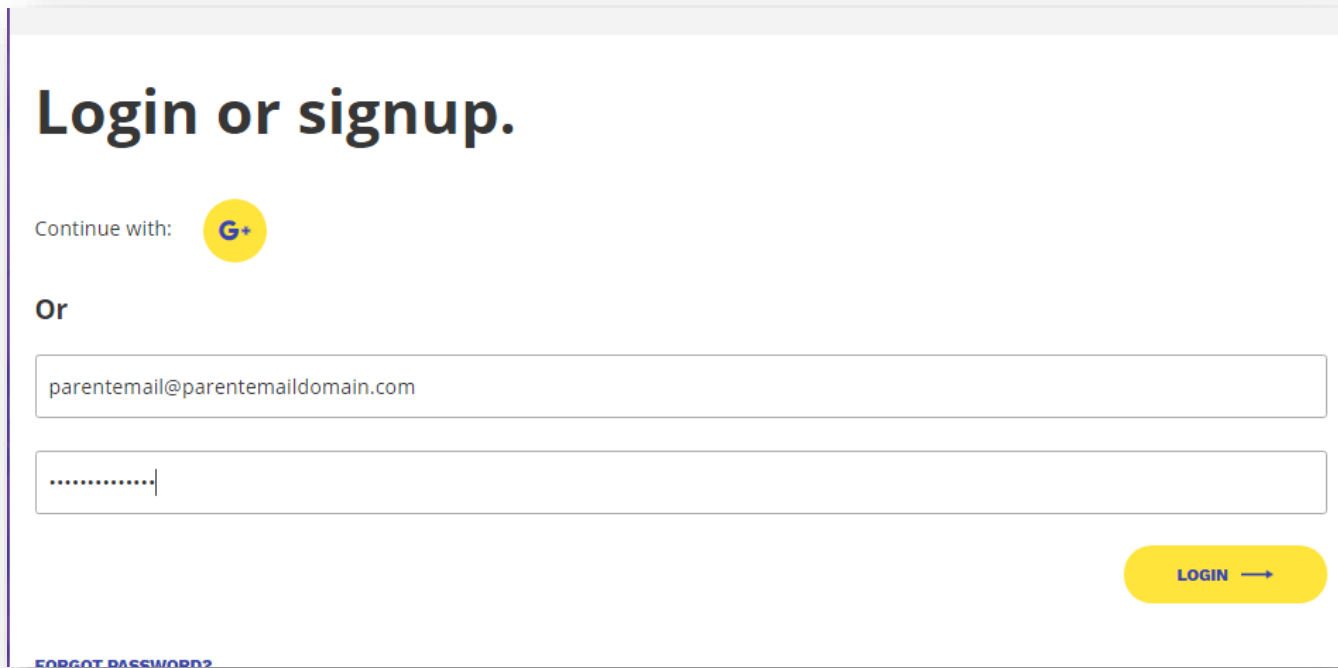


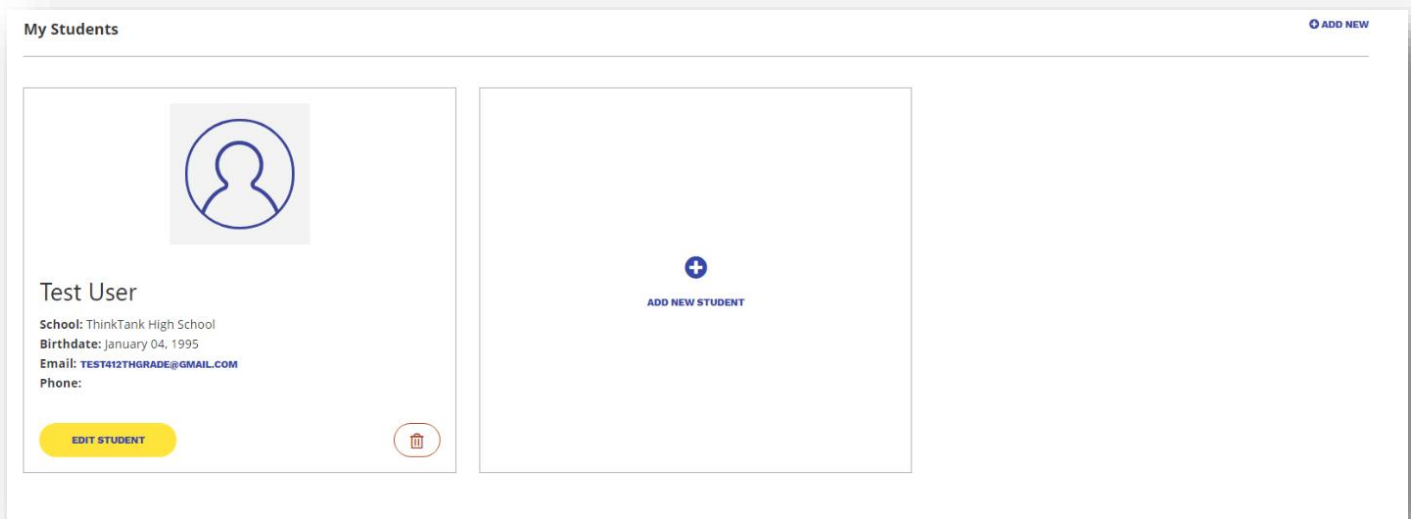
HOW TO LINK A PARENT TO A STUDENT IN MY SCHOOL DANCE

1. Parent signs into MySchoolDance.com.



The screenshot shows the login page for MySchoolDance.com. At the top, it says "Login or signup." Below this, there is a "Continue with:" section featuring a yellow "G+" icon for Google. Underneath, the word "Or" is displayed. There are two input fields: the first contains the placeholder text "parentemail@parentemaildomain.com" and the second is a password field with dots. A yellow "LOGIN" button with a right-pointing arrow is located at the bottom right. A link for "FORGOT PASSWORD?" is visible at the bottom left.

2. Go to bottom of dashboard underneath My Students and click + ADD NEW STUDENT



The screenshot displays the "My Students" dashboard. The title "My Students" is at the top left, and a blue "ADD NEW" link is at the top right. The dashboard contains two main panels. The left panel shows a student profile for "Test User" with a placeholder profile picture, their name, and details: "School: ThinkTank High School", "Birthdate: January 04, 1995", "Email: TEST412THGRADE@GMAIL.COM", and "Phone:". Below the profile information are two buttons: a yellow "EDIT STUDENT" button and a trash icon. The right panel is a large empty box with a blue plus sign and the text "ADD NEW STUDENT" centered inside.

3. After clicking + ADD NEW STUDENT” new page pops up asking for student’s info. If student already has an account **DO NOT CHECKMARK** “Create an account for this user?”

The screenshot shows a web form titled "New Student" under a "Dashboard" header. The form is divided into two main sections: "School Info:" and "User Info:".

School Info:

- State* (dropdown menu)
- County* (dropdown menu)
- School (dropdown menu)

User Info:

- First Name* (text input)
- Last Name* (text input)
- Choose Grade (dropdown menu)

Birth Date *

- Month (dropdown menu)
- Day (dropdown menu)
- Year (dropdown menu)

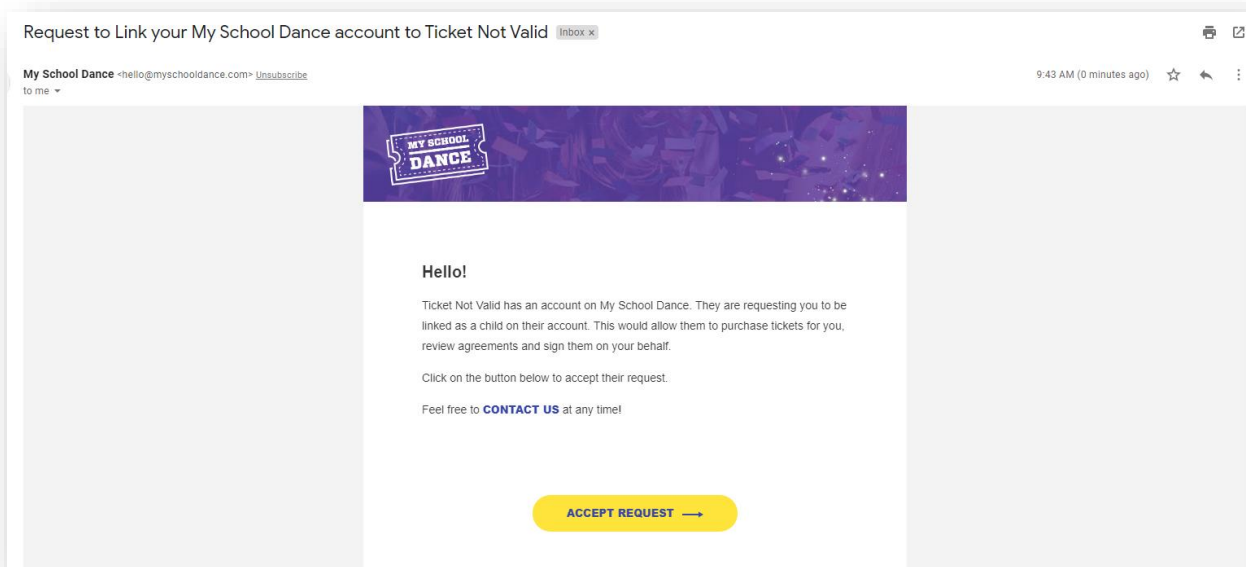
Email Address:

- Email Address (text input)
- Note: Email is required for children over 13 years of age.
- Confirm Email Address (text input)

At the bottom left, there is a checkbox labeled "Create an account for this student?".

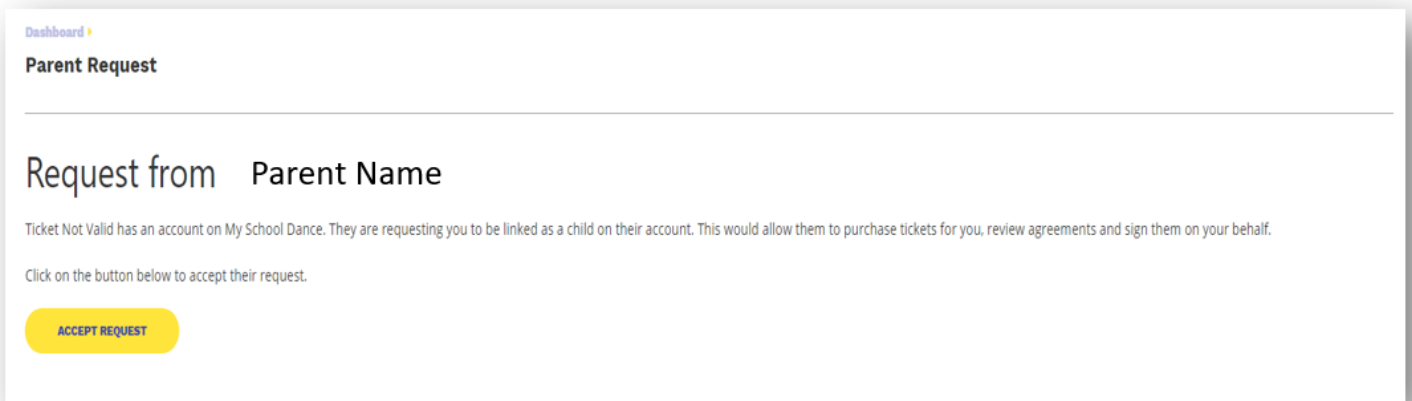
On the right side of the form, there is a circular profile picture placeholder with a blue outline and the text "ADD PROFILE PIC +" below it.

4. Student receives email. **NOTE:** Be sure student checks their SPAM folder, as Yahoo and AOL (and some Gmail emails) are sending our confirmation emails there. **Click ACCEPT REQUEST** (NOTE: if student and parent are using the same computer, MAKE SURE parent logs out of MySchoolDance underneath the student’s account before they click ACCEPT REQUEST.



If student has not created an account in MySchoolDance, they should do so now, and verify the email address is correct by clicking on their verification email link.

Student logs into MySchoolDance with their email address and clicks ACCEPT REQUEST.
This will take them to the correct page (shown below) :



- When done, **verify student(s) is attached to parent account** by going to the bottom of the My Student Dashboard, and look for the name of their student(s).

