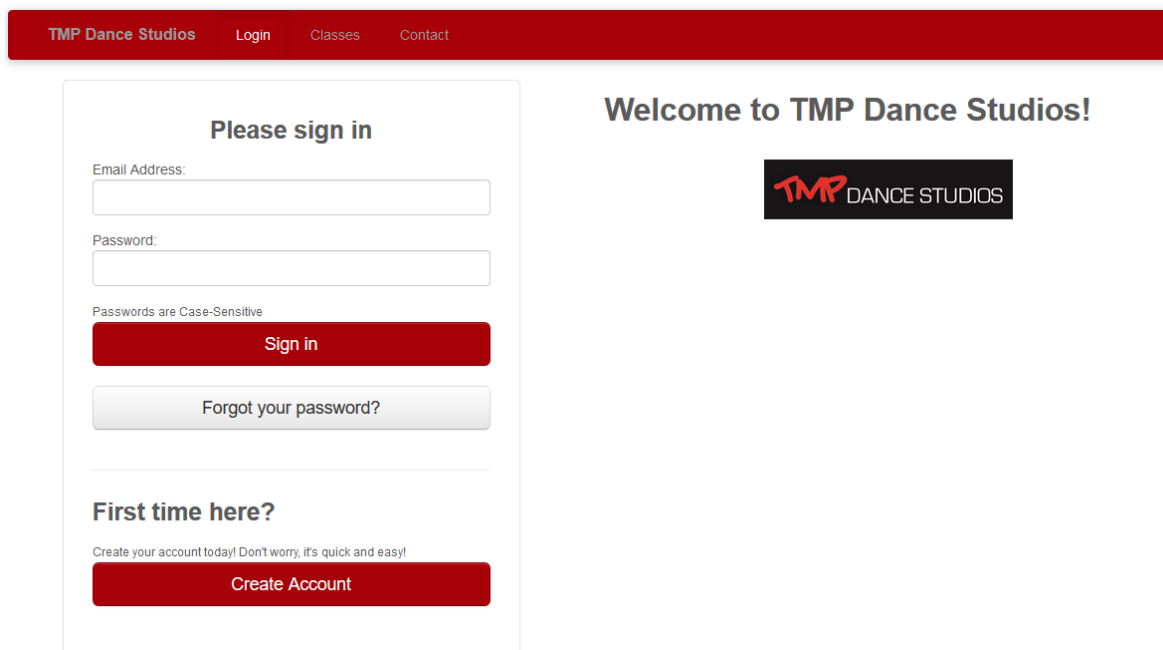


## Welcome to the TMP Parent Portal, powered by Dance Studio Pro.

To go to our portal for start the registration and enrolment process, please enter the following address into your internet address bar (or click on the link to open): <https://dancestudio-pro.com/online/tmpdancestudios>

You will be directed to the following page:



The screenshot shows the TMP Dance Studios website interface. At the top, there is a dark red navigation bar with the text "TMP Dance Studios" and links for "Login", "Classes", and "Contact". Below the navigation bar, the page is split into two main sections. On the left, there is a white box titled "Please sign in" containing two input fields for "Email Address:" and "Password:". Below these fields, it says "Passwords are Case-Sensitive" and has a red "Sign in" button and a grey "Forgot your password?" button. Below this box, there is another white box titled "First time here?" with the text "Create your account today! Don't worry, it's quick and easy!" and a red "Create Account" button. On the right side of the page, there is a heading "Welcome to TMP Dance Studios!" and a black logo for "TMP DANCE STUDIOS" with "TMP" in red and "DANCE STUDIOS" in white.

Please select “create account” under “First time here?”

Once directed to the “Account Registration” page, complete all fields. If any fields with an \* are left blank your registration will not be processed and you will be unable to proceed until these are filled. Please remember the email account you use to sign in as all correspondence throughout the year will be emailed to this email account and please remember your password, as you will need to log into the parent portal throughout the year.

If your child is going to be taking classes with us, select the “add a student” under “taking classes” – this is the red box, or if you are the one taking classes, select the “I take classes” box.

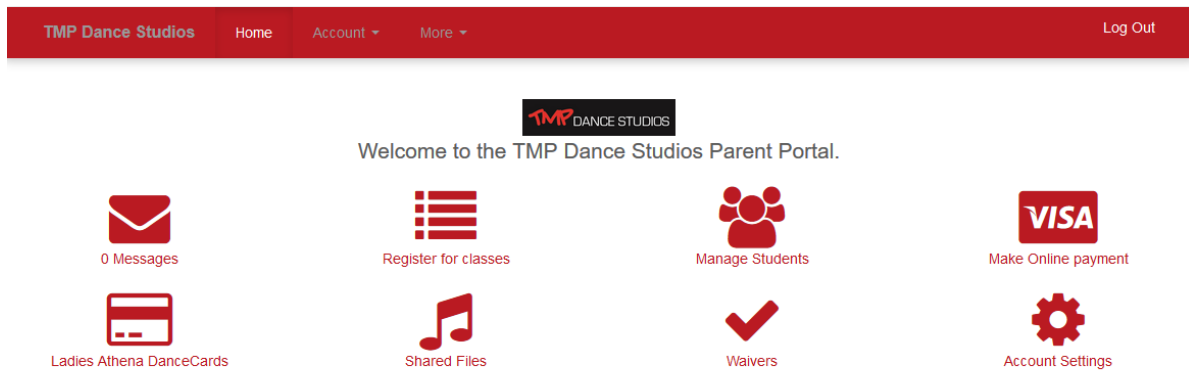
If you have selected that your child is going to be taking classes with us, please fill all the information in this next section. Please check Emergency contact information as this is vital for us to contact you if there is an emergency during classes. Please follow all instructions on this page carefully as enrolments will be delayed or not processed if all fields are not correctly entered.

If you have selected that you are the one taking classes with us, please fill all the information in this next section. Please check Emergency contact information as this is vital for us to contact you if there is an emergency during classes. Please follow all instructions on this page carefully as enrolments will be delayed or not processed if all fields are not correctly entered.

If you would like to enrol more than one child or your child and yourself, continue to select “add a student” (for your child) or “I take classes” (for yourself) and fill all fields.

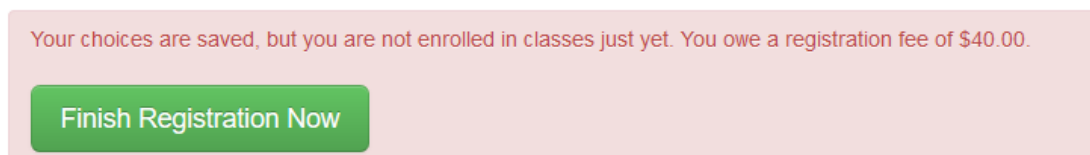
Once you added all the students/yourself, continue down the page. Enter all fields, and please read all of the terms and conditions carefully. If you have any questions regarding our terms and conditions and do not wish to agree to these, you will need to stop this enrolment process and contact Tina at [info@tmpdancestudios.com.au](mailto:info@tmpdancestudios.com.au), please provide your full name and contact phone number along with any comments. You can not proceed to “save account and login” without all fields, including the terms and conditions.

Once you have agreed to the terms and conditions (these are available on our website ([www.tmpdancestudios.com.au](http://www.tmpdancestudios.com.au)) and in the parent portal under “waiver” for future reference), you will be directed to your personal portal, it will look similar to this:



From here, select “register for classes”, and the “class registration” page will open, from here you can select if you wish to see only classes from specific locations or leave it as “all locations” to see all available classes. The 2018 timetable is available at [www.tmpdancestudios.com.au](http://www.tmpdancestudios.com.au).

Select which classes you wish to enrol in by selecting the box next to the class on the left. Once you have selected all the classes you wish to enrol in and have done so for all registered students, click “submit” at the bottom of the page. The following will be shown:



Click on “finish Registration now” to be taken to the payment page. Click “buy now” and you will be taken to the secure PayPal payment system.

Please note, your enrolment for 2018 will not be accepted without the payment of the registration fee.

If you have any technical questions related to the online registration and class enrolment process or any account related questions, please contact Lynda at [accounts@tmpdancestudios.com.au](mailto:accounts@tmpdancestudios.com.au) please provide your full name and contact phone number along with any questions.

If you have any dance, terms and conditions, or class related questions, please contact Tina at [info@tmpdancestudios.com.au](mailto:info@tmpdancestudios.com.au) please provide your full name and contact phone number along with any questions.