

CMC Dance Company Online Registration:

Registration Fee: \$20 (\$15 if before June 18th)

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 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 begins May 1st:

There are 5 different sessions currently open for registration:

1. SESSION 1 SUMMER - *JULY 7, 8, 9*
2. FUN DANCE CAMP - *JULY 13 - 16*
3. ACRO CAMP - *JULY 21 - 23*
4. SESSION 2 SUMMER - *AUG 11, 12, 13*
5. CMC DANCE CO 2026 - 2027 - *SEPT 2026 - JUNE 2027*

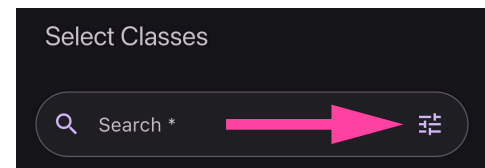
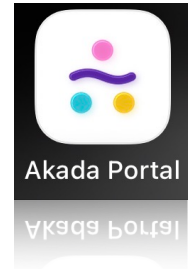
Instructions and class schedules are attached to this email. Any further questions, please email cmcdanceco@gmail.com

We look forward to dancing with you!

The CMC Dance Company

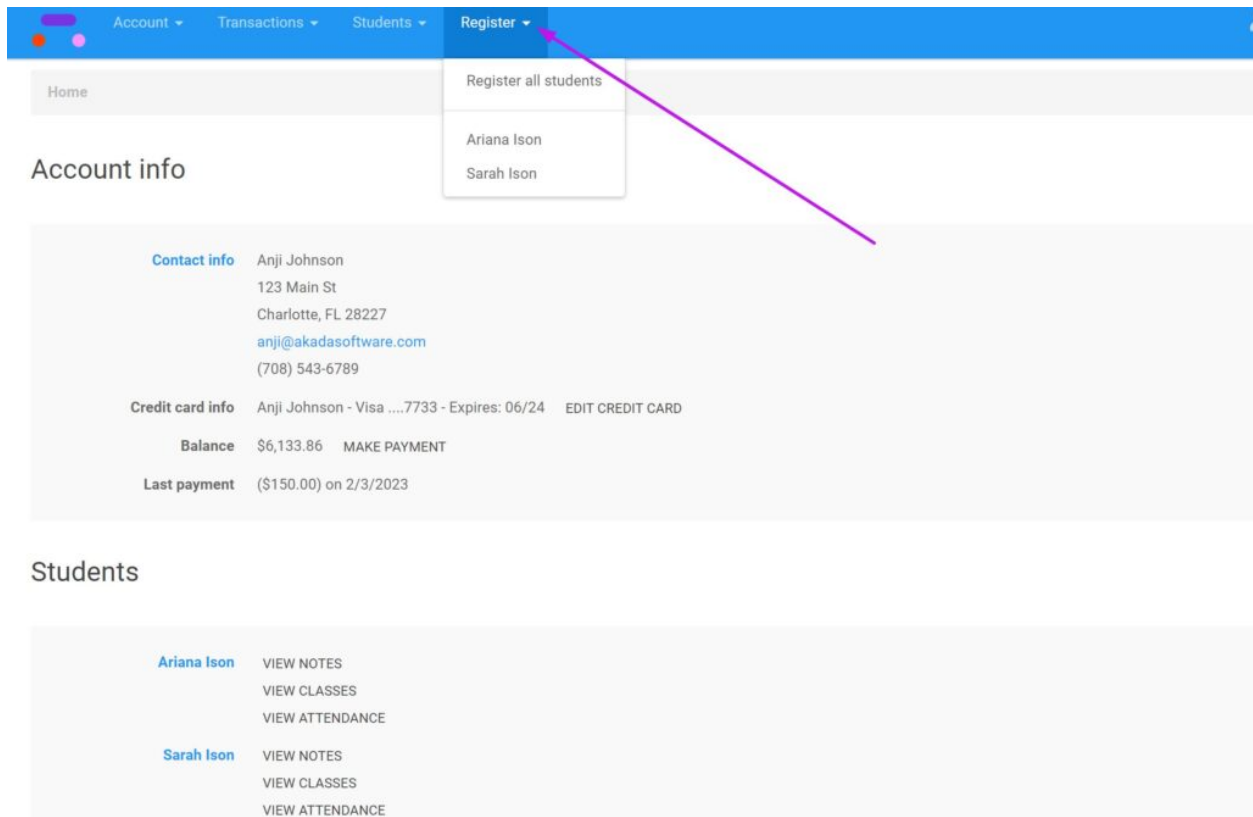
AKADA PORTAL: HOW DO I REGISTER FOR CLASSES?

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.
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



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.



The screenshot displays the Akada Online user interface. At the top, a blue navigation bar contains the following menu items: Account, Transactions, Students, and Register. The Register menu is currently open, showing three options: 'Register all students', 'Ariana Ison', and 'Sarah Ison'. A purple arrow points from the 'Register' menu item to the 'Register all students' option. Below the navigation bar, the page content is organized into sections: 'Home', 'Account info', and 'Students'. The 'Account info' section includes contact information for Anji Johnson, credit card details, a balance of \$6,133.86, and a last payment of (\$150.00) on 2/3/2023. The 'Students' section lists Ariana Ison and Sarah Ison, each with links to view notes, classes, and attendance.

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.

Student registration Cancel registration

Account info

Account details

All highlighted fields are required.

First name: Anji

Last name: Johnson

Address: Address

City: MY CITY

State: FL

Zip: 28227o

Phone: (708) 543-6789

Email: anji@akadasoftware.com

Billing frequency: Monthly

Next

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.

Student registration Cancel registration

Enter new credit card

All highlighted fields are required.

Card type: VISA

Card number: Card number
Please enter a valid card number.

Exp. date: 01 18

First name: First name

Last name: Last name

Address: Address

City: City

State: State

Zip: Zip

OK

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 message states: 'Be sure to choose the appropriate class schedule using the drop down menu listed above the class list. We also offer Private classes if you're interested please send us an Account note or give us a call.' A dropdown menu is set to 'Fall 2018-19' with a 'More options' link. The main content is a table of classes with columns for 'Class', 'Teacher', and 'Submit requests'. The classes listed are:

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

At the bottom of the page, there are navigation links: 'Previous', 'Account info', 'Parents', 'Emergency contacts', 'Payment info', 'Students', and a 'Submit requests' button. A purple arrow points from the 'Submit requests' button in the 'Ballet Beg' row to the 'Submit requests' button at the bottom right of the page.

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.*