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.
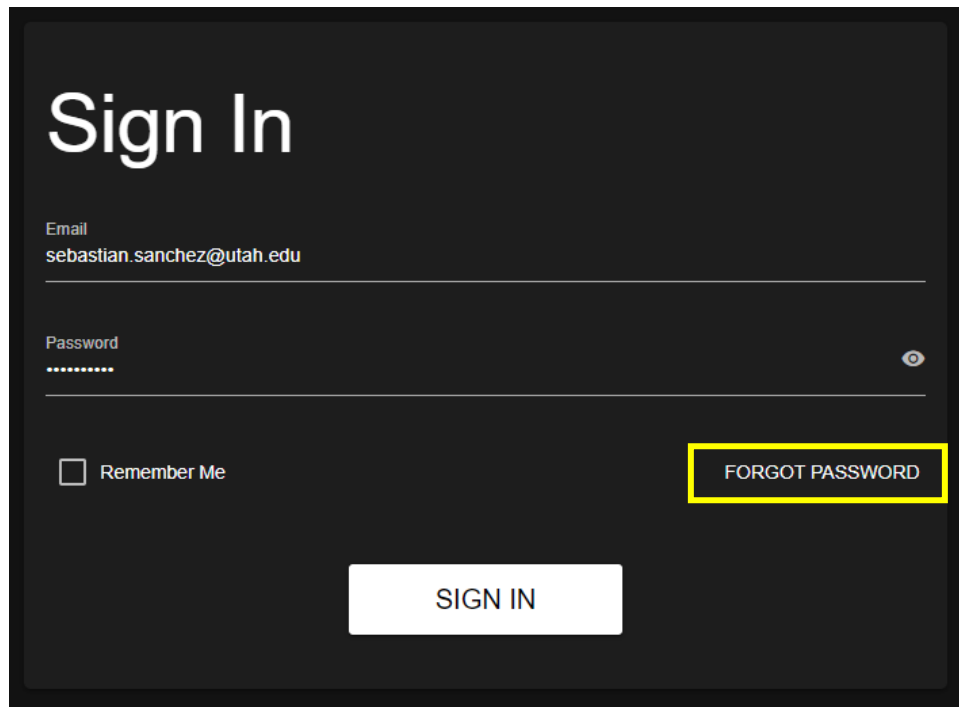5) How to navigate your profile.

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

Contents

How to sign-in

Once you have an account, you can access it here: https://shop.tannerdance.utah.edu/sign-in
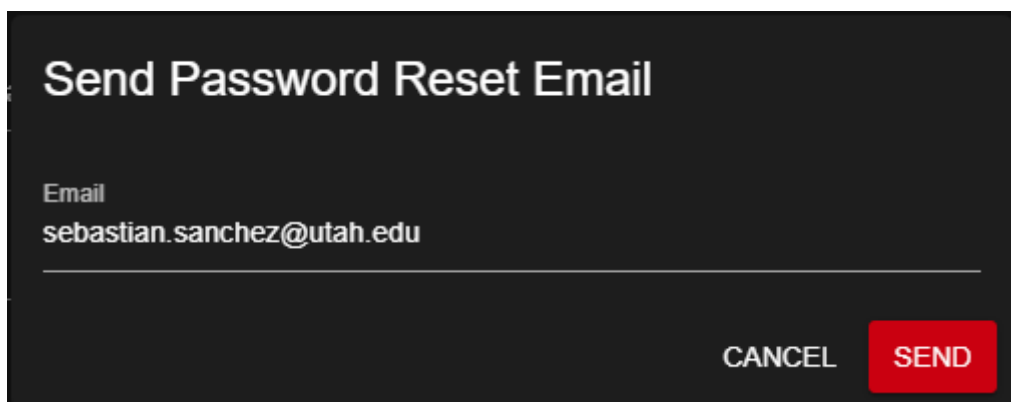
If you have participated in any Tanner Dance program before, we may have already uploaded your information to this registration website. If that is the case, you can click on "Forgot Password" and you will be asked to validate the email to send a link to reset your password.

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.

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:

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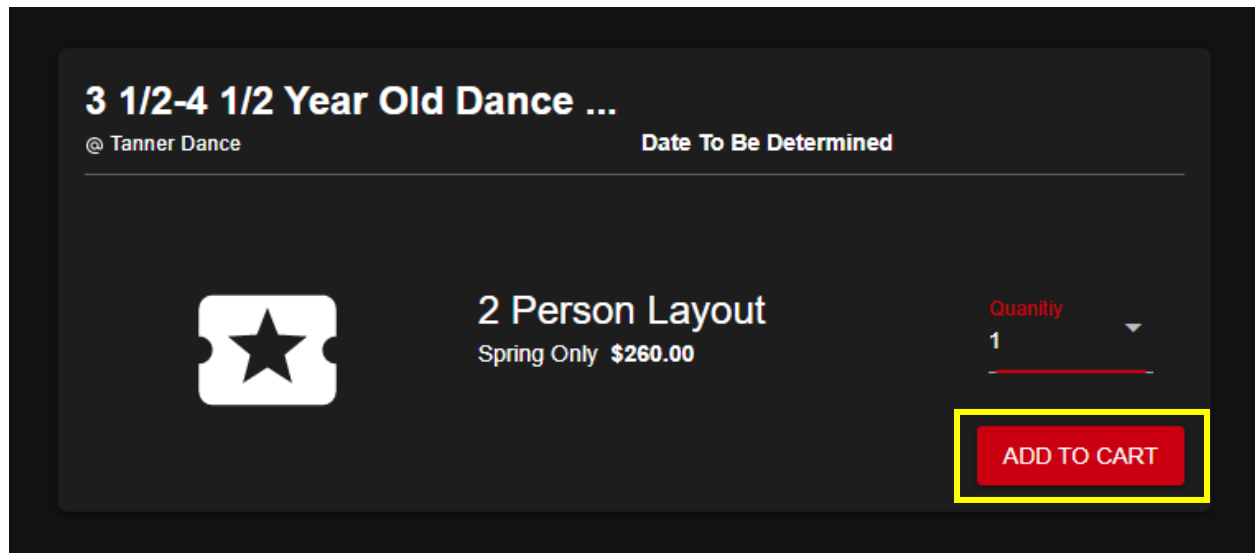
When you've added all your classes to your cart, continue to checkout. You can add multiple classes, if you want to sign up your child in more than one, or if you plan on enrolling multiple children. Note that you will have 15 minutes to do this step:

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

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.)**

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:

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:

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

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:

To start, just click on any of them:

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

Saved Addresses

Order History

Families

Documents

Preferences

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 👁

Tanner Dance
THE UNIVERSITY OF UTAH U

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:

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

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