

## HOW TO REGISTER FOR A PRIVATE LESSON AT JU!

### *LOGIN (First time users only)*

1. Click this link (and save it for future references) - <https://app.thestudiodirector.com/ibjazz/portal.sd>
2. Enter your email (the email where you receive your JU bills).
3. Click "Forgot Password" to set up your online account.
4. Reenter your email and click "Next".
5. An email will be sent to you to set up your new account and password. Follow emailed instructions.

### *REGISTER FOR A PRIVATE LESSON*

1. Go to: <https://app.thestudiodirector.com/ibjazz/portal.sd>
2. Login with email & password.
3. Accept and sign Student Waiver and Release of Liability. (First login only)
4. Click "Enroll in a Class".
5. Select the student you are registering if you have more than one student.
6. A calendar will appear for the current month. You will have several viewing options listed below. Select your viewing option right above the calendar.
  - a. *Daily Staff* – View 1 day at a time broken out by instructor.
  - b. *Week* – View 1 week at a time broken out by day.
  - c. *Month* – View the entire month at a time. Be sure to click “More” at the bottom of each day’s box in order to see all lesson availability for that day.
  - d. Filtered View – You have the ability to filter the schedule to see only classes that work for you.
    - i. Click “Or, click here for help finding the perfect class for you” at the top.
    - ii. Make your filter options for day of the week, start time, and instructor.
    - iii. Choose Display results for “Just classes with availability”.
    - iv. Click “Next”.

**IMPORTANT NOTE:** Only the GREEN colored classes are available. If the class you want is colored RED, that lesson has already been filled. You will not be able to register for that lesson because it is full.

7. Click on the GREEN lesson time that you want to register for. Please note that all lessons are posted as a 30 minute class. If you wish to do a 1 hour lesson, please select 2 back-to-back classes.
8. To enroll in additional lessons click "Enroll Student in Another Class". To enroll a sibling, click "Enroll a Different Student in Class".
9. Once registered in all desired classes, click "Checkout".
10. Review your Cart along with total price and click "Next".
11. Select "Pay by Cash/Check at the Studio". Click "Next".
12. Click "Accept".
13. **YOU ARE REGISTERED!** You should immediately receive a confirmation email. Payments can be mailed to the studio. Payments must be made by the end of the month that your lesson occurs in.

You can now log back in to the system and make any changes, review your registrations, etc.

**\*\*\* If you need to make any changes or cancellations, please call or email the studio.\*\*\***

*PRICING*

Half Hour Private Lesson- \$50

Full Hour Private Lesson - \$100

Payments will be recorded on your account. Please make your payments by cash or check (made payable to Jazz Unlimited) to the studio.

*CANCELLATION POLICY*

All schedule changes and cancellations must be made at least 24 hours prior to the start of the lesson. Any schedule changes or cancellations received within 24 hours of the lesson will still be charged to your account.