

PTW: Registering for Online Classes using the Jackrabbit Parent Portal

I. Logging In

- You can access the parent portal through www.PTWonline.com via the Student Portal.
- For first time users of existing families, click on the hyperlink *Reset Password*.
 - Type in your email address and click *Send Reset Email*.
 - Follow the directions as prompted.
- Enter your username and password and click *Sign In*.

II. Main Portal Dashboard:

- On the main page, you will be able to find your current balance, look for classes, and your schedule.

III. Read through and accept the PTW policies.

- Your first step is to read through the PTW policies. To do so:
 - Click the three horizontal lines located at the top-right of the page.
 - Click *Account*.
 - Click *Policies*.
 - Read through each policy and toggle the bar to blue to signify that you have read and agree to the policies in place.

IV. Add your credit card on file.

- Even if you wish to pay in a separate manner, our policy is to always have a credit card on file. Please note, your card will not be charged without your authorization.
- You authorize charges to your credit card on file for classes and/or lessons when you complete checkout in your cart in Jackrabbit. You can leave items in your cart during an online session and come back later to review, add or remove class selections. Your credit card will only be charged after you complete the cart checkout process.
 - While in *Account*,
 - Click *Billing and Payments*.
 - Click the green arrow with the plus symbol in it.
 - Enter the pertinent card information including the account number, expiration date, and CVV number on the back of the card.
 - Click *Save*.
 - Click *Membership Type*
 - Pay In Full
 - 12 Payments for full year (Fall, Winter, & Spring)
 - 5 Payments for either Fall or Spring semester
 - 3 Payments for Winter semester
 - Click *e-Payment Schedule*
 - You get to decide which day of the month your credit card is charged.
 - (1st, 8th, 15th, 22nd or 28th of the month)

V. How to Register for Group Classes

- Please refer to the track-sheet that the office provides to register for classes.
 - Click *Dashboard*.
 - Click *Find Classes* under “Looking for a Class?”
 - Click *Add a Filter*.
 - Group Classes
 - Filter by your student’s track
 - Ie. Broadway Bound, Jr. Jr., Junior, Triple Threat, etc.
 - Click *Add Filter*
 - Scroll to the class you wish to register for and click on it
 - Some classes are offered more than once throughout the week so be sure to check against *Reg Code* on the track sheet that the office sends you for the correct Semester, Day, and Time.
 - Click *Add to Cart*
 - Select the student(s) you wish to register for the class.
 - Please note: If you have more than one child enrolled at PTW, all of your children may not appear on this screen. The portal will filter to display only the students eligible by age for the classes you have selected.
 - Click *Add*
 - Click *Continue Shopping* or *Checkout Now*
 - Follow on-screen instructions to complete checkout process.

VI. How to Register for Private Lessons

- Please refer to the track-sheet for which private lessons are offered and for what lengths.
 - Click *Dashboard*
 - Click *Find Classes* under “Looking for a Class?”
 - Click *Add a Filter*.
 - Private Lessons
 - Filter by the type of lesson
 - Ie. Acting, Singing, Song-Interp, Voice, etc.
 - Click *Add Filter*
 - Scroll to the class you wish to register for and click on it
 - Please be sure to reference the description of the class as private lessons are offered in various lengths and amount of lessons.
 - Click *Add to Cart*.
 - Select the student(s) you wish to register for the class.
 - Click *Add*
 - Click *Continue Shopping* or *Checkout Now*
 - Follow on-screen instructions to complete checkout process.

VII. For any questions or concerns

- Please do not hesitate to reach out to the office for any questions.
We would love to hear from you and help you register!
 - Email: ptwstars@gmail.com