'Home phone', 'Work phone', 'Cell phone', a checked checkbox for 'Subscribe Becki Jean to updates via texting', and 'Email'. A 'Save' button is at the bottom right of the modal. The background shows a 'Parents' list with one entry for 'Becki Jean' and a 'Next' button in the bottom right corner of the main interface.

8. Confirm and save existing information by clicking the “Save” button or enter emergency contact information for up to 4 contacts by clicking the three dots next to each entry.
- Click the “Next” button in the bottom right corner

The screenshot shows a 'Student registration' interface with a modal window titled 'Emergency contact 1 info'. The modal contains the following fields: 'Name' (empty), 'Home phone', and a 'Save' button at the bottom right. The background shows an 'Emergency contacts' list with one entry for 'Kelley Bleh (mother)' and three empty entries, each with a three-dot menu icon. A 'Next' button is in the bottom right corner of the main interface.

9. If the saved credit card information is correct, click the “Next” button in the bottom right corner.
- Otherwise, edit the information, remove the card and add a new one or add a new credit card entirely.
 - Be sure to select the check box next to “Use credit card for recurring billing?” if you would like for tuition payments to be automatically charged to this card. You will receive the billing statement before being charged, so you will be able to call the office if you have questions before being charged.
 - After all updates have been saved, click the “Next” button in the bottom right corner.

Student registration Cancel registration

Saved credit card

Credit card info [Redacted]
Cardholder name [Redacted] Edit cardholder name
Billing address [Redacted] Edit billing address
 Use credit card for recurring billing?
Remove card

Enter new credit card

All highlighted fields are required.

Card type VISA DISCOVER AMERICAN EXPRESS MARINE
Card number
Exp. date
First name

Previous Account info Parents Emergency contacts Payment info Students Next

10. Confirm and save existing information for the student by clicking the “Save” button or enter the student information.

- Click the “Next” button in the bottom right corner

Student registration Cancel registration

Georgia Jean

Info

All highlighted fields are required.

First name
Last name
Student number 24060
Gender Female Male
Address
City
State
Zip
Home phone

Previous Account info Parents Emergency contacts Payment info Students Next

11. Add notes for to the student you are registering.

- **Tip:** If the scheduling requests or other notes apply to the entire family, refer to step #17 to see how you can submit a note for the entire account, instead of entering it multiple times for each student.
- In the “General notes” section, some suggested items include:
 - Interested Dance Troupes (Mini, Powder Puff, Junior, Senior, Elite, Hip Hop, Show Troupe)
 - Previous dance experience
 - How you heard about Manyet Dance
 - Any other scheduling requests or information you feel is important, for example, preferred day of the week, must start after 5pm, etc.
- It is very important that the “Medical notes” and “Allergy notes” are accurate for all students. This information is provided to teachers for quick reference in case of an emergency during class.
- When all notes have been added, click “Next” in the bottom right corner.

The screenshot shows a 'Student registration' interface for a student named Georgia Jean. The interface is dark-themed. At the top right, there is a 'Cancel registration' button. Below the student's name, there is a 'Notes' section. Underneath, there are three categories of notes: 'General notes', 'Medical notes', and 'Allergy notes'. Each category has an 'Add note' button. At the bottom of the screen, there is a navigation bar with several options: 'Previous', 'Account info', 'Parents', 'Emergency contacts', 'Payment info', 'Students', and 'Next'. The 'Next' button is highlighted in blue.

12. Select the correct session from the drop-down option

- **Tip:** Click the “More options” link to enable options to sort, view and filter the class list
- **Tip:** Click the “Notes/requirements” link for each class to view the class description, in addition to any prerequisites, dance attire or special notes about the class.
- **Tip:** We build our schedule around the requests of our dance families, therefore, all classes are shown with a starting time of **1PM on Monday**.
 - Please pay attention to the description, which indicates the possible DAYTIME, EVENING or SATURDAY option for each level of our classes, rather than the exact day and time.
 - For example, “BTT – BEG – SATURDAY – Ages: 5 – 6” represents a Ballet, Tap & Tumbling class on Saturday mornings for 5-6 year old dancers
- Click the “Request” button to the right of the class
- Click “Request” on the pop up window to confirm your registration request
- You will see the “ Pending approval” message in orange and the “cancel request” link in grey; you may click on this if you would like to cancel the request to be enrolled in that class before it is approved
- Click “Next” in the bottom right corner.

Student registration Cancel registration

Georgia Jean

Classes

After you have finished your registration for the Fall 2020 session, please use the "Notes" tab above to provide us with important information about the registration for your dancer(s). This will help us to customize the schedule better. Here are a few suggestions of items that you might include in your notes to the studio:

*Interested Dance Troupes (Mini, Powder Puff, Junior, Senior, Elite, Hip Hop)
Previous dance experience
How you heard about us*

Any other scheduling requests or information you feel is important, for example, preferred day of the week, must start after 5pm, etc.

2020 - 2021 Dance Year More options

Class	Teacher	
TTUNES - BEG - Tiny Tunes - DAYTIME Mon - 1:00am - 2:00am Ages: 2 - 3 Room HH1 (Key 30001)	No teacher assigned	Request
TTUNES - BEG - Tiny Tunes - EVENING Mon - 1:00am - 2:00am Ages: 2 - 3 Room HH1 (Key 30002)	No teacher assigned	Pending approval <small>cancel request</small>
TTUNES - BEG - Tiny Tunes - SATURDAY Mon - 1:00am - 2:00am Ages: 2 - 3	No teacher assigned	Request

Previous Account info Parents Emergency contacts Payment info Students Next

13. If you are enrolling a student in multiple classes, you will receive an error message warning that the student is enrolled in a class that conflicts with another class; click "Request" to proceed with registration

Student registration Cancel registration

Georgia Jean

Classes

After you have finished your registration for the Fall 2020 session, please use the "Notes" tab above to provide us with important information about the registration for your dancer(s). This will help us to customize the schedule better. Here are a few suggestions of items that you might include in your notes to the studio:

*Interested Dance Troupes (Mini, Powder Puff, Junior, Senior, Elite, Hip Hop)
Previous dance experience
How you heard about us*

Any other scheduling requests or information you feel is important, for example, preferred day of the week, must start after 5pm, etc.

2020 - 2021 Dance Year

Class	Teacher	
TTUNES - BEG - Tiny Tunes - DAYTIME Mon - 1:00am - 2:00am Ages: 2 - 3 Room HH1 (Key 30001)	No teacher assigned	Request
TTUNES - BEG - Tiny Tunes - EVENING Mon - 1:00am - 2:00am Ages: 2 - 3 Room HH1 (Key 30002)	No teacher assigned	Pending approval <small>cancel request</small>
TTUNES - BEG - Tiny Tunes - SATURDAY Mon - 1:00am - 2:00am Ages: 2 - 3	No teacher assigned	Request

Request class

Click Request to confirm that you'd like to request enrollment in this class.

TTUNES - BEG - Tiny Tunes - DAYTIME
Mon - 1:00am - 2:00am
Session: 2020 - 2021 Dance Year
Teacher: No teacher assigned
Ages: 2 - 3
Room HH1 (Key 30001)

⚠ The schedule for the above class conflicts with one or more enrolled/pending classes, listed below. Click Request to request the class anyway.

TTUNES - BEG - Tiny Tunes - EVENING
Mon - 1:00am - 2:00am

Request Cancel

Previous Account info Parents Emergency contacts Payment info Students Next

14. After all requested classes have been selected, click the “Submit requests” button in the bottom right corner

Student registration Cancel registration

Georgia Jean

Classes

After you have finished your registration for the Fall 2020 session, please use the "Notes" tab above to provide us with important information about the registration for your dancer(s). This will help us to customize the schedule better. Here are few suggestions of items that you might include in your notes to the studio.

*Interested Dance Troupes (Mini, Powder Puff, Junior, Senior, Elite, Hip Hop)
Previous dance experience
How you heard about us
Any other scheduling requests or information you feel is important, for example, preferred day of the week, must start after 5pm, etc.*

2020 - 2021 Dance Year More options

Class	Teacher	Submit requests 1
TTUNES - BEG - Tiny Tunes - DAYTIME Mon - 1:00am - 2:00am Ages: 2 - 3 Room HH1 (Key 30001)	No teacher assigned	Pending submission <small>submit/cancel now</small>
TTUNES - BEG - Tiny Tunes - EVENING Mon - 1:00am - 2:00am Ages: 2 - 3 Room HH1 (Key 30002)	No teacher assigned	Pending approval <small>cancel request</small>
TTUNES - BEG - Tiny Tunes - SATURDAY Mon - 1:00am - 2:00am	No teacher assigned	Request

[Previous](#) Account info Parents Emergency contacts Payment info Students **Submit requests**

15. Review the class selections and click “Submit requests” on the pop up window

Student registration Cancel registration

Georgia Jean

Classes

After you have finished your registration for the Fall 2020 session, please use the "Notes" tab above to provide us with important information about the registration for your dancer(s). This will help us to customize the schedule better. Here are few suggestions of items that you might include in your notes to the studio.

*Interested Dance Troupes (Mini, Powder Puff, Junior, Senior, Elite, Hip Hop)
Previous dance experience
How you heard about us
Any other scheduling requests or information you feel is important, for example, preferred day of the week, must start after 5pm, etc.*

2020 - 2021 Dance Year

Submit requests

Review your class selections below, then click **Submit requests** to submit them to the studio for approval.

Class	Actions
TTUNES - BEG - Tiny Tunes - DAYTIME Mon - 1:00am - 2:00am Session: 2020 - 2021 Dance Year	Remove

Submit requests Cancel

Student registration Cancel registration

Georgia Jean

Classes

After you have finished your registration for the Fall 2020 session, please use the "Notes" tab above to provide us with important information about the registration for your dancer(s). This will help us to customize the schedule better. Here are few suggestions of items that you might include in your notes to the studio.

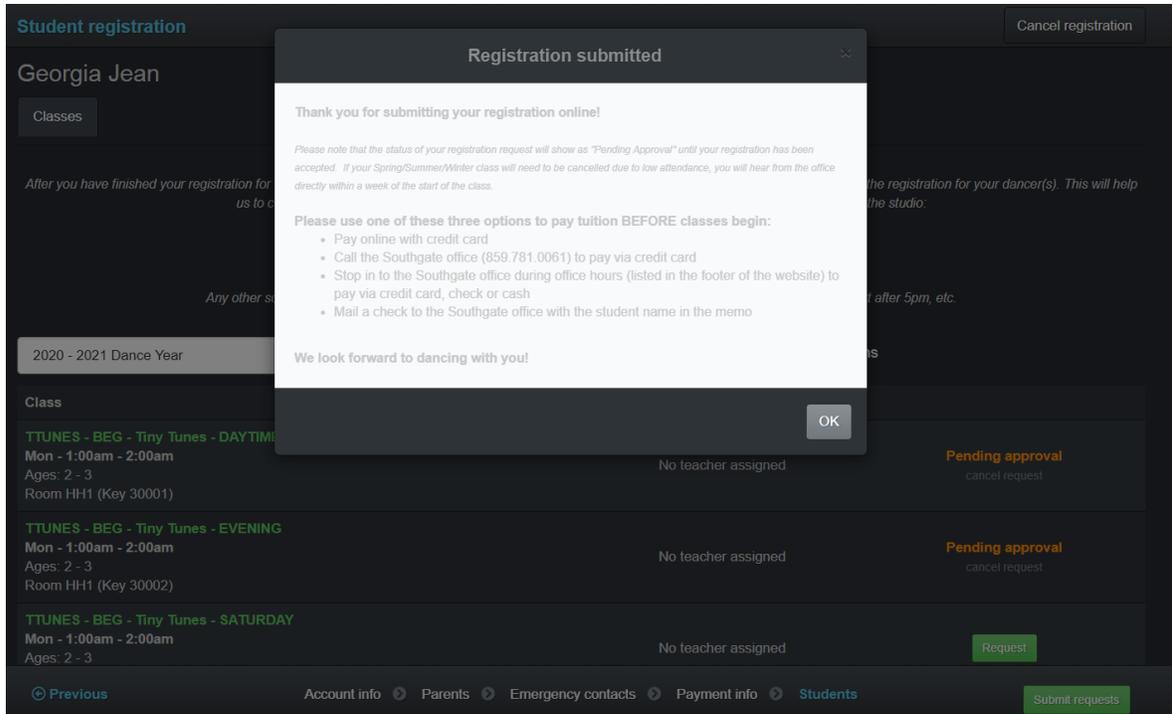
*Interested Dance Troupes (Mini, Powder Puff, Junior, Senior, Elite, Hip Hop)
Previous dance experience
How you heard about us
Any other scheduling requests or information you feel is important, for example, preferred day of the week, must start after 5pm, etc.*

2020 - 2021 Dance Year

Class	Teacher	Submit requests 1
TTUNES - BEG - Tiny Tunes - DAYTIME Mon - 1:00am - 2:00am Ages: 2 - 3 Room HH1 (Key 30001)	No teacher assigned	Pending submission <small>submit/cancel now</small>
TTUNES - BEG - Tiny Tunes - EVENING Mon - 1:00am - 2:00am Ages: 2 - 3 Room HH1 (Key 30002)	No teacher assigned	Pending approval <small>cancel request</small>
TTUNES - BEG - Tiny Tunes - SATURDAY Mon - 1:00am - 2:00am	No teacher assigned	Request

[Previous](#) Account info Parents Emergency contacts Payment info Students **Submit requests**

16. You will receive a confirmation message and after clicking “OK” you will either be directed to register your next student for classes or you will be redirected to your account page.



17. If you would like to enter notes that apply to everyone in the account, click “Account” in the top menu and then select “Notes”
- Click “Add note” to enter information about the account

