



## Online Registration Fall/Spring Classes 2021-22

Please read all of these directions carefully. Demand for our dance classes in the past has been very high, and we want to encourage you to know the process, so you have the best chance of getting the classes that you want for your child.

There will be classes that fill right away. If you are partial to a particular day or time or set of classes, our advice is to register at the opening time of your age group.

We will be offering a staggered online registration process the week of July 18th - July 21st. Depending on your oldest child's level or age group, your registration date and time will be set to the following as a first-come, first-served offering.

### **Opening registration times and dates:**

5 - 7 Class Package for \$700: Sunday, July 18th, 6pm to 8pm

Level 1/2/3/4: Monday, July 19th, from 6pm to 8pm

4th-6th grade: Tuesday, July 20th, from 6pm to 8pm

2nd-3rd grade, K-1, and Pre-K: Wednesday, July 21st, from 6pm to 8pm

All registration will open on Thursday, July 22nd at noon.

Families will register all of their children on the night of their oldest child.

A password will be required to register. Each night will have a different password allowing that age group to register. This password will be sent to you in an email. Starting Thursday, July 22nd at noon, no password will be required to register.

If you are wishing to register one of your children for the 5-7 class package, at checkout you will enter the promotion code ULDCpkg. A message will appear that your current price does not reflect the package price of \$700 yet, but ULDC will be notified and will go into your account to reflect the package price and then send you an email. You must continue through the whole checkout process to the Thank You page so that your place in classes are held.

Payment can either be by credit card (3% service charge) or you can drop a check off at the studio either in the black box on the wall to the left of the desk, or in the outside locked mailbox. Payment must be received within 48 hours of registration, otherwise, your spot(s) in class(es) will be cancelled.

Directions to register online:

1. Go to [www.ultimateleap.com](http://www.ultimateleap.com)
2. Click on the registration tab, click on the registration button to get into Studio Director or from the Home page, click on the Make a Payment button to get into Studio Director.
3. Enter your email address and click “forgot password” if you have never been into Studio Director before.
4. An automated email will be sent to your email address for you to then login. You can reset your password to something that you can remember for the future.
5. **If you have been a student with us before, you have an account. Please do not create a new account, but rather contact us if you don't know what email your account is under.**
6. Once logged in, you can select classes and checkout. You must get to a “Thank You” page for your registration to have been successful.
7. If you selected pay by check, you must drop your payment off at the studio within 48 hours to have your spot in classes held for you. Checks can either be placed in the black lockbox on the wall to the left of the desk, or they can be put in our outside locked mailbox on the brick wall to the right of the purple awning.

Please feel free to contact us with any questions you might have. We are happy to help!

Email: [ultimateleap@gmail.com](mailto:ultimateleap@gmail.com)

Phone: 608-205-7181