



THE INTERNATIONAL BALLET ACADEMY Jackrabbit Dance Parent Portal

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.

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**, or email officeadmin@intballetacademy.org.