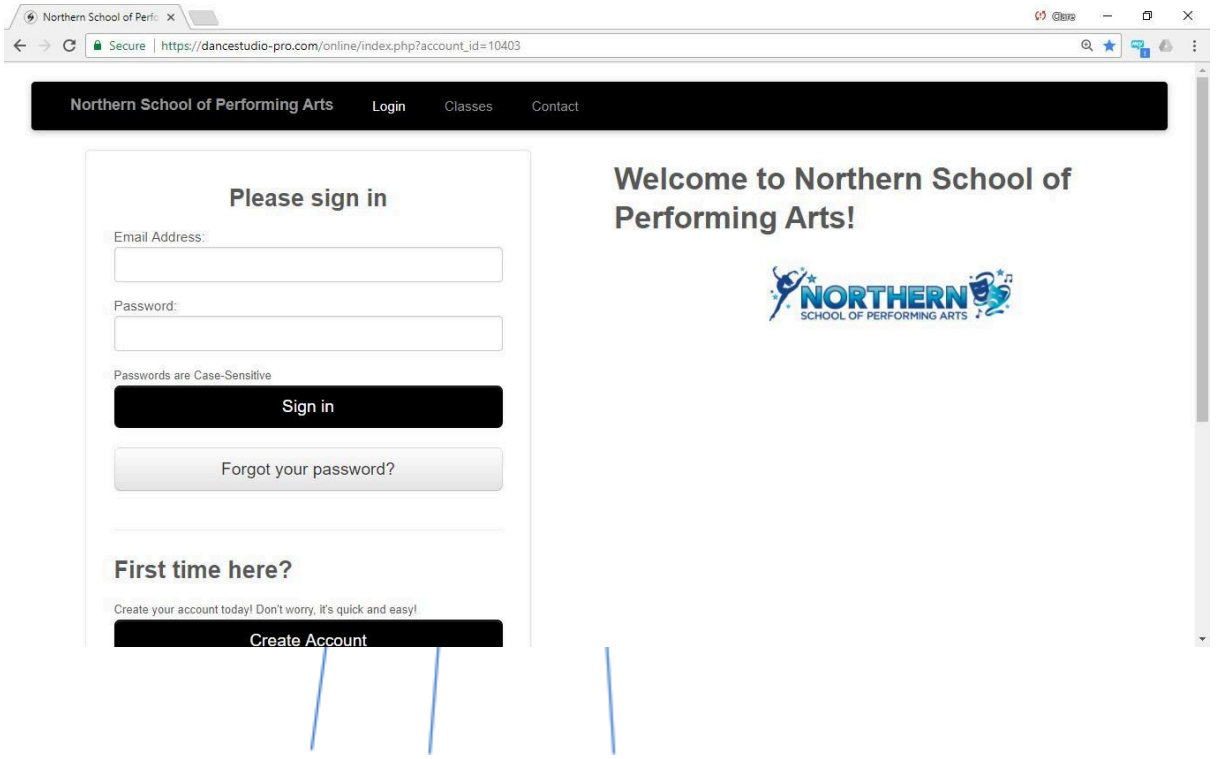
User Guide for Dance Studio Pro Software

Contents

1. **Create account**
2. **Book classes**
3. **Cancel a class**
4. **See your Weekly Dance Schedule**
5. **Check how much you owe**
6. **Ways to pay**
7. **Contact us**

Login to the software via the website or using the following link

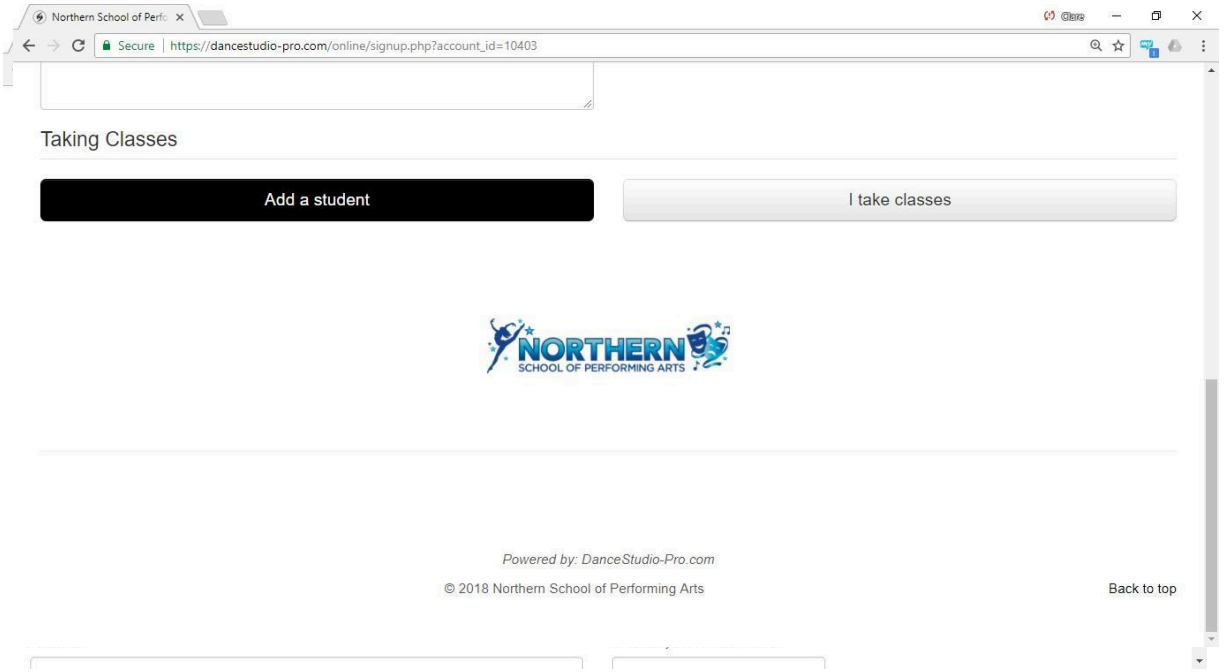
https://dancestudio-pro.com/online/index.php?account_id=10403



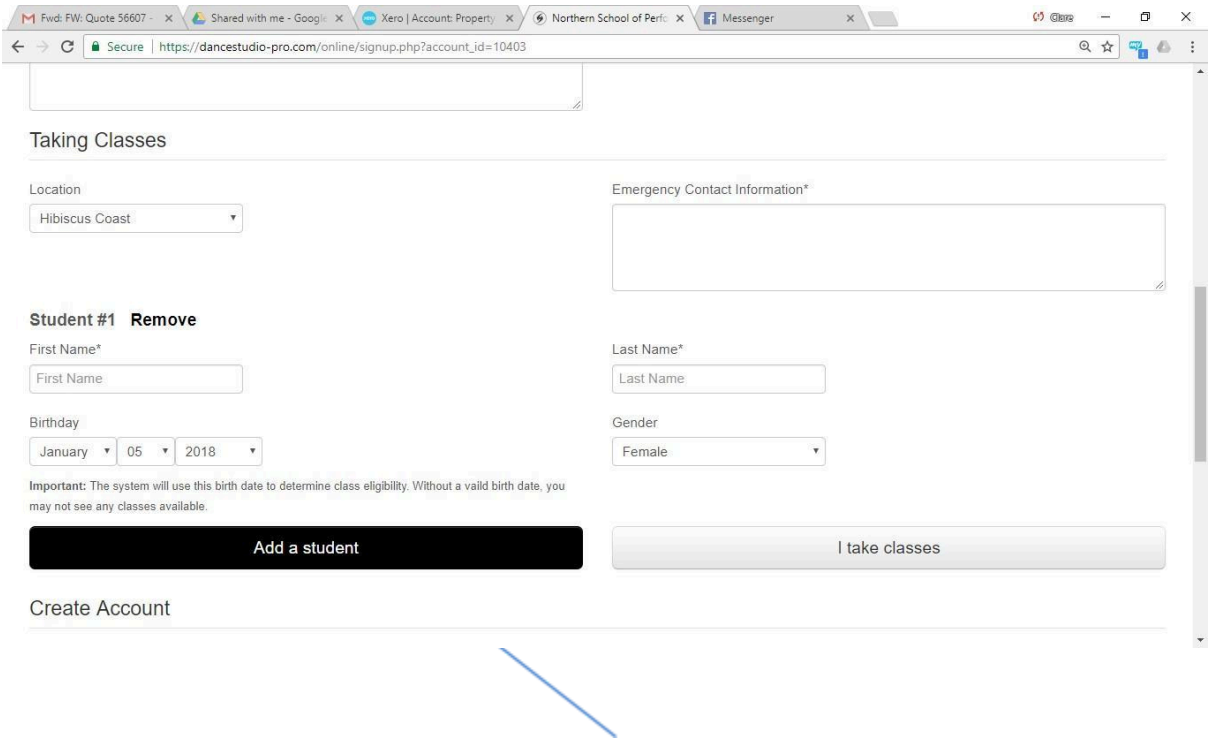
From the main screen Login, view classes, or Contact us

1. To create your account

Click on Create Account on the main screen



Enter personal details then click on “Add a student” if you are a parent or “I take classes” if it is for yourself.



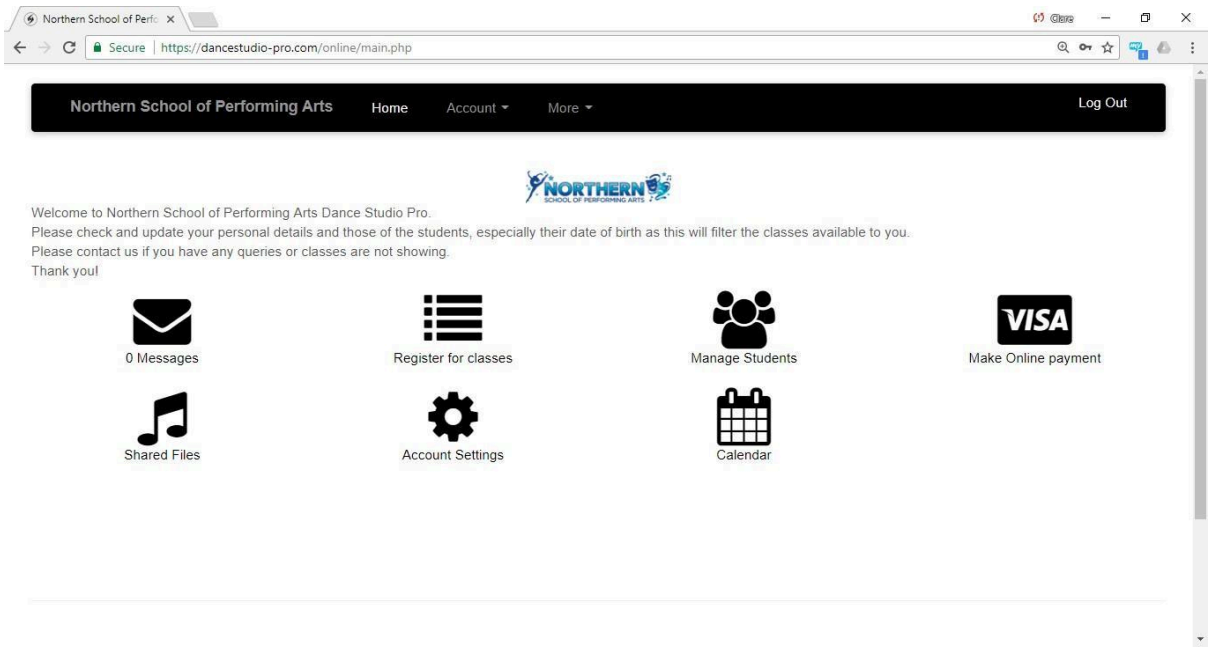
Add student details and please ensure correct date of birth is entered as the system uses it determine class eligibility. Without a valid birth date you may not be able to see any classes available when you come to book.

Click on Add a student again to add more students.

Save account and login.

2. Book classes

Once you are logged in you will see the Home screen.

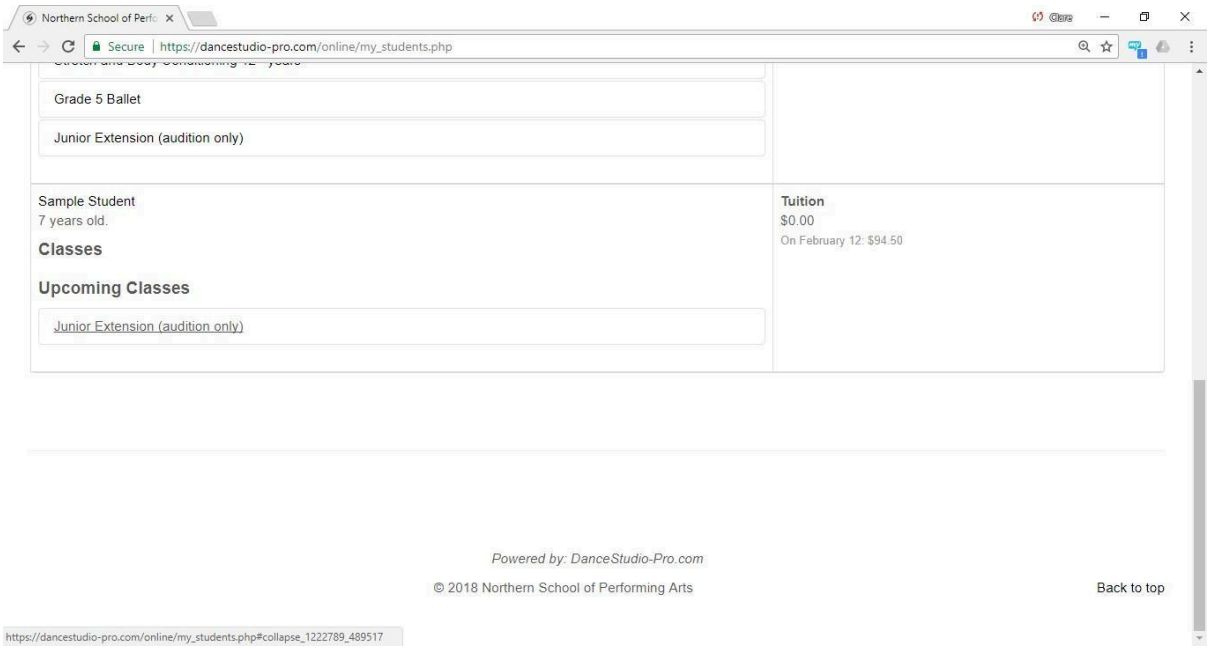


Click on the Register for classes icon and follow the instructions. You can also filter by location here.

If there any classes you cannot see, please contact us by clicking on More and Contact on the dropdown list.

If a class is full there will be an option to Add student to waiting list.

After you have submitted your classes you will be taken into the Payment section. If you would like to pay later, or by Internet Banking instead of credit/debit card, then click on Finish but do not pay. You can then contact us and we will add your fees to your account.



3. Cancel a class

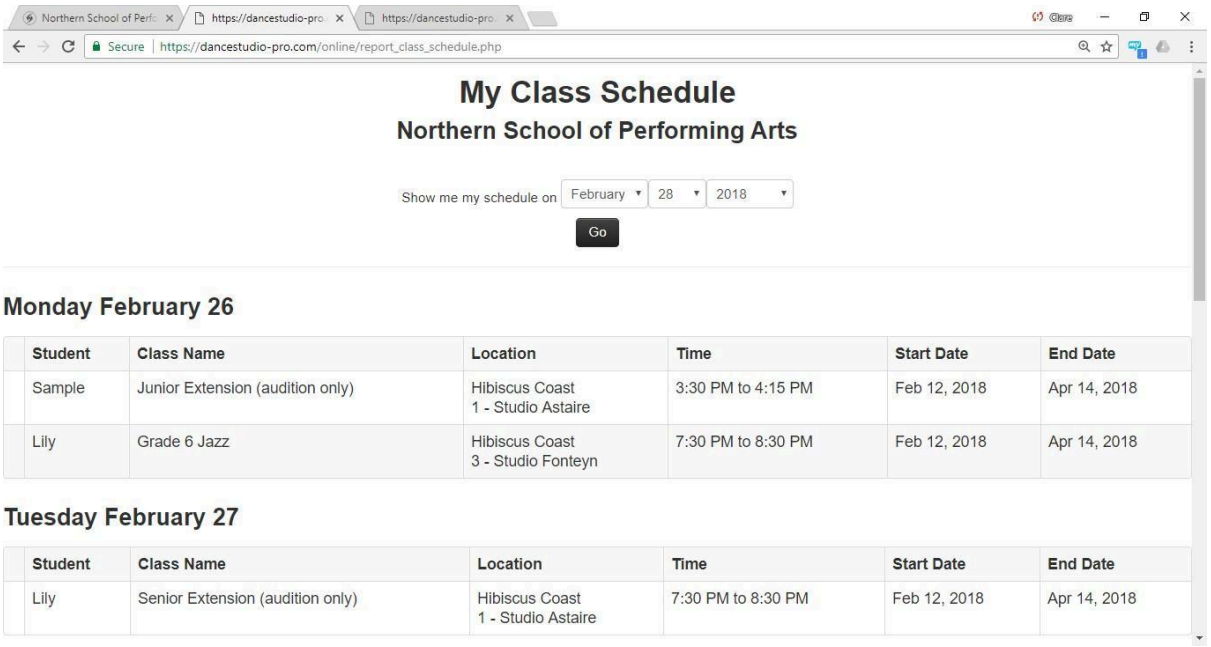
If you have entered an incorrect class or have just changed your mind you can cancel the class by getting in touch with us.

4. See your Weekly Dance Schedule

Click on the Manage students icon.

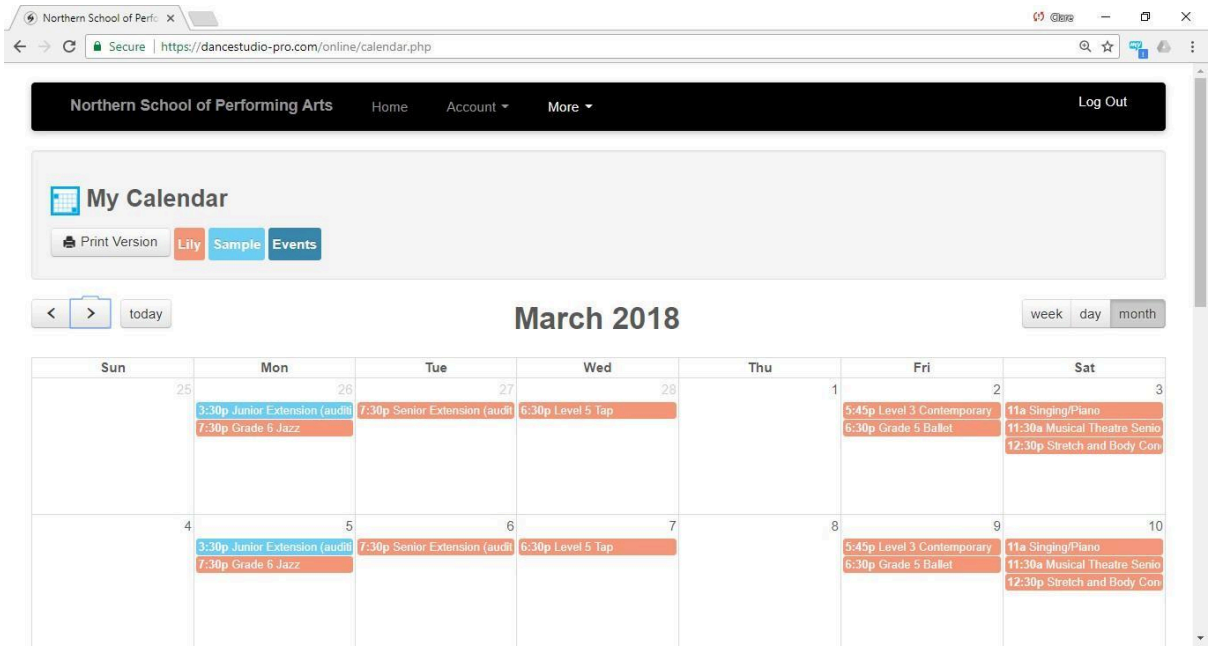
Click on My Weekly Schedule.

Change the date at the top to the week you are looking at.



Scroll down to see the rest of the week.

You can also click on the Calendar icon to see classes and school events on a day, week or monthly basis.



5. Check how much you owe

After booking, if you have not paid at the time of booking, a statement will be sent from DSP. To look at these online on DSP:

Click on Make Online Payment

Click on View under statement column for each student

6. Ways to pay

Internet banking – To account Northern School of Performing Arts

Account number 12-3084-0297799-00

Please use student name as reference

Debit/Credit card – Please note there is a surcharge of 3% added to payment using this option

Through Dance Studio Pro software.

From Home screen click on Make Online Payment

Choose to either:

Pay balance for all students (in full)

Pay for all overdue items

Other (choose which items to pay)

Follow the onscreen instructions to complete payment

Eftpos At the Coast venue

Cash At either of the venues

Please ask for a receipt

7. Contact Us

If have any queries at all, please contact us through DSP software by clicking on More at the top, then Contact.

Or via the website by clicking on Contact on either of the locations.