



Greetings CDC Dance Parent,

For the first time ever, we are excited to offer online registration for fall dance classes! VIP Registration begins online on Tuesday, June 22 at 10:00 am. We open registration, first, to you, our returning family, in order to give you first dibs on class days and times. Class sizes are limited, and, as you know, most of our classes fill before classes begin in September. This is your great opportunity to register first!

Online registration is simple so don't let these step-by-step instructions deter you. **To register online, you will need to setup a login using the same email address that we have for you on file.** The email address we have on file is the same email address to which you have received this email. If you are reading this from our website and aren't sure which email address we have for you, please feel free to call or email the dance center at caledoniadancecenter@me.com to inquire.

Follow the steps below to access your CDC account and personalized customer portal where you can register for classes:

1. Go to CaledoniaDanceCenter.com and click on the link "VIP Registration Login." This link will appear on our website on Tuesday morning in time for the start of VIP registration.
2. The Login link will take you to a webpage where you will be prompted to enter your email login and password. Beneath the login boxes, you will see a blue link that says, "I don't know my password." For the first time logging in, you will need to choose the "I don't know my password" option.
3. You will be directed to a new page where you will enter your email address in order to receive a temporary password. **Important:** We have setup your account using the email address we have for you on file, so you will need to use the same email address. If you would like to change your email address, you can do so at a later time. The temporary password will be sent to you via email. Once you have received this email, you will be able to login directly to your CDC Customer Portal.
4. Once logged into your portal, you will be able to view a brief personalized message with your recommended fall classes as well as tabs to complete your dance class registration. We have a limited amount of space to work with when writing your personal message, so, if you need further explanation on your class placements, please do not hesitate to call or email the dance center. You may also update your account information used for tuition payments and your non-refundable registration fee, which will be automatically charged once you register for a class. This fee is \$25 per dancer or \$50 per family.

If you would like to register in person, please come to the Caledonia Station, which is the ice cream shop downstairs. If your dancer is entering 3rd grade or higher, come to registration on Tuesday, June 22 between the hours of 4:30 and 6:30pm. If your dancer is age 2 through 2nd grade, come to registration on Wednesday, June 23 between the hours of 4:30 and 6:30pm. If you have never been to a VIP registration, allow extra time in your schedule, as there will likely be a line up of dance families.

If you are unable to attend VIP registration and would rather not register online, Open Registration begins on Monday, June 28th during normal summer hours at the dance center.

We thank you for a great 2009/2010 season and look forward to seeing you again this fall!

Sincerely,
Caledonia Dance Center Office Staff & Instructors