

Summer 2025 Registration Tutorial

To begin the registration process, click this link: [Summer 2025 Registration](#)

- Enter the email address you have used for previous registrations with us if you have EVER taken a class or camp at VDS.
- **Click “Forgot Your Password.”** *This step is very important!* You will then be prompted to create a new password which lets you set up your portal account.

Village Dance Studio

The screenshot shows the login page for Village Dance Studio. It includes a registration link for new users, an email address field, a password field, a 'Log In' button, and a 'Forgot Your Password?' link. Annotations include:

- A purple box pointing to the registration link: **Brand new?** Only if you have never taken a single class or camp with VDS over the last 10 years.
- A red box with '1' pointing to the password field: **RETURNING FAMILIES!!** Enter the email address you have used for previous registrations with Village Dance Studio. (the one that receives the monthly emails)
- A red box with '2' pointing to the 'Forgot Your Password?' link.

After you have created a new password and have logged into the portal, you’ll sign a waiver and be in the system to begin registration.

- Click “Enroll in a Class.”
- Choose the student you would like to enroll.
- Select either Summer 2025 Classes or Summer 2025 Camps

The screenshot shows the class selection interface with various filters. A dropdown menu for 'Sort By' is open, showing options like 'Class Name', 'Start Time - End Time', 'Class Name', 'Season', 'Day/Date', 'Start Time - End Time', 'Instructor Name', 'Instructor Initials', 'Class Type Icon', 'Class Type Name', 'Class Description', 'Location', and 'Ages'. A red box highlights the 'Class Name' option. A yellow callout box says: **INSIDER TIP!** Sort by **CLASS NAME** to see all the Creative Dance classes, Tap classes, Modern, etc. This is the easiest way to quickly see all the options for your dancers **age range**. Please be mindful of the recommendations as some options may appear that your child isn’t quite ready for yet.

Filter this selection on the “sort by” list or other criteria you want to see first.

**Only options that fit within this student’s age range will show up.*

The screenshot shows the class list with 'Creative Dance & Tumbling (Mon)' highlighted in a red box. Below the class name, it shows 'Monday 3:45 PM - 4:30 PM Summer 2025 Classes'. A red callout box points to the class name with the text: **Select the camp/class title to enroll**. Below the class name, there is a description: 'Creative Dance & Tumbling is a great beginning and introduction to dance and tumbling. This class explores the basics of ballet & movement such as skipping, galloping and other locomotive movements through imagination and creativity. Exercises for stretch' and 'Chloe Broecker 4-6 11 spots available \$105.00'.

- Follow the prompts to enroll the dancer in another class or enroll another dancer.

Enrollment Confirmation

You have enrolled Lizzi in:
 Season: Summer 2025 Camps
 Class Name: Wk 5 Over the Rainbow Mini Camp 7/7-7/8
 Description: July 7 & 8 (Mon & Tues) | 10:00am-12:00pm; The Wizard of Oz meets Wicked as you journey to the Emerald City. Dance, music, tumbling, and crafts will be enjoyed as kids create a magical land.
 Day: MTu
 Time: 10:00 AM - 12:00 PM
 Location:
 Instructor: Chloe Broecker
Class Cost Due Now: \$65.00 (More Info) (View Rates/Policies)

IMPORTANT: enrollment is not complete until you CHECKOUT

Checkout

- Enroll Lizzi in Another Class
- Enroll a Different Student in Class
- Drop Lizzi from This Class

Complete your registration by selecting **CHECKOUT**

Additional options

- Review your Cart to make sure all classes/camps are included.

Step 1 of 3 - Review Cart

Please review the items in your cart below and press the "Next" button at the bottom of the page.

Class Enrollment(s) Pending:

First Name	Last Name	Season	Class Name	Day	Start Time	Remove
Lizzi	Broman	Summer 2025 Classes	PreBallet & Tumbling (Tues)	Tuesday	4:00 PM	<input type="checkbox"/>
Lizzi	Broman	Summer 2025 Camps	Wk 5 Over the Rainbow Mini Camp 7/7-7/8	MTu	10:00 AM	<input type="checkbox"/>
Lizzi	Broman	Summer 2025 Camps	Wk 2 Bluey: Dance Mode Mini Camp 6/18-6/19	WTh	1:00 PM	<input type="checkbox"/>
Lizzi	Broman	Summer 2025 Camps	Wk 2 Stage Stars: The Wizard & I, 6/16-6/19	MTuWTh	9:00 AM	<input type="checkbox"/>

Add More Classes **Refresh**

No pending class cards **Add More Class Cards**

Balance Due: \$323.00 **Details**

remove any options you do not want to enroll.

Add additional classes or camps

See your account details

Select **Next** to continue to payment

When prompted, input **SUMMER10** to opt in to the 10% discount (through May 1st)

Step 2 of 4 - Promotions

If you have a promotion code, please enter it here. Otherwise, leave it blank.

SUMMER10

Next

Step 2 of 4 - Payment Plans

Please choose a payment plan:

- None
- Early Bird Deal 10% off (10% off summer)**

Next

- Select Payment Option (Enter a New Payment-Method or Pay by cash/Check)

Step 3 of 4 - Payment-Methods

No payment-methods on file

- Enter a New Payment-Method**
- Pay by Check at the front desk (0% processing fee)

Next

PLEASE NOTE:
 If paying via CC, please pay the total tuition amount in order to secure your spot. **There is a 4% processing fee added to all credit card transactions** (this is out of our control). If you have reached the individual max (\$750) or family max (\$1000) please pay that amount only. We will adjust manually after payment. Check or cash can be selected and paid at the front desk within 10 days of completing registration to keep your spot.

Step 3 of 3 - Approve and Finish

Payment Amount: \$1.00

Payment-Method:

VISA: 2878
Expires: Nov 28

Upon pressing Accept, I understand that the payment amount listed directly above (if greater than \$0) will be processed immediately with the payment method/information shown above.

I acknowledge that I am responsible to make timely payments of my balances due on my Village Dance Studio account. I further acknowledge that if my payment is not received on or before the due date, I authorize Village Dance Studio to initiate electronic payments for any balances due on my account PLUS an administrative late fee of \$5.00. Payments will be processed with the payment method/information shown above that will be kept on-file with Village Dance Studio. E-mail notifications will be sent any time a payment is processed. I acknowledge that this authorization will remain in effect until I notify the office in writing that the authorization should be terminated. If for whatever reason, payments cannot be processed with the above payment information and my account balance remains overdue, I understand that my enrollment in classes will be cancelled.

I have read the above agreement and agree to all of its terms

Note: There is a 4% processing fee added to all credit card transactions.

Accept

Decline

Important: a 4% processing fee from Stripe will be added to the payment amount shown above

CONGRATULATIONS! Your registration is complete! We will be checking every single registration to make sure appropriate levels have been selected and the payment processes on time.

Please contact us at info@villagedancestudio.com with any questions or issues!