

Class manager Portal Registration Instructions: First click the link below and create your account with email and password. Make sure you record this information for future access to the ortal.

Register: <https://app.classmanager.com/portal/carmel-amelia-school-of-dance/register>

This is a step-by-step guide to assist with your enrolment, as well as a link to a video on how to enrol. If you run into any hurdles or see any missing classes, please don't hesitate to email me.

How To Enrol:

Login: <https://app.classmanager.com/portal/carmel-amelia-school-of-dance>

- 1. Login into the portal with the password you created**
- 2. Click Enrol Now, to the right of the enrolments banner on the dashboard**
- 3. Select your student**
- 4. Choose your season: this just means the location of your classes - Sunbury, Gisborne, Woodend *you can add classes from more than 1 location – just choose a different season to keep adding.**
- 5. Use the search bar to search and select classes, and then click the button 'Add to enrolment list' on the right**
- 5. Repeat step 5 for every class you would like to enrol in**
- 6. Scroll to the top and click the green Confirm button**
- 7. Review your classes, this is where you can also add another student**
- 8. Click Enrol and you're done.**

Click here for the video link on how to enrol: <https://www.loom.com/share/60c402b3ec0440dd8ddd43efa739311f>