

The Putnam Dance Center

Student Portal Tutorial

~Current Students~

This is a step by step guide on how to register for classes in our new online portal.
If you have any questions, please email us at putnamdanceinfo@gmail.com

Step 1:

Type in this link, and click on the portal link: <http://www.putnamdance.com/about1/student-portal-link/>

You may also go to our website and do the following:

1. www.putnamdance.com
2. Look under "Menu"
3. Look under "About"
4. Click on "Student Portal Link"

Once you are at the portal, **you will need to click "Forgot password"** in order to access your account.

You **must** use your email that is associated with the studio. Only **one** email per family is set at the login email. Please do not create a new account, this will create a duplicate student and family. We can change any login emails if needed. Let us know if you have any questions regarding this.

THE PUTNAM DANCE CENTER
ANNETTE HEBARD | OWNER, DIRECTOR

Welcome Login

Welcome!

Already Registered with The Putnam Dance Center?

E-mail:

Password:

Login

Forgot your password?

New to The Putnam Dance Center?

Register

If you have taken classes before with The Putnam Dance Center and you have given us your e-mail address, try the [forgot your password](#) link. If not, please contact the office to give us your e-mail address and to set your password.

E-mail: putnamdanceinfo@gmail.com
Phone: 860-963-7073

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Step 2:

- Enter your email address
- You will receive an email instructing you to click a link in order to log in and change your password.
- Enter a new password
- Log in with your new password

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Welcome Login

Welcome!

Please enter your email address.

Next

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Welcome Login



Welcome!

An email has been sent to [redacted] Please check that email and open the message from putnamdanceinfo@gmail.com that contains the subject line "Reset Password for The Putnam Dance Center". Click on the link in the email to reset your password. The link will be valid for 11 hours and 5 min.

Thank you.

Welcome Login



Welcome!

Please, enter your new password twice and press next.

Password:

Re-enter:

Next

Step 3:

In order to continue, you must sign the waiver. Please speak with us if you have any questions about this. This waiver will also need to be signed on your Enrollment form, which will include a photo release section.

Welcome, Logout



Welcome!

Student Waiver & Release of Liability

PHOTO RELEASE: I give full rights to The Putnam Dance Center and its staff to use photos and video images of me or my child to use for promotional purposes for The Putnam Dance Center's use only. Photos and videos may be used in brochures, websites, advertisements, and other promotional material created by the studio. Photos may appear with or without names in press releases and other print advertising. I acknowledge that by signing this form, I agree to the terms listed above and I give The Putnam Dance Center full copyright and authority to publish photography.

****Due to the increased use of social media, please do not post ANY photos taken of The PDC students without permission from the Director and Assistant Director****

****IF YOU WOULD LIKE TO DECLINE THE PHOTO RELEASE, PLEASE SEND US A NOTICE IN WRITING.****

I Accept

STUDIO POLICIES: By signing and initialing this Enrollment form, I have read, understand, and will abide by the Policies of The PDC.

I Accept

LIABILITY WAIVER: I understand and agree that in participating in any dance class, workshop, rehearsal or performance, there is a possibility of physical injury or death. I voluntarily agree, therefore, to assume all risks and responsibility for any such injury or accident, which might occur to me or my child during any of The Putnam Dance Center's classes, rehearsals, performances, or activities. I also exempt, release, and indemnify The Putnam Dance Center, its owner, agents, volunteers, assistants, employees, guest artists, faculty members, and/or students from any and all liability claims, demands, or causes of action whatsoever. This may be from any damage, loss, injury, or death to me, my children, or property which may arise out of or in connection with participation in any classes or activities conducted by The Putnam Dance Center. I further hereby voluntarily agree to waive my rights and that of my heirs and assigns to hold The Putnam Dance Center, its owner, agents, volunteers, assistants, employees, guest artists, faculty members, and/or students liable for such damage, loss, injury, or death. I understand that I should be aware of my physical limitations and agree not to exceed them. Upon signing this waiver for my children, I certify that I am the parent or legal guardian and have the authority to waive these rights.

I Accept

Electronic Signature Agreement. By selecting the "I Accept" checkbox, I am signing this agreement electronically. I agree this electronic signature is the legal equivalent of my manual signature on this agreement.

I have had sufficient opportunity to read this entire document. I have read and understood it, and I agree to be bound by its terms.

I Accept

Parent(s) or Court-Appointed Legal Guardian(s) must sign for any participating minor (those under 18 years of age) and agree that they and the minor are subject to all the terms of this document, as set forth above. I certify that I am the Parent or Legal Guardian of the above minor.

Type name:

Accept Decline

Step 4:

1. Under the tab that says, "Edit Student Info," please edit any information such as school name, age, grade, etc.
2. Check out the studio documents under "View Account Documents." This will include information such as class schedule, studio policies, enrollment form, registration letter, etc.
3. Click on "Enroll in My Pre-approved Classes"

The screenshot displays the website for The Putnam Dance Center, owned and directed by Annette Hebard. The page features a navigation bar with 'Welcome,' and 'Logout' options. Below this, there are icons for home and shopping cart, followed by a 'Welcome!' message. The main content area is divided into four sections: 'My Classes', 'My Account', 'Online Store', and 'Help'. The 'My Classes' section shows 'No Classes Scheduled' and a link to 'Enroll in My Pre-approved Classes'. The 'My Account' section includes a 'Current Balance Due' field and a list of account management options. The 'Online Store' section has a link to 'Buy Class Cards'. The 'Help' section provides contact information for The Putnam Dance Center, including the address, phone number, email, and website. Three blue arrows point to the 'Enroll in My Pre-approved Classes' link, the 'View Account Documents' link, and the 'Edit Account Contact Info' link.

THE PUTNAM DANCE CENTER
ANNETTE HEBARD | OWNER, DIRECTOR

Welcome, Logout

Welcome!

My Classes

No Classes Scheduled

- **Enroll in My Pre-approved Classes**
- Enroll in A Class
- View All My Classes

My Account

Current Balance Due
Due within 30 Days:

- Edit Account Contact Info
- Edit Student Info
- Add Student
- Change Password
- View Financial History
- View Account Documents

Online Store

- Buy Class Cards

Help

The Putnam Dance Center
554 Liberty Highway #10
Putnam, CT 06260

860-963-7073 (phone)
putnamdanceinfo@gmail.com,
www.putnamdance.com/

- Rates/Policies

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Step 5:

You will find a list of all classes you are eligible to take. (You can organize the information by clicking on the headers.)

Check off the boxes of the classes you want to enroll in and click "next."

*****IMPORTANT*****

Once you delete a class from your pre-approved class list, you will not be able to get it back without contacting us. If you would like to enroll in a class you deleted, please contact us at the new studio email, and we will bring the class back to your list.

A few notes:

- Classes:
 - Pre-approved classes were chosen based on previous experience and previous class enrollment.
 - If you were given two of the same class, pick which one fits best with your schedule.
 - Class levels and titles may have been changed this year. This was to keep things cohesive on our end, and do not necessarily mean your dancer is being held back or skipping levels.
 - Please discuss with Annette and Kelsey *directly* if you have any questions or concerns with this.
- You do not have to take all classes that are provided for you.
- If a class is full, you will be "waitlisted." All classes are first come first served. We will contact you if this is the case.
- All Ballet Technique classes are *non-recital classes*.
- *Teen Modern, Int. II Modern, Int. IV Modern, and Adv. Modern* require a full ballet class.
- "Styles" is the new name for conditioning classes that were held on Saturday morning last year.
- Conditioning is a fitness based class.

THE PUTNAM DANCE CENTER

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Welcome,
Logout

Welcome!

Pre-Approved Classes

Please review your pre-approved classes below. For classes that you will not enroll in, please select "Remove" to delete those pre-approved classes from your list. Select (or unselect) the Enroll checkboxes as appropriate and press "Enroll" at the bottom of the page to continue the enrollment process. You can click on the column headings to sort the list differently.

First Name	Student Last Name	Season	Class Name	Day	Start Time	Length	Class Type	Location	Instructor	Enroll
<input type="text"/>	<input type="text"/>	2020 Beauty and the Beast	Teen Tap - Mon 7:30p	Monday	7:30 PM	45 min	Tap	Studio A	Kelsey Rioux	<input type="checkbox"/> <input checked="" type="checkbox"/>
<input type="text"/>	<input type="text"/>	2020 Beauty and the Beast	Intermediate Acro Dance - Tues 4:15p	Tuesday	4:15 PM	1:15	Acro	Studio B	Kelsey Rioux	<input type="checkbox"/> <input checked="" type="checkbox"/>
<input type="text"/>	<input type="text"/>	2020 Beauty and the Beast	Intermediate Hip Hop - Tues 6:45p	Tuesday	6:45 PM	1 hour	Hip Hop	Studio A	Sabrina Yachkouri	<input type="checkbox"/> <input checked="" type="checkbox"/>
<input type="text"/>	<input type="text"/>	2020 Beauty and the Beast	Intermediate II Jazz - Wed 4p	Wednesday	4:00 PM	1:15	Jazz	Studio B	Jenn Paquette	<input type="checkbox"/> <input checked="" type="checkbox"/>
<input type="text"/>	<input type="text"/>	2020 Beauty and the Beast	Intermediate II Modern - Wed 5:15p	Wednesday	5:15 PM	1 hour	Modern	Studio A	Erin Canty	<input type="checkbox"/> <input checked="" type="checkbox"/>
<input type="text"/>	<input type="text"/>	2020 Beauty and the Beast	Intermediate II Ballet - Wed 6:45p	Wednesday	6:45 PM	1:30	Ballet	Studio A	Kelsey Rioux	<input type="checkbox"/> <input checked="" type="checkbox"/>
<input type="text"/>	<input type="text"/>	2020 Beauty and the Beast	Intermediate II Ballet Tech - Thurs 5p	Thursday	5:00 PM	1:30	Ballet	Studio B	Lisa Trottier	<input type="checkbox"/> <input checked="" type="checkbox"/>

Enroll
Cancel

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Step 6:

Review your classes, and click "Checkout." You MUST Click checkout to complete the process. No money will be asked to be collected at this time.

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Welcome,
Logout

Welcome!

Enrollment Confirmation

You have enrolled in the following pre-approved classes:

Season	Class Name	Day	Start Time	Length	Class Type	Location	Instructor
2020 Beauty and the Beast	Intermediate Hip Hop - Tues 6:45p	Tuesday	6:45 PM	1 hour	Hip Hop	Studio A	Sabrina Yachkouri
2020 Beauty and the Beast	Intermediate II Ballet - Wed 6:45p	Wednesday	6:45 PM	1:30	Ballet	Studio A	Kelsey Rioux
2020 Beauty and the Beast	Intermediate II Ballet Tech - Thurs 5p	Thursday	5:00 PM	1:30	Ballet	Studio B	Lisa Trottier
2020 Beauty and the Beast	Intermediate II Jazz - Wed 4p	Wednesday	4:00 PM	1:15	Jazz	Studio B	Jenn Paquette
2020 Beauty and the Beast	Intermediate II Modern - Wed 5:15p	Wednesday	5:15 PM	1 hour	Modern	Studio A	Erin Canty

IMPORTANT: enrollment is not complete until you CHECKOUT

Checkout

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Step 7:

- Click either of the "Next" buttons.
- Choose a payment plan
 - **MONTHLY PAYMENTS PLEASE NOTE:** Your May Monthly Payment is due when you hand in your enrollment form. September Monthly Payment is due by September 10th. Your last monthly payment will be April 10th.
- Read through this statement and click "Next."
 - Although you have been enrolled in the payment plan, your current balance does not yet reflect all the payments that are due now, nor does it reflect any discounts. We will adjust your balance due once we receive your Enrollment Form.
- Click: Pay at the studio or by mail. Then click "Next."
- Click: "Accept" to finish the process.

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Welcome,

[Logout](#)



Welcome!

Step 1 of 4 - Review Cart

Please review the items in your cart and press [Next](#)

Class Enrollment(s) Pending:

First Name	Last Name	Season	Class Name	Day	Start Time	Remove
		2020 Beauty and the Beast	Intermediate Hip Hop - Tues 6:45p	Tuesday	6:45 PM	<input type="checkbox"/>
		2020 Beauty and the Beast	Intermediate II Jazz - Wed 4p	Wednesday	4:00 PM	<input type="checkbox"/>
		2020 Beauty and the Beast	Intermediate II Modern - Wed 5:15p	Wednesday	5:15 PM	<input type="checkbox"/>
		2020 Beauty and the Beast	Intermediate II Ballet - Wed 6:45p	Wednesday	6:45 PM	<input type="checkbox"/>
		2020 Beauty and the Beast	Intermediate II Ballet Tech - Thurs 5p	Thursday	5:00 PM	<input type="checkbox"/>

[Add More Classes](#)

[Refresh](#)

No pending class cards

[Add More Class Cards](#)

Balance Due: \$

[Details](#)

[Next](#)

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Welcome,

[Logout](#)



Welcome!

Step 2 of 4 - Payment Plans

Please choose a payment plan:

- Monthly
- Quarterly payment plan - 5% discount (Get 5% off your tuition if you pay each quarter in advance. Payments would need to be paid by Sep 10, Nov 10, Jan 10, and Mar 10.)
- Yearly payment plan - 10% discount (Get 10% off your tuition if you pay for the year by Sep 1.)

[Next](#)

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Welcome!

Step 2 of 4 - Payment Plans

Although you have been enrolled in the payment plan, your current balance does not yet reflect all the payments that are due now, nor does it reflect any discounts. We will adjust your balance due later.

[Next](#)

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Welcome!

Step 3 of 4 - Payment Information

- Pay at the Studio or by Mail

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Welcome, Logout

  Welcome!

Step 4 of 4 - Approve and Finish

Payment Amount: \$0.00 (Why is the amount 0?)
IMPORTANT: Even though your balance is 0, you must still press "Accept" below to finish the process

Payment Method:
Pay at the Studio or by Mail

[Accept](#) [Decline](#)

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Welcome, Logout

  Welcome!

Thank You!

Your current balance due is \$0.00
Thank you for registering on-line! Your spots in the classes listed above have been reserved. We'll hold your reservation for 4 weeks without payment. To secure your registration, please drop off the payment for your current balance due at the studio or mail your payment to:

The Putnam Dance Center
554 Liberty Highway #10
Putnam, CT 06260

If you have any questions, or would like to make additional changes, please contact the studio directly:

E-mail: putnamdanceinfo@gmail.com
Phone: 860-963-7073

[Go to This Account](#) [Logout](#)

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YOU MUST PAY YOUR REGISTRATION FEE AND FIRST PAYMENT TO THE STUDIO WITHIN 4 WEEKS OF ENROLLING ONLINE

Your spot will be saved for 4 WEEKS ONLY.

After this time period, you will be removed from the classes and you will have to be re-approved for these classes before you can enroll again.

Step 8: PAYMENT AND REGISTRATION FORM

The studio must receive your registration form, payment for your registration fee, AND your first tuition payment within 4 weeks to save your spot in the class.

You may do this in 3 ways:

1. Come to the studio to fill out registration form
2. Mail us your registration form
3. Email us your registration form

Payment can be made by: Cash, Credit Card, Money Order, or Check

Step 9: REVIEW

Please review all forms before classes begin in September as we have made some adjustments to our studio policies, dress code, and tuition.