

For your first time logging into Danceworks' Studio Scheduler site, follow these steps:



ADULT STUDENTS

Create an account.

Enter your first and last name in the "New to our site?" box on the home page.*  Follow steps to create your account. Click "Create Account."

A screenshot of the "New to our site?" form. It has a title "New to our site?" in green. Below it is a prompt: "Please enter your first and last names, then click the button below to continue...". There are two input fields: "first name" and "last name". At the bottom right is a "Next >" button.

**NOTE: Danceworks already entered current students' information into the site. If you already had your account created at conversion, you will be prompted to find your account from the "New to our site?" box on home page. Danceworks uses this system to schedule youth and adult classes and manage student information. If you already have created an account to purchase performance tickets through the Danceworks' Ticketing Site, you will also need to set up another account to schedule classes. Your user name and password may be the same for both ticketing and studio accounts.*

Enroll for a class.

Click on the "Adult Classes" tab. After locating the class date and time you would like to attend, click the "Sign Up Now!" button.

If you would like to reserve your place in class for just one class, select "schedule one visit."

If you would like to reserve your place in class for multiple consecutive weeks, adjust the start and end date and select "schedule multiple visits."

From there, you will be directed to our available payment options.

Pay for class. *Continuing from the previous step...*

On the payment options page, select which payment option you would like to use to pay for your class.

Please note: you must select a payment option that will cover the amount of classes you reserved in the previous step.

Click the "Check Out" button.

Enter your billing information.

Click the "Place Order" button.

A screenshot of the "New to our site?" form, identical to the one above.

PARENTS OF YOUTH STUDENTS


Create an account for you.

IMPORTANT: your account is the primary account since Danceworks would like to communicate with you about your child's class and the payment of his/her class. 

Enter your first and last name in the "New to our site?" box on home page.*

Follow steps to enter your contact information and login.

Create your child's account in the "Family Members" box on your profile. Be sure to select the relationship between you and your child, answer the "Paid for By?" question, and select the gender and birthday of your child. In your child's mobile phone and email address blanks, please supply your information (not your child's), since again, Danceworks would like to communicate with you about your child's class and payment.

If you have more than one child taking class at Danceworks, click the "Add Family Member"  link and follow the previous steps for your next child.

Review the studio liability release.

Click "create account."

A screenshot of the "Family Members" form. It has a title "Family Members" and a "Save" button in the top right. The form contains several fields: "First name" (Test Youth), "Last name" (Account), "Relationship" (Child of: Test Adult Account), "Gender" (Male/Female), "Birthday" (12/12/2005), "Email", "Home phone", "Mobile phone", and "Paid for by Test Adult Account" (Yes/No). At the bottom is an "Add Family Member" button and a "Save" button.

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Enroll for a class.

Click on the "Youth Classes," "Camp," or "Youth Workshops" tab. After locating the class/camp date and time you would like to attend, click the "Sign Up Now!" button.

Confirm that you have selected your desired class/camp/workshop. Click "Enroll – your child's name."



IMPORTANT: If you are signing up your child for class, you must first have him/her connected to your account before you are able to enroll him/her in class.

From there, you will be directed to our available payment options.

Pay for class. *Continuing from the previous step...*

On the payment options page, select which payment option you would like to use to pay for your class.

Click the "Check Out" button.
Enter your billing information.
Click the "Place Order" button.



RETURNING TO THE DANCEWORKS' STUDIO SCHEDULER SITE? Follow these steps:

Log into your account.

At the top right of the screen, enter your username and/or email and your password. Click "Log In." You will be directed to your profile. From here, you may view your schedule, visit history, purchase history and account information.



Enroll and pay for class.

Click on the desired class/camp/workshop tab.
Follow the same steps as above from your first time logging in.

Purchase a class card, package and/or gift card without registering for class.

Click on the "Class Cards & Packages" tab.



To buy a class card, select from the payment options "Adult Classes."

To buy a class package, select from the payment options "Adult Class Packages."

To buy a gift card, locate in the grey bar directly below the "Class Cards & Packages" tab is a link called "Gift Cards." Clicking this will take you to the gift card page. Select the "Custom Gift Card (adjustable amount) at \$50.00." You may adjust the amount of the gift card and electronically send it to whomever you wish.

Please do not hesitate to call 414.277.8480 if you need assistance setting up your account or registering or if you have any questions about our new system. As always, you are welcome to stop in or call to register for your Danceworks class.