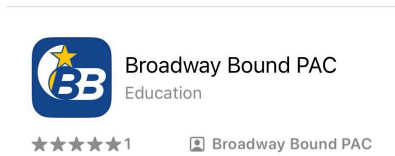


BBPAC App Instructions

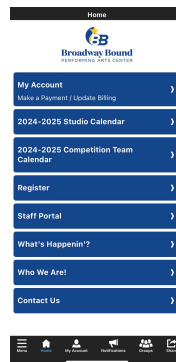


Scan this QR Code to download or follow step 1 to find it in your app store then go to Step 2.

- 1) To download the new app, go to your app store/google play store and search Broadway Bound PAC. The app you want to download will look like this:




- 2) Once you've downloaded the app, tap on it to open.
- 3) The first question that will pop up is asking if you have access to the Parent Portal. If you have already registered for the fall, then you have access to the portal, so click Yes.
- 4) Use your parent portal e-mail/ID and password to log in.
- 5) Once you successfully log in, you will be brought to a screen with a menu of buttons.




- 6) From here you can navigate to your Account where you will be able to view your child(ren)'s schedule, make a payment, view charges in detail, view announcements, messages and more.
 - a) PLEASE NOTE: The BBPAC newsletter will be available to you in your messages here as well as in your email.
- 7) You will also be able to update your student's info, contacts, billing and payment methods, and our policies.
- 8) Should you ever need to update or change your login, you can do so by clicking on Settings (gear icon), then "Change login ID" or "reset password"

9) If your student(s) is/are recreational dancer(s), you can view the calendar for the entire season by clicking on the 2024-2025 Studio Calendar on the home screen (above).

a) If you would like to save the calendar to your phone's calendar, tap this icon  on the top right of your screen.

i) A new screen will pop up that allows you to "Subscribe" to the calendar. Click the "subscribe" button, then click "Add" on the top right of your screen. This adds all the important calendar dates to your phone's calendar.

10) If your student is a Competition Team member, you can view the calendar for the entire season by clicking on the 2024-2025 Competition Team Calendar.

a) If you would like to save the calendar to your phone's calendar, tap this icon  on the top right of your screen.

i) A new screen will pop up that allows you to "Subscribe" to the calendar. Click the "subscribe" button, then click "Add" on the top right of your screen. This adds all the important calendar dates to your phone's calendar.

COMPETITION TEAM MEMBERS

1) We will be communicating with you throughout the season using this app. We have a Group Chat going that will replace the "Whats App" chat we had been using.

2) To access the Group Chat, please let us know when you've downloaded the app and your email associated with your parent portal.

3) We will then invite you to join the group chat via email.

4) Once you've been invited, follow these steps to navigate to the chat:

5) At the bottom of your screen, click on "Groups".



6) You will see the 2024-2025 Competition Team group chat. Click the slider button on the right hand side to join the group and receive notifications of new messages. It should look like this:

