

# CMC Dance Company Online Registration:

**Registration Fee: \$20**

## **Non-Competition Team:**

- Are you a brand **new member** to the CMC Dance Company? Create your online portal to register for classes [here](#). Follow the registration instructions below.
- Are you a **current or returning member** to the CMC Dance Company? Login to our online portal to register for classes [here](#). Follow the registration instructions below.

## **Competition Team:**

- Interested in our **Competition Team**? Send an email to [cmcdanceco@gmail.com](mailto:cmcdanceco@gmail.com) and we will forward all online forms directly to you.
- Are you a **current or returning member** to the CMC Dance Company? An email with your Fall, Summer, and Intensive registration forms will be coming out on May 6th.

## **Registration Online:**

There are two different sessions currently open for registration:

1. **CMC DANCE CO 2026 - 2027 - SEPT 2026 - JUNE 2027**
2. **GROWN-UP & ME - Session 1 - OCTOBER 1 - NOVEMBER 19, 2026**

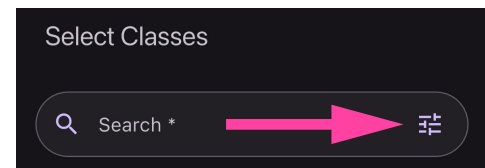
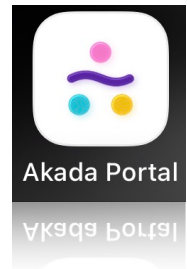
Instructions and class schedules are attached to this email. Any further questions, please email [cmcdanceco@gmail.com](mailto:cmcdanceco@gmail.com)

We look forward to dancing with you!

The CMC Dance Company

## AKADA PORTAL: HOW DO I REGISTER FOR CLASSES?

1. Create or Log-In to your account in the Akada Portal App on your smart device.
2. In the Menu, click “Register”. The Registration tab will open to the Select Classes page.
3. In the “Search \*” bar you can click on the *Filter and Sort* to find the session you wish to register for.
4. Once in the session, scroll and find the class you wish to register for. Found the class? Hit “Request Class”



*Note: Classes that are “Out of Age Range” for the student you are registering will not be shown.*

***Grown-Up & Me participants under 1 year of age: Please email [cmcdanceco@gmail.com](mailto:cmcdanceco@gmail.com) for registration and we will enter your child into the class.***

5. You can keep scrolling through classes and request more than one class across one or more sessions.

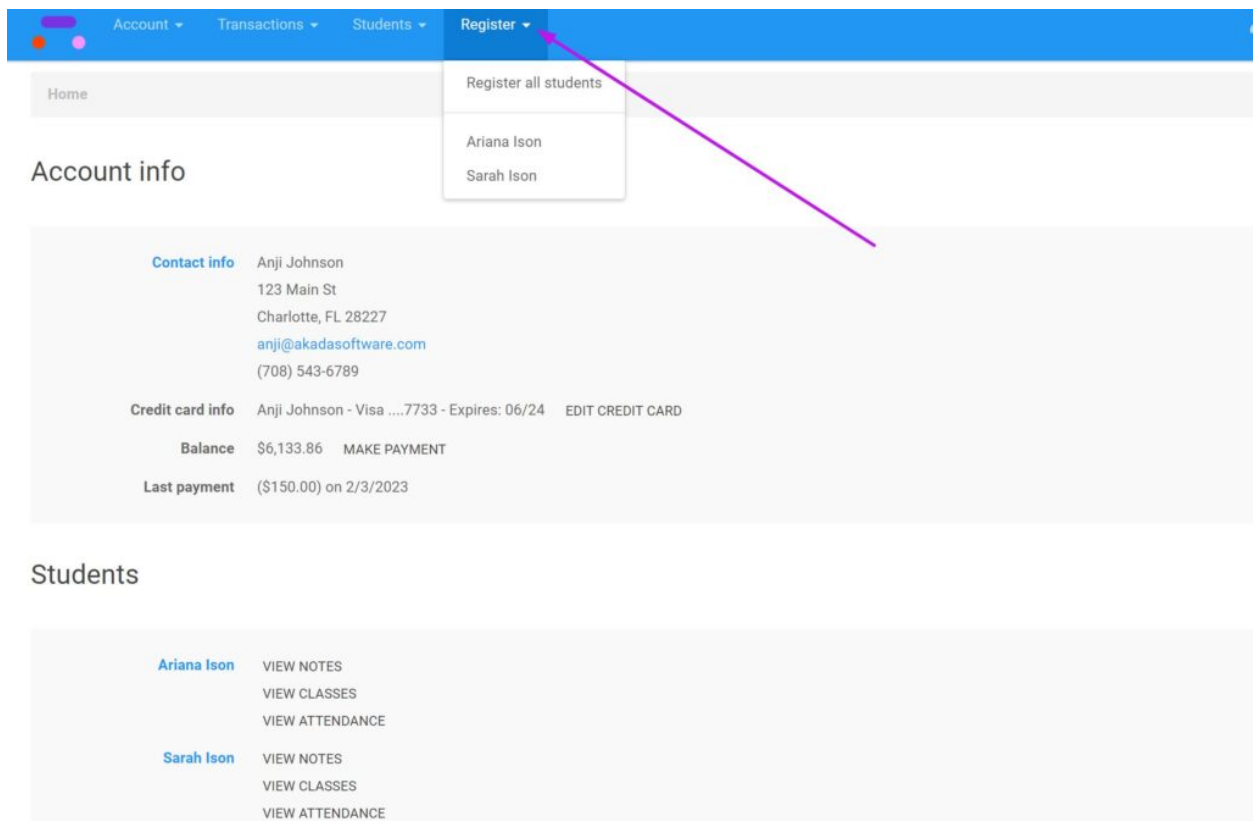
*Note: if there is a class scheduling conflict with another class you requested, you will get a warning and the portal will not allow you to register for a conflicting class.*

6. When completed, hit “Finish”
7. Your list of requested classes will be sent to our office to complete the registration. Once your pending registration has been accepted, your registration fee will automatically be charged to the card on file.

8. When you have completed your Registration, you will be taken back to the Home Page of the Parent Portal.
9. Any questions, email [cmcdanceco@gmail.com](mailto:cmcdanceco@gmail.com)

## **AKADA ONLINE: HOW DO I REGISTER FOR CLASSES?**

1. The parent account in Akada Online gives you the ability to request classes online.
2. Create or Log-In to your account online.



3. Select the Student you want to register or select Register All Students from the Registration.

4. Verify your information and/or make any necessary updates.

The screenshot shows the 'Student registration' form, specifically the 'Account info' section. The form is titled 'Account info' and 'Account details'. It includes a note: 'All highlighted fields are required.' The form fields are: First name (Anji), Last name (Johnson), Address (Address), City (MY CITY), State (FL), Zip (282270), Phone ((708) 543-6789), Email (anji@akadasoftware.com), and Billing frequency (Monthly). A 'Cancel registration' button is in the top right corner. A 'Next >' button is in the bottom right corner, highlighted with a red arrow.

5. Click Next in the bottom right-hand corner.

6. Continue by entering Parent 1 information.

7. Enter your Emergency Contact Information.

8. Enter your Credit Card Information.

The screenshot shows the 'Student registration' form, specifically the 'Credit card info' section. A modal window titled 'Credit card info' is open, displaying the message: 'A credit card is required to complete your registration. Please enter your credit card information to proceed.' The modal has an 'OK' button. The background form is titled 'Enter new credit card' and includes a note: 'All highlighted fields are required.' The form fields are: Card type (VISA), Card number (Card number), Exp. date (01/18), First name (First name), Last name (Last name), Address (Address), City (City), State (State), and Zip (Zip). A 'Cancel registration' button is in the top right corner. A 'Next >' button is in the bottom right corner.

9. Verify and/or Edit your Student's information.

10. Enter any Notes about the student if applicable.

11. Select your Classes.

The screenshot shows the 'Student registration' page. At the top, there is a 'Cancel registration' button. Below it, a dropdown menu is set to 'Fall 2018-19' with a 'More options' link. The main content is a table with columns for 'Class', 'Teacher', and 'Submit requests'. The table lists several classes with their details and status. A purple arrow points to the 'Submit requests' button for the 'Ballet Beg' class, which is highlighted in green.

| Class                                                                                                           | Teacher             | Submit requests                         |
|-----------------------------------------------------------------------------------------------------------------|---------------------|-----------------------------------------|
| TAP - BEG - 123<br>Mon - 1:00am - 2:00am<br>Ages: 1 - 21<br>Room 1 (Key 30026)                                  | No teacher assigned | Pending approval<br>cancel request      |
| ARCO - 1 - Acrobats<br>Tue - 1:00am - 1:00am<br>Ages: 10 - 15<br>Room 2 (Key 30029)                             | sarah ison          | Pending approval<br>cancel request      |
| MS - TN - Adults Tap<br>Mon - 10:00am - 2:00am<br>Ages: 21 - 21<br>Room 8 (Key 31000)                           | sarah ison          | Pending submission<br>submit/cancel now |
| HIP HOP - ADV - Adv Hip Hop Dance<br>Class full<br>Sat - 1:00pm - 2:00pm<br>Ages: 12 - 18<br>Room 6 (Key 30027) | Sarah K             | Class full<br>Request                   |
| BALLET - 1 - Ballet Beg<br>Class full<br>Tue/Thu - 4:00pm - 5:00pm<br>Ages: 8 - 19<br>Room 4 (Key 30004)        | Brett Stuckey       | Class full<br>Request                   |
| BALLET - 1 - Ballet Tap Jazz I<br>Class full<br>Mon/Tue - 1:00am - 2:00am<br>Ages: 1 - 21                       | DJ Roedger          | Class full<br>Request                   |

At the bottom of the page, there is a navigation bar with links: Previous, Account info, Parents, Emergency contacts, Payment info, and Students. A 'Submit requests' button is also present at the bottom right.

12. When you have selected all the classes for the Student select Submit Registration.

13. You will then review your selections and confirm the request.

14. If you have multiple students and selected Register All Students you will move to the next student.

15. When you have completed your Registration, you will be taken back to the Home Page of the Parent Portal.

16. *\*A class that is highlighted in green indicates the student is already enrolled in the class.*