

## Online Registration for Classes at Manyet Dance

1. Navigate to <https://app.mydanceworks.net/customer/Login.aspx?parentid=AK601401J>
2. Determine your path to log in:
  - a. You will have an existing account if you or your children have previously enrolled in a Manyet Dance session and you set up an account when registering
  - b. If you are a new student or parent of a new student, click on this link to create your account
  - c. If you or your child have enrolled in a previous dance session, but you did not create an account when you registered, click on this link to activate your account for the first time

**a Existing Account**

Email Address

Password

[Forgot Password?](#)

I have reviewed and accept the [Terms of Use](#)

**Create or Activate Your Account**

**b** • I am a new account or student

**c** • I am a current or returning account or student, but this is my first time logging in

**Helpful Links**

- [View Available Classes](#)

3. You can also reset your password if you have forgotten it or view the available classes for the each session with open registration
4. If you have any issues with logging in, please contact Manyet Dance Web Support at [websupport@manyetdance.com](mailto:websupport@manyetdance.com)

- After you log in, you will be redirected to your account page; click on “Register for Classes”

Logout

Manyet Dance, LLC

Home Select Classes Account Students Classes Policies

### Customer Account for Rebecca Jean

#### Account Status

<b>Account Status</b>	Prospect
<b>Billing Freq.</b>	Tuition per Session
<b>Balance</b>	\$0.00
<b>Last Payment</b>	None

Account	Students	Manage
Update Account Information Change Password	Add Student Update Student Information View Enrolled Classes Register for Classes	Register for Classes

- Confirm the session and student and select the classes:
  - Confirm that you are registering for the correct session
  - Confirm that you are registering for the correct student
  - Change the student, if needed, by clicking on the “Next Student” or “Previous Student” button
  - Sort the class list by any of the options, if desired
  - Click “Request Class” for the class(es) you wish to register for that student

Logout

Manyet Dance, LLC

Home Select Classes Account Students Classes Policies

### My Enrolled Classes

**b** Register Lewis Jean for Classes **c** Next Student ▶ Submit Registration

Sort By: **a** Displaying Classes for Session:

Class Type ▼ Spring 2016 ▼ View All Rows ▼

Class Information	Actions
Showing Class Types: All 0-9 A-F G-L M-R S-Z Sort by: ▲Class Type Day/Type Day/Time Age Key Level Teacher Room	
<b>d</b> ADBALL - BEG - Adult Ballet - Ages: 16 - 65 - Taught by: Emily Hitchcock Mon - 7:00pm - 8:00pm - Room HH1 (Key 30026) ▼ Class Notes   ▼ Class Requirements	<b>e</b> Request Class
ADCARDFT - BEG - Adult Cardio Dance Fit - Ages: 18 - 65 - Taught by: Jennifer Hilvert Sat - 8:15am - 9:00am - Room WLD (Key 30024)	Request Class

- Register any additional students following the directions in step #5 and click "Submit Registration"

Logout

Manyet Dance, LLC

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## My Enrolled Classes

**Register Lewis Jean for Classes** Next Student ▶ Submit Registration

Sort By: Class Type ▼ Displaying Classes for Session: Spring 2016 ▼ View All Rows ▼

Class Information	Actions
<b>Showing Class Types:</b> All 0-9 A-F G-L M-R S-Z <b>Sort by:</b> ▲Class Type Day/Type Day/Time Age Key Level Teacher Room <b>ADBALL - BEG - Adult Ballet</b> - Ages: 16 - 65 - Taught by: Emily Hitchcock <b>Mon - 7:00pm - 8:00pm</b> - Room HH1 (Key 30026) ▼Class Notes   ▼Class Requirements	Remove Request <b>Pending Approval</b>
<b>ADCARDFT - BEG - Adult Cardio Dance Fit</b> - Ages: 18 - 65 - Taught by: Jennifer Hilvert <b>Sat - 8:15am - 9:00am</b> - Room WLD (Key 30024)	Request Class

- You will receive a confirmation message and after clicking "Continue" you will be redirected to your account page

Logout

Manyet Dance, LLC

Home Select Classes Account Students Classes Policies

## My Enrolled Classes

**Register Lewis Jean for Classes**

Sort By: Class Type ▼ Displaying Classes for Session: Spring 2016 ▼ View All Rows ▼

**Thank you for submitting your registration online!**

Please note that the status of your registration request will show as "Pending Approval" until your registration has been accepted. During this busy time preparing for the recitals, it could take up to **one week** for the office staff to finalize registrations, so it is OK if your registration is in pending status for a few days. If the class is cancelled due to low attendance, you will hear from the office directly within a week of Spring classes starting on May 16th.

**Please use one of these three options to pay tuition before classes begin on May 16th:**

- Call the Southgate office (859.781.0061) to pay via credit card
- Stop in to the Southgate office during office hours (listed in the footer of the website) to pay via credit card, check or cash
- Mail a check to the Southgate office with the student name in the memo

**We look forward to seeing you in May!**

Class Information	Actions
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9. If you have important information about the registration for your dancer(s), please return to the home screen and click on the “Notes” tab. The information you enter here will help us to customize the schedule and provide better service to your family.

Some suggested items include:

- Interested Dance Troupes (Mini, Powder Puff, Junior, Senior, Elite, Hip Hop)
- Previous dance experience
- How you heard about us
- Any other scheduling requests or information you feel is important, for example, preferred day of the week, must start after 5pm, etc.

You can enter notes in two ways:

- a. At an account level
- b. For each student

Logout

Manyet Dance, LLC

M-A-N-Y-E-T

Home Select Classes Account Students Classes **Notes** Policies

### My Notes

#### Account Notes

**a** + Note

set account note for rebecca jean  
Entered about 14 days ago

#### Student Notes

**b** Rebecca Jean

[Add Note](#) [Cancel](#)

Lewis Jean