

## New Students to SCB

**Step #1 - Please email SCB at [scballet@pacbell.net](mailto:scballet@pacbell.net) and provide your child's age and any previous ballet training. This will help us to place them in the correct ballet level. Please provide a phone number where you can be reached.**

**Step #2 - COVID-19 Parent Guidelines & Family Waiver. Before you can proceed to the enrollment process, you must review our guidelines, and family waiver. Both need to be signed and returned to SCB.**

**Step #3 – Online Registration Process – See instructions below:**

Instructions for *Online Web Registration* and *Parent Portal* setup:

**CLICK ON REGISTRATION link located on website. (DO THIS STEP BEFORE SETTING UP YOUR PARENT PORTAL)**

To register your child/children through the ONLINE registration please follow these instructions:

1. Complete the **Family Information** and **Contact Information**.
2. Under your contact information you will input your EMAIL and create a password for **Parent Portal**.
3. **Student # 1** – Add your child's information here. If you have additional children, click the **ADD ANOTHER STUDENT** button.
4. At the **VERY BOTTOM** of the registration form, you must complete the **BANK DRAFT** section for automatic payments through our online system.
5. Now SCROLL back up and Click on the SELECT CLASS to enroll your child/children in their classes. Once in this section, you can use the SEARCH bar and search for classes, i.e., Grade 1, Advanced 2 etc. You can also search for Jazz, or Modern...very easy! Click on the day and time...you will then be asked if you would like to ADD more classes...click YES to add additional classes. Do this for each child. Parents, please make sure you choose the correct classes. We have both in Studio and LIVE ZOOM classes.
6. **NOW CLICK ON SUBMIT REGISTRATION.**
7. You are now ready to Click on the PARENT PORTAL link located on our website and view your billing statement and make a payment. To secure your child's/children's class placement...you **MUST PAY** the non-refundable annual family registration fee of \$30. Your 4-week August tuition (August 17<sup>th</sup> through September 12<sup>th</sup>) will be charged automatically on Monday August 17<sup>th</sup>. **Note: the Parent Portal will show your total balance, but when you click on PAY...you will have the option to pay the \$30 REGISTRATION FEE only...you do not have to pay the entire balance at this time.** The choice is yours.
8. **Automatic Tuition Payments:** This is a secure ONLINE payment processing center. All tuition must be paid through this system. Due to COVID-19, this is the only way we accept payment at this time. Thank you for your understanding.

We look forward to seeing you all in the fall!

Thank you, SCBA