

Parent Portal App Tutorial

Once the app is open, there are 4 tabs across the bottom:

- My Schedule
- My Account
- Pay
- More

My Schedule

This page shows the daily class schedule for your student(s) for each week.

My Account

This page shows your payment history. It allows you to search past payments and fees.

Pay

This page allows you to pay for any outstanding balances on your account.

More

- *Contact the Studio*
 - Click here for our address, phone number, and email.
 - Call us straight from this page or send us a message directly.
- *Buy Tickets*
 - When we get closer to recitals, you will be able to buy tickets here.
- *Register for Classes*
 - Register here
- *Enroll in Auto-Pay*
 - This is where you can add your credit card to your account.
 - You are required to put a card on file, but you DO NOT have to pay tuition with it. You are still welcome to pay with cash/checks.
- *G Calendar*
 - We don't tend to use this much, but if we have any upcoming events, we'll put them on here.
- *Studio Calendar*
 - This shows your student(s) schedule for the month as well as studio events.
- *Shared Files*
 - Click on this and you'll find:
 - Shared Files
 - Class Files
 - Class Music

- We will upload important things you need to know into these folders. Some will always be there (Newsletters, Parent Handbook, etc) and some will be fluid and come and go as we need (Social Media Post, etc).
- The current shared files you can view are:
 - Important Info
 - Marquis
 - New Family Newsletter
 - Newsletters
 - Parent Handbook 2024-2025
 - Recital Info 2025
 - Social Media Posts
 - Tuition 2024-2025
- *My Account Details*
 - You can update your account info here.
- *Change my Password*
 - You can change your account password here.
- *My Students*
 - You can manage info about your student(s) here.
- *News and Notes*
 - When we post messages, they will appear here.
 - You can also see the studio's email history here.
- *Log Out*