

# THE TUMBLE TREE

## After School Cheer & Dance Classes

### HOW TO COMPLETE YOUR CHILD'S REGISTRATION

*Please follow the steps below to complete your child's registration for after school classes.  
This must be done in order for your child to begin classes with us.*

**CLASSES WILL BEGIN THE WEEK OF SEPTEMBER 7th - MONDAY CLASSES WILL START SEPTEMBER 13th.**

#### **#1 - YOU WILL RECEIVE AN ENROLLMENT EMAIL**

Please wait until you receive your child's enrollment email. This is how you know your account is ready to access to complete your registration process. Open up the enrollment email you receive and click on the link that says "Click here to log in" to access the Parent Portal.

**\*\*\* IF YOUR CHILD WAS A TUMBLE TREE STUDENT BEFORE AND YOU ALREADY HAVE AN ACCOUNT IN OUR PARENT PORTAL - DO NOT CREATE A NEW ACCOUNT. LOG IN WITH YOUR EXISTING PARENT PORTAL ACCOUNT INFORMATION AND SKIP TO STEP #6 TO PAY YOUR CHILD'S REGISTRATION FEE. \*\*\***

**#2 - LOG INTO THE PARENT PORTAL** Use the link in your email to log into the Parent Portal. Once this page comes up, click on the "Forgot password" link and enter your email address that you used to fill out the form through the QR code link at Open House. You will be sent an email with a verification code. Enter this code in the space provided on the Parent Portal website, then click "verify." Create a password for yourself and click "update password" and then click "close."

**#3 - ACCEPT POLICIES** Read through the Billing Authorization; Rules, Terms, and Conditions; and Waiver policies and click "Accept" under each policy and then click "Next."

**#4 - GUARDIAN UPDATE** Here is where you can assign certain information to particular guardian's.

**#5 - SAVE YOUR CARD INFORMATION ON FILE** Click on "Payments," then scroll down and click "Add payment info." This is where you will save the credit or debit card on file that will be used for auto draft on the first of each month for your child's tuition.

**#6 - PAY YOUR REGISTRATION FEE** In order to keep your discounted registration fee, you will need to make your payment by August 31st or this rate will increase to \$40. Click on "My Account" and scroll down and click "Make Payment." \*\*\*Please note that your child's September tuition will not be posted to your account until closer to September 1st.

**#7 - ACCOUNT INFORMATION** You can click on "Account Information" and update or add any of your contact information in this section.

Please contact Alex Hood if you have any questions regarding the Parent Portal, your bill, making a payment, or your child's enrollment(s).

Alex Hood, The Tumble Tree  
E: alex.tumbletree@hotmail.com  
P: (803) 237-4995