

SUPERSTARS PERFORMING ARTS: ONLINE REGISTRATION PROCESS

Welcome to Superstars Performing Arts Online Registration! Please read the information in this packet carefully and do not forget to visit our website to review all the Superstars registration information on general policies, payment information, and important dates for the 2020-2021 season. To aid in the studio transition, we are asking all families to create a new account within our online registration portal. For help with this process, please skip down to the **NEW FAMILIES** section of this document. Also, please note that due to an unexpected delay in the payment processing portal, we are unable to collect payments at this time. You are still welcome to register for classes, however, you will not be prompted to enter any credit card information or make a payment. As soon as this issue is resolved, the studio will send out a notification inviting you to complete the registration process. We apologize for any inconvenience, and we appreciate your patience and understanding! If you have any additional questions, please feel free to email us at SuperstarsPerformingArts@gmail.com.

Annie Reser-Moorehead and Ashley Wicker
Co-Owners/Directors

QUICK LINKS

[Superstars Performing Arts Online Registration Link:](https://app.thestudiodirector.com/superstarsperformingart1/portal.sd)

Copy and Paste to your Browser:

<https://app.thestudiodirector.com/superstarsperformingart1/portal.sd>

Returning Family Registration Process

New Family Registration Process

Important Registration Information

What Class Should I Enroll My Student

Superstars Payment Options Superstars

Fees & Policies

Superstars Calendar

RETURNING FAMILY REGISTRATION PROCESS

Returning Families:: Logging In

1. Access the Online Registration link: <https://app.thestudiodirector.com/superstarsperformingart1/portal.sd>
2. Input the E-mail address on your current Superstars Performing Arts account. *Helpful Hint: The email address for your account is the email utilized for all the Superstars Newsletters and Email.*
3. For first time users of the Online Registration will need to select the [“Forgot your password?”](#) link to have the password change link emailed and create a new password.

IMPORTANT! Please follow ALL the steps below as it is important to update your Family and Student information **BEFORE** registering, failing to update this detail may prohibit you from registration you student in the desired class.

Returning Families:: Account Contact Information Update

1. Under the My Account Section, Click on [“Edit Account Contact Info”](#).
2. Validate the Contact Information and Emergency contact Information is accurate.
3. If updates are needed to any of this information, simply delete the information currently populated and enter the updated information.
4. Click Save

Returning Families:: Edit Student Information

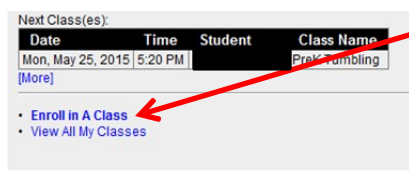
1. Under the My Account Section, Click on [“Edit Student Info”](#)
2. Select [“Edit”](#) option within the Student Information section.
3. Validate Students Name, Birthday, Allergies, or Medical Conditions
4. **IMPORTANT:** [Update the T-Shirt Size for your Student. All students receive a Superstars T-shirt included with the registration fee. The shirts are used for Christmas Performance & Recital Rehearsal.](#)
5. Input the student’s grade for the fall semester (for PreK or K students please input 0)
6. Select the appropriate payment plan for your Family
 - a. Yearly – all tuition and fees paid in one payment (does not include any merchandise fees such as tights, tap shoes, ballet shoes, batons, poms, etc...)
 - b. Monthly – ACH: Standard 9 Month Plan paid Monthly by Direct Deposit from ACH
 - c. Monthly – Credit Card: Standard 9 Month Plan paid Monthly by Credit Card
 - d. Competition Student Flex Plan – Exclusive Plan for Competition Students
7. Click Save
8. Complete the above process for each student.
9. To add a New Student to the existing Account, Click [“Add Another Student to This Account”](#).
10. Input the required information as noted above and Click Save
11. To remove a Student from the existing account, Click

Returning Families:: Payment Information

1. Under the My Account Section, Click on [“Edit Payment Info On-File”](#)
2. Validate that the payment information is correct.
3. If updates are required or you wish to update your payment method, select Enter a New Payment Method.
4. Click on the appropriate account (Bank Information for ACH or Credit Card).
5. Validate the Billing Information
6. For Monthly Plans, click [“Yes, sign me up for AutoPay”](#)
7. Click Next
8. Input the Information and Click OK (NOTE: this entry is simply updating the payment detail your card or bank account will Notbe charged with this update)

Returning Families:: Registering for Classes

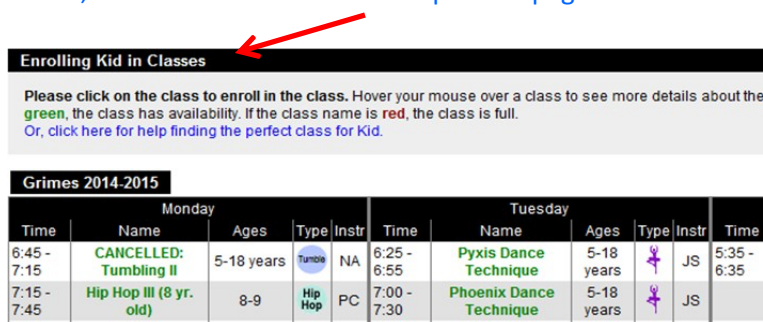
1. From the Home Screen, Select “Enroll in A Class”



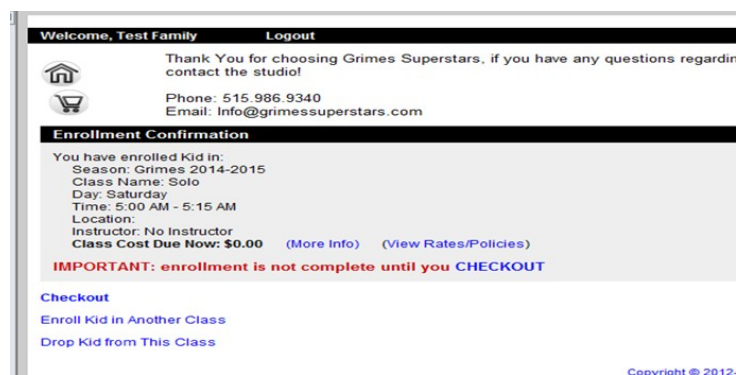
Helpful Hint: If you move your mouse over the classes there is a description of the class as well as general requirements.

2. For multi student families, select the student you wish to register.
3. Select the Classes you wish to enroll your student(s)

IMPORTANT! For multiple student Families be sure you are registering the correct student into the appropriate classes, refer to the Banner at the top of the page for which student you are enrolling.



4. Confirm the Enrollment of the student on the confirmation page, then either Enroll your student in another class or proceed to Checkout.



5. If the enrollment is incorrect select drop “student” from this class, confirm the drop. To return in the main menu select “Home”, then Enroll in a Class to proceed with registering the student in the correct class



6. For multi student families, after completing the registration for your first student, Click “Enroll a Different Student in Class” and repeat the process above for each student.

Returning Families:: Check Out & Payment Information

1. After selecting Checkout, Confirm the Class Registration for your student(s) is correct, you may still add or remove classes from your registration. Once all the enrollment for your student(s) is accurate, click Next.

2. Select the appropriate Payment Method and click Next.

- Yearly - Select Cash/Check, a staff member will contact you with the yearly payment and to collect your payment information for processing.
- Competition Flex Plan - Select Cash/Check, a staff member will contact you regarding a competition plan and to make payment arrangement.

3. Click on the appropriate account (Bank Information for ACH or Credit Card).

4. Review and agree to the terms of the payment plans with JDJ Performing Arts of Norwalk, LLC dba Superstars Performing Arts.

Congratulations, you've completed the Registration Process! Now that you've completed on the Online Registration process the Superstars Staff will review your registration for accuracy and follow up with you via email with the following:

- **Confirmation of your Class Enrollment**
- **Monthly Payment Summary**

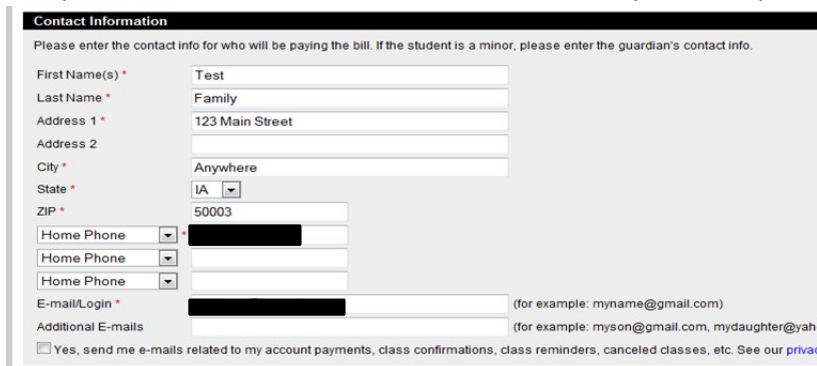
NEW FAMILY REGISTRATION PROCESS

New Families:: Logging In

1. Access the Online Registration link: <https://app.thestudiodirector.com/superstarsperformingart1/portal.sd>
2. Under the New to Superstars Performing Arts, click on "Register".

New Families:: Account Contact Information

1. Complete the Contact Information Section to create your Family Profile with Superstars Performing Arts.



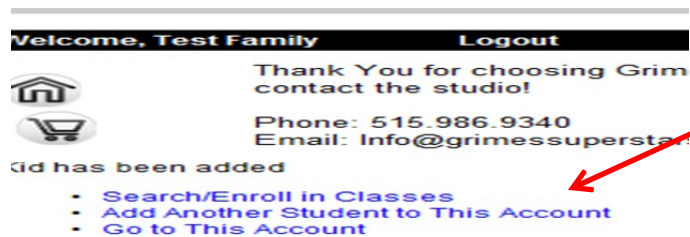
The screenshot shows a web form titled "Contact Information" with a subtitle: "Please enter the contact info for who will be paying the bill. If the student is a minor, please enter the guardian's contact info." The form fields include: First Name(s) * (Test), Last Name * (Family), Address 1 * (123 Main Street), Address 2, City * (Anywhere), State * (IA), ZIP * (50003), Home Phone (three dropdown menus), E-mail/Login * (with a placeholder example: myname@gmail.com), and Additional E-mails (with a placeholder example: myson@gmail.com, mydaughter@yahoo.com). At the bottom, there is a checkbox labeled "Yes, send me e-mails related to my account payments, class confirmations, class reminders, canceled classes, etc. See our privacy policy".

2. Create a Password for future login to the registration system and studio software.
3. Complete Emergency Contact Information fields.
4. Click "Next".

New Families:: Student Information

1. Complete the required student Information fields.
2. Select the T-Shirt Size for your Student, all students receive a Superstars T-shirt included with the registration fee. The shirts are used for Christmas Performance & Recital Rehearsal.
3. Input the student's grade for the Fall semester (for PreK or K students please input "0")
4. Select the appropriate payment plan for your Family (Please see the Payment Plan Section for additional details on the Superstars Payment Plans)
 - a. Yearly – all tuition and fees paid in one lump payment (does not include any merchandise fees such as tights, tap shoes, ballet shoes, batons, poms, etc...)

- b. Monthly – ACH: Standard 9 Month Plan paid Monthly by Direct Deposit from ACH
- c. Monthly – Credit Card: Standard 9 Month Plan paid Monthly by Credit Card
- d. Competition Student Flex Plan – Exclusive Plan for Competition Students
5. Click Next
6. To add a New Student to the existing Account, Click [“Add Another Student to This Account”](#)



Note: When Add Another Student option is select the system will prompt to sign the 2020-2021 Release Statement.

7. Input the required information as noted above and Click Save
8. Repeat this step until all students have been added to the Family Account.

New Families:: Register for Classes

1. After all your students are added to the Family account, select Search/Enroll in Classes
2. Select the Classes you wish to enroll your student(s)

IMPORTANT! For multiple student Families be sure you are registering the correct student into the appropriate classes, refer to the Banner at the top of the page for which student you are enrolling.

The screenshot shows the 'Enrolling Kid in Classes' page. It includes a message: 'Please click on the class to enroll in the class. Hover your mouse over a class to see more details about the class. If the class name is green, the class has availability. If the class name is red, the class is full. Or, click here for help finding the perfect class for Kid.' Below this is a table titled 'Grimes 2014-2015' showing classes for Monday and Tuesday.

Monday					Tuesday				
Time	Name	Ages	Type	Instr	Time	Name	Ages	Type	Instr
6:45 - 7:15	CANCELLED: Tumbling II	5-18 years	Tumble	NA	6:25 - 6:55	Pyxis Dance Technique	5-18 years	Dance	JS
7:15 - 7:45	Hip Hop III (8 yr. old)	8-9	Hip Hop	PC	7:00 - 7:30	Phoenix Dance Technique	5-18 years	Dance	JS

3. Confirm the Enrollment of the student on the confirmation page, then either Enroll your student in another class or proceed to Checkout.

The screenshot shows the 'Enrollment Confirmation' page. It includes a message: 'You have enrolled Kid in: Season: Grimes 2014-2015 Class Name: Solo Day: Saturday Time: 5:00 AM - 5:15 AM Location: Instructor: No Instructor Class Cost Due Now: \$0.00 (More Info) (View Rates/Policies)'. Below this is a red banner that says 'IMPORTANT: enrollment is not complete until you CHECKOUT'. At the bottom, there are three links: 'Checkout', 'Enroll Kid in Another Class', and 'Drop Kid from This Class'.

4. If the enrollment is incorrect select drop “student” from this class, confirm the drop. To return in the main menu select “Home”,
then Enroll in a Class to proceed with registering the student in the correct class.

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The Studio Director - dance studio software and gymnastics software
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New Families:: Check Out & Payment Information

1. After selecting Checkout, Confirm the Class Registration for your student(s) is correct, you may still add or remove classes from your registration. Once all the enrollment for your student(s) is accurate, click Next.
2. Select the appropriate payment method.
 - Monthly ACH - Select Enter a New Payment Method.
 - Monthly Credit Card - Select Enter a New Payment Method.
 - Yearly - Select Cash/Check, a staff member will contact you with the yearly payment and to collect your payment information for processing.
 - Competition Flex Plan - Select Cash/Check, a staff member will contact you regarding a competition plan and to make payment arrangement.
3. Click on the appropriate account (Bank Information for ACH or Credit Card).
4. Validate the Billing Information
5. For Monthly Plans, click “Yes, sign me up for AutoPay”
6. Click Next.
7. Provide the required Credit Card or Bank Account information. Click Next.
8. Review and agree to the terms of the payment plans with A&A Performing Arts of Norwalk, LLC dba Superstars Performing Arts.

Congratulations, you’ve completed the Registration Process! Now that you’ve completed on the Online Registration process the Superstars Staff will review your registration for accuracy and follow up with you via email with the following:

- **Confirmation of your Class Enrollment**
- **Monthly Payment Summary to review**

IMPORTANT REGISTRATION INFORMATION

- The directors of Superstars Performing Arts will review your registration to ensure your child is enrolled in the appropriate class.
- If your child is enrolled in a class that was not recommended or approved by the directors, or they feel there is a class that is better suited for your child, you will be contacted with recommendations for a class that is better suited for your student’s age, level, etc.
- Placing students in the appropriate class level is critical to their development and confidence.
- This Schedule and Class Confirmation should be considered Tentative.
- All Classes are SUBJECT TO CHANGE based on enrollment.
- Any class changes are communicated to the impacted families.
- All Superstars families receive a FINAL Class Confirmation prior to the First Day of Classes.

WHAT CLASS SHOULD I TAKE

The Superstars Performing Arts classes are organized not only by age but by experience and ability level. Please refer to the descriptions of each class in the online registration portal for additional class information and requirements.

PAYMENT OPTIONS

All listed payment plans will still be available for the 2020-2021 season. Credit, debit, and auto withdrawal features will be added once the payment processing portal is completely integrated. Thank you for your patience!

YEARLY

Pay total tuition, costumes, and applicable fees required for all classes and students enrolled at the time of registration. The recital fee is waived on yearly payments.

CREDIT CARD or DEBIT CARD

Monthly deductions are made the first of each month for tuition (October-May). Payments are modified in November for costume deposit, December to include costume balance, January for additional fees (if applicable), and February for the recital fee.

September tuition and the one-time registration fee are due upon at registration.

AUTO WITHDRAWAL FROM CHECKING

Monthly deductions are made the first of each month for tuition (October-May). Payments are modified in November for costume deposit, December to include costume balance, January for additional fees (if applicable), and February for the recital fee.

September tuition and the one-time registration fee are due at registration.

COMPETITION FLEX PLAN

Superstars offers flex payment plans for competition students, due to the increase fees associated with competition. Flex plans must be requested and approved by the Superstars Staff. The competition flex plan include monthly deductions the first of each month for tuition (October-May) and applicable fees. September tuition and the one-time registration fee are due upon completion of the registration.

