

User guide to Tanner Dance’s registration website

The following is a guide to help users access Tanner Dance’s new registration website. You can access this website through any registration link in our main website, or [this link](#).

The guide will go over:

- 1) How to sign-in.
- 2) How to check out classes/events + assign classes to your children/family.
- 3) How to create a family/add children to your account + assign classes.
- 4) How to fill out **required documents** for each class.
- 5) How to navigate your profile.

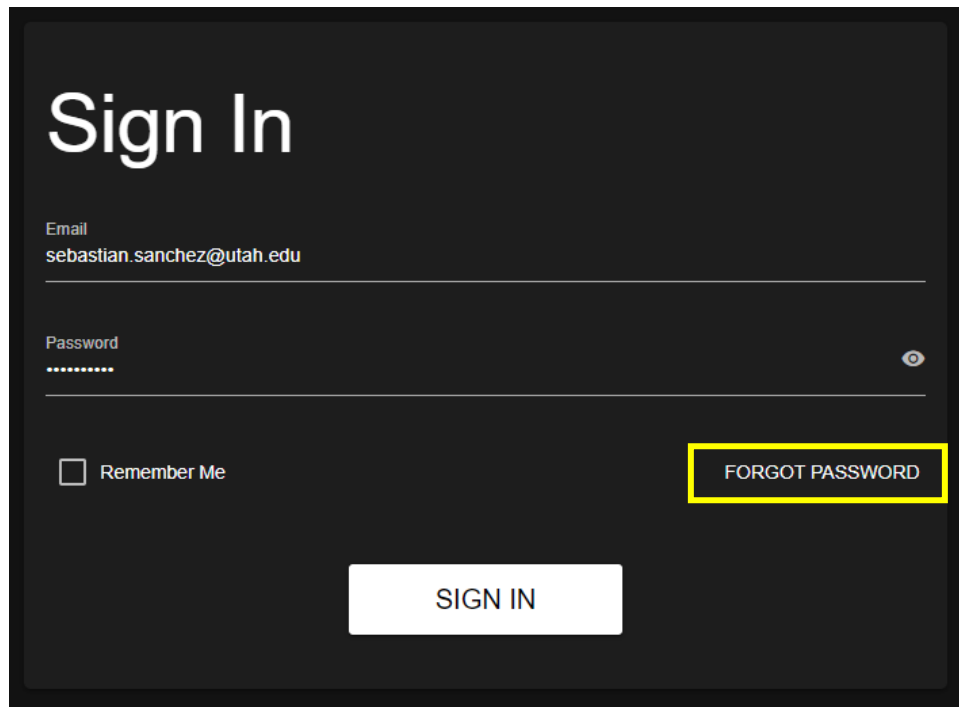
This website promises to give you, the user, a lot more access to your information than any of our previous registration systems. We are excited to see it work and hope it is helpful, but we are open to any and all feedback as we implement it. You can write us at tannerdance@utah.edu

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How to sign-in

Once you have an account, you can access it here: <https://shop.tannerdance.utah.edu/sign-in>

A dark-themed sign-in form. At the top, the text "Sign In" is displayed in large white font. Below it, there are two input fields: "Email" with the text "sebastian.sanchez@utah.edu" and "Password" with masked characters ".....". To the right of the password field is an eye icon. Below the email field is a checkbox labeled "Remember Me". To the right of the checkbox is a button labeled "FORGOT PASSWORD" which is highlighted with a yellow border. At the bottom center is a white button labeled "SIGN IN".

Sign In

Email
sebastian.sanchez@utah.edu

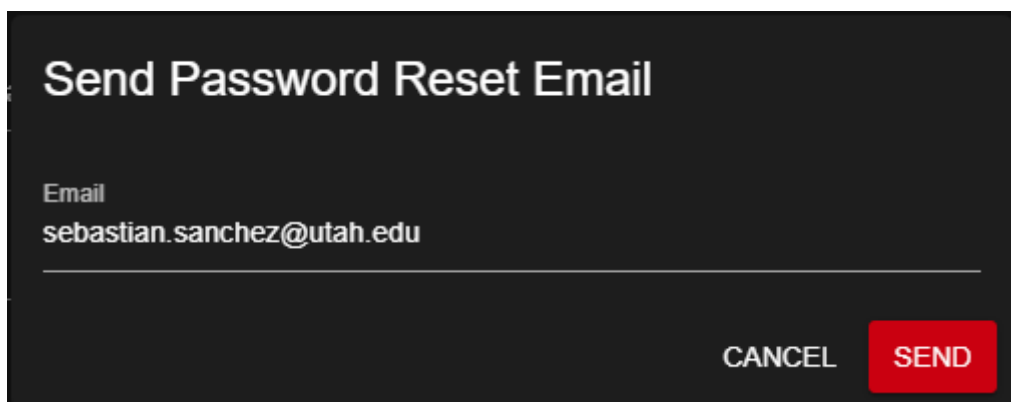
Password
.....

☐ Remember Me

FORGOT PASSWORD

SIGN IN

If you have participated in any Tanner Dance program before, we may have already uploaded your information to this registration website. If that is the case, you can click on “Forgot Password” and you will be asked to validate the email to send a link to reset your password.

A dark-themed form titled "Send Password Reset Email" in white text. Below the title is an "Email" input field containing "sebastian.sanchez@utah.edu". At the bottom right, there are two buttons: a white "CANCEL" button and a red "SEND" button.

Send Password Reset Email

Email
sebastian.sanchez@utah.edu

CANCEL SEND

You will receive an email with a link to reset your password. Create a password that is easy to remember, but is safe. **In this case, it will need to be at least 10 characters long, contain one UPPERCASE and lowercase letter, 1 number and one \$pecial character.** See below for this screen.

Reset Password

Password

Passw0rd1

Your password must be at least ten characters long contain at least one uppercase and lowercase letter, one number, and one special character.

RESET PASSWORD

If you don't have an account in this system yet, you will have the chance to create one when purchasing a class or event.

How to check out classes/events + assign classes to your children/family

We will have all registration options available in our [main website](#). There, you pick the class you want to enroll and click on the link to that class:

STUDIO
PROGRAM (VT)

1st Gr. Dance Class Spring (VT103-21/22)

1st Gr. Dance Class Spring (VT103-21/22)

Starting: Wednesday 01-05-2022

Spring Only: \$294.00

3 1/2-4 1/2 Year Old Dance Class Spring (VT3Y1-21/22)

3/4th Gr. Dance Class Spring (VT301-21/22)

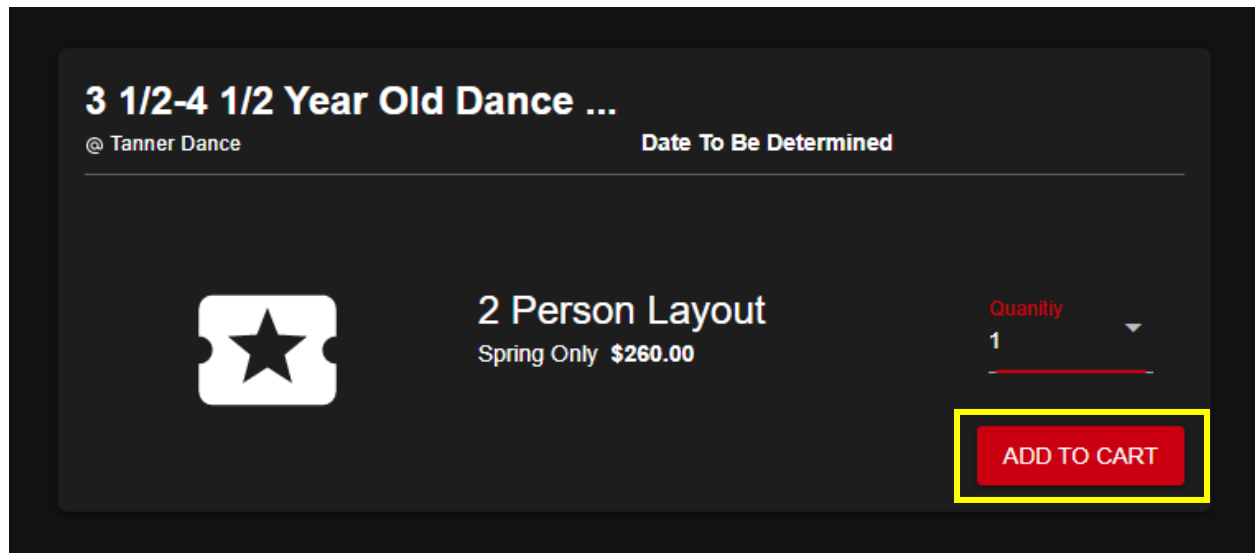
3/4th gr. dance class (VT301-21/22)

4-5 yr. Old Dance Class Spring (VT4Y2-21/22)

4th-6th Grade Dance Class Spring (VT456-21/22)

Bountiful Older Elementary Spring (VTSB2-21/22)

Once you selected your class, select how many seats you want to purchase (only 1 needed per child) and add the class to your cart:



When you've added all your classes to your cart, continue to checkout. You can add multiple classes, if you want to sign up your child in more than one, or if you plan on enrolling multiple children. Note that you will have 15 minutes to do this step:

Cart



CLEAR CART

Time Remaining 14:23



3 1/2-4 1/2 Year Old Dance ...

@ Tanner Dance

\$ \$260.00

Sec: 2 Person Layout

Ticket Type

Spring Only



REMOVE

SubTotal

\$260.00

Total

\$260.00

CONTINUE TO CHECKOUT

In the checkout section, you will be allowed to create a new account. **You will need a valid email address that you have reliable access to.** Additionally, you will need the first and last name of the principal user of that account (the parent). You will also be asked to add your billing address and payment information. Note that if the system recognizes the email you are using to sign up, it will alert you to this fact and ask you to login instead:

Contact Information

Already have an account? [Sign In](#)

Email Address *

sebastian.sanchez@utah.edu

This account already exists. Please login to continue



[CLICK TO LOGIN](#) OR [CLICK TO RESET YOUR PASSWORD](#)

First Name * Sebastian

Last Name * Sanchez

☐ Keep me up to date on news and exclusive offers

Billing Address

 New Address 

Address Line 1 * 1721 Campus Center Drive

Address Line 2 1721 Campus Center Driv



Postal Code 84112

City * Salt Lake City

State or Province * UT

Country * US

Payment Information

 New Payment Method 

First Name

Last Name

Card Number

Expiration (MM/YYYY)

CCV

If you don't have an already existing account with us, you will be asked to create one to proceed with checkout. **Note: this applies to class registration, but not single events (performances, etc.)**

Account Info

☐ Create Account

Installment Options

Installments:

x 1 3 1/2-4 1/2 Year Old Dance
Class Spring (VT3Y1-21/22)
Total: \$260.00

Installment Options ▾

CALCULATE INSTALLMENTS

COMPLETE ORDER

You must login or create an account to checkout with installments

Account Info

☒ Create Account

Password

Passw0rd1!

Password Confirm

Passw0rd1!

Family Name

Sanchez

SAVE FAMILY

Installment Options

Installments:

x 1 3 1/2-4 1/2 Year Old Dance
Class Spring (VT3Y1-21/22)
Total: \$260.00

Installment Options ▾

CALCULATE INSTALLMENTS

COMPLETE ORDER

At this point, you can also create a family (to which you will add children, and with the help of our office staff, a spouse/partner/secondary account) and assign the classes you are purchasing to your children. You can also create an installment payment plan:

Family Name
Sanchez

UPDATE FAMILY

Members

Sebastian Sanchez
Access: Owner

Add Children

First Name
Elena

Last Name
Sanchez

Date Of Birth
01/04/2020

ADD CHILD

Installment Options

Installments:

x 1 1st Gr. Dance Class Spring
(VT103-21/22)
Total: \$294.00

Installment Options
4 Month Payment Plan

CALCULATE PAY IN FULL

COMPLETE ORDER

Shopping Cart (1)

CLEAR CART

Time Remaining 11:55

1st Gr. Dance Class Spring ...

@ Tanner Dance \$ \$294.00

Sec: 3 Person Layout

Owner

Ticket Type
Spring Only

REMOVE

SubTotal
\$98.00

Total
\$98.00

Family Name
Sanchez

UPDATE FAMILY

Members

Sebastian Sanchez
Access: Owner

Elena Sanchez
Access: Restricted

Add Children

First Name

Last Name

Date Of Birth

ADD CHILD

Shopping Cart (1)

CLEAR CART

Time Remaining 09:29

1st Gr. Dance Class Spring ...

@ Tanner Dance \$ \$294.00

Sec: 3 Person Layout

Owner
Elena Sanchez

×

Ticket Type
Spring Only

REMOVE

SubTotal
\$98.00

Total
\$98.00

How to create a family/add children to your account + assign classes

You can create a family while on the checkout process, but you can also create one on your account:

Family Name
Sanchez Family

Members

| | | | |
|--|----------------------------|-----------|--|
| | Sebastian Sanchez Owner | 0 Classes | |
| | Sebastian Sanchez | 0 Classes | |

Add Children

First Name
John

Last Name
Doe

Assign Classes

Date Of Birth
04/10/2018

ADD CHILD

When you have children in your account, and once you have purchased a class, you can assign them classes:

Family Name
Sanchez Family

Members

| | | | |
|--|----------------------------|-----------|--|
| | Sebastian Sanchez Owner | 0 Classes | |
| | Sebastian Sanchez | 0 Classes | |
| | John Doe | 0 Classes | |

Manage Classes

John Doe

Assign Classes

South Jordan 5 years to Kindergarten (VTSSJ1-21/22)

Ogden K-2nd Grade Spring (VTSO1-21/22)

ASSIGN CLASSES

First Name

How to fill out required documents for each class

Once you have assigned a class to one of your children, you should see a list of documents you need to fill out for them. These are required by the University of Utah for each underage participant every year. These should show up on your own account's homepage/dashboard if you haven't filled them out yet, or you could see them in the Documents tab:

Dashboard

Saved Addresses

Order History

Families

Documents

Preferences

Welcome, Sebastian

Documents

John

Ogden K-2nd Grade Spring (VTSO1-21/22) - Bio Release - Contact Information

Ogden K-2nd Grade Spring (VTSO1-21/22) - Bio Release - Child's Medical Information

Ogden K-2nd Grade Spring (VTSO1-21/22) - Bio Release - Program Expectations

Ogden K-2nd Grade Spring (VTSO1-21/22) - Bio Release - Terms and Waiver

Ogden K-2nd Grade Spring (VTSO1-21/22) - Media Release and Consent Form

Family Name

Sanchez Family

Members

| | | | |
|--|----------------------------|-----------|--|
| | Sebastian Sanchez Owner | 0 Classes | |
| | Sebastian Sanchez | 0 Classes | |
| | John Doe | 1 Classes | |

Add Children

First Name

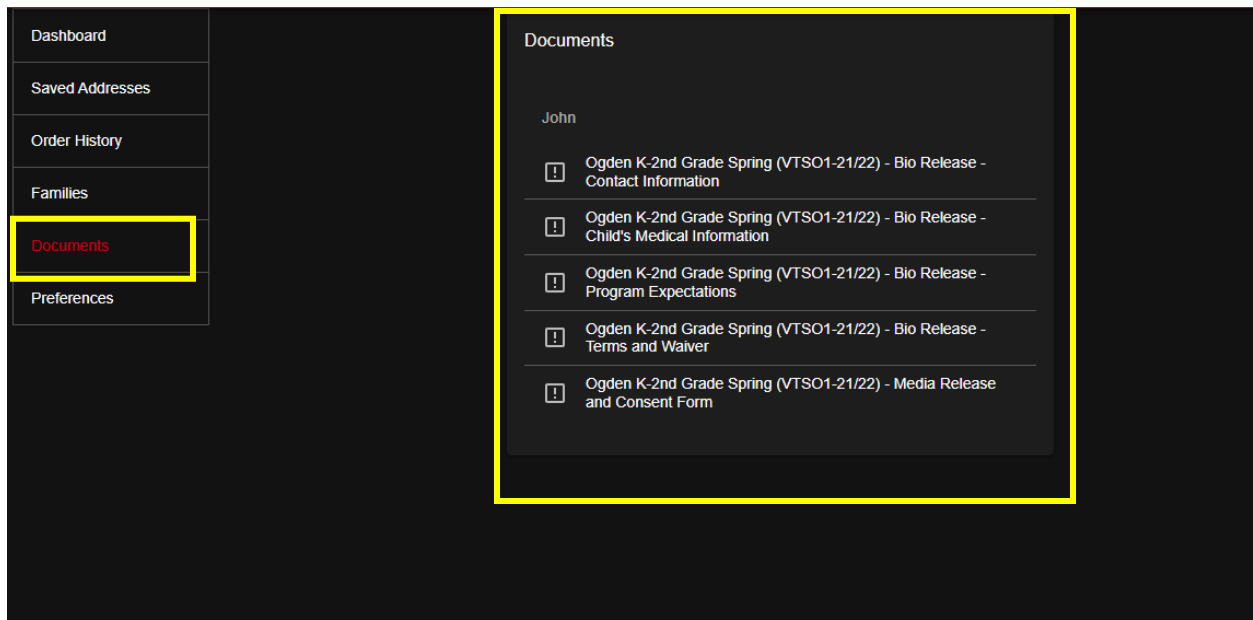
Last Name

Assign Classes


Date Of Birth


12/20/2021

ADD CHILD



To start, just click on any of them:




Tanner Dance
THE UNIVERSITY OF UTAH 

Please complete and sign this form for each student enrolled; as a requirement from the University. The form is required each year.

If the form is not on file, students may be asked to postpone participation in classes and activities.

Student Information

| | | |
|---|--|---|
| <div>Child's First Name * John</div> | | <div>Programs Participating In * VT</div> |
| <div>Child's Middle Name</div> | | <div>Student is * New</div> |
| <div>Child's Last Name * Doe</div> | | |
| <div> Child's Date of Birth * 04/10/2018</div> | <div>Sex * Male</div> | <div>Preferred Phone Number * 8015817374</div> |
| <div>Child's Grade * 1</div> | <div>Lives with * Both Parents</div> | <div>Preferred Email(s) * sebastian.sanchez@utah.edu tannerdance@utah.edu</div> |
| <div>School * ABC school</div> | | |
| <div>School District * Granite</div> | | |

The forms will have contact information the university requires from you and your child, as well as consent forms to participate in our programs. You can always see your completed forms in the Documents tab:

| | |
|-----------------|-----------|
| Dashboard | Documents |
| Saved Addresses | |
| Order History | |
| Families | |
| Documents | |
| Preferences | |

| John | |
|--|--|
| ✓ Ogden K-2nd Grade Spring (VTSO1-21/22) - Bio Release - Contact Information | |
| ✓ Ogden K-2nd Grade Spring (VTSO1-21/22) - Bio Release - Child's Medical Information | |
| ✓ Ogden K-2nd Grade Spring (VTSO1-21/22) - Bio Release - Program Expectations | |
| ✓ Ogden K-2nd Grade Spring (VTSO1-21/22) - Bio Release - Terms and Waiver | |
| ✓ Ogden K-2nd Grade Spring (VTSO1-21/22) - Media Release and Consent Form | |



Tanner Dance
THE UNIVERSITY OF UTAH

Please complete and sign this form for each student enrolled; as a requirement from the University. The form is required each year.

If the form is not on file, students may be asked to postpone participation in classes and activities.

Student Information

| | | |
|--|-----------------------------------|--|
| Child's First Name John | | Programs Participating In VT |
| Child's Middle Name | | Student is New |
| Child's Last Name Doe | | |
| Child's Date of Birth 2018-04-10T06:00:00.000Z | Sex Male | Preferred Phone Number 8015817374 |
| Child's Grade 1 | Lives with Both Parents | Preferred Email(s) sebastian.sanchez@utah.edu tannerdance@utah.edu |
| School ABC school | | |
| School District Granite | | |

How to navigate your profile

When you go through the checkout process, you can choose payment plans for a class, which will automatically save your address and payment information. If you don't, or if you want to change information, you can still change your address and personal information yourself:

The screenshot shows a user profile dashboard with a sidebar on the left containing links: Dashboard, Saved Addresses (highlighted in red), Order History, Families, Documents, and Preferences. The main content area is titled 'Saved Addresses'. It features a card for 'My default' address with the text '6852 W ASHBY WAY, WEST VALLEY CITY,' and buttons for 'Edit' and 'Delete' (both highlighted in red). A red button labeled '+ ADD NEW ADDRESS' is also present. At the bottom, a privacy notice states: 'Protecting your privacy is important to us. For more information, please read our privacy policy'.

The screenshot shows the 'Preferences' page in the same user profile dashboard. The sidebar on the left has 'Preferences' highlighted in red. The main content area is titled 'Preferences' and contains two sections. The first section has input fields for 'First Name' (Sebastian), 'Last Name' (Sanchez), and 'Email Address' (sebastian.sanchez@utah.edu), with a 'SAVE USER INFO' button to the right. The second section has input fields for 'Current Password', 'Change Password', and 'Confirm Password', each with a toggle icon. Below these fields is a password requirement note: 'Your password must be at least ten characters long contain at least one uppercase and lowercase letter, one number, and one special character.' and an 'UPDATE PASSWORD' button.

You can also see a history of orders/classes you've enrolled through our website:

| | | | | |
|-----------------|---------------|--|--|--|
| Dashboard | Order History | | | |
| Saved Addresses | | | | |
| Order History | | | | |
| Families | | | | |
| Documents | | | | |
| Preferences | | | | |

| Order Placed | Total | Order Status | Order # |
|--------------------|--------|--------------|---------|
| 12/16/2021 03:31PM | \$0.00 | Paid | 1693 |


Ogden K-2nd Grade Spring (VTSO1-21/22)
 @ Tanner Dance
 Sec: 5 Person Layout

| Order Placed | Total | Order Status | Order # |
|--------------------|--------|--------------|---------|
| 12/16/2021 03:27PM | \$0.00 | Paid | 1692 |


South Jordan 5 years to Kindergarten (VTSSJ1-21/22)
 @ Tanner Dance
 Sec: 15 Person Layout

For any other question, you can always contact us at 801-581-7374 or tannerdance@utah.edu