

Dance for Life! Registration & online portal instructions



Step 1: click on this link to open up the customer portal

https://www.thinksmartssoftware-au.com/misc/customer_portal/customer_portal_link.php?server=AU&product=dancebiz&customer_id=5DC1F18CA95E8&page_to_navigate_to=HomePage&page_to_navigate_to_params={}

Step 2: Click on the register a new account highlighted in **Yellow**

enrol@danceforlife.net.au

Sign In

Forgot Your Password?

OR

Sign in with FACEBOOK

Sign in with GOOGLE

Contact Us | **Register New Account**

Step 3: Enter in your details as per below and submit registration.

Register New Account

First Name

Last Name

Email

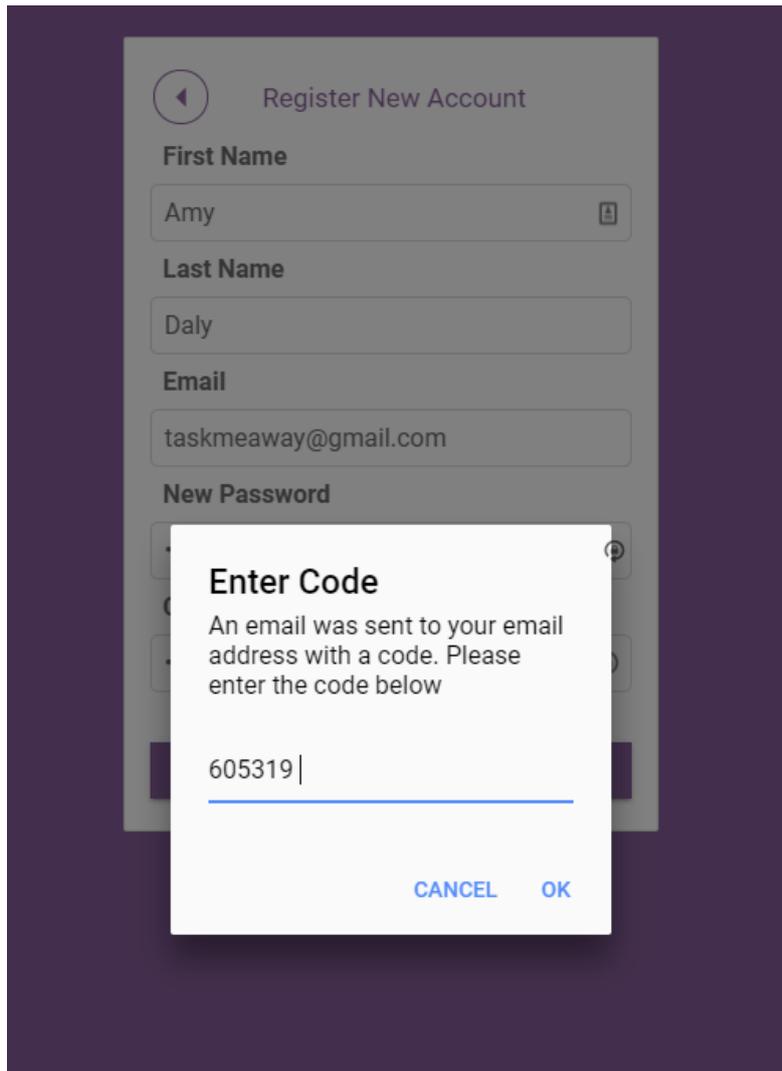
amytro76@gmail.com

New Password

Confirm Password

Submit Registration

Step 4: you will be asked to add in a code sent to your email you used for registering



Step 5: You are now logged in and have an account created. You will be asked to read the terms and conditions and accept and sign

Terms & Conditions

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Terms and Conditions:

1. All Students who attend Classes/Trial Classes at Dance for Life! must enrol via the online booking form prior to attending their first Class – xxxx
2. 2020 Registration Fee [\$25 GST inclusive] is to be paid once Class Enrolment is confirmed.
3. Classes are invoiced each NSW School Term and are due by the 2nd Week of each Term. 2020 Term Fees are due by Thursday 13 February [1st Term], Thursday 14 May [2nd Term], Thursday 30 July [3rd Term] and Thursday 22 October [4th Term].
 - Late Fees of 10% of outstanding invoices will be added Weekly to overdue accounts until payment is finalized.
 - Term Fee Payment Plans are available and must be finalized by the end of the 1st Week of each Term. Those dates for 2020 are by 6 February, 7 May, 23 July and 15 October. It is up to you, the Child's Guardian, to contact accounts@danceforlife.net.au to make payment plan arrangements.
4. Service NSW Active & Creative Kids Vouchers can be used as part payment towards your Term Fees. As per Service NSW Guidelines, once the voucher has been claimed, no refund is allowable under any circumstances.
5. Communication is important! In 2020 Dance for Life! will have a 'Closed Facebook Group' [separate to our Public Facebook Page] as well as our

I accept the Terms & Conditions



Please sign above

Step 6: You will be asked to read and sign a medical release form

Medical Release Form

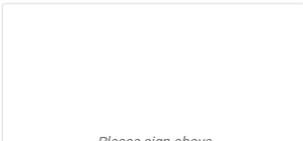
Medical Release Form

I acknowledge that by participating in Dance there is a risk of injury. In allowing my child to participate in activities at Dance for Life!, I hereby assume all the risks associated with Dance.

I understand the importance of myself and my child following the instructions / rules set by DfL coaches, and I agree to release YDance for Life! and it's employees of any liability which may arise as a result of my child's participation in activities.

All staff will ensure absolute safety at all times in all classes. Safe progressions, clear instructions and appropriate class content will be specific & suitable to student's capabilities, thereby minimizing all risk of injury.

I accept the Medical Release Form



Please sign above

CLEAR SIGNATURE

ACCEPT

Step 7: You will be asked to complete your own personal details as a parent. The fields with the * are mandatory and must be completed. Once all the details are complete you need to hit save

Update Your Details

BASIC INFO

First name*

Last name*

CONTACT INFORMATION

Home phone

Work phone

Mobile phone*

Mobile phone 2

Email*

Secondary email

ADDRESS

Address 1* This field is required

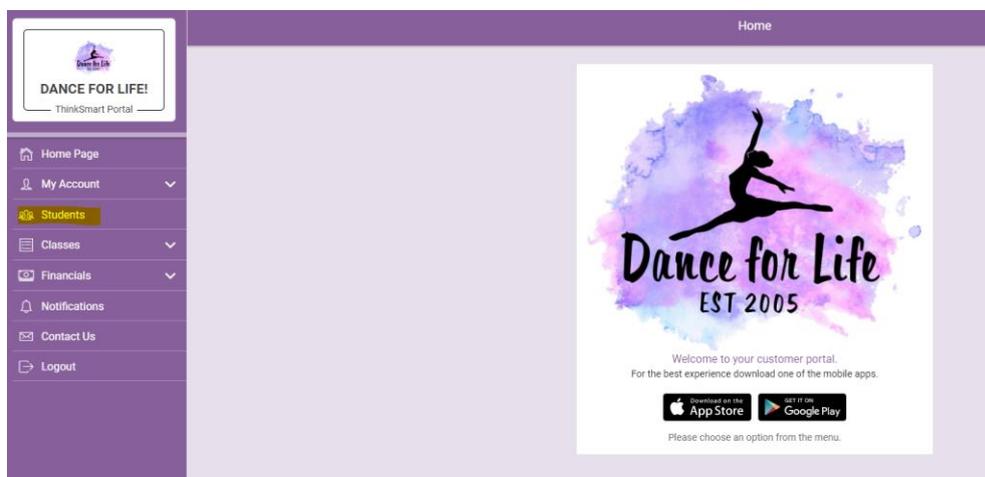
Address 2

Suburb* This field is required

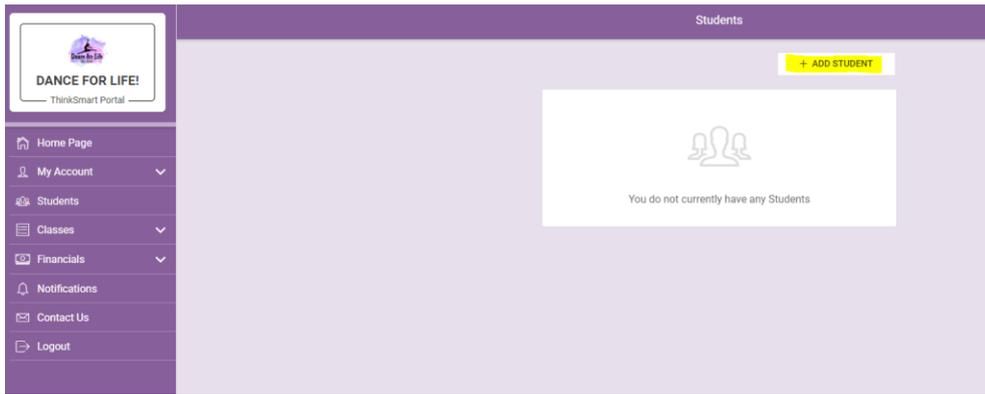
State*

Postcode* This field is required

Step 8: Now you need to enrol your child/ren into their dance classes. To do this you need to click on the students link on the left hand side (highlighted yellow)



Step 9: Then click add student



Step 10: You then need to complete all the information for your child. If there are multiple children once you complete this step you can choose Add Student in the top right

Add Student Details

First name* First name is required

Last name* Last name is required

DOB* DOB is required

Gender* Gender is required

CONTACT INFORMATION

Mobile phone

Email

ADDRESS

Same address as you?

Address 1* Address 1 is required

Address 2

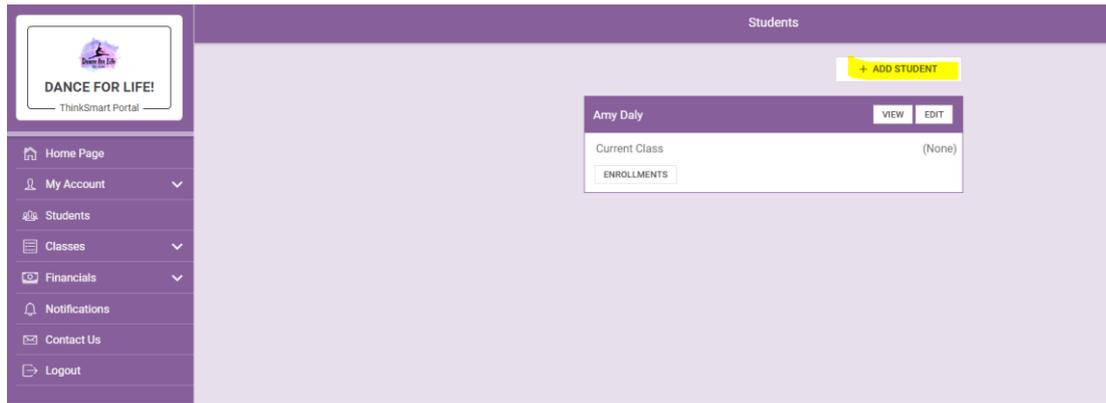
Suburb Suburb is required

State New South Wales

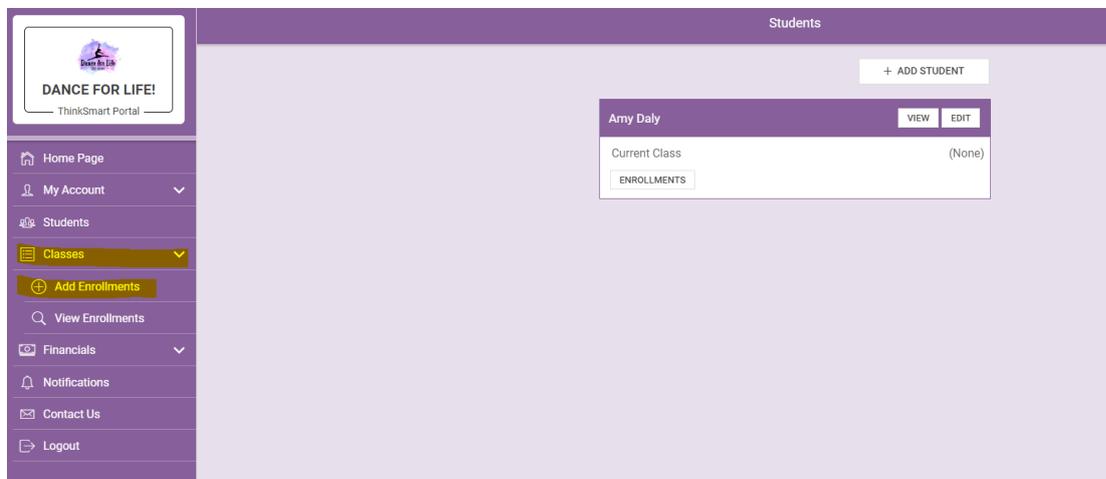
Postcode Postcode is required

OTHER INFORMATION

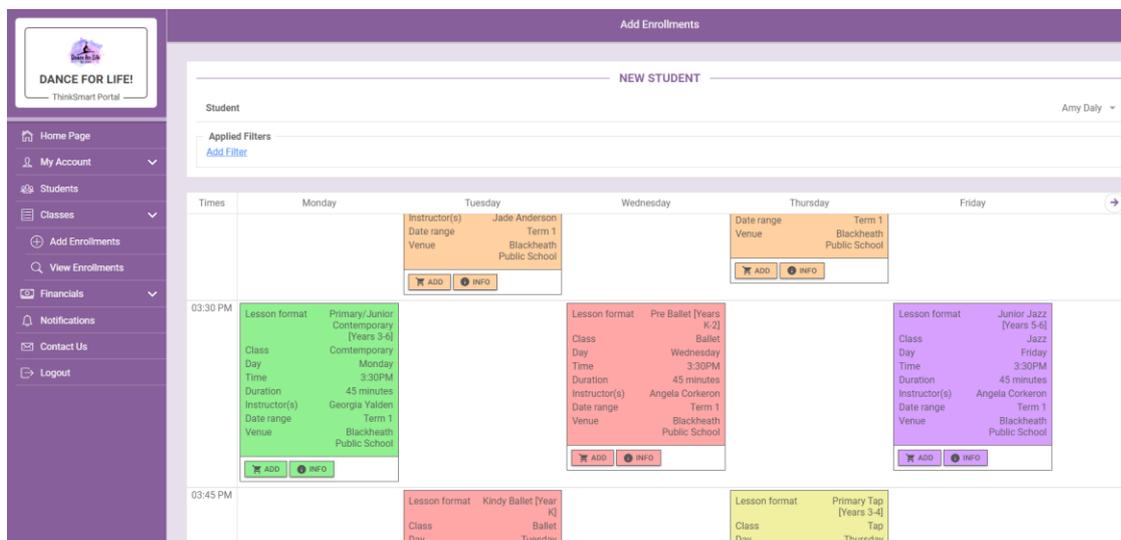
To add extra children click add student



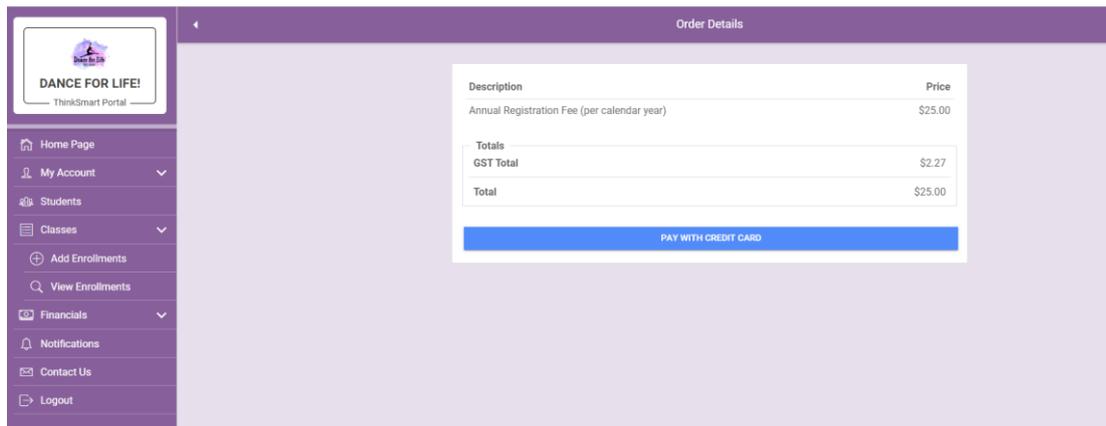
Step 11: Once all your child/ren details are added into the system you can now enrol them into their classes. To do this you need to click on Classes down the left hand side and the click add enrollments



After you select add enrolmments you then choose the child you wish to enrol. Then all the classes will come up and will need to scroll through and click the add button for each of the classes your child wishes to partipate in. This step will need to be completed for each child you wish to enrol. By clicking on the info button as well it will provide you with the information about the class, time, day and teacher etc.



Step 12: Once you have selected your last class, click on your cart in the top right corner of the page and click checkout. It will then take you to your order details page where you will be asked to pay your online registration fee. Once this is paid your child/ren will be enrolled and you will receive an email with the enrolment details.



If you have any questions or need any assistance with the above or registering online please do not hesitate to email us at enrol@danceforlife.net.au or call Amy on 0404 032 589.

Thanks

Angela