Steps for Registration System: May 2024

New Users
1. Login page: https://register.rachelsballet.com/
2. Select: "Register Your Account" (blue text at bottom)
3. Choose email address (one you will check; it will be used for communication)
4. Check email for access code (also check SPAM folder); enter to move to User Profile

User Profile Page
1. Create password and User Profile for main Parent/Guardian contact
2. Click "Register Account" to move to Manage Students page

Manage Students:
1. Click "Create" and fill out Student Profile
2. *If you have other students to register, repeat this step*
3. Click the "Enroll" button on the blue sidebar to view class choices

Request Tryout (for all students NEW to Rachel's Ballet)
1. New students must tryout for a class so we can advise placement
2. Choose class from dropdown and click Tryout button
3. Proceed to Payment/Account Balance page to pay the tryout fee

Enroll
1. Note student (name at top of screen) to be enrolled
2. Select Term (Fall or Summer) and note classes are shown at the *preferred studio location*.
3. Select classes and payment plan from dropdown menus, and click ADD
4. Classes show in "Shopping Cart" below. To change or edit a class, put in "trash" and choose again.
5. Review classes and payments in Class Fee Summary
6. Click "Enroll Classes" to confirm choices
7. After Terms of Agreement/Photo policy are confirmed, move to Payment/Account Balance Page

Payment/Account Balance
1. Account Balance will be for student name shown at top of screen
2. Click "Make Payment" at top right
3. You will be directed to ConvergePay to make a secure Credit Card Payment
4. Note payments are made for one student at a time

Enrolled Classes
• Here you can review chosen classes for a selected student, including days and times. • Note that being "enrolled" means we are holding your place; payment must be received before attending.

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Notes for families with multiple students:
Manage Students
1. Use Manage Students section to switch between different students to view/modify/pay

Enrolling/Enrolled Classes/Student Profile:
1. Go to "Manage students" page and select or change student.
2. Click Enroll button and add classes for selected student

Account Balance/Payment:
After paying for first student, you will need to return to the Registration Portal to pay for the next student. Separate payments are needed for proper accounting.
1. Go to "Manage students" page and check the appropriate student
2. Return to Payment/Account Balance page to make another payment through ConvergePay