

DanceCo - Online Enrollment Instructions for Happy Heart Playschool 2017-18

Go to www.thestudiodirector.com/dancecoltd/portal.jsp

If you are new to DanceCo Ltd. click register and follow the steps to set up an account ***please be sure to allow emails to be sent to the address provided or you will be responsible to check the website and or bulletin boards for important information sent throughout the year regarding your student.

If you have an account with DanceCo Ltd. but have not logged into your account previously, after keying the email address used for your account, click forgot password and the system will walk you through setting up a password.

Once logged in:

- Scroll down page and **click** on “Enroll in a Class”
- Scroll down to view students and **click** on the name you would like to enroll or Click Add Another Student
- Scroll down to view the Season (Calendar of Classes) – **Select 2017-18 Happy Heart Session 1 (Sep to Dec 2017)**
- **Click** on Morning or Afternoon class listed under the **Monday (3-day)** or **Tuesday (2-day)** column that you would like to enroll in
 - **Happy Heart 3-Day Morning (Sep 18, 2017 to Dec 1, 2017)**
 - **Happy Heart 3-Day Afternoon (Sep 18, 2017 to Dec 1, 2017)**
 - **Happy Heart 2-Day Morning (Sep 19, 2017 to Nov 30, 2017)**
 - **Happy Heart 2-Day Afternoon (Sep 19, 2017 to Nov 30, 2017)**
- **If you are not enrolling in Session #2 & #3 – Click Checkout and Proceed to the **IMPORTANT** Section below**
- **To Enroll in Session #2 & #3 – click “Enroll ‘Student’s Name’ In Another Class”**
- **Select 2017-18 Happy Heart Session 2 (Jan to Mar 2018)**
- **Click** on the Morning or Afternoon class listed under the **Monday (3-day)** or **Tuesday (2-day)** column that you would like to enroll in
- **Click “Enroll ‘Student’s Name’ In Another Class”**
- **Select 2017-18 Happy Heart Session 3 (Apr to Jun 2018)**
- **Click** on the Morning or Afternoon class listed under the **Monday (3-day)** or **Tuesday (2-day)** column that you would like to enroll in

*******IMPORTANT*******

YOU MUST COMPLETE THE FOLLOWING to finalize your enrollment

- **Click** Checkout
- **Review** your cart – A \$100.00 Non-refundable deposit is due at this time (\$25 Admin Fee & \$75 tuition deposit which will be applied to your first session tuition fee)
- **Click** NEXT
- **Payment Plan Screen - Click** the circle to the left of one of the following payment plans:

Happy Heart Playschool - Monthly Installments (\$100 Non-refundable deposit due with enrollment - Balance of fees by mthly installment Sep to Nov / Jan to Mar / Apr to Jun)

Happy Heart Playschool - Per Session (\$100 Non-refundable deposit due with enrollment - Balance of fees processed at the beginning of each session - Sep / Jan / Apr)

Happy Heart Playschool - Three Sessions In-Full (\$100 Non-refundable deposit due with enrollment - Balance of fees for ALL 3 SESSIONS processed Sep 1)

- **Click NEXT**
- **Click NEXT**
- **Payment Information**
 - **If you have a credit card on file & would like us to charge the fees due to the card** - Click Next and Proceed to the **Read & Accept Step** below
 - **If you do not have a card on file OR would like us to charge the fees due to a different credit card**
Click on the Enter a New Payment Method
Click in the box to left of **Yes, sign me up for AutoPay**
(Should you choose to remit payment by a series of post-dated cheques – We will turn off the AutoPay process once the cheques have been remitted)
Click NEXT
Key your credit card information – **SAVE**
Click NEXT
- **Read & Accept** the payment agreement
- **REVIEW** the information provided on screen pertaining to your enrollment
- **Logout**