

Online Enrolment Instructions

1. Click on "Online Enrolment" in your email or via the Classes tab on our website
2. Enter your up to date information in Customer Details. If any of your information has changed this will automatically update it for you in our system.
3. Click Save and double check your details are correct
4. Click Next
5. Enter each Student's Details and click Save. You will end up with a list of your students at the top of the page.
6. Please check that you have put all of your dancers in the student section. Eg. If you have 3 children that dance all of their details need to be entered in the Student Details section
7. Click Next
8. Select classes for first student
 - a. Select Student in drop down box on left side of screen
 - b. Tick the days that their classes are on (use your attached timetable to refer to)
 - c. If you do not know the days tick all days and all classes will show
 - d. Click Find Classes
 - e. Tick appropriate classes for student
 - f. Click Select Classes
9. Repeat for all of your students
10. Click Next
11. Check that all of the details you have entered are correct for yourself as the customer and for your students.
12. Read the terms and conditions thoroughly. These must be accepted to go to the next step.
13. Click Submit All Details

You will receive an email confirming your registration for classes. Once the enrolment process is completed by Arafura Dance Association you will receive an invoice with payment details.