

How to enrol instructions are below **under either existing families or new families.**

We do not offer credits or refunds due to closure beyond our control. Should classes be missed due to unforeseen issues, we may offer online classes or extra workshops during the year. Participation optional.

Please note the following:

For all Toddler and Tiny Toes classes a parent or guardian will need to do the class with the child. Unfortunately, no siblings are allowed, unless it is a baby in a sling. In term 3 & 4 we will gradually ask children in the Toddler class to do the class on their own.

All students of Royal Academy of Dance classes from Primary to Grade 2 must come twice a week, choosing either the A or B option.

All students of Royal Academy of Dance classes in Grades 3 & 4 must come twice a week.

Students from Grade 5 to Advanced must come to 3 classes per week.

If you cannot add the class, you are looking for in the enrolment system, it may be fully booked. Please contact the office to go on the waitlist. dance@sayersballet.com.au

After you enrol, you will receive an automated response with details of your enrolment.

Once we have confirmed your enrolment, we will send you an invoice for the term. For Term 1 we will email the invoice over the holidays.

EXISTING FAMILIES:

Please enrol via the Customer Portal.

- To activate your Customer Portal, you must click through the personalised activation link sent to you via email. Please contact us if you need this re-issued to you.
- Once it has been activated, you may login at any time via the button on this or the home page, or through the ThinkSmart Portal App on your phone or other mobile device.
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- If you have forgotten your password, there is a forgotten password link below the sign in box.
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- If you have not activated your portal or need us to reset your portal, please email us and a new link will be sent to you.

Please read and choose your classes using the enrolment timetable.

When using the Portal App to enrol

1. Open the portal
2. Click on classes
3. Then "Add enrolments"
4. Select a student and tick it and then Ok

5. Use the Add Filter option, choose the date range. After clicking Ok, you can also add lesson format filter as well. Then you can just scroll down and click on all the classes you are interested in.
6. or scroll down and add to cart the lessons you want.
7. Once classes have been added, view the cart to check all the classes you want are there
8. Click Checkout and then you are enrolled. You will receive an automated confirmation.

NEW FAMILIES:

Please read and choose your classes using the timetable buttons on this page.

Some things to remember

- All enrolments should be made through our Online Class Registration system by clicking on the -Enrol Online Now button.
- Choose the term you are enrolling into from the drop-down box.
- Please use the Timetable as a guide when selecting classes online and ensure the 'Age/Requirements' column is followed.

-IF YOU WANT TO ENROL IN MORE THAN ONE CLASS

Click on the class in the enrolment calendar. Click ADD CLASS, then click on ADD MORE CLASSES until all classes are added. Then click CONTINUE TO ENROLMENT. Then fill out all the parent and student details before submitting.

IF YOU HAVE MORE THAN ONE CHILD

Choose all the classes you require for all your children during the first step.

Fill in parent details, next you add student details. When you save you get the option to add one or more students. Use CLICK HERE TO ADD ANOTHER STUDENT

Click NEXT, then click one student's name in the drop box and you get to choose from the classes you preselected. Tick the boxes next to the class names you want to assign to that child, when finished with that child click ADD CLASSES. Then choose another student's name in the drop box and do the same thing.

- All your information will come up for you to check and you can confirm and agree to the terms and conditions. You will receive a confirmation email.