

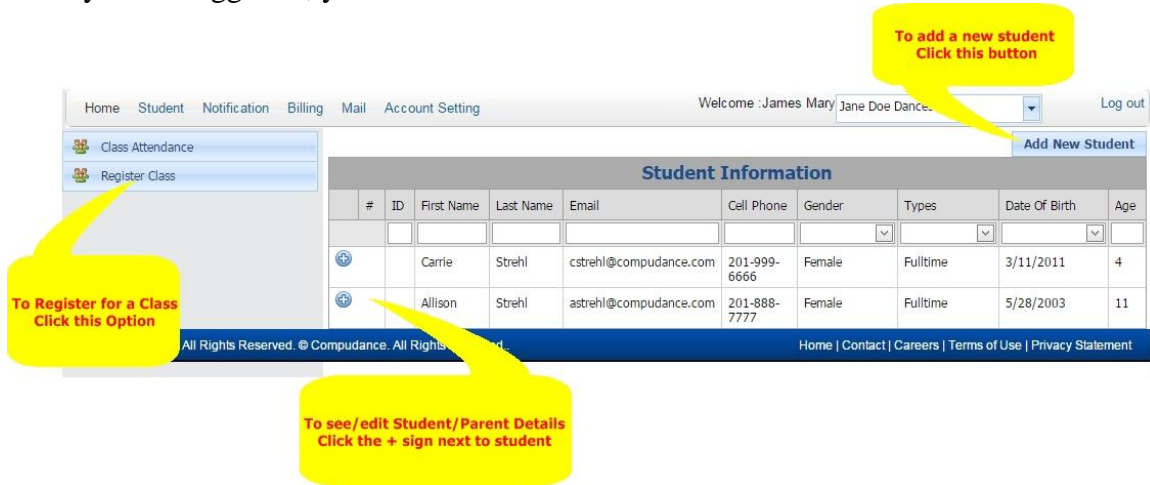
Parent Portal Manual

Thank you for using our Parent Portal.

To Login click on the Login Link on the top right. Enter your email address and password in the form.



Once you are logged in, you will see a screen similar to this.



You may add a new student by clicking the right side button "Add New Student".

You may register for Class by choosing the Register Class Option on the Left Side of screen.

You may edit an individual Student by Clicking the Plus sign next to their name.

ADDING A STUDENT

If this is the student's first time registering with the studio. You will need to Click Add New Student Button on the top right side.

If you have already attended or registered for a class, you should see the student name listed below the white filter header. If you do not, please contact the studio to link the student to your login account.

The screenshot shows the "Add New Student" form. At the top right is an "Add New Student" button. Below it is a "Student Information" table with columns for #, ID, First Name, Last Name, Email, Cell Phone, Gender, Types, Date Of Birth, and Age. Below the table is a form with input fields for First Name, Last Name, Email, Cell Phone, Gender, Type, and Date Of Birth. There are "Save" and "Cancel" buttons at the bottom.

You must enter all of the fields. The cell phone number provided will be sent alerts if subscribed.

Once all data is filled, click the SAVE button.

You will be brought back to the main screen. Click the Plus sign next to the student's name. A group of folders will open. You will need to click "ADD NEW ADDRESS". The Student's address will need to be populated.

Click PLUS sign next to name to OPEN Details. When Open becomes a -

Guardian Info Tab

Click Add New Address

Student Address Details Tab

This is a Filter Line NOT Data Entry

Click Update to SAVE

Add Address Details Here

The Guardian Details will need to be entered. If you click on the Fourth Tab- Guardian Information. Then Click "ADD PARENT DETAIL". There can be multiple Parents or Guardians set up per student. One of the Guardians will need to be marked for the Default Bill To.

Click to Add A NEW Guardian/Parent

Guardian Record. Click Plus sign to see details.

Must Add Address for Guardian Which matches Credit Card/Bank Account To pay online.

Click Edit to Correct Information. Click Update to SAVE

Once all of the Student's Information and Guardian Details Entered, You can register for a Class.

REGISTER FOR A CLASS

Click the Left Side Menu Option “**Register Class**”

Chose the Student you wish to Register and click the PLUS sign next to their name.

A box will open below the student listing Available Classes.

Click the box to the right of the Class you wish this student to enroll in. You may choose more than one.

Fill in the Registration Date as the First Day student wishes to begin Class. Check with studio if you are not sure of date.

Then Click the Register Button.

Now if you go back to the student detail you will see the classes listed in the student's Class tab.

BILLING

To View/Pay your invoices, click on the Billing header.

All of the invoices will be displayed. You may use the filter boxes on top to search for all invoices for a specific student, payment amount, due date, paid date or status. You may also sort by any column by clicking the Header Name you wish to sort by. For example you can filter by Status and sort by Due Date.

You may click the Plus sign next to an invoice to see the details. If invoice has a payment you will see a Payment Tab giving details for the payment received.

To Pay an invoice, click the Pay Full link to the left of the invoice.

The screenshot shows the 'Pay Invoices' interface. At the top, there is a table with columns: #, Student Name, Amount, Tax, Due Amount, Paid Amount, Due Date, Paid Date, and Status. A single invoice is listed for 'Strehl Carrie' with an amount of 80.00 and a due date of 4/18/2015. Below this, there are tabs for 'Invoice Details' and 'Payment'. The 'Invoice Details' tab is active, showing a table with columns: #, Item Name, Amount, Tax, and Total Amount. Two items are listed: 'Ballet Shoes - Child' (35.00) and 'Ballet Shoes - Adult' (45.00). A yellow callout bubble points to the 'Payment' tab with the text: 'Chose Payment tab ACH- Pay by Check Online or One Time Credit Card'. Below the invoice details, there are tabs for 'One Time ACH' and 'One Time Credit Card'. The 'One Time Credit Card' tab is active, showing a form with fields for: Pay By (a dropdown menu), Card Type (set to 'Visa'), Card Number, CVV, Amount (set to 80.00), Card Holder Name, and Expiration Date (set to 01/2015). A yellow callout bubble points to the 'Pay By' dropdown with the text: 'Enter all Details If the Pay By Drop Down is Empty You must enter Guardian Details for this student.' At the bottom of the page, there is a footer with copyright information and navigation links: '© CompuDance. All Rights Reserved. © CompuDance. All Rights Reserved. Home | Contact | Careers | Terms of Use | Privacy Statement'.