

## **Gotta Dance Online Registration – Initial Set up and Registration**

### **Current/Existing Gotta Dance Clients (i.e. from previous school year or summer classes)**

If you are **already a current client** of Gotta Dance, when you go to the registration link for the first time, you will need to complete the following steps:

1. Click on the link for “Forgot your password?”
2. Enter the email address that is linked to your account at Gotta Dance – the email address you have provided for us when you originally registered.
3. Click “Next”.
4. An email will be sent to your email address. Follow the directions in that email to confirm your password re-set.
5. You will be directed to enter your personal password and then will be re-directed back to the original registration page.
6. Under the “Already Registered with Gotta Dance” section, enter your email address and your password.
7. You will then have access to your account to modify your information and sign up for classes. Please be sure to review all this information to ensure we have current address and contact information for your family.

### **New Gotta Dance Clients**

If you are not already a client of Gotta Dance, please click on the Register button on the right side (“New to Gotta Dance?”) section of the page. You will go through the process to set up a family account.

All fields that are marked with a red asterisk (\*) are required to complete the registration.

Please be sure to complete your family information as completely as possible. We prefer to have three phone numbers for your family: Home Phone, Mom Phone, and Dad Phone. Please choose from the drop-down box to note these numbers. Emergency numbers are also requested as well.

An email is required as well and will be the primary means for logging onto our system to manage your account and to complete class registrations. Please note the box that provides the option to opt-out of receiving emails: “Yes, send me e-mails related to my account payments, class confirmations, class reminders, canceled classes, etc. See our [privacy policy](#) for how we safeguard your information.”

Although you have the option to uncheck the box to opt-out of receiving emails, we strongly encourage you to choose “Yes” to receive our emails. You can see in the privacy policy that we are very careful with all email information and we will send emails judiciously to provide information regarding your dancer, classes, and upcoming recitals. Emails are an important means of communication to our families and if you choose to opt-out of this, you might miss important information throughout the year.

Once you have set up your family information, you will have the opportunity to add your dancer(s) to your account. Although it is not required, we ask that you mark whether your dancer is male or female as this is a big help during costume planning time!

Once you have set up your child, you can start to go through the registration process. You will be required to accept the Student Waiver and Release of Liability.

Once you choose the option to enroll for classes, you will see a schedule that includes all classes that are age-appropriate for your child. All dancers must be the correct age for a given age-group of classes by the start of the fall/school year class session to be allowed to register for those classes.

You can go through this process for all children that you have added to your account and when you are done with adding classes, you can go through the checkout process. Please note that you must pay the amount due

for (1) Annual Registration Fee (\$40 per each family per year) and (2) First month of Tuition, in order to complete the registration process.

Once you complete registration, you will receive a confirmation email. If the registration is left incomplete (without payment), after 24 hours you will receive an additional email notifying you that the classes have been cancelled for your dancer(s).

As always, please do not hesitate to contact us with any questions:

Phone: 425-861-5454

Web: [gttadance.com](http://gttadance.com)

Email: [gotta.dance@gttadance.com](mailto:gotta.dance@gttadance.com)