

## **Online Class Registration 2019- 2020**

**Note:** Please review the **class placements** and the **schedule by LEVEL** below before registering.

All students taking Contemporary or Lyrical **MUST** also take Ballet.

**Important Dates and Info:** (*visit BalletElite.com and "Calendar" page or updated info*)

- **Ballet/Contemporary Intensive @ Studio**
  - Tuesday, August 13th @ Ballet Elite
  - Francis Veyette Ballet Instructor; Contemporary Instructor TBA
  - Details coming in August
  
- **Nutcracker Ballet Auditions @ Ballet Elite**
  - Thursday, August 22nd 5:00 - 8:00 pm
  - Ages 6 and up may audition
  - Details coming in August
  
- **Evaluation Classes @ Ballet Elite**
  - Monday, 8/26 - Wednesday, 8/28 4:00 - 7:00 pm
  - Detailed schedule coming in August
  - For new students with experience or those wanting to add a new style of dance
  
- **Required Class Leotards & Other Product Sales @ Ballet Elite**
  - Monday, 8/26 - Thursday, 8/29 4:00 - 7:00 pm
  - Full dress code coming in August
  
- **Classes Begin Tuesday, September 3rd**
  
- **Link to schedule & levels email from 7/25 with further details**
  - [https://docs.google.com/document/d/1Ya1CS\\_PzzD8l\\_Wrpqxly86m2XgFIGVHtW9JJN8f0lko/edit?usp=sharing](https://docs.google.com/document/d/1Ya1CS_PzzD8l_Wrpqxly86m2XgFIGVHtW9JJN8f0lko/edit?usp=sharing)
  
- **Schedule by Level**
  - **THREE CHANGES HAVE BEEN MADE since we sent the schedule Thursday.**
  - Teen Jazz now Friday 4:30 - 5:30 pm
  - Intermediate Jazz now Friday 5:30 - 6:30 pm
  - ADDED: Junior Intermediate 1 & 2 Ballet Wednesday 7:30 - 9:00 pm (Lisa)
  - [https://docs.google.com/spreadsheets/d/11rAirxDSGJP8xnww\\_xjWm4E3il5e2mr6pmrASe7kjJ4/edit?usp=sharing](https://docs.google.com/spreadsheets/d/11rAirxDSGJP8xnww_xjWm4E3il5e2mr6pmrASe7kjJ4/edit?usp=sharing)
  
- **Class Placements**
  - See email from 7/25 for details on placements
  - Contact the studio to received additional class placement for new styles
  - <https://docs.google.com/spreadsheets/d/1Kjc9Z9aIKO5QvvlH72Yd8yIl2mbDTzD3imzcDG6e4OU/edit?usp=sharing>

**HOW TO REGISTER**

## Returning Students (new students may register via the website: BalletElite.com)

<https://app.jackrabbitclass.com/portal/ppLogin.asp?id=531573>

### **OR Register through the Ballet Elite App (see #3 below)**

- Username: email address on file with Ballet Elite  
(If the system does not recognize your email address, please contact Ballet Elite and do NOT create a new account.)
  - Enter your password or click forgot password to receive an email to set your password
  - Please update your contact and student information (check address, email, and phone number)
  - **Go to “Classes and Events” to register for classes**
    - Select Class (note the # of spots left listed above the class name)
    - Add To Cart
    - Select the student (all siblings should appear - add student if needed)
    - Write a comment if necessary
    - Choose “Add” at the top of the page
    - Check Out or Continue Shopping to add more classes
    - No fees will show for returning students until we add them manually
    - Once we approve your registration, the card on file will be charged for the registration fee (\$55.00 per student, \$45.00 sibling - no fee for adults)
  - **Tuition amounts are listed below per hour per student**
    - September tuition should add automatically when you register.
    - If the tuition has not been added and you would like to pay early, contact the studio via email
  - **Set up recurring billing (avoid \$25 late fee after the 10th of each month)**
    - Tuition only may be run automatically on the 1st or the 10th of each month
    - Go to “Billing and Payments”
    - Select “E-payment Schedule” (blue tab on left)
    - “Select” and choose “1st of the month” or “10th of the month” and “Save”
  - **Add student photo & t-shirt size (help instructors learn students’ names!)**
    - Got to “Students”
    - Click “View (student name)” in blue on bottom of their profile
    - Click edit pencil
    - Click another edit pencil on their photo circle to add or edit photo
    - Please use a headshot as photos are small
    - Select t-shirt size (helpful for show shirts) and “Save”
  - You will receive an email notification for each class registration
  - The studio has limited hours in August so be sure to contact us with questions via **EMAIL AFTER 8/2 - DO NOT CALL OR WE MAY NOT GET THE MESSAGE**
2. **Tuition amounts** will not display until we add them after you register..
- a. Tuition is calculated by the total hours per week each student takes
  - b. Each student is calculated separately and additional students in the family receive a 10% discount (applies to the sibling with lower number of hours)

- c. Tuition Pricing:  
<https://docs.google.com/document/d/1SLB-oJO8lcdhVT2b52825JP3TACrjRcV9Yff-UFyrcM/edit?usp=sharing>

### 3. Ballet Elite App!

- a. Access Your Account
  - b. Make Payments
  - c. View and Add Classes
  - d. Check Recent Emails (in “messages”)
  - e. Receive Notifications (MUST join a group first-see below)
- **Find it INSIDE the Mi Dance App**
    - Search Mi Dance in the App Store and look for the blue and white logo
    - Search Ballet Elite Dance Studio
  - Login
    - Use the same login and password you use for the Parent Portal
  - Joint Groups to Receive Notifications
    - Find “Groups” at the bottom of the App
    - Join 2019-2020 Session
    - Nutcracker and Holiday performance groups will be added later

Families will receive an email confirmation of the registration. If you have registered for a class that is not the correct level, we will contact you within 48 hours. Leotards, tights, Ballet shoes, BE gear, etc. can be purchased at the studio during **open registration Monday, August 26th - Thursday, August 29th from 4:00 - 7:00 pm.**