### IMPORTANT REGISTRATION & ENROLLMENT UPDATE

We are happy to announce our facility is moving to an online registration and enrollment program. Our goal at Twisters 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 Twisters Gymnastics families will be greatly streamlined.

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

## • Register & Enroll Online

- o You will now be able to register and enroll in classes via phone, tablet, or PC.
- O 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.)
- o View the current class calendar to see what classes have availability in real time.

# ◆Pay Online Via Debit or Credit Card

o 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.
- o If you have already enrolled *and paid for* the Fall 1 session, your child(ren)'s classes are already paid up to November 13th, 2021.

#### Auto-Enrollment

- When enrolled in a class, a student will be automatically re-enrolled in the class for the next session.
- Your credit card or debit card information can be saved to automatically pay for class for the next session.
- o 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 <u>20th of the month</u> 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 (973-627-3276), email (<a href="mailto:twistersnjgymnastics@gmail.com">twistersnjgymnastics@gmail.com</a>), 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.

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 or registering into our new format:

- Please contact our office for class availability via phone (973-627-3276), email (<a href="mailto:twistersnjgymnastics@gmail.com">twistersnjgymnastics@gmail.com</a>), or in person.
- When coming in for class, check in with our office so they may assist you with finalizing your registration and enrollment.

We thank you for your patience and understanding as we transition into our new system.