



User Guide for Dance Studio Pro Software

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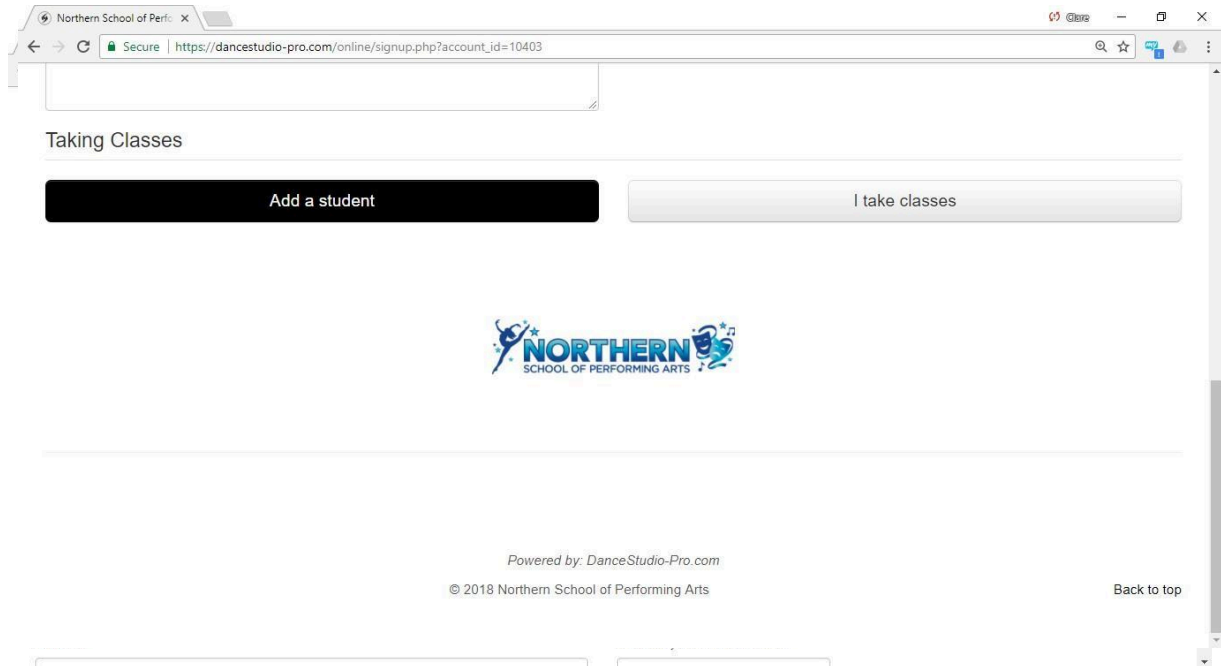
Login to the software via the website or using the following link

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



The screenshot shows a web browser window with the URL https://dancestudio-pro.com/online/signup.php?account_id=10403. The page has a header section titled "Taking Classes" containing two buttons: "Add a student" (black) and "I take classes" (light grey). Below this is the "NORTHERN SCHOOL OF PERFORMING ARTS" logo. At the bottom, it says "Powered by: DanceStudio-Pro.com", "© 2018 Northern School of Performing Arts", and a "Back to top" link.

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

Taking Classes

Location
Hibiscus Coast

Emergency Contact Information*

Student #1 Remove

First Name*
First Name

Last Name*
Last Name

Birthday
January 05 2018

Gender
Female

Important: The system will use this birth date to determine class eligibility. Without a valid birth date, you may not see any classes available.

Add a student **I take classes**

Create Account

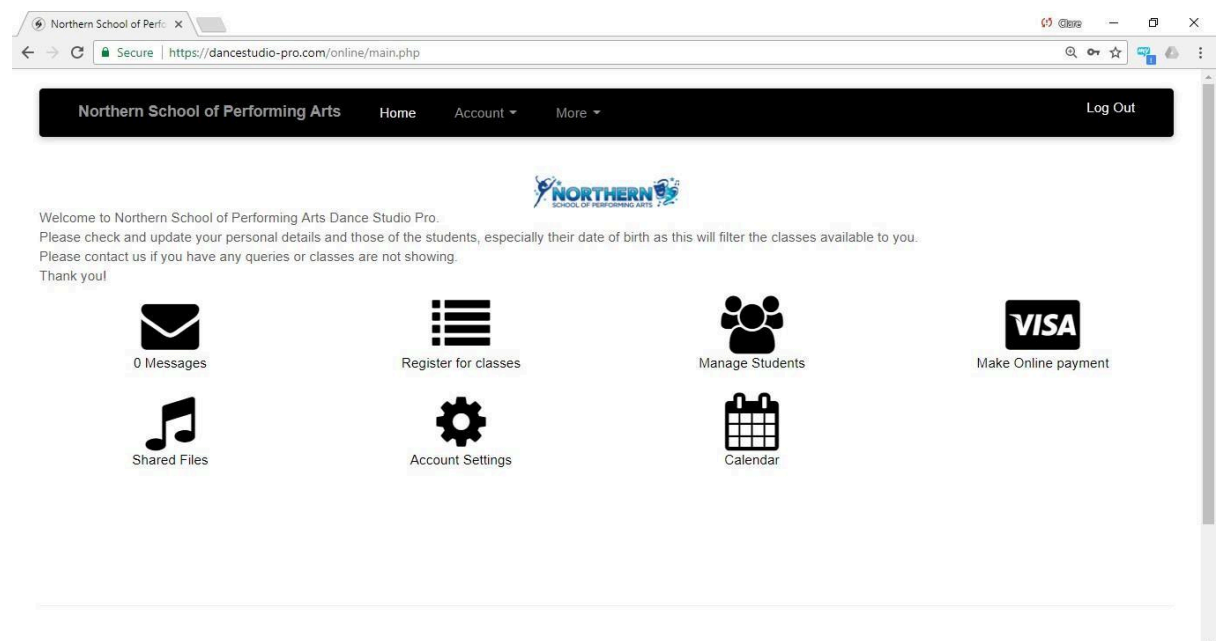
Add student details and please ensure correct date of birth is entered as the system uses it to determine class eligibility. Without a valid birth date you may not be able to see any classes available when you come to book.

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.

The screenshot shows a web browser window with the URL https://dancestudio-pro.com/online/my_students.php. The page displays a form for managing student classes. On the left, there is a section for 'Sample Student' (7 years old) with a 'Classes' section containing 'Upcoming Classes' and a list item 'Junior Extension (audition only)'. On the right, there is a 'Tuition' section showing '\$0.00' and 'On February 12: \$94.50'. At the bottom, there is a footer with 'Powered by: DanceStudio-Pro.com', '© 2018 Northern School of Performing Arts', and a 'Back to top' link. A URL bar at the very bottom shows the full page URL with a collapse parameter.

Grade 5 Ballet	
Junior Extension (audition only)	
Sample Student 7 years old.	Tuition \$0.00 On February 12: \$94.50
Classes	
Upcoming Classes	
Junior Extension (audition only)	

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Back to top

https://dancestudio-pro.com/online/my_students.php#collapse_1222789_489517

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.

My Class Schedule
Northern School of Performing Arts

Show me my schedule on February 28 2018

Monday February 26

Student	Class Name	Location	Time	Start Date	End Date
Sample	Junior Extension (audition only)	Hibiscus Coast 1 - Studio Astaire	3:30 PM to 4:15 PM	Feb 12, 2018	Apr 14, 2018
Lily	Grade 6 Jazz	Hibiscus Coast 3 - Studio Fonteyn	7:30 PM to 8:30 PM	Feb 12, 2018	Apr 14, 2018

Tuesday February 27

Student	Class Name	Location	Time	Start Date	End Date
Lily	Senior Extension (audition only)	Hibiscus Coast 1 - Studio Astaire	7:30 PM to 8:30 PM	Feb 12, 2018	Apr 14, 2018

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.

My Calendar

Print Version Lily Sample Events

< > today

March 2018 week day month

Sun	Mon	Tue	Wed	Thu	Fri	Sat
25	26 3:30p Junior Extension (audition) 7:30p Grade 6 Jazz	27 7:30p Senior Extension (audition)	28 6:30p Level 5 Tap	1	2 5:45p Level 3 Contemporary 6:30p Grade 5 Ballet	3 11a Singing/Piano 11:30a Musical Theatre Senior 12:30p Stretch and Body Con
4	5 3:30p Junior Extension (audition) 7:30p Grade 6 Jazz	6 7:30p Senior Extension (audition)	7 6:30p Level 5 Tap	8	9 5:45p Level 3 Contemporary 6:30p Grade 5 Ballet	10 11a Singing/Piano 11:30a Musical Theatre Senior 12:30p Stretch and Body Con

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.

