



Helpful Registration Tips – Winter/Spring 2019 Semester – Classes

- Springfield Ballet has launched a new online registration system hosted by Active Network. From Springfield Ballet’s website homepage, www.springfieldballet.org, select the School tab, then Register Now. Click the *Register for Winter/Spring 2019 Semester* button.
- Once the online registration portal has opened, you will see a session list with all class level options. Please note a few items:
 - Before you “add to cart” the ballet level for your dancer, please take note that several levels have multiple tuition options. Some levels provide a “1 class per week” option (lower tuition rate) along with “multiple classes per week + x elective” option. Please “add to cart” the tuition option that provides the amount of technique class/es and elective/s your dancer will take this semester.
 - If you are registering multiple students, add ALL class levels and options to your cart before you continue.
 - For example, if you have two students in Ballet 1, you will add **Ballet 1** to your cart twice. If you have a Ballet 2 student and a Ballet 5 student, you will add both class levels to your cart. You will select your student’s specific class schedule in a later step.
 - If you are registering a Creative Movement 2, Pre-Ballet or Ballet 1 student who wants to take more than 1 class per week, you will add all class level options to your cart. Initially, it will look like you are being charged for tuition multiple times; however, Active Network is automatically setup to provide a discount to your account if you choose more than 1 class per week (referred to “Add on class rate” on Tuition Rate document). You will see this discount during check-out **for these 3 levels only**.
 - Once tuition level option/s are added in your cart, they will appear under “Your Selections” section on the right of your screen. When satisfied, click *Continue*. Note that the quantity listed relates to the number of students you are registering for each class level.
- Once you are logged into your Active account (step 1), you will choose the Participant and Class Options (class schedule) for each ballet level in your cart (step 2).
 - At this point, each ballet level will show the tuition option chosen, and the number of classes and electives included. Please make sure that the classes you choose match the classes and electives included in your tuition option.
 - Only select the classes you wish to register your student in.
 - When registering multiple students, under Person, select “Register a New Person” to add an additional student’s information.
 - Please note: for students in levels B3/4 and up, there is a new optional EXTRA class titled “Workshop” that is an additional \$40 above the tuition rate. If chosen, this additional fee will be automatically added into your cart during check-out.
 - The Winter/Spring 2019 Registration Fee will appear for your information. This is applicable to all students.

- (Step 3) Once you are satisfied with your student’s class schedule, click *Continue*.
- (Step 4) Next, the standard Registration Form appears – it will be auto-filled if your dancer/s is/are a returning student/s. Please fill in any missing information and/or update any contact information changes required (address, phone, email, etc.)
 - Under “Payment Information”, you will select either “Pay in Full” or “Deposit with Payment Plan.” Please note that the Payment Plan does have an additional fee incurred if you choose that option. The monthly rate, which includes the payment plan fee, is shown in the Tuition Rates policy under “Waivers and Agreements.”
- (Step 5) Once all “Waivers and Agreements” have been checked (***please do read them all!***), you need to initial your agreement to all policies and click *Continue*.
- (Step 6) In the cart, please review your order carefully. You will notice the Registration Fee for each dancer has been added to your cart for your convenience.
 - If you have been awarded a scholarship or work-study grant, please enter the code under “coupon code.”
 - Under “Check-Out”, please choose the same payment method that you chose on the Registration Form (under step 4). This confirms you are charged tuition and fees correctly. Selecting a different payment option in the cart will cause you to be charged incorrectly.
 - If you are using the Payment Plan, the dates and amount of each payment is displayed.
- (Step 7) Finally, you will fill out billing, payment and account information. Please note: all payment plans are required to be setup for automatic billing.
- (Step 8) When you are satisfied with your cart, click *Complete*.
- A class registration confirmation email will be sent to the email address you listed during registration. If you have any questions or concerns, please call the Business Office at 417.862.1343.