



## INSTRUCTIONS FOR CREATING A PROFILE FOR NEW STUDENTS

Click on **CREATE AN ACCOUNT** and enter your email.

Make sure the profile is created in the name of the person who will be paying for the class(es).

### 1. CONTACT INFORMATION

- you're required to fill in all fields that have a red \*.
- select ALL 3 email/text for **"What do you want to hear about?"** and select **YES** to the **"Important Electronic Correspondence.** Otherwise, you will not receive our regular email correspondence throughout the season or your receipts, class confirmations and uniform requirements.
- if a student has a medical condition/allergy that JDD should be aware of (i.e. carries and epipen or puffer), please indicate **YES** in the **EXISTING MEDICAL** and email us to note the details.

### 2. LOGIN

- Use the email address you want JDD to use for correspondence.

### 3. FAMILY MEMBERS

- Add all **NEW** members here that you will be paying for.
- **DO NOT** add a family member who has already taken classes at JDD and has a profile.
- If that family member has their own contact number and email please enter it here. Otherwise, put your email and contact number.
- Select **YES** to **"Pays For"**
- The date of birth must be entered in the format of DDMMYYYY. If the DOB is not entered you will not be able to enroll into a class.

**Once you have completed this process contact JDD by phone, email or in person to complete registration.**