

PARENT / GUARDIAN

FAMILY PORTAL & SNHDT APP

Family Portal is the online desktop system to manage your entire family's year-round enrollment classes and single drop-in classes, SNHDT merchandise purchases, and much more (visit our website to access your portal account). SNHDT App is for individuals to register and purchase single drop-in classes during the year and Summer months.

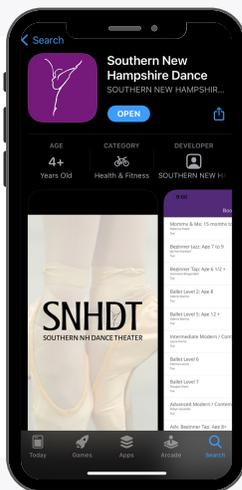
YOUR ACCOUNT - PORTAL VS. APP

Our system connects your Family Portal account and your App account through your email address; please use the same email address when setting up your Family Portal and App accounts. We recommend setting up your Family Portal account first in order to add your students and billing information.

STUDENT ACCOUNTS

If you wish to use the SNHDT app to manage single drop-in classes during the year or summer for your student, you must create a separate app account under your student name. Please use the same email address in their Family Portal student profile as their new App account (student's email address must be a different from your email address).

For instructions on how to add an email address to your student's profile, please refer to the "Family Portal" help sheet.

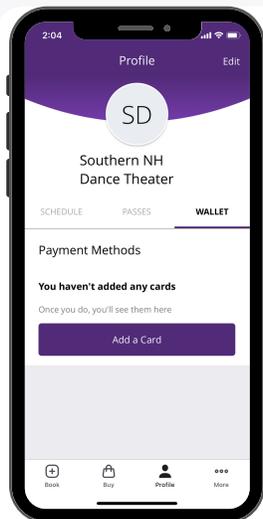
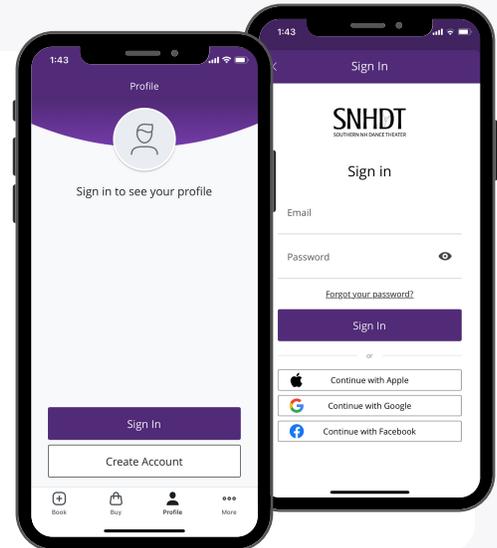


SNHDT APP DOWNLOAD

- 1 - Open the Apple App store or the Google Play store.
- 2 - Search for "Southern New Hampshire Dance" and download the app to your phone.
- 3 - After the app has downloaded to your phone, open the app.

ACCOUNT LOGIN

- Once the app has been opened, select "PROFILE" from the bottom menu bar.
- Please select "CREATE ACCOUNT". To have your new App account connected to your Family Portal account, please use the same email address. (*If setting up an account for your student, please use the email address listed in their Family Portal student profile).



PAYMENT METHODS

There are two available methods for purchasing single class passes or 10-class pass cards for your student:

1. Add a credit card into your student's App account.

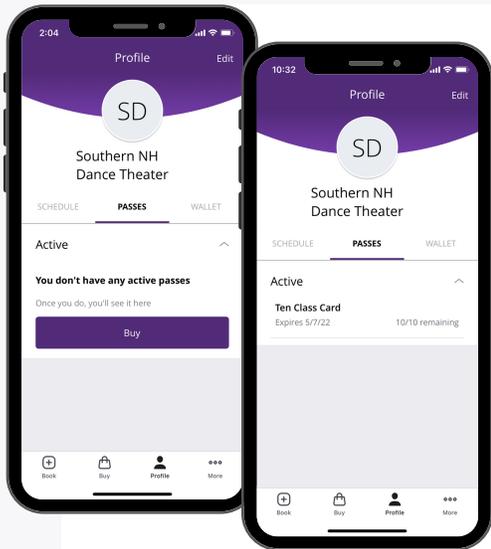
This method will allow the app user to purchase passes as needed.

- Once you have logged into your account, please select "PROFILE" from the bottom menu bar.
- Underneath your name, please select "WALLET" from the menu.
- Select "ADD CARD" and enter your credit card information. You must add a card in order to reserve your place in a class!

2. Share your passes with your student's app account.

This method allows you to purchase passes (either through the Family Portal or your personal App account) and give your student the ability to use your passes to book classes in their App account. Your student will be unable to purchase passes or access your billing information; this method will only allow them to be able to use the passes purchased in your account.

*To use Method 2 in your account, you must contact SNHDT to have the option activated.



PASSES AND CLASS CARDS

- Please select "PROFILE" from the bottom menu bar.
- Underneath your name, please select "PASSES".

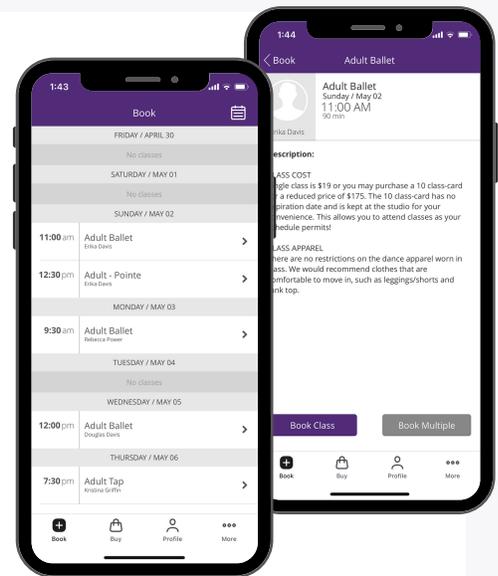
Payment Method 1 - if you have chosen to add a credit card into the student account, select "BUY". This will allow you to purchase a new class card or buy a single class pass.

Payment Method 2 - if you are sharing passes with your student, the "PASSES" tab will appear empty. This is normal as your student will be unable to view your class pass in their account. Please skip to Step 5 - Register for Class.

REGISTER FOR CLASS

- Please select "BOOK" from the bottom menu bar.
- Select the class you would like to register for. This will bring you to the class details and description. At the bottom of the page, select "BOOK CLASS". If you wish to register for several weeks of this class, select "BOOK MULTIPLE."

REMINDER: If booking for a student through the app, you must create an account in their name in order to reserve a class for them.



HOW DO I CANCEL MY REGISTRATION?

- Select "PROFILE" from bottom menu bar. Underneath the name, please select "SCHEDULE" from the menu. Find the desired class and select "CANCEL".

- ! All cancellations must occur prior to 90 minutes of the class starting time.
- ! Any cancellations made within 90 minutes are nonrefundable.

WHAT IF I DON'T HAVE A SMARTPHONE?

- You can register for students and cancel classes through our desktop Family Portal! You can conveniently get access on our website on the top menu bar.