

## IMPORTANT REGISTRATION & ENROLLMENT UPDATE

We are happy to announce our facility is moving to an online registration and enrollment program. Our goal at Randolph Gymnastics is to make coming to class as fun and easy as possible. With online registration and enrollment, the enrollment process and communication with our Randolph Gymnastics families will be greatly streamlined.

With the move to this new enrollment format, we will be making the following changes:

- **Register & Enroll Online**

- You will now be able to register and enroll in classes via phone, tablet, or PC.
- You will be able to check what classes your children are currently enrolled in and update your information when changes may occur (new phone, email, change of address, etc.)
- View the current class calendar to see what classes have availability in real time.

- **Pay Online Via Debit or Credit Card**

- Still want to pay via check or cash? No problem! We will still be accepting both at our office.

- **Monthly Sessions**

- Our sessions will change from seasonal sessions to monthly sessions.
- If you have already enrolled ***and paid for*** your yearly registration fee, you will not need to pay the fee again.

- **Auto-Enrollment**

- When enrolled in a class, a student will be automatically re-enrolled in the class for the next month's session.
- Your credit card or debit card information can be saved to automatically pay for class for the next month's session.
- To drop a class, you will still need to contact our office by phone or email.
  - If you wish to not be enrolled for the next session and you opt-in to Auto-Pay, please contact the office by the 20th of the month to ensure you are not charged for the next session.

Here's what is **not** changing:

- **You will still be able to get any assistance you need with our office staff via phone (973-584-4111), email ([randolphgymnastics@yahoo.com](mailto:randolphgymnastics@yahoo.com)), or in person.**

- **2 Make-up lessons will still be offered to all students for each monthly session.**

- Make-up lessons will still need to be scheduled in advance with our office within the existing session.

- **If you need to or would prefer, payments will still be accepted in person at our office.**

- **Birthday parties, Private lessons, and other services will still be scheduled through our office directly.**

- Private lessons must create an online profile and complete all waivers before participating in private lessons.

Now that you are familiar with what *is* and is *not* changing with our enrollment process, here is what you will need to do to assist us with updating your registration to our new format:

- **Follow this link: <https://app.thestudiodirector.com/randolphgymnastics/portal.sd>**

- **Click the "Click Here to Register" button on the page.**

- **Fill out the forms & digitally sign the waivers provided.**

- Please include the requested emergency contact information. We will always contact the parents of our students FIRST.

- **Once all forms and waivers have been filled out and accepted, your updated registration form will be complete and our office will be notified of your completion.**

- Please contact our office if you have any difficulties or need assistance with this process.

- At this time, you will not need to proceed with the enrollment process, as we will manually enter your enrollment into your class.



We thank you for your patience and assistance through this new process.

If you have any questions or concerns, please do not hesitate to contact our office for assistance via phone (973-584-4111), email ([randolphgymnastics@yahoo.com](mailto:randolphgymnastics@yahoo.com)), or in person.

We are always happy to help!