

## Tutu Studios has a new on-line scheduling system – The Studio Director. Here is your easy “How to” guide!

### Step 1: Register your family in The Studio Director

This process is only done once. You will then have access to your own Parent Portal to manage all your family details and enrolments. Here is how you do it...

1. When you click on the “[Enrol at a location near you](#)” button on the website, you will be redirected to the scheduling system which looks as follows:

Welcome Login

Welcome to Tutu Studios' On-line Scheduling System!  
We are currently in Term 4: 10 October 2016 - 10 December 2016

Already Registered with Tutu Studios Ballet Pty Ltd?

E-mail:

Password:

Login

[Forgot your password?](#)

New to Tutu Studios Ballet Pty Ltd?

Register

If you have taken classes before with Tutu Studios Ballet Pty Ltd and you have given us your e-mail address, try the [forgot your password](#) link. If not, please contact the office to give us your e-mail address and to set your password.

E-mail: [info@tutustudios.com.au](mailto:info@tutustudios.com.au)  
Phone: +61 408 701 081

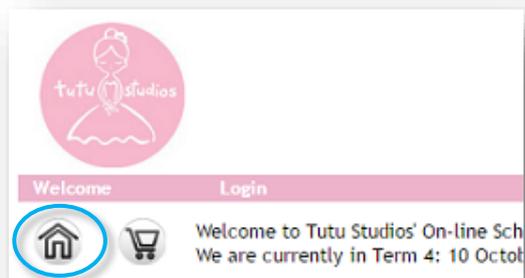
Copyright © 2012-2016 OnVision Solutions - All Rights Reserved  
The Studio Director - dance studio software and gymnastics software  
[Home](#) • [Return to Tutu Studios Ballet Pty Ltd](#) • [Privacy Policy](#)

2. Start with entering **your** contact details, and choose a password – you will use your email address and this password to log in to this Parent Portal any time you wish to make changes or add enrolments.
3. Next you will enter your child’s details and accept the waivers.

If you wish to register more than one child, complete the older child’s details first, and when complete you will be able to add the next child.

You are now ready to book your child/ren in for a trial class (see Step 2), or enrol for the term (see Step 3).

You can return to the Home screen of the Parent Portal any time by clicking on the Home button at the top.

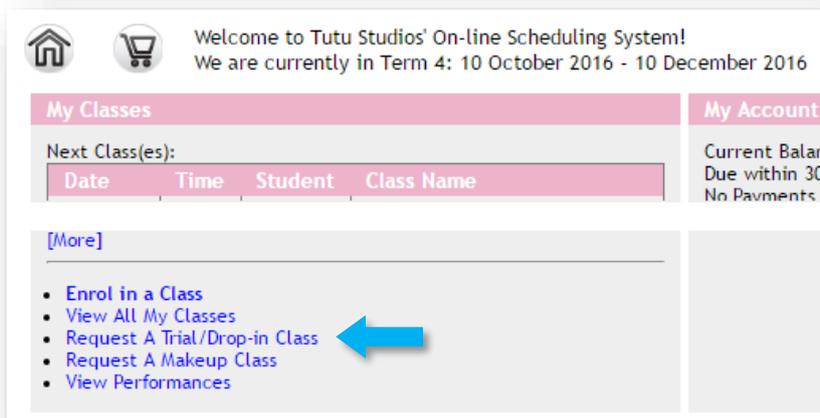


## Step 2: Booking a trial class (Skip straight to Step 3 if you are ready to enrol!)

If you would like to try a class before enrolling for the term, you are welcome to book in for a trial class. However you are also welcome to enrol straight in to the term, in which case you can proceed to **Step 3** below.

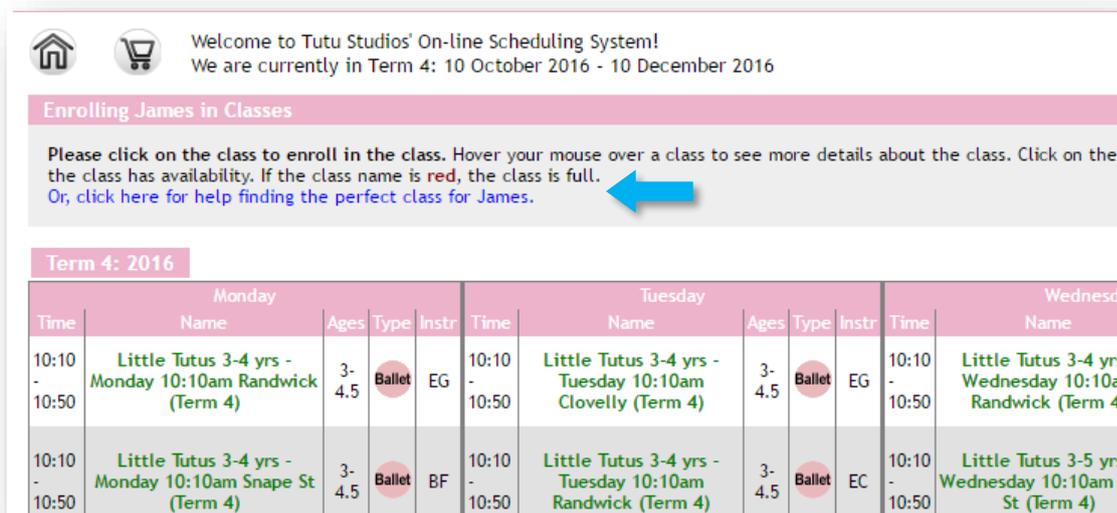
All trial classes are \$18 which will need to be paid immediately when making the booking. After you have attended the trial, you will be able to enrol in that class for the remainder of the term (see **Step 3**), and will be charged a pro-rated amount accordingly. Here is how you book a trial class...

1. On the Home screen, click on "Request A Trial/Drop-in Class" below the My Classes section



A calendar of classes available for your child's age group will be displayed.

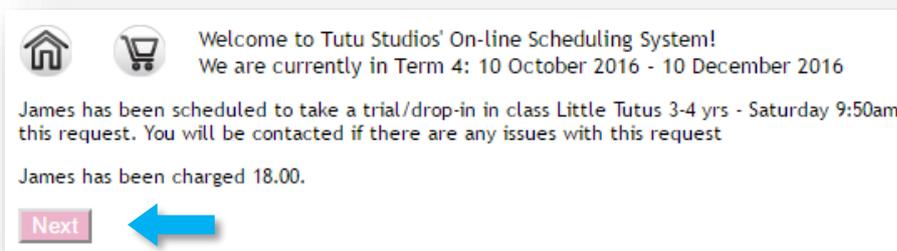
2. Select the class you wish to book into on the calendar, or click on the blue link above the calendar "click here for help finding the perfect class for..." to help you select the right class based on the days and locations which suit you.



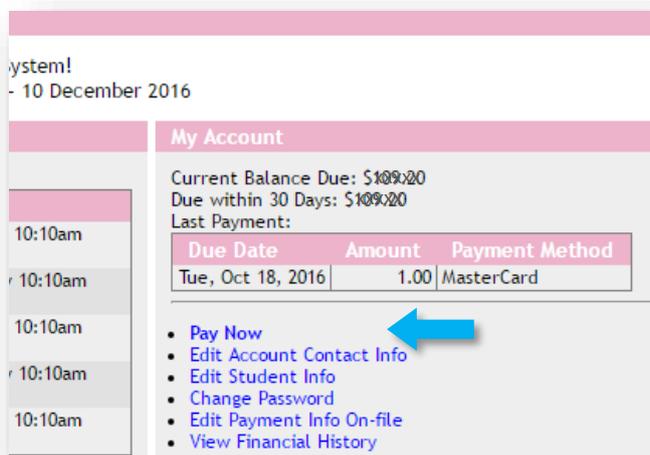
- Select the date you wish to book. By default, the dates for the current month (or the earliest month available) are listed. If you wish to choose a date in a later month, click the "Next" button above the list of dates to progress through the months, and click on the date you want.



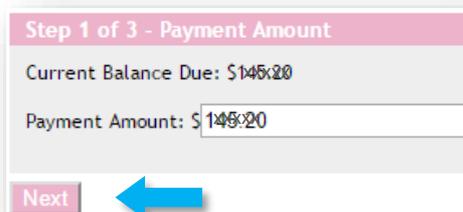
You will then get a confirmation message about your booking request, and your account will be charged \$18. Click the "Next" button which will take you back to the Home screen where you can then make payment.



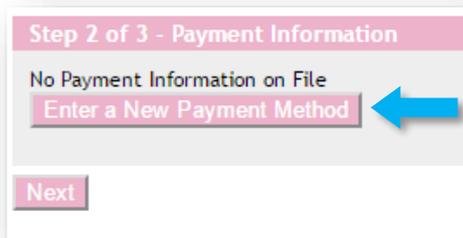
- Once back on the Home screen, click on Pay Now under the My Account section. You will now go through 3 steps to complete the transaction:



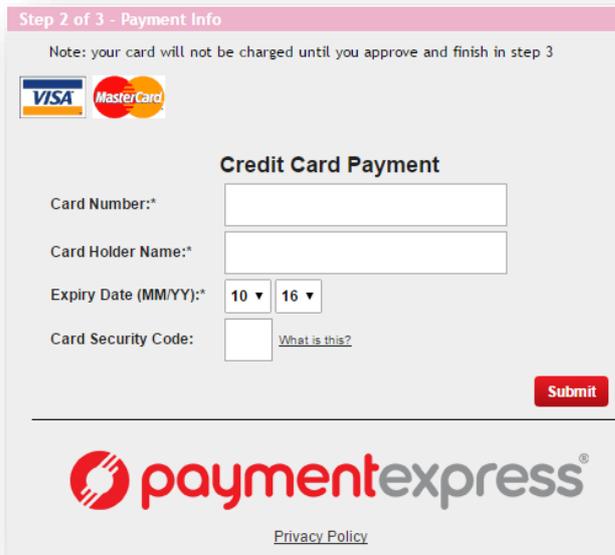
1 – Confirm amount and click 'Next'



2 – Click 'Enter a New Payment Method'. You will now be taken to a credit card form.



Fill in your credit card details, and click 'Submit'

A screenshot of a web form titled "Step 2 of 3 - Payment Info". At the top, it says "Note: your card will not be charged until you approve and finish in step 3". Below this are logos for VISA and MasterCard. The form is titled "Credit Card Payment". It contains the following fields:

- Card Number:\* (text input)
- Card Holder Name:\* (text input)
- Expiry Date (MM/YY):\* (two dropdown menus, one showing "10" and the other "16")
- Card Security Code: (text input) with a link "What is this?"

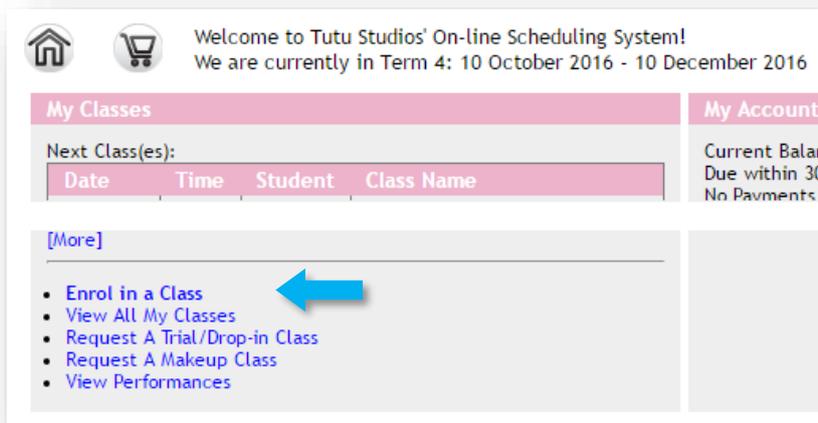
A red "Submit" button is located at the bottom right. At the bottom of the form, there is the "paymentexpress" logo and a link for "Privacy Policy".

3 – Approve and complete the payment.

**Please note that your trial class booking will not be confirmed until payment has been made.**

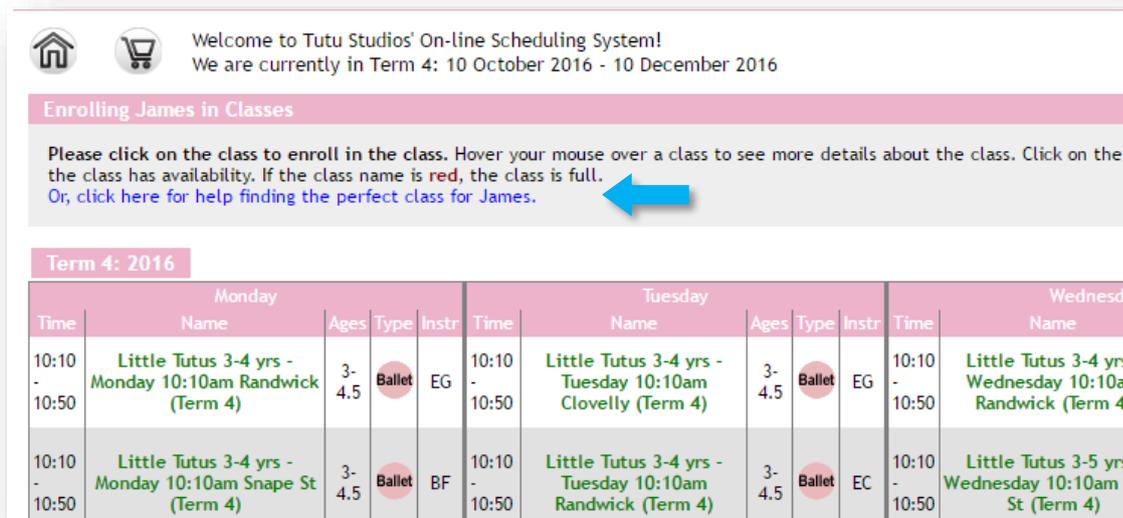
### Step 3: Enrolling for the term

1. On the Home screen, click on “Enrol in a Class” below the My Classes section



A calendar of classes available for your child’s age group will be displayed.

2. Select the class you wish to enrol into on the calendar, or click on the blue link above the calendar “click here for help finding the perfect class for...” to help you select the right class based on the days and locations which suit you.



3. After you have selected the class, a summary will be displayed, and you now have a few options:
  - enrol the same child in another class (for example – you’ve just enrolled them for ballet, and now you want to enrol them for jazz)
  - enrol a different child in a class
  - or proceed to the payment process by clicking Checkout

**Enrollment Confirmation**

You have enrolled Jane in:  
 Season: Term 4: 2016  
 Class Name: Tutu Toddler and Carer 18m-3yrs - Monday 9:35am Alexandria (Term 4)  
 Day: Monday  
 Time: 9:35 AM - 10:05 AM  
 Location: Alexandria  
 Instructor: Emily Johnson  
 Class Cost Due Now: ~~\$105~~00 [\(More Info\)](#) [\(View Rates/Policies\)](#)

**IMPORTANT: enrollment is not complete until you CHECKOUT**

**Checkout**

[Enroll Jane in Another Class](#)      ←

[Enroll a Different Student in Class](#)      ←

[Drop Jane from This Class](#)

You can complete all your enrolments for your family before proceeding to Checkout, so that your total is automatically calculated and you can make one single payment.

4. After you proceed to Checkout, you will go through 3 steps to complete the transaction:

1 – Review and click ‘Next’

**Step 1 of 3 - Review Cart**

Please review the items in your cart and press [Next](#)

Class Enrollment(s) Pending:

First Name	Last Name	Season	
Jane	Brown	Term 4: 2016	Tutu Toddler and Care

[Add More Classes](#)

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Balance Due: ~~\$141~~00      [Details](#)

[Next](#)      ←

2 – Click ‘Enter a New Payment Method’. You will now be taken to a credit card form.

**Step 2 of 3 - Payment Information**

No Payment Information on File

[Enter a New Payment Method](#)      ←

[Next](#)

Fill in your credit card details, and click 'Submit'

Step 2 of 3 - Payment Info

Note: your card will not be charged until you approve and finish in step 3

### Credit Card Payment

Card Number:\*

Card Holder Name:\*

Expiry Date (MM/YY):\*

Card Security Code:  [What is this?](#)

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[Privacy Policy](#)

3 – Approve and complete the payment

**Please note that your enrolment is not confirmed until payment has been made.**

**Note:** If your child has already been enrolled in the system and you simply wish to make a payment, click on “Pay Now” under the My Account section on the home screen and follow the same steps above to complete your payment.

system!  
- 10 December 2016

### My Account

Current Balance Due: \$109.20  
Due within 30 Days: \$109.20  
Last Payment:

Due Date	Amount	Payment Method
Tue, Oct 18, 2016	1.00	MasterCard

- [Pay Now](#)
- [Edit Account Contact Info](#)
- [Edit Student Info](#)
- [Change Password](#)
- [Edit Payment Info On-file](#)
- [View Financial History](#)