

Parent Portal Navigation Instructions for first time users:

1. Logging in:
A-Email: First email address listed on waiver
B-Password: If you haven't set this up yourself it will be the word **power** all Lowercase. You can log in and change at any time.
2. Agree to all policies and agreements to use the site.
3. Home Page with Welcome message.
4. Classes Tab:
A-Classes: Select a type of class, use filters to refine your search parameters. Current classes offered will be listed along with enrollment availability.
B-Events: Current and upcoming events will be listed for sign up.
C-Family: View contact information or make changes.
D-Students: View or update your child's information.
E-Enrollments: Current or past enrollments listed.
F-Payment: View account tuition summary, manage saved payment information, view full history, make a payment, or generate a statement.
G-Policies/Procedures: Copy of what you agreed to if you forget them and need to refresh your memory.

Make Up Class Instructions

1. Log in to parent portal with email address and password
2. Click on the Students Tab
3. Click on the button at the bottom that says "Enroll in Classes"
4. Select the class that you want your child to come to for make-up and click on "Enroll Now"
5. Next you will see drop down menus:
 - Enrollment Type: Select Makeup
 - Student: Select student who is making up
6. Select Add to Cart
7. Select Proceed to Check Out
8. Your balance will show \$0.00
9. Click Continue

We communicate primarily through EMAIL. If you are a returning customer and have selected Unsubscribe from our email blasts please notify us so that we can adjust that on your account and keep lines of communication open. Also if you have a new email address or need to update your email since filling out your waiver, let us know and we will change that information on your account for you.