

# **DIANE'S SCHOOL OF DANCE**

## **2024-2025 ONLINE ENROLLMENT GUIDE**

- All DSOD enrollment takes place online. Enrollment is not processed via phone or email.
- All students new to DSOD need to create an online account.
- Current students who were enrolled at DSOD at the time of our 2024 recital and/or our 2024 summer program may skip to “CHOOSING CLASSES”. Do not create a new account if you’re a current student.

### **NEW STUDENTS ONLY: CREATING A DSOD ACCOUNT**

1. Go to [www.dsodkc.com](http://www.dsodkc.com).
  - a. Click *Create New Account* under *Account Access* and click *I am a new account*.
  - b. Enter the first and last name of the ADULT(S) responsible for the account (not the child’s name).
  - c. Create a password.
  - d. Agree to Diane’s School of Dance Policies.
2. Enter your account & student information.
  - a. All green fields are required fields. A valid credit card must be saved to complete enrollment.
  - b. Refer to the end of these instructions regarding Parent 1 and Parent 2 options.
  - c. Complete all account info and click *Save and Register Students for Classes*.
3. You now have an active account and can edit student info, enroll in classes and make payments.
4. Ensure that all information is correct and up to date. Incorrect information may delay your enrollment.
5. Please continue to #4 of “CHOOSING CLASSES”.

### **CHOOSING CLASSES**

1. Go to [www.dsodkc.com](http://www.dsodkc.com). Click *Existing Account* under *Account Access* to enter email and password.
2. Click *Update Account Information*. Ensure that all information is correct and up to date. Incorrect information may delay your enrollment. A valid credit card must be saved to complete enrollment.
3. Click *Students*. Ensure that all information is correct and up to date, especially your child’s current grade for the 2024-2025 school year. Select classes based on the 2024-2025 school year. Dance class placement is based strictly on the child’s school grade that you have entered.
4. Click *Register Students for Classes* and select the class(es) for your student(s). If you have more than one child dancing, you must select classes for each child separately.
5. Click *Submit Registration*. Your account will now read “pending” while your enrollment is processed by DSOD. Please allow 14 business days for registration to be completed.
6. After your registration has been processed, you’ll receive a confirmation email and an account statement showing total tuition due. This completes your enrollment!

**ADD INFO@DSODKC.COM TO YOUR CONTACTS TO AVOID EMAILS GOING TO SPAM.**

**AN ADULT MUST BE LISTED AS THE ACCOUNT HOLDER/“PARENT 1”.  
DO NOT LIST CHILD AS ACCOUNT HOLDER.**

**PLEASE ALLOW UP TO 14 BUSINESS DAYS FOR YOUR ACCOUNT TO BE PROCESSED.**

**MAINTAIN A VALID AND SAVED CREDIT CARD AT ALL TIMES.**