

## **THE INTERNATIONAL BALLET ACADEMY Jackrabbit Dance Parent Portal**

### ***Parent Portal Announcement for May 30, 2022***

*Please read this statement carefully as it contains important information regarding registration for upcoming programs at IBA. If you have any questions, please call the IBA front office at 425.822.7694. All registrations except Open Class and Professional Program registrations should be completed online via the IBA Jackrabbit Dance Parent Portal. We hope you will also find that it is a much more convenient process for your family as we go forward into new sessions.*

- 1. If you do not have access to a computer and cannot complete your registration by your smartphone, please do not worry. We have devices at the IBA front desk and can assist you in completing the process when you are here on site at our facility.*
- 2. Your dancer should have received a placement by the IBA Artistic Director for the upcoming year. If you do not have a placement, you will need to contact the IBA front office staff.*
- 3. The level descriptions in Jackrabbit Dance will note if an audition or placement is required. This description will also offer you a little detail about the expectations for that program.*
- 4. Should you register for any lesson into which you are not officially placed or for which your dancer does not qualify, you will be removed from that enrollment and placed in the appropriate program for your dancer's age group and experience.*
- 5. Log into the parent portal to begin your enrollment. (See the directions on accessing the parent portal on page 2 of this document.)*
- 6. Based on your dancer's placement level, select the appropriate program for your dancer(s). The description will give you a general idea of when the classes for each program should occur. Schedules are subject to change.*
- 7. Complete all waivers/policies for participation in the IBA programs. These must be completed for every individual dancer, for each enrollment.*
- 8. IBA office staff will receive your program selection, and then will place each dancer into their individual classes for each program. Prior to the start of the new season, you will receive an official IBA class schedule by email for each of your enrolled dancers.*
- 9. The total cost for enrollment will not be visible in your family portal. This tuition information is found in your placement packet and on the IBA website. Though you will be placing your classes in a "cart" and it may appear as if you will "check out," you will simply finish the process but will not make any payments via Jackrabbit Dance.*
- 10. A 2022-2023 Academic Season registration fee will be charged to your account once you complete the registration process. You will then need to contact the IBA front office staff to make your registration payment. If you are on the auto payment plan with IBA, you may email the front office to authorize us to charge this registration fee to your card on file. (Keep in mind that a new auto pay form will be required prior to the start of the 2022-2023 season.)*
- 11. Finally, only the parent/guardian on record may complete online registration and waivers for dancers. No dancer under the age of 18 years old is permitted to use this portal.*

The International Ballet Academy uses Jackrabbit Dance for their academy business. Jackrabbit Dance offers a way for us to give parents access to their account information. In addition, IBA uses Jackrabbit for registrations and to update academy policies. The IBA Parent Portal is a wonderful tool that we hope you will get familiar with and begin using right away.

***What can I do with the IBA Parent Portal?*** In the parent portal, you will be able to see your payment information, any outstanding fees, student class information, family, and student information, etc. You will be able to update family information to make sure it is current, and even send communications to IBA staff. You are also able to register for upcoming sessions through this parent portal.

***What will I NOT be able to do in the IBA Parent Portal?*** You are NOT able to make payments through the IBA Jackrabbit Dance Parent Portal. Our payment systems are not integrated with Jackrabbit Dance. It will seem as if you have a shopping cart and might be able to pay for your registration; however, you will need to complete your “shopping for classes” and conclude your process of registration in your parent portal. Then you will need to call or visit the IBA front desk to make your payments. If you are enrolled in the IBA auto pay program, you should be sure to reach out to the front office staff and offer them your permission to use the card on file for the charges related to this new registration.

***First time user to the IBA Parent Portal*** - Call the IBA office (425.822.7694) and verify that a profile for your family has been created for you in Jackrabbit Dance. In order to create a profile, IBA must have some basic information such as your name, your email address, a current phone number, and the dancer’s name. Once a profile has been created, you can open your browser and use the following link:

<https://app.jackrabbitclass.com/portal/ppLogin.asp?id=515768>

Click on the ***"Need to get started"*** link and enter the email address that you gave us for your profile.

You may also click on the "Forgot your password" link to have a temporary password sent to your email address. Reset the password to any password you choose. If you need assistance with this step, the IBA front office staff can also have a temporary password sent to you.

**Technical Support Issues?** Please call [425.822.7694](tel:425.822.7694), or email [officeadmin@intballetacademy.org](mailto:officeadmin@intballetacademy.org).