

ALL FAMILIES WILL BE REQUIRED TO HAVE A CREDIT CARD ON FILE WHETHER THEY CHOOSE TO PAY VIA CHECK, CASH, ACH OR CREDIT CARD. THIS IS TO SECURE THEIR STUDENT'S SPOT AS WELL AS GUARANTEE NO LATE PAYMENTS OF TUITION.

2024-2025 NEW POLICY: ANY FEES ON ACCOUNTS NOT PAID BY THE DUE DATE WILL AUTOMATICALLY BE CHARGED TO THE CREDIT CARD ON FILE. THIS IS WRITTEN IN THE POLICIES THEY MUST AGREE TO IN THE PORTAL.

NEW Student Registration

- 1) Fill out the New Student/Family Registration form at <https://app.jackrabbitclass.com/regv2.asp?id=551411>
- 2) Under Student Info, choose the "Select Class" button to register for classes
- 3) If you have more than one student, choose the "Add Student" button and fill out the information.
- 4) Read each policy and agree to it by checking off the box after you've completed reading them.
- 5) Add a credit card on your file. This is now required for all families to secure your spot for the 2024-2025 dance season.
- 6) Submit Registration. BBPAC staff will review your class choices and complete your registration or adjust your class selection based on what they feel is the most appropriate placement for your child(ren).

RETURNING Student Enrollment

- 1) Access the Parent Portal using this link: <https://app.jackrabbitclass.com/jr3.0/ParentPortal/Login?orgId=551411>
- 2) **The first time you log in, you need to enter your email address on file with BBPAC and click Reset Password.**
- 3) You will receive an email from BBPAC/Jackrabbit with a temporary password. You will need this in order to log in. It can take a few minutes for the email to come through.
- 4) Once you log in to the portal, you will be brought to your dashboard. You will be prompted via a pop-up to agree to all the policies and will be required to read and agree before registering for any classes for next season.
- 5) Click on the "Find Classes" button.
- 6) Click on each class you will register your student for and click "Add to Cart"
- 7) After each "add to cart" you will be prompted to continue shopping or check out. If you are adding additional classes, you need to choose "continue shopping". If you are all done choosing classes, you can click checkout.
- 8) Your balance for one month of tuition (June 2025) will need to be paid upon checkout. This is where you will choose to add your payment on file.
- 9) You are able to edit any information we have on file by clicking the Billing & Payments. This includes: Student information, payment information, transaction history, their chosen payment method and schedule (autopay, annual, monthly, quarterly, self-pay),

Contact information, policies they've agreed to, and (under settings) their login username and password.

- 10) By clicking on the hamburger button on the top right, you will also be able to access all this information as well as new announcements and messages.
- 11) Once you've completed registration, you will receive emails with your student's class list for the following year.