



**Brand new DBSD student**  
**Opening a registration with DBSD for the first time**

1. Visit <https://app.mydanceworks.net/customer/Login.aspx?parentid=AK601264J>
2. Click "I am a new DBSD account or student"
3. Enter the information requested and click CREATE ACCOUNT
4. Fill registration information as requested
  - a. The Parent section of the form should be the Primary Contact of the student. Any secondary contacts can be added with DBSD at a later time.
  - b. General Notes to DBSD include:
    - i. Are you looking to take trial classes to find the best fit (unsure of what to register in)?
    - ii. Will DBSD need information for parents living in separate households?
    - iii. Do you have any special payment requests for DBSD staff?
  - c. Medical Notes include:
    - i. Student Manitoba Health numbers (6 digit AND 9 digit)
    - ii. Any physical/mental limitations to a dancer (ie: history of bad knees, seizures, asthma, autism, etc.)
    - iii. Any medications that DBSD needs to know about (ie: inhalers, pain meds, antibiotics, etc)
  - d. Allergy Notes include:
    - i. Allergies & possible related medications
5. Credit Card Information can be filled out online or payment can be arranged with DBSD staff upon confirmation.
6. View DBSD 2015-2016 Schedule and select classes in which you would like to enroll. These selections will be saved once registration is completed and your enrollment request will be sent to DBSD staff for approval.
7. Tuition information will not be available until your enrollment has been approved and confirmed. For some tuition information, please visit [www.dbsdance.com](http://www.dbsdance.com). Do not forget that the prices shown do not include our \$25 registration fee or 5% GST.

You will be contacted once our staff has viewed and confirmed your placement.

Your account will now be available to you at all times by using the link <https://app.mydanceworks.net/customer/Login.aspx?parentid=AK601264J>.

You will be able to: Make a Payment, View Payment History, Update Account Information, View/Change Credit Card Information, Add Student, Update Student Information, View Enrolled Classes, Register for Classes and View DBSD Policies.

Important DBSD messages will be displayed at the top of your homepage! This will be followed by your current outstanding balance and/or last payment information.

**Returning students with DBSD**  
**Confirming the return of a previous DBSD**

1. Visit <https://app.mydanceworks.net/customer/Login.aspx?parentid=AK601264J>
2. Click "I am a current or returning DBSD account or student, but this is my first time logging in"
3. Enter the primary email address on file with DBSD for the 2015 recital year and click ACTIVATE ACCOUNT

4. Please read all of the current account information carefully. As this is the first year for this new program, you may notice some information missing or incorrect; this is your opportunity to correct it firsthand so DBSD is always up to date.
  - a. Under Account Notes, please include:
    - i. Are you looking to take trial classes to find the best fit (unsure of what to register in)?
    - ii. Will DBSD need information for parents living in separate households?
    - iii. Do you have any special payment requests for DBSD staff?
5. Credit Card Information can be filled out online or payment can be arranged with DBSD staff upon confirmation.
6. View Student information for each dancer. \*Please note that all birthdates will need to be updated for our new system this year.
  - a. Student Medical Notes should include:
    - i. Student Manitoba Health numbers (6 digit AND 9 digit)
    - ii. Any physical/mental limitations to a dancer (ie: history of bad knees, seizures, asthma, autism, etc.)
    - iii. Any medications that DBSD needs to know about (ie: inhalers, pain meds, antibiotics, etc)
  - b. Allergy Notes include:
    - i. Allergies & possible related medications
7. View DBSD 2015-2016 Schedule and select classes in which you would like to enroll. These selections will be saved once registration is completed and your enrollment request will be sent to DBSD staff for approval.
8. Tuition information will not be available until your enrollment has been approved and confirmed. For some tuition information, please visit [www.dbsdance.com](http://www.dbsdance.com). Do not forget that the prices shown do not include our \$25 registration fee or 5% GST.

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