

Online Enrolment Guide



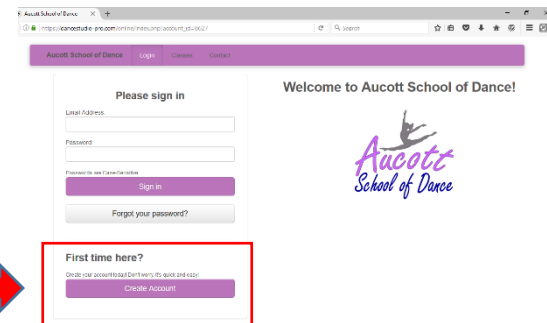
Welcome to Aucott School of Dance! To register please follow the instructions below to get you started and do feel free to contact us should you need any help. We look forward to seeing you at class!

Step 1:

Go to www.aucottschoolofdance.com and click on **Parent Login** at the bottom of our home page

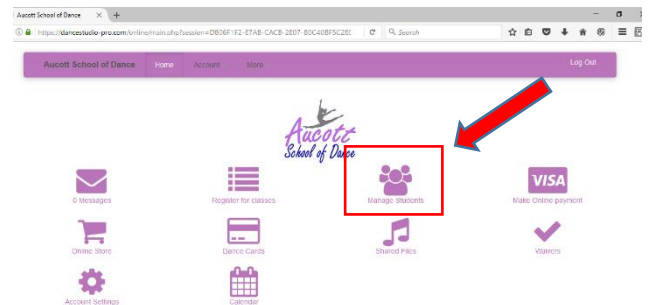
Step 2:

If this is the first time you have used our *Parent Portal* then you will need to click on **Create Account**.

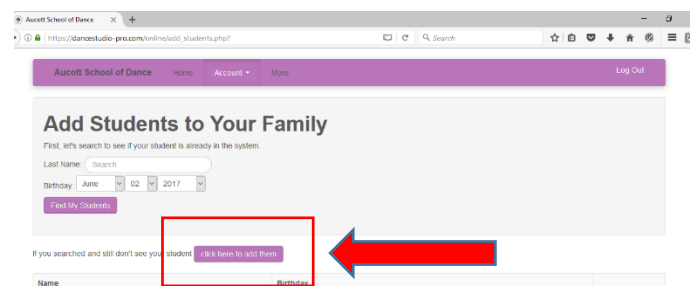


Step 3:

Once you have created your online account click on **Manage Students** where you will have the option to **Add Students**. You will be asked to enter their **Last name** and **Date of Birth**.



If you/your child are already in our system they will appear for you to select. If not you will be able to continue registering as a new student by clicking on **Click here to add them**



Once you have added students to your account you will be able to enrol them for classes online when registration opens for the term. It is possible to enrol and pay later if you prefer to pay in person. You can also update your contact and medical information, pay for classes securely online and access our online store for dance clothes, private lessons and other special events!