

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

CLICK ON REGISTRATION link located on our website. (YOU MUST DO THIS STEP BEFORE SETTING UP THE 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 the **Parent Portal**.
3. **Student # 1** – Add your child's information here. If you have additional children, click the **ADD ANOTHER STUDENT** button.
4. Before you can ENROLL your child/children in classes, you must SCROLL down and APPROVE and SIGN ALL Required SCB Policies and Agreements.
5. At the **VERY BOTTOM** of the registration form, you must complete the **BANK DRAFT** section for auto payments.
6. 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, Tap, 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.
7. **NOW CLICK ON SUBMIT REGISTRATION.**
8. You are now ready to Click on the PARENT PORTAL link located on our website and view your billing statement and make payments. To secure your child's/children's class placement...you **MUST PAY** the non-refundable annual family registration fee of \$30. The prorated tuition for the billing cycle will be charged automatically in August.
**Note...the Parent Portal will show your total balance, but when you click on PAY...you will have the option to pay the REGISTRATION FEE only...you do not have to pay the entire balance at this time.*
9. Automatic Tuition Payments: This is a secure ONLINE payment processing center.

We look forward to seeing you all in the fall!

Thank you,
SCBA