

Registering Online - How To Use The Parent Portal



Connecting to the Parent Portal from the club website

Employment Opportunities
Contact Us

Now Online
Scheduling and Payments

★ Online Class Schedules
★ Online Registration/Payments

News & Notes

Welcome to U.S. Dance and Gymnastics Cl...
programs are de...
teaching techniq...
gymnastics, tum...
secure atmosph...
Gymnastics and...
training.
All classes are c...
Iowa.

Click on the button or link on the club website to access the class schedule or online registration.

Find the class or classes that fit you best using the Search Filters

Parent Portal

Step 1 Choose Location: UDSGCINC.

Step 2 Sort through the list of classes using these filters.

Search Filters

Non-Season Cl... All Programs 4 Any Any

Season Program Age Gender Day

Program	Class Name	Gender	Open	Days	Available
Outside Programs	Altoona KW #1 T 9:45am	Co-Ed			
Outside Programs	Altoona KW #2 W 9:00am	Co-Ed			
Rec. Dance	Dan Boogie Bunnies Sa 9:45am	Co-Ed			
Rec. Dance	Dan Kinder Boogie Bunnies Sa 10:30am	Co-Ed			
Rec. Dance	Dan Kinder Boogie Bunnies Th 5:15pm	Co-Ed			
Preschool Tumble Bunny Gymnastics	Pre Kinder Bunnies M 5:15pm	Co-Ed			
Preschool Tumble Bunny Gymnastics	Pre Kinder Bunnies Sa 10:30am	Co-Ed			

Step 3 Sign up for Class

If this club has more than one location be sure to select the location you want. The classes will appear for only one location at a time.

The fastest way to find the class that fits your needs is to enter the age of your child in the Age field. All the classes offered for children of that age will appear. You can narrow your search further by selecting the Gender, Day of the week, and Program.

Most classes you will be able to register online for. Some classes will be labeled, "CALL". You must call the gym to register for these classes. If a class is FULL you can request to be on a wait list for this class.

Days	Available
	Online
	Online
	CALL
	CALL
	FULL
10:00am	Online
11:00am	Online

Sign up for class

Step 3 Sign up for Class

Click the Sign up for Class link to start the sign up process.

Your Name

First Last

Email Address

This will be your username

Password

Must be at least 6 characters long

Please Re-Type Password

Sign Up! :: Cancel

Fill in your name, not your child's name, here.

You must enter an email address and create a password for your club account.

Sign up for class

Fill out the information in each screen.

Your Phone Number:
 - - Home
(###) ### ####

Address

Street Address

Address Line 2
 Iowa
City State

Postal / Zip Code

→

Enter your home contact information.

WAIVER
 As legal guardian of all of my student(s), I hereby con-
 potentially severe injuries can occur in any activity inv-
 cheerleading, tumble tramp, trampoline, stunting, pyr-
 understand that it is the express intent of all staff an-
 consideration for allowing my student to use these fa-
 INC., affiliated and partner companies and organizati-
 coaches involved in the UDSGC INC. program, from all
 instruction, supervision, and/or control during any an-

I have Read, Understand, and Accept

BILLING AUTHORIZATION
 I represent and warrant that if I am purchasing some
 draft (ACH Draft) information I supply is true and com-
 financial institution, and (iii) I will pay the charges in-
 penalties.

I hereby authorize (if online payment is made or auto
 account. I understand that a 30 day written notice is
my student attends classes until I notify UDSGC IN

I have Read, Understand, and Accept

(All agreements subject to change without notice)

:: →

Read the waiver and registration information. You must click Agree for each to sign up for a class.

AutoPay Information Required

Name on Credit Card

First Last

Company

(If Applicable)

Credit Card Number

3-4 digit CCV on back of card

Expiration Date
 /
MM YYYY

Billing Address for Credit Card

Street Address

Address Line 2
 Alabama
City State

You might be required to give your credit card information to request a class. All sensitive data is encrypted using 1024bit RSA encryption. Our system is PCI Compliant, meaning we pass the Federal requirement for sensitive information protection.

Student Name

First Last

Birthday
 / /
MM DD YYYY

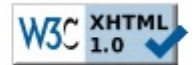
Gender

→

Fill in the information for the student.

More Students? Or To Request Classes:

You can add another student for your family, or login to register for a class.



Your account Home screen

Home
 A brief overview of the customer portal.

Family

- Enter your family information.
- Change your password.
- Enter emergency contact numbers.

Student

- Create a new student.
- Enter student(s) details.

Classes

- View live classes.
- Request a new class.
- Transfer or drop a class.

Ledger

- Make payments.
- View account balance and payment history.

This is the Home screen for your account. Read the bullet points for each icon to see what you can do here.

You can come to your account any time you want to update your account information, register for classes, request a new class, drop a class, and much more.

Family information screens

Home | Guardians | Password | Emergency

Family Form
Family information can be entered below:

Save

Parent or Guardian 1
Tom Forster Father
First Last Relationship

Parent or Guardian 2
 () (Select)
First Last Relationship

Update your contact information.

Home | Guardians | Password | Emergency

Account Password

New Password

Retype New Password

Update

Update your password for your club account.

Home | Guardians | Password | Emergency

Emergency Contacts

Create New

New Emergency Contact

Contact Name

Contact Phone

Save

You can add as many additional phone numbers to your account as you need.

Student information screens

Home | Family | Student | Classes

Student List
Select a student or [Create New](#)

Ashlyn Forster

Click on the name of the student you want to edit. You can also add another student to this account here by clicking, [Create New](#).

Name: Ashlyn Forster
First Last

BirthDay: 04 / 23 / 2000
MM DD YYYY

Anniversary: / /
MM DD YYYY

Gender: Female

Email:
ex: joe@mailserver.com

Save :: Finish

The Anniversary date is the date you created this student's record.

Classes information screens

Home | Class List | Your Current Schedules

Class List
All classes available for online enrollment.

Search Filters

Non-Season Cl: All Programs Age: Any Gender: Any

Program	Class Name	Gender	Open	Days	Action
Preschool Gymnastics	F 4:00 Pre 4-5yrs.old BG	Female	2	F 4:00pa	Request
Girls Gymnastics	F 5:00 Girls 9-11yrs.old BG	Female	1	F 5:00pa	Request
Girls Team Development	F 5:30 PreTeam Girls 7-12yrs.old	Female	6	F 5:30pa	CALL
Girls Gymnastics	F 6:00 L-3 Intro	Female	1	F 6:00pa	CALL
Girls Hot Shots	M & W 4:30 G_ Hot Shots 4-6yrs.old	Female	0	M 4:30pa W 4:30pa	FULL
Preschool Gymnastics	M 10:00 Pre 4-5yrs.old HM	Co-Ed	0	M 10:00am	Request
Preschool Gymnastics	M 11:00 Pre 3-4yrs.old HM	Co-Ed	0	M 11:00am	Request
Girls Gymnastics	M 4:30 Girls 6-8 yrs.old AC	Female	5	M 4:30pa	Request

The classes labeled, "Request" are available to register online.

Some classes will be labeled, "CALL". You must call the gym to register for these classes.

If a class is FULL you can request to be on a wait list for this class.

Requesting a class

Enrollment Request [X]

Select a student
Ashlyn Forster

Select an Enrollment Type
Trial

First Day Of Class?
4 / 14 / 2009
MM DD YYYY

Additional Notes:
Ash would like to add another day of classes during the week. Her instructor asked her to sign up for a Monday class at 5:30. Please call me at my cell number.

Submit Request

Fill out the information in the screen that appears when you are enrolling in a class.

The enrollment is a request for a class only. You should receive an email confirmation or a phone call from the club about your class request.

Click the Submit Request button and you're done.

Changing a class a student is already enrolled in

Home

Family

Student

Classes

Leader

Class List | **Your Current Schedules**

Current Schedules
Current class schedules for each enrolled student.

Ashlyn Forster

Program	Class Name	Gender	Days	Start Date	Action
Girls Gymnastics	F 5:00 Girls 9-11yrs.old BG	Female	F 5:00pm	4/10/2009	Options

If you need to drop a class or want to transfer to another class you can do that online.

Click the Options link for that class. Fill out the information in the screens that appear.

Options [X]

Drop Request

Transfer Request

Ledger information screens

Home
Family
Student
Classes
Ledger

Charges | Payments | Make a Payment | Autopay Information

Charges
List of charges for the past month, and outstanding charges.

Charge	Charge Date	Due Date	Total	Balance
Session 5 '08 :: F 5:00 Girls 9-11yrs.old BG, Ashlyn Forster	4/14/2009	4/14/2009	104.00	104.00
			Total Due:	\$ 104.00

View any unpaid charges on your account.

Charges | **Payments** | Make a Payment | Autopay Information

Payments
List of payments for the past month.

Method	Date	Transaction #	Amount
NO PAYMENTS FOUND...			

View payments that have been on your account.

Charges | **Payments** | **Make a Payment** | Autopay Information

Make A Payment
Pay off one or more charges

Pay using:
Credit Card

Pay	Charge	Charge Date	Due Date	Total	Balance
<input type="checkbox"/>	Session 5 '08 :: F 5:00 Girls 9-11yrs.old BG, Ashlyn Forster	4/14/2009	4/14/2009	104.00	104.00

Total to be paid: \$ 0.00

Make Payment

Make a payment.
(Not all clubs offer this feature.)

Charges | **Payments** | **Make a Payment** | **Autopay Information**

Autopay Information

Enable Autopay Credit Card

FOR YOUR SECURITY, AUTOPAY INFORMATION IS NOT DISPLAYED ONCE IT IS SAVED. TO MAKE A CHANGE, ALL INFORMATION MUST BE RE-ENTERED FOR AUTOPAY.

Save :: Cancel

Update your auto pay information.
(Not all clubs offer this feature.)

Thank you for using our online registration Parent Portal. Online registration allows us to be more *green* with a paperless registration and we hope this makes your experience with our club a little more convenient.