

# 24/25 REGISTRATION - RETURNING FAMILY

OPENS - 10AM - FRIDAY, JUNE 14

FOR RETURNING DANCERS IN PRE APPROVED CLASSES

- Preapproved classes were emailed to families on June 11th
  - Preapproved classes become visible on your Family Account as of 10AM FRIDAY, JUNE 14
  - **After 10am, if a preapproved class is not visible, it means that class is currently full**
  - If a class on your dancer's pre-approved list becomes full during registration, please email the studio as soon as possible (info@protegedanceproject.com) and request to be put on the waitlist
  - Waitlist requests are processed in the order they are received by email only
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## **New Additional Family Members - (siblings of currently enrolled dancers)**

- siblings are considered members of returning families and may enroll into classes as of 10am on June 14.
  - please email the studio to receive class preapprovals for siblings
  - a sibling must be added to the family account before preapprovals can be issued
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## **SCHEDULE ADJUSTMENTS (adding of classes, additional class, or switches)**

- please email the office (info@protegedanceproject.com) if you would like class preapprovals for other disciplines not listed on your dancers current pre approval list
  - Requests will be responded to in the order they are received
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## **STEP BY STEP HOW TO REGISTER ONLINE**

1. Login to your family account via the family portal [CLICK HERE](#) to access the portal
  2. Sign the student waiver (this can be done in advance of June 14)
  3. Click on the 3 lines in the top upper left corner of your screen
  4. Click on enroll in my pre approved classes
  5. Click on the white box in the ENROLL column for each class you wish to select
  6. Click on the ENROLL button on the bottom left hand side of the screen
  7. Review your enroll confirmation and click on CHECKOUT
  8. Review your cart and click next
  9. Select your payment method and complete check out
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## **IMPORTANT REMINDERS:**

- Registration is on a first come first served basis. Protege Dance cannot guarantee enrollment.
- Register early to avoid disappointment
- Please ensure to read all policy, and waivers prior to registering. This can be done prior to June 14 Having the waiver signed in advance will speed up the online registration process
- Registration fees and first month's tuition fees are due at the time of registration.
- When enrolling in classes be sure to click the white box. DO NOT click the X as this will delete your pre approved classes. If you do this you will need to email the studio to have your pre approved classes re issued.
- Payment receipt confirms registration is complete

**NEED HELP JUNE 14**

**Admin will be available between 10-4 by phone (250-658-1818) on Friday, June 14**