

# Scheduling Private Lessons

Using the Registration Portal



# First, Log in to your Portal account.

Calera Dance Academy

Home

Account ▾

More ▾

Log Out



0 Bulletin Board



Register for classes



Manage Students



Make Online payment



Book Private Lesson



Shared Files



Waivers

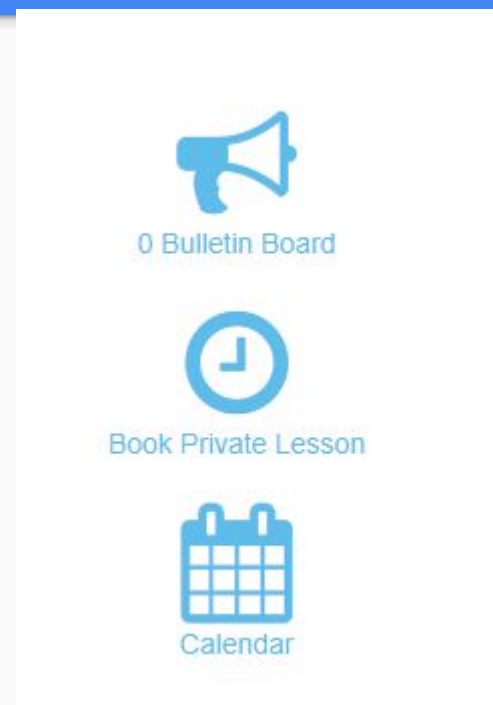
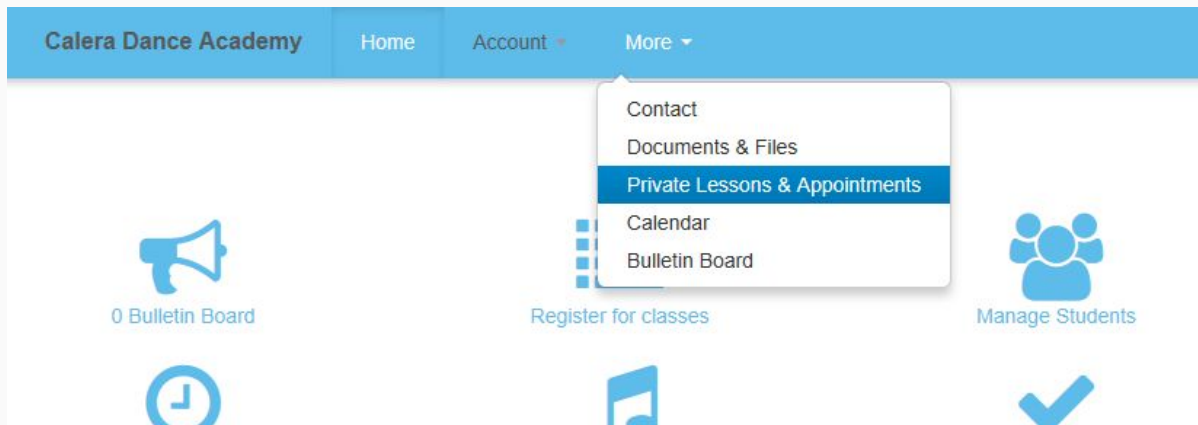


Account Settings



Calendar

Under more, you'll select private lessons & appointments. Or from the home page, book private lesson.



You'll then be presented with a list of services. You'll choose the correct option & choreographer. Descriptions under each choice will help.

**Calera Dance Academy** Home Account More

## Appointments and Private Lessons

Schedule and manage your private lessons.

[My Appointments](#)

Schedule

### Schedule an appointment

<b>1/2 hour Private-Claire</b> Duration: 30 minutes With: Claire Caddell	Price: \$ 40.00 <a href="#">Schedule</a>
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Duets/Trios will need to have one person book the appointment & pay online. The other accounts will be charged at that time and can pay through the regular way.

When you click the **Schedule** button, they will have the option to select the date, time and who the appointment is for.



## 1/2 hour Private-Claire Booking Page

Schedule and manager your private lessons.

Home / All Appointments

### Select a date and time

September 2018 »

Su	Mo	Tu	We	Th	Fr	Sa
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	1	2	3	4	5	6

Who is this appointment for? Test student Parker

Select an appointment time.

10:00AM

10:30AM

# You'll then confirm details & agree to the policy.

## Confirm Appointment

### Appointment Details

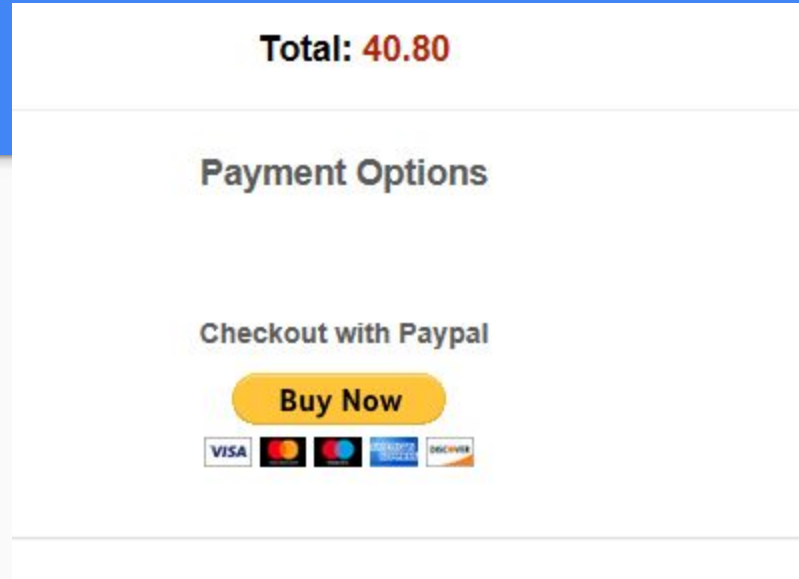
<b>Service</b>	1/2 hour Private-Claire
<b>Price</b>	\$40.00
<b>Appointment Date</b>	Wednesday September 12, 2018
<b>Appointment Time</b>	10:00 AM
<b>Who is this Appointment for?</b>	Test student Parker

### Cancellation Policy

Payment is due at the time of each lesson. If payment was not made, it will be charged to your account. You can put payment in the tuition box. Checks for private lessons are to be made out to: Calera Dance Academy. Please make sure you put your dancer's name, Solo/Duo/Trio, and Instructor's Name in the 'for' line of your check to avoid confusion. Private lesson fees and monthly tuition should be made as separate transactions (checks, credit cards or cash). Please do not put private lessons and monthly tuition together.

I have read and agree to the cancellation policy.

After accepting, you'll pay for that private.



You & the teacher will then get a confirmation email.