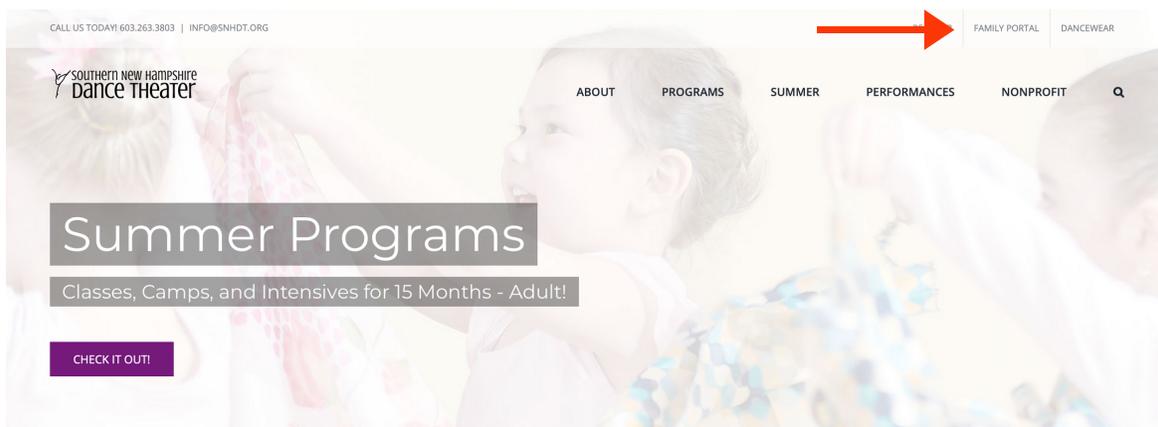


# FAMILY PORTAL

This guide will help you navigate SNHDT's new online Family Portal, a system to manage your entire family's account. If you have any questions, please reach out to our front desk staff!

## 1 MINDBODY FAMILY PORTAL

Visit our website at [snhdt.org](http://snhdt.org) and on the top right corner, select "FAMILY PORTAL". This will lead you to our new online system!



## 2 CREATE AN ACCOUNT

Go ahead and create an account using your preferred email address.

We have already transferred some of our families' accounts to our new Family Portal. If you have attempted to create an account but you received a notification that you already have an account, go back to the login screen and select "NEED NEW PASSWORD?" to create a password for your account. Once you have created your new password, go ahead and login!

A screenshot of the Family Portal login and account creation interface. At the top, there is a "Log in with Facebook" button. Below this, there are two main sections: "Sign In" and "Create an Account". The "Sign In" section has a "Welcome back. Use your email and password to log in." message, an "Email" input field, a "Password" input field, and a "Sign In" button. A link for "Need new password?" is located below the password field. The "Create an Account" section has a "New here? Let's get started with your email." message, an "Email" input field, and a "Next >" button. The word "OR" is placed between the two sections.

# 3 UPDATE YOUR PROFILE

Once you have logged into the Family Portal, please take a moment to update your profile, including your billing information.

If your student is not listed under "FAMILY MEMBERS", please add your student's information. **NOTE:** If your student is planning to have their own SNHDT App account, please be sure to include their email address.

## Profile

<h3>Personal</h3> <p><b>Name</b> Southern NH Dance Theater</p> <p><b>Email</b> info@snhdt.org</p> <p><b>Password</b> .....</p> <p><b>Address</b> 19 Harvey Road bedford, NH 03110 UNITED STATES</p> <p>Mobile phone</p> <p>What do you want to hear about? We'll still email receipts and anything critical.</p> <p>Your account</p> <p><input checked="" type="checkbox"/> Email <input checked="" type="checkbox"/> Text</p> <p>Reminders and schedule changes</p> <p><input checked="" type="checkbox"/> Email <input checked="" type="checkbox"/> Text</p> <p>News and promos</p> <p><input checked="" type="checkbox"/> Email <input checked="" type="checkbox"/> Text</p>	<h3>Billing Information</h3> <p><b>Name on card</b></p> <p><b>Billing address</b></p> <p>CC Type</p> <p>CC Number</p> <p>CC Expiration</p>	<h3>Family Members</h3> <p><b>Name</b> Student's Name</p> <p><b>Relationship</b> Child</p> <p><b>Gender</b> No gender selected</p> <p>Email</p> <p>Mobile phone</p> <p>Paid for by</p> <p><a href="#">Add Family Member</a></p>
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# 4 DISCOVER OUR PROGRAMS

On the top menu bar, all our class offerings are listed by age group and summer series. Once you find a class you would like to register for, select "SIGN UP NOW!"

### Ballet - Primary 1 (age 5.5 - 6.5) with Annmarie Bergendahl

Sat Date: 9/7/2021 - 6/18/2022 From: 11:30 am - 12:15 pm

Primary Ballet 1 is preparation for basic ballet study. Elementary positions and exercises are introduced at this level in a fun and positive environment. Posture, musicality and coordination are emphasized. Class meet once a week

**TUITION:**

Please note the balance due at check out for classes that meet from September to June will appear as \$0.00. No payment is due at the time of check out. Your account will be set up on an "auto payment" schedule where payments are processed every other month or bimonthly. The bimonthly tuition amount is the years tuition divided into 5 equal payments and is processed the first of the month: September, November, January, March and May. Accounts will be automatically prorated for those who register after September 1st and automatically set up on an auto pay schedule there after, as outlined above.

[Sign Up Now!](#)

# 5

## REGISTER FOR A CLASS

Once you have selected your class, it will bring you to a new screen with a summary of the class you have chosen.

ENROLL - this will enroll you for the class.

ENROLL [student's name] - this will enroll your student for the class.

**Ballet - Primary 1 (age 5.5 - 6.5)**

Teacher	Annmarie Bergendahl
Time	11:30 am - 12:15 pm EDT
Days	Sat
Date	9/11/2021 to 6/18/2022

Schedule Dates    Register from this date forward   *(leave blank to register all)*

[Enroll](#)

[Enroll - Valerie Manha](#)

# 6

## TUITION

Once you have selected who you would like to register, select a tuition plan. All of our yearly enrollments offer bi-monthly tuition priced by single class or as an unlimited age-based pass.

**NOTE:** the balance due at check out will appear as \$0.00. No payment is due at the time of check out. Your account will be set up on an "Auto-Payment" schedule and will be processed in 5 equal payments during the first business week of September 1st, November 1st, January 1st, March 1st, and May 1st. If registering after September 1st – payment will be processed within 3 to 5 days of your registration.

Your registration is almost done...

You are scheduling 36 visits.

**What tuition plan would you like?**

<a href="#">Class - 1/2 to 3/4 hour - BiMonthly/\$130</a>	\$0.00 
<a href="#">Unlimited - Age 3-6 - Bimonthly/\$140</a>	\$0.00 

# 7

## COMPLETE YOUR REGISTRATION

At checkout, you will see the tuition plan you have chosen, the class you have registered for, and who you have registered the class for. The total amount will be \$0.00 as you will not be charged tuition until September 1st; or if after September 1st, payment will be processed within 3 to 5 days of your registration.

### Shopping Cart

Item	Price	Quantity	Total
Class - 1/2 to 3/4 hour - BiMonthly/\$130 For:VALERIE MANHA	\$0.00	<input type="text" value="1"/>	\$0.00 
<b>Ballet - Primary 1 (age 5.5 - 6.5)</b> 11:30 am - 12:15 pm EDT, 9/11/2021 11:30 am - 12:15 pm EDT, 9/18/2021 11:30 am - 12:15 pm EDT, 9/25/2021 <a href="#">More</a>			

Subtotal (1 item)	\$0.00
Tax	\$0.00
<b>Order Total</b>	<b>\$0.00</b>

## CONGRATULATIONS!

You have successfully created an account, updated your profile, and registered for a class!

If you need assistance, please contact our studios during business hours at 603-625-9272 or at [info@snhdt.org](mailto:info@snhdt.org).