

How to request and use a makeup token

MAKE-UP CLASS POLICY

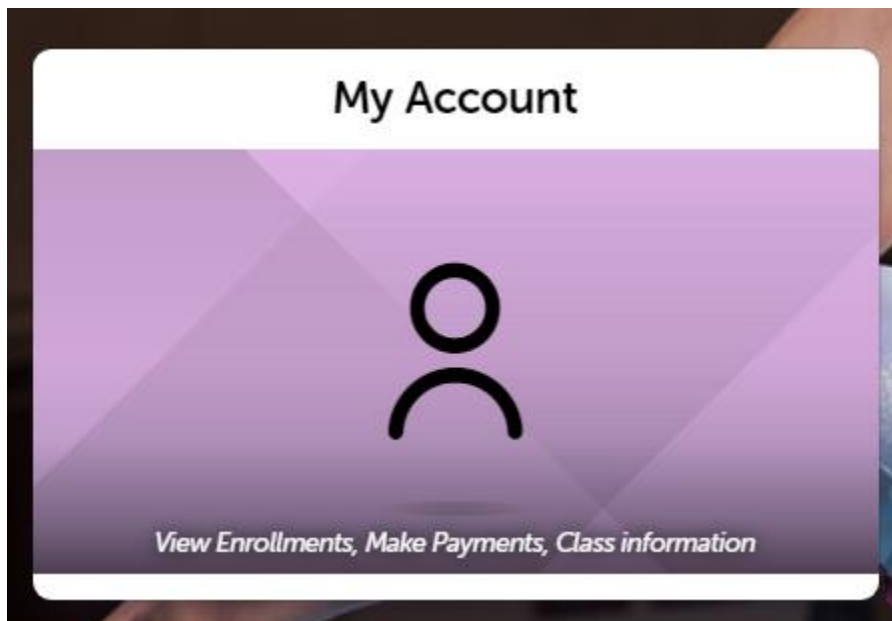
Because of our strict student to coach ratio, we allow **one make-up class per month. After an absence**, a make-up class can be requested at the front desk or via email. Once we receive your request, a “Make-up token” will be added to your child’s account in iClassPro. Unless otherwise, make-up tokens must be scheduled within two weeks in an open class which the student is currently enrolled. There are no refunds for classes missed including scheduled holidays, inclement weather, or other unplanned outages. **YOUR ACCOUNT WILL NOT BE ADJUSTED OR PRORATED FOR ANY MISSED CLASSES** (including makeup classes). Makeup tokens are not available for specialty enrollments such as clinics, shows and camps.

Makeup Token Process

After an absence parents can request a makeup token via Shine Gymnastics email or front desk. When you receive a makeup token, you will receive an email confirmation.

To schedule a makeup class:

Step 1: Login to your account on the [Parent Portal](#) and select "My Account"



Step 2: Select Makeups

The screenshot shows the 'Your Students' section of the SHINE GYMNASICS Shelbyville website. At the top, there is a navigation bar with links for Registration, My Account, News, and More. Below this is a sub-header 'Account' with links for Students, Payments, Transaction History, Account Information, and Login/Security. The main content area is titled 'Your Students' and features a student profile card for Hillary Taylor (HT). The card has four tabs: Enrollments, Evaluations, Attendance, and Makeups. A red arrow points to the 'Makeups' tab. Below the card is an 'Add Student' button.

Step 3: Select available makeup Token

The screenshot shows the 'Available Makeup Tokens (1)' section. It displays a single token with the following details:

Issue Date:	Nov 16th, 2022
Issued By:	Coach Pamela
Expiration Date:	Dec 1st, 2022
Programs:	Champion (Advanced) Gymnastics
Comment:	

A red arrow points from the 'Available Makeup Tokens (1)' section to a 'Use Makeup Token' button. Below this are two sections: 'Pending Makeup Tokens (0)' and 'Spent Makeup Tokens (0)', both with expand/collapse arrows.

Step 4: Change the date and select an open class. [NOTE: If there are no open classes, then no open classes will show up on the date selected.]

Makeup Classes

2 classes found

Hillary > x

Hot Shotz (Introduct > x

Levels >

For Hillary

M Choose a Makeup Date:

11/29/2022

Have any inquires about a class or what we offer? Click here to contact us!

Contact Us



Hot Shots: (Introductory) Gymnastics Class
(Ages 5-12)

Available for Hillary

Tue | 4:00 PM – 5:00 PM

OPEN

S M T W T F S



Hot Shots: (Introductory) Gymnastics Class
(Ages 5-12)

Available for Hillary

Tue | 5:00 PM – 5:55 PM

OPEN

S M T W T F S

Step 5: Checkout through the shopping cart