



ONLINE REGISTRATION PROCESS

(if you are unsure as to what class your child should be participating in – pls email hooferspa66@gmail.com for guidance)

- 1) VISIT www.hoofersperformingarts.com and from the main page select Self Registration seen on the centre of the main page or from the drop down menu at the top right corner of the page.

Either login with your **existing** Hoofers login information **or** create an account as a **new user**.

- 2)
 - a) Choose the semester you are registering for
 - b) select the class you are interested in and click ADD CLASS.
You can do this until you've chosen all classes you wish to register for, they will then be listed at the top. If you make an error you have the option to Delete a selected class.
 - c) Once complete click REGISTER.

- 3) You will receive a notification - ***The classes have been added to your schedule and are awaiting confirmation***

All registrations are accepted in a date/time stamped order by the Director and are assessed as to being correctly selected.

Hoofers Director will receive confirmation of registration and will send an EMAIL CONFIRMATION within 48hrs – fees associated with classes selected can then be viewed under Summary Report on your profile. Any further changes can be looked after by emailing Angela at hooferspa66@gmail.com

- 4) When logging into your profile after receiving an email confirmation, you will be able to view
 - Personal Profile Information (you can click "EDIT" to add or update information to keep us up to date)
 - Class Schedule (including Studio room participation and teacher)
 - Summary Report.
 - a. There are 4 sections in your Summary Report
 1. Fees (class fees to be pre-authorized – defaulted to 9 monthly payments)
 2. Costumes (recitals - \$135 per class with pre auth dates noted)
 3. Comp (entry fees, costumes, choreography – pre auth installments will be noted)
 4. Miscellaneous (Hoofers team wear, exams, privates)

Receipts will be sent by email from the office upon verification from EFT Canada (pre-authorized fees)

- Newsletters
- Calendar (google calendar of events and zoom meetings or classes if needed)
- Ads (you may submit items for sale for upload to the site – you must include your name and contact information)
- Log Out

- 5) All pre-registrations taken will not be subject to a REGISTRATION FEE. Further registrations as of June 11th will be subject to a \$30 registration fee.

INCOMPLETE REGISTRATIONS WILL NOT BE PROCESSED INTO OUR SYSTEM WITHOUT ALL OF THE ABOVE INFORMATION PROVIDED.