



## DTS Online Registration Steps

### 1. Activate/Create your Dance Tech Account-

#### **Returning Students:**

<https://app.akadadance.com/customer/login?schoolId=AK601368J>

#### **New Students:**

<https://app.akadadance.com/customer/login?schoolId=AK601368J&c=1>

1. Thoroughly read through our 2020-21 Policies- there are numerous updates this year.
2. Electronically sign agreement
3. Account info page- the PARENT NAME must be entered-not your dancer(s) name.
4. Click on Student Tab in blue header, fill in student's birthdate, age, & school.
5. Click on "Register tab" at top of screen
6. Click on your student name- the following page prompts will take you through your Account review, continue pressing "next" at the bottom of the screen.
7. When class options come up, click on the drop down arrow and select "2020 Summer Camp" or "2020/2021 School year Session" (both sessions are currently available)
8. Choose the class(es) you'd like to register for by clicking the green Request tab next to each class.
9. If a red warning box pops up, continue through to hit the Request button for the office to review.
10. If a class is requested in error, you may remove the selection by clicking, "Cancel Now"
11. When all classes/camp session have been requested, the "Submit Requests" at bottom of the page **must** be selected for request to be sent.
12. A "Congratulations Confirmation" message will display and all selected classes will be sent through for approval.
13. Once classes are approved a, confirmation/detailed statement will be sent and applicable registration fees will be charged to your credit card inputted on file. ACH payment option is available as of Oct 1<sup>st</sup>.