

# HOW TO ENROL?

ProgressDNA uses ClassManager, an online system that is custom built to keep you in control and help us manage your enrolments and schedule.

*If you have class questions email [info@progressdna.com.au](mailto:info@progressdna.com.au)*

*If you need help with anything payment related email [accounts@progressdna.com.au](mailto:accounts@progressdna.com.au)*

Find our website at <https://app.classmanager.com/portal/progressdna/login> OR head to our website at [www.progressdna.com.au](http://www.progressdna.com.au) and click "JOIN THE FAMILY!"

You will be redirected to a class manager log in page.

1. Click "register"
2. Fill out your details
3. Enter of the details of your student/s

The screenshot shows the 'ProgressDNA Registration' form. It is divided into several sections: 'Basic Information (of bill payer)' with fields for first name, surname, email, password, and a dropdown for country; 'Address (of bill payer)' with fields for address line 1, address line 2, town, and county/state; 'Student 1' section with fields for first name, surname, date of birth (day, month, year), gender, and medical/injury details. A '+ Add Contact' button is visible between the address and student sections.

4. Click "Register" and you should be directed to your dashboard
5. Click "enrol now"

The screenshot shows the 'ProgressDNA Dashboard'. At the top right, there is a 'Successfully registered' notification and an 'Enrol Now' button. Below this, the main content area has a heading 'Enrolments - available now' and a sub-heading 'Enrolments are now available via our online portal. You can check the available enrolments by clicking on the 'Enrol Now' button.' A red circle highlights the 'Enrol Now' button. Below this are sections for 'Upcoming Classes' and 'Noticeboard'.

GOT MORE QUESTIONS?  
EMAIL [INFO@PROGRESSDNA.COM.AU](mailto:info@progressdna.com.au)  
CALL 0452 289 211

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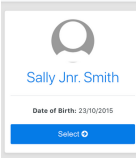
## 6. Select the student you wish to enrol

ProgressDNA Start Enrolment

Dashboard Students Classes Lesson Trials Billing Profile

### Select a student to enrol

Please choose the student you'd like to enrol, then you'll be able to select from a list of enrolable classes. Can't find your student? [Add them here](#) and come back to this page.



**Sally Jnr. Smith**

Date of Birth: 23/10/2015

Select

No students added  
Start enrolling students and you'll see them in this enrolment list.

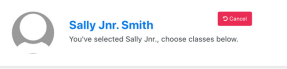
- Pick your classes and check the box that says "Add to enrolment list"! You can do as many classes as you want on as many days as you choose as long as they're the right age group!
- Click "Confirm"

ProgressDNA Start Enrolment

Dashboard Students Classes Lesson Trials Billing Profile

### Choose desired classes

Please tick from a list of enrolable classes for your the student. Some classes might be unavailable due to restrictions such as age range etc.



**Sally Jnr. Smith**

You've selected Sally Jnr., choose classes below.

Select the desired classes below, and click on the confirm button. Confirm

#### Week 2 - Full 5 days (Preschool)

17/01/2022 Start date | 21/01/2022 End date | \$ 118.80 Price (Items) | 5 Lessons

Lessons (Daily)			
Day	Time	Staff	Location
Monday	09:00 AM - 12:00 PM	Olivia Bowers	ProgressDNA Music Studio

Add to enrolment list

## 9. Either add another student or click the green enrol button!

ProgressDNA Start Enrolment

Dashboard Students Classes Lesson Trials Billing Profile

Added to enrolment list, click the enrol or confirm button when you are finished.

### Review your enrolments

You're almost there! Please double check your enrolments below before proceeding. If you need to, you can [make changes here](#).

The following students will be directly enrolled

- Sally Jnr. Smith**
- Week 2 - Full 5 days (Preschool) - \$ 118.80
- 17/01/2022 - 21/01/2022
- Monday 09:00 AM - 12:00 PM (ProgressDNA - Music Studio)
- Tuesday 09:00 AM - 12:00 PM (ProgressDNA - Music Studio)
- Wednesday 09:00 AM - 12:00 PM (ProgressDNA - Music Studio)
- Thursday 09:00 AM - 12:00 PM (ProgressDNA - Music Studio)
- Friday 09:00 AM - 12:00 PM (ProgressDNA - Music Studio)

**Total**  
\$ 118.80

[Add another student](#)

Enrol

Payment will not be taken online, but will be processed separately. We'll be in touch about this.

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