



Helpful Registration Tips – Summer 2018 Camps & Intensives

- Springfield Ballet has launched a new online registration system hosted by Active Network. From Springfield Ballet's website homepage, www.springfieldballet.org, select the School tab, then Register Now. Click the *Register for Camp or Intensive* button.
- Once the online registration portal has opened, you will see a session list with all camp options.
 - Please “add to cart” the camp option/s that your dancer will attend.
 - If you are registering multiple students, add ALL camp options to your cart before you continue.
 - Once camp/s are added in your cart, it/they will appear under “Your Selections” section on the right of your screen. When satisfied, click *Continue*.
- Once you are logged into your Active account (step 1), you will choose the Participant for each camp in your cart (step 2) and click *Continue*.
 - If your dancer is new to our online registration portal, you will need to select “Register a New Person” from the drop down option and fill in their information. Then click *Continue*.
- (Step 3) The Summer 18 Registration Fee will appear for your information. This fee is charged for each dancer. Click *Continue*.
- (Step 4) Next, the standard Registration Form appears – it will be auto-filled if your dancer/s is/are a returning student/s.
 - Under “Payment Information”, you will select either “Pay in Full” or “Deposit with Payment Plan.” During our summer semester, we do not charge a Payment Plan Fee.
 - Once all Waivers and Agreements have been checked (please do read them all!), you need to initial your agreement to all policies and click *Continue*.
- (Step 5) In the cart, please review your order carefully. You will notice the Registration Fee per student has been added to your cart for your convenience.
 - Under “Check-Out”, please choose the same payment method that you chose on the Registration Form (step 4). This confirms you are charged correctly. Selecting a different payment option in the cart will cause you to be charged incorrectly.
 - If you are using the Payment Plan, the dates and amount of each payment is displayed.
- (Step 6) Finally, you will fill out billing, payment and account information. When you are satisfied with your cart, click *Complete*.
- A camp registration confirmation email will be sent to the email address you listed during registration. If you have any questions or concerns, please call the Business Office at 417.862.1343.