

Dear Parents:

During the past months the studio has made a lot of changes to the website (rtdance.com) designed to make it easier for you to understand and manage your accounts with the studio. This document will hopefully clarify the information available to you.

Account Access: We encourage you to view your account by clicking on accounts at the rtdance.com. Please contact us if you need your username and a temporary password so that you may access your account. Once in the account, there will be six options:

- 1) Edit Profile: Choosing this will allow you to put in a new password, unknown to us. You can also change your address, and contact information.
- 2) Display My Classes: You will be able to view
 - a) Placed classes-- classes our instructors suggest for your child, based on their level and previous enrollment. Class placements do not hold your place in class. To hold your place you must pre-register.
 - b) Classes for which you have pre-registered or registered for, that are waiting approval by an instructor.
 - c) Pre-Registered classes—future classes in which your child is pre-registered.
 - d) Scheduled classes--classes in which your child is currently scheduled (registered.)
 - e) Available classes—additional classes on the studio schedule
- 3) Transaction History: This is a list of all of your payments and charges.
- 4) Statements: View copies of your past monthly statements.
- 5) Payments: This page shows you the balance of the account, minimum amount due as of the last statement, and the due date. It also shows you past payments made to the account, and future payments that are scheduled. You may also schedule a payment if you'd like.
- 6) Classes: This shows a schedule of all of our available classes. It is similar to what you see if you choose "Classes" on the home page of rtdance.com.

Placement emails were recently sent to all current students. Students all received recommendations for fall 2010-2011 classes. These were sent to help make it easier to know which class(es) our instructors believe are best for your child for this fall. Placement is not registration, nor does it hold your place in a class. You must pre-register for a class in order to hold your place in that class.

Registration may be done by emailing your class choices to us at info@rtdance.com, calling or visiting the studio and speaking with a desk manager. We will pre-register your student according to your choices and according to their placed classes. Pre-registration will hold your child's place in a class, but does not require you to pay at that time. Students will automatically become registered for the classes in which they are pre-registered one week before classes begin. The student's account will then be billed. Several of our classes do require approval by an instructor. If you (pre-)register your child for one of these classes, a request is sent to the instructor to approve them for that class. You will be notified via email whether the request is approved or declined.

Registration Agreements may be found at rtdance.com. On the home page choose downloads and look for the Registration Form. You can print a copy off and fill it out and email, mail or bring it to the studio for registration. You must complete and sign a new registration form each Fall. If you make schedule changes throughout the year, we will send you an updated agreement. However, you do not need to sign that and return it. It is for your records only.

We hope this explanation has helped. Please feel free to contact us with any questions.

Thank you.

Dancer Staff