

## 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  
Phone: +61 408 701 081

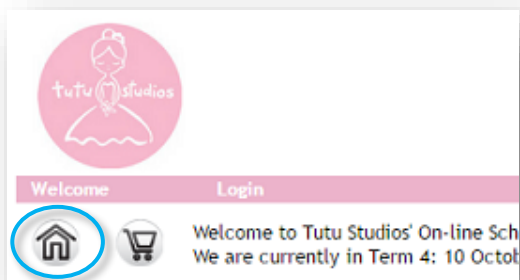
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The Studio Director - dance studio software and gymnastics software  
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2. Start with entering **your** contact details, and choose a password – you will use your email address and this password to 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.

**Note:** 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 enrol your child/ren for the term (see Step 2).

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



## Step 2: Enrolling for the term

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

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**My Classes**

Next Class(es):

Date	Time	Student	Class Name
[More]			

- [Enrol in a Class](#)
- [View All My Classes](#)
- [Request A Trial/Drop-in Class](#)
- [Request A Makeup Class](#)
- [View Performances](#)

**My Account**

Current Balance  
Due within 30  
No Payments

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.

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**Enrolling James in Classes**

Please click on the class to enroll in the class. Hover your mouse over a class to see more details about the class. Click on the class name if the class has availability. If the class name is red, the class is full.  
Or, [click here for help finding the perfect class for James.](#)

**Term 4: 2016**

Monday					Tuesday					Wednesd	
Time	Name	Ages	Type	Instr	Time	Name	Ages	Type	Instr	Time	Name
10:10 - 10:50	Little Tutus 3-4 yrs - Monday 10:10am Randwick (Term 4)	3-4.5	Ballet	EG	10:10 - 10:50	Little Tutus 3-4 yrs - Tuesday 10:10am Clovelly (Term 4)	3-4.5	Ballet	EG	10:10 - 10:50	Little Tutus 3-4 yrs Wednesday 10:10am Randwick (Term 4)
10:10 - 10:50	Little Tutus 3-4 yrs - Monday 10:10am Snape St (Term 4)	3-4.5	Ballet	BF	10:10 - 10:50	Little Tutus 3-4 yrs - Tuesday 10:10am Randwick (Term 4)	3-4.5	Ballet	EC	10:10 - 10:50	Little Tutus 3-5 yrs Wednesday 10:10am Snape St (Term 4)


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. Your multi-class and sibling discounts will automatically be applied at checkout.

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

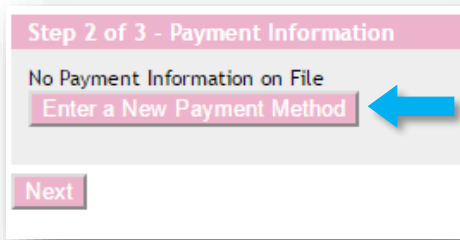
[Add More Classes](#)

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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.



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

VISA MasterCard

Credit Card Payment

Card Number:\*

Card Holder Name:\*

Expiry Date (MM/YY):\* 10 ▼ 16 ▼

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

Submit

paymentexpress®

[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.

