



Fall Online Registration Information – 2023-2024

Priority Registration for our 2023-24 dance season will be held online through Compudance starting June 1st at 9am for our current registered students only. Starting June 12th registration will open for all other dancers. Please make sure to sign up early to assure your dancers a place in class. Many classes will fill quickly and close out.

- The registration fee is a **non-refundable \$35 PER family**.
- You are required to pay ½ of the June 2024 tuition after registering for a class. Your registration fee and ½ June tuition will be invoiced manually AFTER you register. Your payment is required to hold your dancers' place in class.
- If you have a card on file:
Your credit card will be automatically charged the registration fee **and** the ½ June payment.
- If your card is not in the system:
You will be invoiced - make the payment manually on Compudance **or** bring payment to the studio.

REGISTRATION OPENS AT 9AM ON JUNE 1ST!!!

**** ATTACHED TO THIS EMAIL IS A "DESCRIPTION OF CLASSES", OUR "FULL CLASS SCHEDULE" WITH CLASS DAYS/TIME (recital time those classes are in) & OUR "UPDATED TUITION & POLICIES INFORMATION". PLEASE CHECK ALL HANDOUTS CAREFULLY!!**

**** Please check with us if you are not sure which class level your dancer should be in.**

To begin registration, choose one of the following:

- 1) Go to compudance.com
- 2) Use the Compudance/DE app
- 3) Go to our website at deestan.com. On the website, go to the "Students/Parents" tab and hit "Registration."
- 4) *Click on "Existing Dancers".*

****Your login is your email address on file that you received this email from. Your password is either one you set up or is the default password. If you do not remember your password, use the "Forgot Password" link. You must enter your email address and cell phone number on file (do not use dashes with cell phone number). You will receive a verification code, which you will enter and then you can reset your password.**

Once logged in Under Account Settings

- Change your password and click Reset.
- Edit the Login Information to update your cell phone number and provider.
(Gives access to the Forgot Password feature **and** to receive text messages from the studio).

DO NOT CHANGE YOUR PASSWORD UNTIL YOU HAVE:

- (a) Updated your Cell phone number - with area code (do not enter any dashes or parentheses)
- (b) Updated your Cell Phone Provider
- UPDATE ANY MAILING ADDRESSES ETC. THAT MAY HAVE CHANGED IN THE SYSTEM.

TO ENROLL IN CLASSES

- 1) Go to “Enroll in Class.”
- 2) Select your season – **FALL 2023-SPRING 2024**
- 3) Find your desired class(es) and click the check box after the class name to select it.
- 4) **Check off all classes before hitting the register button.**
 - A box will pop up confirming your choices.
 - Hit yes if they are correct or no if you need to make a change.

Enter Payment Detail for Autopay (optional).

- If you currently have a credit card on file (credit card that was charged each month automatically) - **and that information is up-to-date** - there is no need for you to enter anything here – **it will remain the same card information.**
- If your account information has changed:
 - Click “Edit” and enter the new information, then Click “Update.”
 - Your account will automatically be charged on the invoice due date.
- **Your registration fee and ½ June payment will automatically come out from your credit card once we invoice you after registering. It may take us a couple weeks to invoice and charge you.**

Compudance Membership Fee

If using a credit card for monthly payment/withdrawal, it is mandatory to register for membership on Compudance. It is a minimal fee of \$10 for the year (the date begins on the date you register - you will need to re-new at the end of your year).

Compudance App

There is an app available for your phone. You will find it in the app store under “Compudance Portal.” This allows you to add classes and make payments. (From what I have been told it was a very easy process last year).

**** IF YOU HAVE QUESTIONS ON REGISTERING, PLEASE LET US KNOW. IF YOU ARE UNSURE OF WHICH LEVEL CLASS YOUR DANCER SHOULD BE IN, PLEASE CHECK WITH US BEFORE SIGNING UP. We will change their class in the system and inform you if we feel they were placed at the wrong level.**

We are looking forward to another great season of dance!
Thank you for your trust in us and being part of our DE family!!