

CompuDance Software

Express Connect Guide for Parents to stay...



CompuDance, LLC 99 W. Madison Ave Dumont, NJ 07628

Thank you for joining In the Loop Studio Membership! This Portal will allow you to keep up to date with your schedule of classes, class Attendance, view your open and paid invoices, pay an invoice online, securely store your payment information for future use plus subscribe to get email and/or text alerts for events such as emergency school closings and holidays.

The first step is to register online from your school's website. If you are already enrolled in classes at the school, you must contact your school admin to get a login and password.

To **Register Online** clicking from your school's website will bring you right to the screen on Page 3. If you click from the CompuDance website you will be directed to this page:

compu**dance**

compu**schedule**

Home Software Store Certification Contact Us About Us Settings Login

Home

**PARENT PORTAL AND
ONLINE REGISTRATION**

- Convenient access
- Securely Pay Online
- Stay connected and Build community relationships

Mobile Login

Building relationships to foster long-term growth and success

CompuDance Software is the best School and Studio Management software and has been for over 25 years, serving more dance, music and gymnastics studios worldwide than any other management software. CompuDance offers a web-based version of the studio management software that will save you more time and

Client sign up

Student sign up

Forgot my password

Contact Us

Name

Phone

Email

Your Message

When you click on “Student Sign Up” below screen will appear:

Create new account

Please enter your Schoolcode:

schoolcode

First Name:

First Name

Last Name:

Last Name

Enter Your Email Address:

Email@email.com

Mobile Number:

123-456-7890

Mobile Provider:

T-Mobile

For Example 1234567891 Type without spaces:

Other Number:

123-456-7890

☒

I hereby confirm that i have read and accept the general terms and conditions and the terms of use

Click here to read general terms and conditions

Next

Click here if you already have Login Id and Password

Click here if you already have Verification Code

Contact Us

Name

Phone

Email

Your Message

Send

- Sign up code is required
- First name is required
- Last name is required
- Email address is required
- Mobile number is required
- Mobile provider is required
- Phone number is required

After clicking “Next” the “Verification Page” will display. You will receive a “Verification Code” to the “Mobile Number” you provided as long as you typed it correctly and chose the correct provider. If you did not, please check the email you provided as the verification code will also be sent to your “Email”.

Enter Mobile Number:

Enter Mobile Number

Enter Verification code that was sent to your Mobile and Email:

Enter Verification code that was sent to your Mobile and Email

Enter School code:

Enter School code

Next

The Student Detail page will display:

Student Detail Information

Step1 Enter Student Detail and Press Save Button

Step2 Enter Family Detail and Press Finish Button to Complete

Student Detail		Family Detail	
First Name	Last Name	Billing Parent First Name	Billing Parent Last Name
Female ▼	Date Of Birth	Second Parent First Name	Second Parent Last Name
<div>Save Student</div>		Address	
		Address Line1	
		Address Line2	
		City	
		Alabama ▼	
		Zip code	
<div>Finish</div>			

Once you complete the initial registration process you will receive an email with your temporary password and link to access the **Parent Portal**. When you are logged in, you will see a screen similar to this with your **Student** and **Guardian** information. If you made any mistakes in the registration process you can **Edit** here.

Student's Class Calendar **Student** Notification Billing Mail Account Setting Welcome :Help Parent Test School Log out

Step 1. Complete Questions

Step 2. Select Classes
Step 3. Make Payment
Save Payment Detail for Auto Pay
Family Bill Pay
Your Child's Attendance
Help
Keep your Membership Active
Click here to Enroll in Membership Benefits Membership

Student Information

#	ID	First Name	Last Name	Email	Cell Phone	Gender	Types	Date Of Birth	Age
		JENIE	BROWN	soofihamza@gmail.com	1234567890	Female	Fulltime		

School Question **How did you hear about Us**

Address **Guardian Information** **Classes** **Class Subscription** **Measurements** **Emails** **Phones**

Guardian Information

#	Parent Type	First Name	Last Name	Email	Phone	Default Bill To	IsRecurring B
Edit	Mother	JANE	BROWN	EMAIL@EMAI	1234567890	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Address Information

#	Address 1	Address 2	City	State	Zip Code	Address Type
Edit			Dumont	New Jersey	07628	Physical

To select classes click on **Student** and then press **Select Classes** the following window will pop up:

Student's Class Calendar **Student** Notification Billing Mail Account Setting Welcome :Help Parent Hamza Test School Log out

Step 2. Select Classes

Step 1. Complete Questions
Step 3. Make Payment
Save Payment Detail for Auto Pay
Family Bill Pay
Your Child's Attendance
Help

Student Information

#	ID	First Name	Last Name	Email	Cell Phone	Gender	Types	Date Of Birth	Age
		JENIE	BROWN	soofihamza@gmail.com	1234567890	Female	Fulltime		

Welcome for Class Registration

Please use the Class Type dropdown to find your desired class. Click the check box to the right of the class. Enter your Registration Date which is the date you are beginning class. And also select your correct season and Select Register

Available School Classes

Class Name	Class Type	StartTime	EndTime	M	Tu	W	Th	F	SA	S	
											<input type="checkbox"/>

When you close above screen the following page will appear. **Select Season** and then check mark on your select **Class** or **Classes**. Utilize the search options at the top of the page to find the class or classes you are looking for. Searches are available by **Class Name** and **Class Type**. Once you find the class or classes click the check box on the right. Enter your **Enrollment Date** on the bottom and **Click Register**.

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Student Information

#	ID	First Name	Last Name	Email	Cell Phone	Gender	Types	Date Of Birth	Age
		JENIE	BROWN	soofihamza@gmail.com	1234567890	Female	Fulltime		

Register for Classes

Select Your Seasons: Season Two 2016

Available School Classes

Class Name	Class Type	StartTime	EndTime	M	Tu	W	Th	F	SA	S	
BALLET FRI 5:00 PM	BALLET	9:00 AM	10:00 AM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
BALLET TUE 5:00 PM	BALLET	12:00 PM	1:00 PM	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Count=2

Enrollment Date: 1/1/2016 Register

After selecting **Classes** your school may require payment to be made in order to secure your registration in class. If your school requires payment, an Invoice will be generated that you can pay for at this time. To make a payment click on **Pay Full**:

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Student Invoices

Pay	Student Name	Amount	Tax	Due Amount	Paid Amount	Due Date	Paid Date	Status
Pay Full	BROWN JENIE	60.00	0.00	60.00		5/9/2016		Open

When you click on **Pay Full**. You have 2 choices for payment. First option is **Pay With Checking Account**:

Student's Class Calendar
Student
Notification
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Log out

Step 1. Complete Questions
Step 2. Select Classes
Step 3. Make Payment
Save Payment Detail for Auto Pay
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Pay Invoices

#	Student Name	Amount	Tax	Due Amount	Paid Amount	Due Date	Paid Date	Status
	BROWN JENIE	60.00	0.00	60.00		5/9/2016		Open

Invoice Details
Payment History

Invoice Details

#	Qty	Item Name	Amount	Tax	Total Amount
	1	Registration	10.00	0.00	10.00
	1	BALLET FRI 5:00 PM	50.00	0.00	50.00
Sum=60.00			Sum=0.00	Sum=60.00	

Select Payment Method:
Pay with checking Account
Pay with Credit Card

Pay By
Name On Account
AccountNumber
RoutingNumber
Note
Pay

Second option is **Pay With Credit Card**:

Student's Class Calendar **Student** Notification Billing Mail Account Setting Welcome :Help Parent Test School Log out

Step 1. Complete Questions
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Pay Invoices

#	Student Name	Amount	Tax	Due Amount	Paid Amount	Due Date	Paid Date	Status
	BROWN JENIE	60.00	0.00	60.00		5/9/2016		Open

Invoice Details Payment History

Invoice Details

#	Qty	Item Name	Amount	Tax	Total Amount
	1	BALLET FRI 5:00 PM	50.00	0.00	50.00
	1	Registration	10.00	0.00	10.00
Sum=60.00			Sum=0.00	Sum=60.00	

Select Payment Method: Pay with checking Account **Pay with Credit Card**

Pay By Click to swipe credit card

Card Type **Visa** Card Holder Name

Card Number Expiration Date **01** **2017**

CVV

Note

Pay

To save your payment information for future "Auto Pay" by the school or future payments to be made by the school click on "Save Payment Detail for Auto Pay". You can save by **ACH Family Account**

Student's Class Calendar **Student** Notification Billing Mail Account Setting Welcome :Help Parent Test School Log out

Step 1. Complete Questions
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Save Payment Detail for Auto Pay
Family Bill Pay
Your Child's Attendance
Help

Family Billing Account

#	Family Id	Family Name	First Name	Lastname	Address 1	Address 2	City	State	Zip Code
	35265	BROWN	JANE	BROWN	School		Dumont	New Jersey	07628

ACH Family Account Credit Card Family Account

#	CardHolderName	AccountNumber	RoutingNumber
	CardHolderName:* Need Name	AccountNumber:* 123456789	
	RoutingNumber:* 012345		

Update Cancel

You can also save by **Credit Card Family Account**

Student's Class Calendar **Student** Notification Billing Mail Account Setting Welcome :Help Parent Test School Log out

Step 1. Complete Questions
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Save Payment Detail for Auto Pay
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Family Billing Account

#	Family Id	Family Name	First Name	Lastname	Address 1	Address 2	City	State	Zip Code
	35265	BROWN	JANE	BROWN	School		Dumont	New Jersey	07628

ACH Family Account **Credit Card Family Account**

#	CardHolderName	Card Number	CC Expiration Month	CC Expiration Year
			06	16

CardHolderName:* Card Number:*
CC Expiration Month:* CC Expiration Year:*

When you click on **Family Bill Pay** you have multiple choices of payments. You can pay tuition in one shot for your all kid.

Student's Class Calendar **Student** Notification Billing Mail Account Setting Welcome :Help Parent Test School Log out

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Save Payment Detail for Auto Pay
Family Bill Pay
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Help

School Family Account

#	Family Id	Family Name	Address 1	Address 2	City	State	Zip Code
	35265	BROWN	School		Dumont	New Jersey	07628

Family Account

Family Invoices

<input type="checkbox"/>	Student Name	Amount	Tax	Due Amount	Paid Amount	Due Date	Pay Period
<input type="checkbox"/>	BROWN JENIE	60.00	0.00	60.00		5/9/2016	04/01/16-04/30/16

Pay:0

One Time ACH **One Time Credit Card** **Pay By Credit Card On File** **Pay ACH On File**

Name On Account
AccountNumber
RoutingNumber
Note

If you click on **Your Child's Attendance**

Student's Class Calendar **Student** Notification Billing Mail Account Setting Welcome :Help Parent Test School Log out

Step 1. Complete Questions Add New Student

Step 2. Select Classes

Step 3. Make Payment

Save Payment Detail for Auto Pay

Family Bill Pay

Your Child's Attendance

Help

Keep your Membership Active

Click here to Enroll in Membership Benefits Membership

Student Information										
#	ID	First Name	Last Name	Email	Cell Phone	Gender	Types	Date Of Birth	Age	
		JENIE	BROWN	soofihamza@gmail.com	1234567890	Female	Fulltime			
		KIM	BROWN	soofihamza@gmail.com	1234567890	Female	Fulltime			

Following window will open right click on selected class and press **Attendance** button.

Student's Class Calendar Student Notification Billing Mail Account Setting Welcome :Help Parent Test School Log out

Classes Attendance Calendar

Class: Student:

June - July, 2016

Day Work Week Week Month

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
June 26	27	28	29	30	July 1	2
		5:00 5:30 PM PM BALLET TUE 5:00 PM				

Attendance

A new window will appear. You can see your child attendance here.

Student's Class Calendar Student Notification Billing Mail Account Setting Welcome :Help Parent Test School Log out

Classes Attendance Calendar

Class: Student:

Week Month

Week 2

Attendance

#	First Name	Last Name	Email	Attendance Date	Status	Comment
KIM	BROWN	soofihamza@gmail.com	6/28/2016			

To change your password click **Account Setting** at the top and select **Reset** password your **New Password** must contain password have to be 6 to 20 characters string

- At least **One Digit** numeric.
- At least **"One Uppercase** letter.
- **One Lowercase** letter and **One Special Symbol @#%\$.**
- Only **Special Characters @#%\$** are allowed.

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Welcome :Help Parent
Test School
Log out

Click here to UnsubscribeEmail/SMS

Password
Reset

Password have to be :6 to 20 characters string
(1) with at least one digit,
(2) one upper case letter,
(3) one lower case letter and one special symbol ("@#\$%").

To view your **Schedule** on the calendar click home page go to the month you are beginning class and you will see your schedule listed right on the calendar.

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Welcome :Help Parent
Test School
Log out

May 2016

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
18	1	2	3	4	5	6	7
19	8	9	10	11	12	13	14
20	15	16	17	18	19	20	21
21	22	23	24	25	26	27	28
22	29	30	31	1	2	3	4
23	5	6	7	8	9	10	11

Today

Academy Classes Calendar

Class:
Teacher:
Student:

May – June, 2016

Day
Work Week
Week
Month

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
May 8	9	10	11	12	13	14
		5:00 5:30 PM PM TUE 5:00 PM Student			5:00 5:30 PM PM FRI 5:00 PM Student	
					7:00 7:30 PM PM GYM FR 7:00 PM Student	