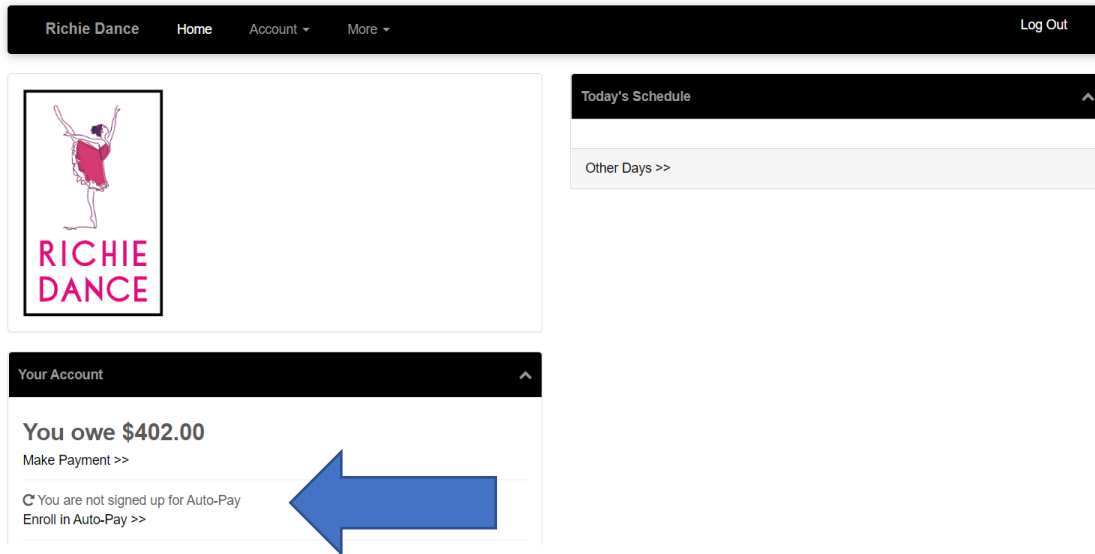


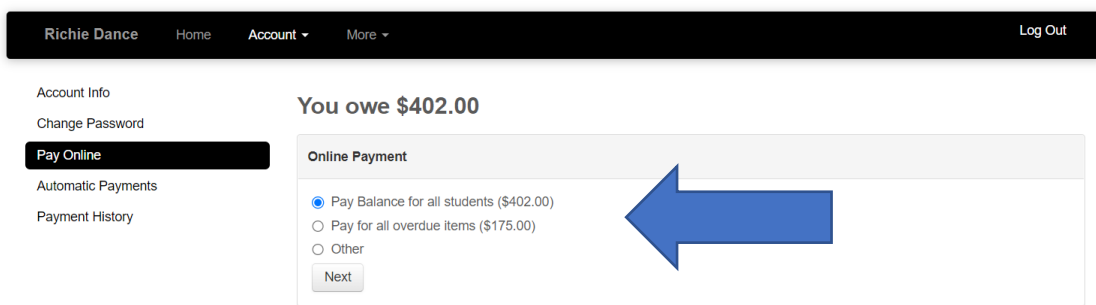
## Autopay

- If you would like to be enrolled in autopay, simply click “Enroll in Autopay” on your parent portal homescreen.
- It would be appreciated if you would pay your Summer amount before registering for Autopay – please plan for autopayments to begin in September. I have already run the Summer autopay, so Summer wouldn’t be run again without me knowing I have to do it again- it just makes things easier for me if you make this Summer payment separately.



## Breaking Down Payments

- If you are enrolled in Summer Session AND the 2022-23 Dance Year, the “You Owe” amount on your parent portal homepage will combine these 2 totals (if you already made the Summer payment, the amount you see is just what is due in September).



- For this student, Summer has not been paid. If you click “Pay Balance,” making the payment of \$402 would pay for both Summer and September. Clicking the second circle, “Pay for All Overdue Items” allows you to pay just for Summer. Clicking “Other” allows you to customize an amount (like if you want to just put \$50 towards your payments – you can make a payment against your account at any time). I think this will be helpful if you want to make payments ahead of time for upcoming fees such as costumes, competition fees, Recital fee. In the Notes you can put exactly what you want this payment to go towards so that I am aware.

- By clicking on any of those options, you will see an option to “View Statements.” This will allow you to see a specific breakdown of what you are paying for.

Richie Dance Home Account More Log Out

Account Info  
Change Password  
**Pay Online**  
Automatic Payments  
Payment History

**You owe \$402.00**

Online Payment

Pay Overdue Items

██████████ \$175.00 Notes:

Start Over Next

Name	Balance	Statement
██████████	Owes \$402.00	<a href="#">View</a>

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Richie Dance Account Statement  
May 01, 2022 through Aug 19, 2022

Richie Dance  
679 Second St  
Highspire, PA 17034

██████████ Summary  
Beginning balance on May 01, 2022: \$0.00  
Charges: \$422.00  
Payments: (\$20.00)  
Ending Balance on Aug 19, 2022: \$402.00

Transaction Summary May 01, 2022 - Aug 19, 2022

Date	Description	Paid/Fee	Bal
May 1	Beginning Balance		\$0.00
May 16	██████████ Online Registration - Tuition Due (Intermediate III/IV,Hip Hop Junior,Level 2 Ballet,Junior Company Jazz,Junior/ Pre-Teen Strength & Conditioning) <i>Due Sep 06, 2022</i>	247.00	\$247.00
Jun 5	██████████ Online Registration - Tuition Due (Level 1 & 2 Combo Ballet/ Jazz,Intermediate III/IV) <i>Due Jul 18, 2022</i>	175.00	\$422.00
Jul 14	██████████ Room Mom Credit - Thank You!	20.00	\$402.00
	Ending Balance		\$402.00

Go to <https://dancestudio-pro.com/online/richiedance/> to manage your account online.

You can

- View your account transactions
- Pay Online
- Enroll in classes
- See teacher feedback and notes

END OF STATEMENT

- As you can see on this student’s transaction, the classes she is registered for are broken down on 2 lines (with classes listed), the due date and the amount due. The due date for Summer tuition (due July 18) shows in red as it is past due.
- Even though the amount due you saw on the first picture was \$402, you can clearly see from the transaction what the breakdown of these payments is.


- You can also see a line on this transaction for coupons that are in your account. This will mostly apply to Dance Team members who participate in fundraisers – but you will see coupons appear like this one for being a Room Mom.

**The Exception...**

- There is an exception to how your statement will appear, and this will only affect a few families. If you registered for Summer AND Fall at the same time, everything is lumped together and I do not have any way to break these payments apart. For my purposes, the tuition for Summer classes is still due on one date (July 18) and Fall classes on another (September 6), but it won't show differently on your statement (if you registered this way, but then added a class like Hip Hop, I was able to move the Fall classes onto that line and break the payments apart – but there are still a few families who did everything at once and I can't move the lines. This is a “now we know” situation that we can definitely prevent in the future).

Richie Dance Account Statement  
May 01, 2022 through Aug 19, 2022

Richie Dance  
679 Second St  
Highspire, PA 17034



Bill to: [Redacted]

Summary

Beginning balance on May 01, 2022:	\$0.00
Charges:	\$367.25
Payments:	(\$0.00)
Ending Balance on Aug 19, 2022:	\$367.25

Transaction Summary May 01, 2022 - Aug 19, 2022


Date	Description	Paid	Fee	Bal
May 1	Beginning Balance			\$0.00
Jun 24	[Redacted] Online Registration - Tuition Due (Intermediate V (Early), Level 3 Combo Ballet/ Jazz, Intermediate V (Early), Level 3 Ballet, Level 3 Jazz) <i>Due Jul 18, 2022</i>	367.25		\$367.25
	Ending Balance			\$367.25

Go to <https://dancestudio-pro.com/online/richiedance/> to manage your account online.

You can

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END OF STATEMENT

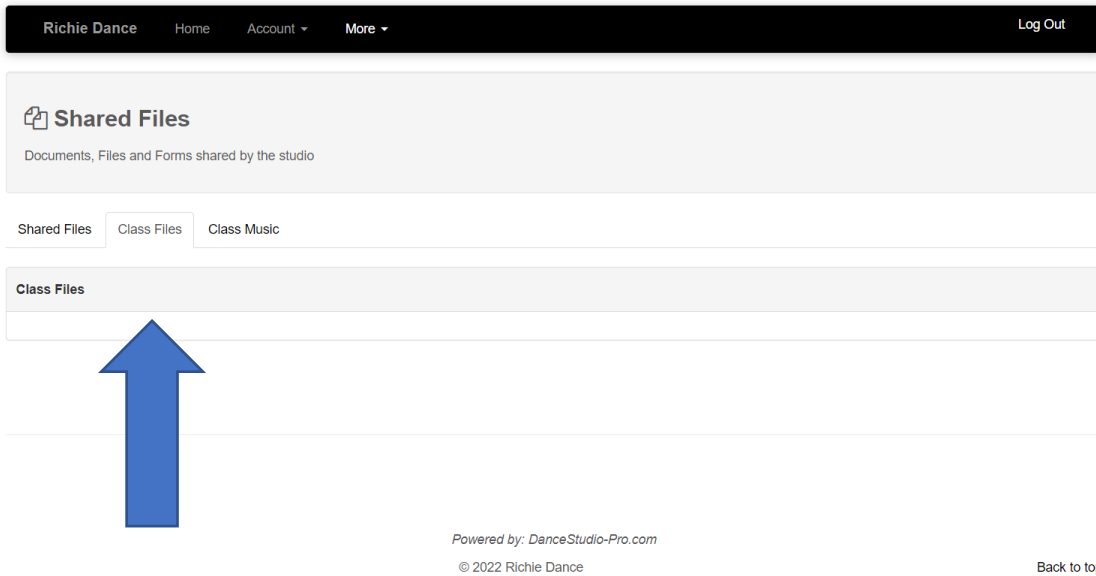


- While this does show both Summer and Fall being due on September 6, this parent can just pay what is due for Summer and I should be able to change the due date for the balance after Summer is paid. If you need the amount, please ask me.
- Also important to note is that secretaries are not able to see any balances due with their log-in, so if you stop at the desk and ask them, they will not be able to tell you without getting ahold of me to look it up for them.

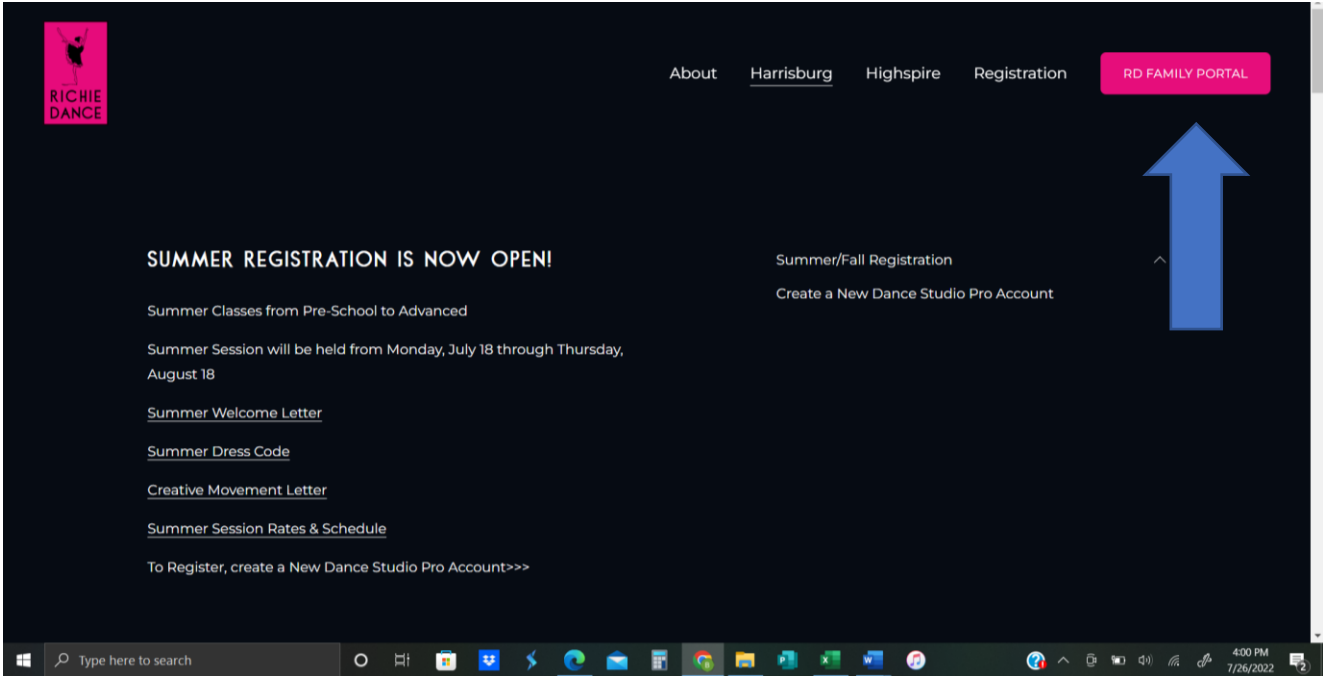
**Bulletin Board**

- On the homepage of your parent portal, you will also see a “Bulletin Board.”
- Clicking email history will show you any emails you have received from me through DSP. This will be helpful for people who find that emails get buried in their inbox (sometimes I send emails through my personal email – like if I am sending something just to student helpers, or sending something to everyone who bought a DVD. Those emails will not appear here – ONLY what I send through this system).

- If you click “More,” you can select “Documents and Files.”
- While there is currently nothing here now, I am told I can upload things like costume papers here so that you can access them via your portal. There is even a place to upload the music files for Recital and Competition music, although we will also continue to do that on the website.



Also, I have been asked a few times to provide the log-in to Dance Studio Pro. If you have not bookmarked it, you can always find it on our website ([www.richiedance.com](http://www.richiedance.com)). Click Harrisburg, and then look for the Family Portal. This will take you directly to the log-in.



There is a lot this system can do. I will admit I was overwhelmed by it at first, but I do really like it and think it has a lot to offer. I know it is different from what you are used to with Studio Director, but I promise this system is better – it will just take some time learning to navigate it. 😊

Miss Erin, Studio Manager