



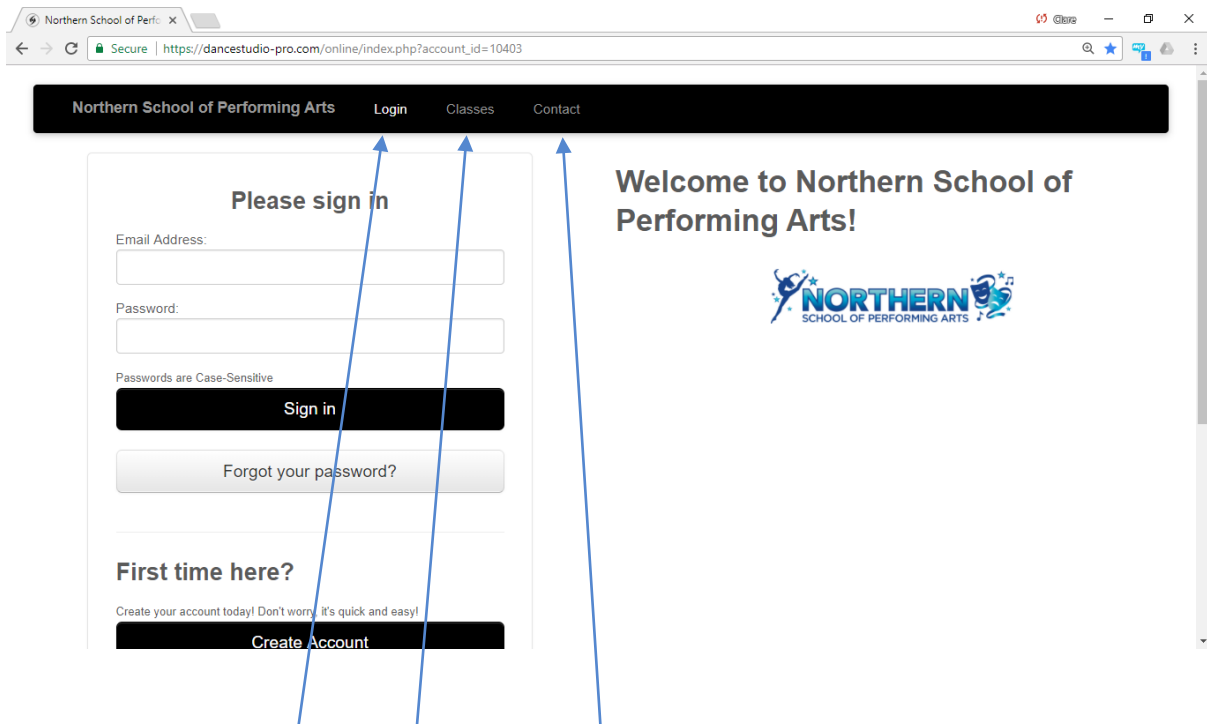
USER GUIDE FOR DANCE STUDIO PRO SOFTWARE

Contents

1. Create account
2. Book classes
3. Cancel a class
4. See your Weekly Dance Schedule
5. Check how much you owe
6. Ways to pay
7. Contact us

Login to the software via the website or using the following link

https://dancestudio-pro.com/online/index.php?account_id=10403



From the main screen Login, view classes, or Contact us

1. To create your account

Click on Create Account on the main screen

The screenshot shows a web browser window with the URL https://dancestudio-pro.com/online/signup.php?account_id=10403. The page title is "Account Registration". At the top, there is a section for existing users with a "Login" button and a "Reset Password" button. Below this is the "Your Account" section, which contains several input fields: "Email*" (with "me@email.com" entered), "Enter Email Again*" (with "me@email.com" entered), "Password*", "First Name*" (with "First Name" entered), "Last Name*" (with "Last Name" entered), "Cell Phone*" (with "111-111-1111" entered), "Home Phone" (with "222-222-2222" entered), "Address*", and "How did you hear about us?".

The screenshot shows the "Taking Classes" section of the website. It features two buttons: "Add a student" (a black button) and "I take classes" (a grey button). Below the buttons is the Northern School of Performing Arts logo, which includes the text "NORTHERN SCHOOL OF PERFORMING ARTS". At the bottom of the page, there is a footer with the text "Powered by: DanceStudio-Pro.com", "© 2018 Northern School of Performing Arts", and a "Back to top" link. Two blue arrows point from the bottom of the page towards the "Add a student" and "I take classes" buttons.

Enter personal details then click on "Add a student" if you are a parent or "I take classes" if it is for yourself.

Taking Classes

Location
Hibiscus Coast

Emergency Contact Information*

Student #1 Remove

First Name*
First Name

Last Name*
Last Name

Birthday
January 05 2018

Gender
Female

Important: The system will use this birth date to determine class eligibility. Without a valid birth date, you may not see any classes available.

Add a student I take classes

Create Account

Add student details and please ensure correct date of birth is entered as the system uses it to determine class eligibility. Without a valid birth date you may not be able to see any classes available when you come to book.

Click on Add a student again to add more students.

Save account and login.

2. Book classes

Once you are logged in you will see the Home screen.

Northern School of Performing Arts Home Account More Log Out

NORTHERN
SCHOOL OF PERFORMING ARTS

Welcome to Northern School of Performing Arts Dance Studio Pro.
Please check and update your personal details and those of the students, especially their date of birth as this will filter the classes available to you.
Please contact us if you have any queries or classes are not showing.
Thank you!

0 Messages Register for classes Manage Students VISA Make Online payment

Shared Files Account Settings Calendar

Click on the Register for classes icon and follow the instructions. You can also filter by location here.

If there any classes you cannot see, please contact us by clicking on More and Contact on the dropdown list.

If a class is full there will be an option to Add student to waiting list.

After you have submitted your classes you will be taken into the My Family Members page which can also be reached from the Home page by clicking on the Manage Students icon. The system will show an amount owed against each student. If you have booked classes which note that discounts will be applied after registration, this will be amended after we have received your bookings.

For all bookings, an invoice will be raised separately on our Xero system as the DSP software does not show you a detailed breakdown of class fees and discounts on their statement. Your statement in DSP will then will amended and sent to you.

Your account on Xero and DSP should match so please contact us if they don't.

The screenshot shows a web browser window with the URL https://dancestudio-pro.com/online/my_students.php. The page displays a table of student information. The first row shows 'Grade 5 Ballet' and 'Junior Extension (audition only)'. The second row shows 'Sample Student' (7 years old) with a 'Tuition' of '\$0.00' and a note 'On February 12: \$94.50'. Below this, there is a section for 'Upcoming Classes' with a link to 'Junior Extension (audition only)'. At the bottom of the page, it says 'Powered by: DanceStudio-Pro.com', '© 2018 Northern School of Performing Arts', and a 'Back to top' link. A URL bar at the bottom shows https://dancestudio-pro.com/online/my_students.php#collapse_1222789_489517.

3. Cancel a class

If you have entered an incorrect class or have just changed your mind you can cancel the class online.

Click onto the Manage Students icon.

Find the class under the student's name.

Click on the class.

At the bottom of the class details click on Drop this class.

4. See your Weekly Dance Schedule

Click on the Manage students icon.

Click on My Weekly Schedule.

Change the date at the top to the week you are looking at.

My Class Schedule
Northern School of Performing Arts

Show me my schedule on February 28 2018

Go

Monday February 26

Student	Class Name	Location	Time	Start Date	End Date
Sample	Junior Extension (audition only)	Hibiscus Coast 1 - Studio Astaire	3:30 PM to 4:15 PM	Feb 12, 2018	Apr 14, 2018
Lily	Grade 6 Jazz	Hibiscus Coast 3 - Studio Fonteyn	7:30 PM to 8:30 PM	Feb 12, 2018	Apr 14, 2018

Tuesday February 27

Student	Class Name	Location	Time	Start Date	End Date
Lily	Senior Extension (audition only)	Hibiscus Coast 1 - Studio Astaire	7:30 PM to 8:30 PM	Feb 12, 2018	Apr 14, 2018

Scroll down to see the rest of the week.

You can also click on the Calendar icon to see classes and school events on a day, week or monthly basis.

Northern School of Performing Arts Home Account More Log Out

My Calendar

Print Version Lily Sample Events

< > today **March 2018** week day month

Sun	Mon	Tue	Wed	Thu	Fri	Sat
25	26 3:30p Junior Extension (audition) 7:30p Grade 6 Jazz	27 7:30p Senior Extension (audition)	28 6:30p Level 5 Tap	1	2 5:45p Level 3 Contemporary 6:30p Grade 5 Ballet	3 11a Singing/Piano 11:30a Musical Theatre Senior 12:30p Stretch and Body Con
4	5 3:30p Junior Extension (audition) 7:30p Grade 6 Jazz	6 7:30p Senior Extension (audition)	7 6:30p Level 5 Tap	8	9 5:45p Level 3 Contemporary 6:30p Grade 5 Ballet	10 11a Singing/Piano 11:30a Musical Theatre Senior 12:30p Stretch and Body Con

5. Check how much you owe

After booking, an invoice will be sent from Xero and a statement from DSP.

To look at these online on DPS:

Click on Make Online Payment

Click on View under statement column for each student

6. Ways to pay

Internet banking – To account Northern School of Performing Arts

Account number 12-3084-0297799-00

Please use student name and invoice number as reference

Debit/Credit card – Please note there is a surcharge of 3% added to payment using this option

Through Dance Studio Pro software.

From Home screen click on Make Online Payment

Choose to either:

Pay balance for all students (in full)

Pay for all overdue items

Other (choose which items to pay)

Follow the onscreen instructions to complete payment

Through Xero

Click on the 'view and pay your bill online' link from the body of your invoice email

Click on the Pay Now at the top left of invoice

Follow the instructions to make payment

Direct Debit

Term fees can be paid in 3 instalments by direct debit

Contact clare@northernschoolofperformingarts.co.nz for more details

Eftpos At either of the venues

Cash At either of the venues (please make sure you receive a receipt)

7. Contact Us

If have any queries at all, please contact us through DSP software by clicking on More at the top, then Contact.

Or via the website by clicking on Contact on either of the locations.