



Helpful Registration Tips – Summer 2018 Six-Week Class Session

- 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 Online button.
- Once the online registration portal has opened, you will see a session list with all class level options. Please note a few items:
 - Before you “add to cart” the ballet level for your dancer, please take note that several levels have multiple tuition options. Some levels provide a “1 class per week” option (lower tuition rate) along with “multiple classes per week” option. Please “add to cart” the tuition option that provides the amount of classes and elective/s your dancer will take this semester.
 - If you are registering multiple students, add ALL class levels and options to your cart before you continue.
 - For example, if you have two students in Ballet 1, you will add Ballet 1 class per week to your cart twice. If you have a Ballet 2 student and a Ballet 5 student you will add both class levels to your cart here. You will select your student’s specific schedule in a later step.
 - Once tuition level option/s are added in your cart, they will appear under “Your Selections” section on the right of your screen. When satisfied, click continue. Note that the quantity listed relates to the number of students you are registering for each class level.
- Once you are logged into your Active account (step 1) you will choose the Participant and Class Options for each ballet level in your cart (step 2).
 - At this point, each ballet level will show the tuition option chosen, and the number of classes and electives included. Please make sure that the classes you choose match the classes and electives included in your tuition option.
 - Only select the classes you wish to register your student in.
- When registering multiple students, under Person, select “Register a New Person” to add an additional student’s information. Once you are satisfied with your student’s class schedule, click CONTINUE.
- (Step 3) 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 (additional fee).”
 - **Something to consider: during the Summer 6-Week Class Session, if your child will be absent during any of the semester weeks, we do offer *pro-rated tuition*.** Please follow these steps during registration if your dancer's account will need prorated tuition:
 - 1) choose "payment plan" option during the Payment Options section of registration. For our summer semester, there is no payment plan fee.
 - 2) continue your dancer's registration, including payment for the deposit due. You will be asked to choose which week/s your dancer will be absent from class in the Payment Information section.



- 3) once our business office receives your dancer's registration, we will review the registration and adjust the tuition amount due through your online Active account. You will receive an email with the balance amount.
- 4) At that time, you may pay the balance in full, or continue with the payment plan (no additional fee), which will auto-pay the balance on June 15, 2018.
- 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.
- In the cart, please review your order carefully. You will notice a Registration Fee has been added to your cart for your convenience. If you have been awarded a scholarship or work-study grant, please enter the code under "coupon code."
- Under "Check-Out", please choose the same payment method that you chose on the Registration Form (step 3). This confirms you are charged tuition and fees 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.
- Finally, you will fill out billing, payment and account information. When you are satisfied with your cart, click COMPLETE.
 - Please note in the past, Active Network offered an additional membership option, Active Advantage, to all Active users once your registration with Springfield Ballet is completed. This is a completely separate item not associated with Springfield Ballet. Please be cautious if this opportunity, or any additional offers, is provided to you besides the tuition amount for classes. For more information on Active Advantage, please contact activeadvantage@active.com.
 - A class 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.