

Nutmeg's Online Registration Instructions

Link for online registration: <https://classbug.com/businesses/1711/offerings>

Non-Family Plan Registration:

1. When you arrive at our web store, you will see an icon in the upper right next to the name of the studio. Click this icon, then select: "login." At the next page, click "get a free login."
2. Create a profile. First, you will enter information for the parent, then, create an account for any children you are registering for dance.
3. After you have created all accounts, click the "CB" in the top left corner to go to all of our class offerings. *Note: to see the classes laid out in calendar view, click the "calendar" button on the right. It will initially show up in list view.
4. From there, you can begin to select the classes you are registering your dancers for. When you add a class to your cart, you will select which of your dancers the class is for. Continue adding until you have added all of your dancers' classes. When done, click "checkout."
5. When you arrive at checkout, you can either pay in full, or, you can select the auto-pay options in order to pay quarterly (2 payments/year) or semesterly (4 payments/year.) You will be given the option to pay by e-check, or credit card.
6. When you choose "auto-pay", it will say that we've added a fee for that service. This is not the case; ClassBug had to find a way to customize their system for our payment offerings (there was no perfect way to adjust for the discounts we offer for full year & half year payments) So, that fee is just the way they had to work their system to equal our tuition payment amounts.
7. If you would like to register and pay online with a credit card or e-check, you are automatically enrolled in auto-pay, meaning you will be automatically charged at the quarterly, or semesterly, payment dates. If your dancer has registered online and is on the quarterly or semesterly plan, and decides to withdraw during the year, please let us know so that we may delete their account to stop auto-pay before you are charged. If we are informed after the auto-pay goes through, we are unable to refund that amount. If you would prefer; you always have the option of paying with cash or check, printing out a form, and registering our traditional way. This is just a new service we are providing for the many people who asked for online registration and credit card acceptance.
8. As a reminder, whether you pay online or through mail, there are no refunds once registered. Please be certain of all classes you've chosen before you register. Thank you for understanding!

Family Plan Registration:

1. Repeat steps 1 through 4 above.
2. You must also add “Family Plan” to your cart. Scroll to the bottom of the “2018/19 Dance Classes” to find this selection titled, “Family Plan.” Once added, head to checkout.
3. At checkout, enter the coupon code just as it is here: NutmegFAMILY . This coupon code will wipe out the charges for all classes, and leave only the family plan amount.
4. Pick whichever payment plan you prefer; pay in full, 2x/year, or 4x/year. It will say that we’ve added a fee for the auto-pay service. This is not the case; ClassBug had to find a way to customize their system for our payment offerings (there was no perfect way to adjust for the discounts we offer for full year & half year payments) So, that fee is just the way they had to work their system to equal our tuition payment amounts.
5. If you would like to register and pay online with a credit card or e-check, you are automatically enrolled in auto-pay, meaning you will be automatically charged at the quarterly, or semesterly, payment dates. If your dancer has registered online and is on the quarterly or semesterly plan, and decides to withdraw during the year, please let us know so that we may delete their account to stop auto-pay before you are charged. If we are informed after the auto-pay goes through, we are unable to refund that amount. If you would prefer; you always have the option of paying with cash or check, printing out a form, and registering our traditional way. This is just a new service we are providing for the many people who asked for online registration and credit card acceptance.
8. As a reminder, whether you pay online or through mail, there are no refunds once registered. Please be certain of all classes you’ve chosen before you register. Thank you for understanding!