

Helpful Registration Tips

- 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:
 - For each ballet level (CM1, Pre-Ballet, Ballet 1, etc), you can click the level name (blue link) and it will provide the level description and class notes.
 - 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, and also "elective class/es". Please "add to cart" the tuition option that provides the amount of classes and electives your dancer will take this semester.
 - If you wish to add on a ballet/elective class above what is included in tuition, and your dancer has been approved to take these classes, select the "add on" option in the tuition section to add it to your cart as well.
 - 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.
 - If you have added an "add on" option, please choose the class/es you are adding in that session.
 - 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)." Please note if you choose "Deposit with Payment Plan," the fee associated with this option will automatically be added to your cart during checkout. Payment plan fees are listed under Tuition Rates, which is found under "Waivers and Agreements."

- 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 and Payment Plan Fee (if applicable) have 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 shown if you hover over the blue Payment Plan link.
- Finally, you will fill out billing, payment and account information. When you are satisfied with your cart, click COMPLETE.
 - Please note that Active Network offers 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 when this opportunity is provided to you. 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.