

## Online Registration


now offered by studio B

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### STEP ONE – LOG IN

A separate login is provided for current students and new students.

You will find the graphic below on the website on the:

 **home page**, or the

 **registration page**



Click on the graphic and it will take you to an online portal for Jackrabbit. Proceed to:

Step Two – New Students or

Step Two - Current Students.

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## STEP TWO – NEW STUDENT REGISTRATION

Note: If you are CURENTLY TAKING CLASSES, you are in our system. Proceed to Step Two – Current Student Registration (even if it is the first time you are login in).

### New Student Registration

The link will take you to a registration page where you can enter your contact information, select classes, and make payments. The page will look like this:



## Registration

**[Already a customer? Click here to login.](#)**

How did you hear about us? \*  Referral Name:  \* - denotes required fields

**Family Information:**

Family Name:

Contact #1 First Name: \*  Last Name: \*  Type: \*

Home Phone: 214  Cell #: 214  Work #: 214

Email: \*  (Emails are kept confidential)

Contact #2 First Name:  Last Name:  Type:

Home Phone: 214  Cell #: 214  Work #: 214

Email:  (Emails are kept confidential)

Address: \*

City: \*  State: \*  Zip: \*

Home Phone: \* 214

Emergency Contact Info:  
(Not Contact #1, Contact #2)

Health Insurance Carrier:

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# STEP TWO – CURRENT STUDENT REGISTRATION

Powered by Jacki



Please enter the Email Address we have on file for you (or your Login ID) and your Password, then click the **Sign In** button.

Email/Login ID:

Password:

[I don't have or don't know my password](#)

All students currently taking classes are registered in our system. When logging in for the first time, you will need to select the blue words [I don't have or don't know my password](#). This link will send a temporary password to your email (on file with the studio). Use this password to login to the system. Once in the site, you should change your password. Click on My Account tab and then the button Change My Password.

You can also enter your credit card information in the area provided, which will be used later in the registration process.

**studio B Portal**

I want to:

News **My Account** Fees & Payments My Contacts My Students My Classes Registration Policies

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Account Balance: **0.00**

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Address Line 1:  Home Phone:

Address Line 2:  Emergency Contact Info:

City:  Registration Date:

State/Province:  Postal/Zip Code:

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**Credit Card Information:** **Billing Address:**

Name as it appears on card:  Address Line 1:

Card Type:  Address Line 2:

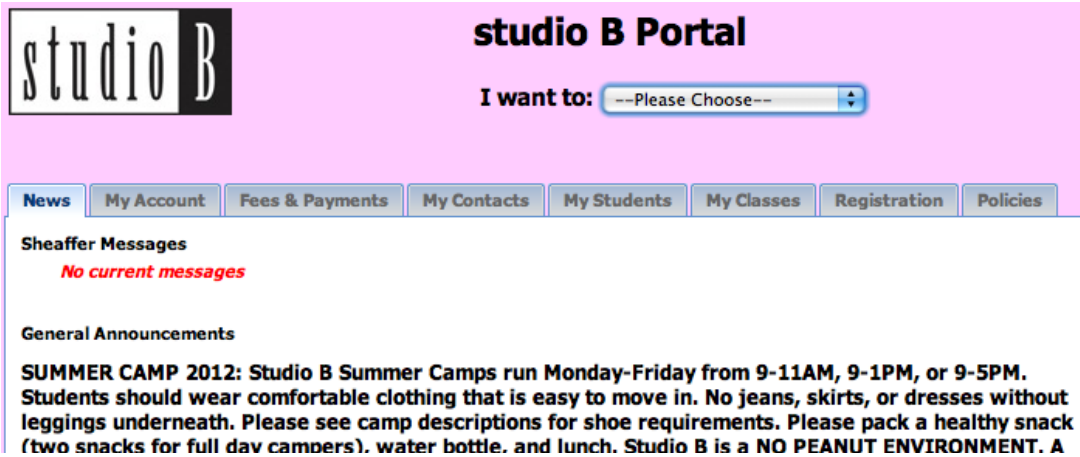
Card Number:  [Change](#) City:

Card Expiration Month:  Exp Year:  State/Province:  Postal/Zip Code:

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## STEP THREE – NAVIGATING THE ONLINE PORTAL

The opening page of the studio B portal will look like this.



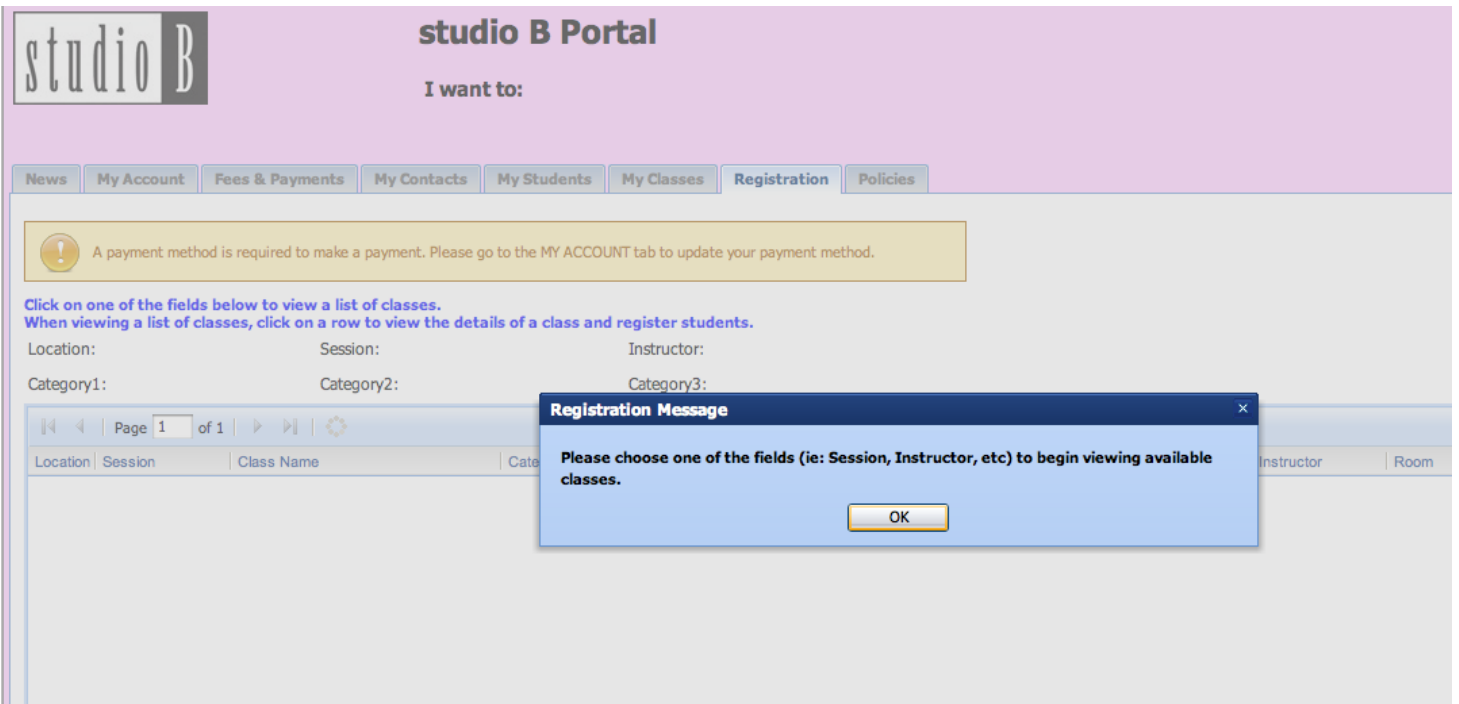
(use the scroll bar to read down on the page)

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### Instructions Continued

Below the words “studio B Portal” is a drop down box called I want to (PLEASE CHOOSE).

Select “Register for a Class” and then click the OK button after reading the pop-up message.



You will now view the following screen:

The screenshot shows the 'studio B Portal' interface. At the top left is the 'studio B' logo. To its right is the text 'studio B Portal' and a dropdown menu labeled 'I want to:' with the option '--Please Choose--'. Below this is a navigation bar with tabs: News, My Account, Fees & Payments, My Contacts, My Students, My Classes, Registration, and Policies. A yellow notification box contains a warning icon and the text: 'A payment method is required to make a payment. Please go to the MY ACCOUNT tab to update your payment method.' Below the notification, there is a blue instruction: 'Click on one of the fields below to view a list of classes. When viewing a list of classes, click on a row to view the details of a class and register students.' This is followed by filter dropdowns for Location, Session, Instructor, Category1, Category2, and Category3, all set to '--Please Select--'. Below the filters is a table header with columns: Location, Session, Class Name, Category1, Category2, Age Range, Start/End Date, Days, and Class Time. Two blue arrows point to the 'Location' and 'Session' columns in the table header.

Note that there are no classes listed. To find classes:

- ✚ Select Location (STB or you can choos ALL locations). Please note that studio B currently offers classes at only one location.
- ✚ Select Session (for instance, Summer 2012)

You will now be able to view all class choices listed by date and age range. Select your choice(s) and then you can finalize your registration. Note, you will need to have entered your credit card information under the “My Account” tab to finish the registration.

Your screen will look like (next page):



# studio B Portal

I want to:

- News
- My Account
- Fees & Payments
- My Contacts
- My Students
- My Classes
- Registration
- Policies



A payment method is required to make a payment. Please go to the MY ACCOUNT tab to update your payment method.

Click on one of the fields below to view a list of classes.

When viewing a list of classes, click on a row to view the details of a class and register students.

Location:  Session:  Instructor:

Category1:  Category2:  Category3:

Page 1 of 2

Location	Session	Class Name	Category1	Category2	Age Range	Start/End Date	Days	Class Time
STB	Summer 2012	Broadway Kids (3-5 yrs)	Musical Arts	Summer Camp	3 - 5	07/30/2012 - 08/03/2012	MTWThF	9:00AM - 1:00PM
STB	Summer 2012	Broadway Kids (6-8 yrs)	Musical Arts	Summer Camp	6 - 8	07/30/2012 - 08/03/2012	MTWThF	9:00AM - 5:00PM
STB	Summer 2012	Broadway Kids (9+ yrs)	Musical Arts	Summer Camp	9 -	07/30/2012 - 08/03/2012	MTWThF	9:00AM - 5:00PM
STB	Summer 2012	Curtsies and Cupcakes (2-3 yrs)	Combo Class	Summer Camp	2 - 3	06/18/2012 - 06/22/2012	MTWThF	9:00AM - 11:00AM
STB	Summer 2012	Curtsies and Cupcakes (4-6 yrs)	Combo Class	Summer Camp	4 - 6	06/18/2012 - 06/22/2012	MTWThF	9:00AM - 1:00PM
STB	Summer 2012	Direct from Broadway (6-8 yrs)	Musical Arts	Summer Camp	6 - 8	06/04/2012 - 06/08/2012	MTWThF	9:00AM - 5:00PM
STB	Summer 2012	Direct from Broadway (9+ yrs)	Musical Arts	Summer Camp	9 -	06/04/2012 - 06/08/2012	MTWThF	9:00AM - 5:00PM
STB	Summer 2012	Disney Dreamin' (3-5 yrs)	Musical Arts	Summer Camp	3 - 5	06/25/2012 - 06/29/2012	MTWThF	9:00AM - 1:00PM
STB	Summer 2012	Disney Dreamin' (6+ yrs)	Musical Arts	Summer Camp	6 -	06/25/2012 - 06/29/2012	MTWThF	9:00AM - 5:00PM
STB	Summer 2012	Fairy Princess Camp (2-3 yrs)	Ballet	Summer Camp	2 - 3	08/06/2012 - 08/10/2012	MTWThF	9:00AM - 11:00AM
STB	Summer 2012	Fairy Princess Camp (4-6 yrs)	Ballet	Summer Camp	4 - 6	08/06/2012 - 08/10/2012	MTWThF	9:00AM - 1:00PM
STB	Summer 2012	Hip Hop Hooray (3-5 yrs)	Hip Hop	Summer Camp	3 - 5	07/16/2012 - 07/20/2012	MTWThF	9:00AM - 1:00PM
STB	Summer 2012	Hip Hop Hooray (6-8 yrs)	Hip Hop	Summer Camp	6 - 8	07/16/2012 - 07/20/2012	MTWThF	9:00AM - 5:00PM
STB	Summer 2012	Hip Hop Hooray (9+ yrs)	Hip Hop	Summer Camp	9 -	07/16/2012 - 07/20/2012	MTWThF	9:00AM - 5:00PM
STB	Summer 2012	Popstar Camp (3-5 yrs)	Jazz	Summer Camp	3 - 5	07/23/2012 - 07/27/2012	MTWThF	9:00AM - 1:00PM
STB	Summer 2012	Popstar Camp (6-8 yrs)	Jazz	Summer Camp	6 - 8	07/23/2012 - 07/27/2012	MTWThF	9:00AM - 5:00PM
STB	Summer 2012	Popstar Camp (9+ yrs)	Jazz	Summer Camp	6 - 8	07/23/2012 - 07/27/2012	MTWThF	9:00AM - 5:00PM

Thank you for using the studio B portal.

If you have any problems or questions, please contact us during business hours via phone, email, or drop by the studio.