

STEPS 'N MOTION DANCE STUDIO - COMPETITIVE STUDENTS
CUSTOMER PORTAL ACCESS INSTRUCTIONS FOR INITIAL SET UP AND SUMMER 2011 REGISTRATION

IMPORTANT: If you already have a customer portal because you've had recreational students at Steps, continue using the same login information as you've always used. Be sure to add your competitive students and enroll them in summer classes (see steps 8-9 below.)

1. Access the Steps Customer Portal Login page by clicking [HERE](https://app.jackrabbitclass.com/portal/ppLogin.asp?id=504738) or by going to:
<https://app.jackrabbitclass.com/portal/ppLogin.asp?id=504738>
2. Using the email address you have on file with us, enter your email address as requested and click on the "**I Don't Know My Password**" link.
3. You will be mailed (within 5 minutes) a temporary password. *(PLEASE BE SURE TO CHECK YOUR JUNK MAIL OR SPAM FOLDER IF YOU DO NOT RECEIVE IT.)*
4. Return to the Customer Portal Login page and using your email address and the temporary password, login to the portal.
5. Once you have entered your family portal, you'll notice several 'tabs' across the upper portion of the page. You will use these tabs to enter & update your account information.
6. **MY ACCOUNT:** Click on this tab and enter your full address details along with your credit card information. If you'd like to change your password or user id, use the appropriate button to do so. Be sure to **SAVE** your changes using the **SAVE** button. *(Your full address, phone #, and credit card information is required to register for a class.)*
7. **MY CONTACTS:** This page allows you to add additional contact information. For example, you might add a contact for each parent. If a grandparent picks up your student or makes payments for your student, add their information here. Be sure to **SAVE** your changes using the **SAVE** button.
8. **MY STUDENTS:** Add your student(s) information here using the **ADD NEW STUDENT** button. Again, remember to **SAVE** your student information by using the **SAVE** button.
9. **REGISTRATION:** Enroll your student(s) in summer classes using this tab. Be sure to select **COMP** from the *Location* drop down and **Comp-Summer 2011** from the *Session* drop down to filter the appropriate classes. Double click on a class to bring up a window that will allow you to enroll your student in the class. Only students within the appropriate class age range will be available for enrollment.
10. **POLICIES:** Please take a moment to enter your full name as an electronic signature and agree to our policies. Please keep in mind that competitive students typically have additional policies & requirements that require your signature prior to the competition season kick-off.
11. Once you've completed these steps, you may sign out using the link immediately below your email address near the top right of your screen.
 - Ms. Brittany will go over your registration information, charge the credit card you have placed on file (in Step 6) for summer tuition in full, and send you a registration confirmation email. Your credit card will not be charged further fees without your further permission.
 - You can make changes to your account, including changing your credit card, at any time by logging in and updating/changing your information using the appropriate tab. Just remember, **ALWAYS USE THE SAVE BUTTON** after making changes. Once the competitive season begins and you are placed in appropriate technique and rehearsal classes, you will have the ability to make payments online from your home or work computer.