



## DTS 2022-23 Dance Year 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 2022-2023 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 "2022/2023 School year"
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 DTS Admin to review.
10. If a class is requested in error, you may remove the selection by clicking, "Cancel Now"
- 11. When all classes have been requested, click the "Submit Requests" at bottom.**
- 12. \*\*A final review of your classes selected will be generated. \*Click "Submit" one last time.**
13. A "Congratulations Confirmation" message will display and all selected classes will be sent through for approval.
14. Once classes are approved a, confirmation/detailed statement will be emailed 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>.
15. If you opt for the ACH payment option for this upcoming year, go to the "Payment Setup" tab on DTS website's "Register" page. It's quick and must be completed prior to Sept 15, 2022 to begin as of Oct 1, 2022. The credit card entered in your account will be the default method used if ACH form is not filled out.