

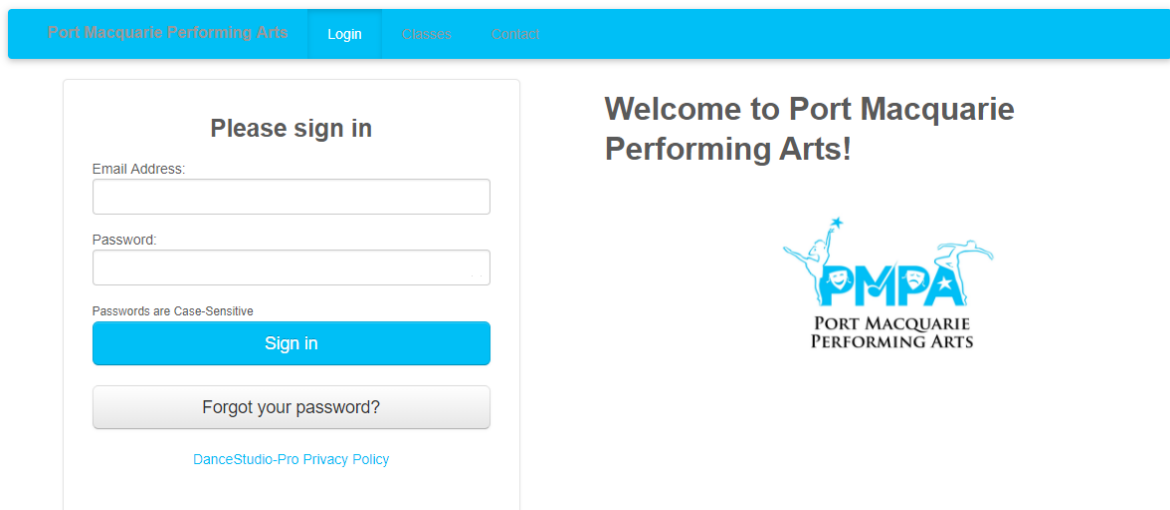
Getting around the Dance Studio Pro Parent Portal for PMPA Customers

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To Login the first time:

1. Go to:
<https://dancestudio-pro.com/online/pmpa>
2. Use the email address you have used to register with us and hit the button “Forgot your Password”.



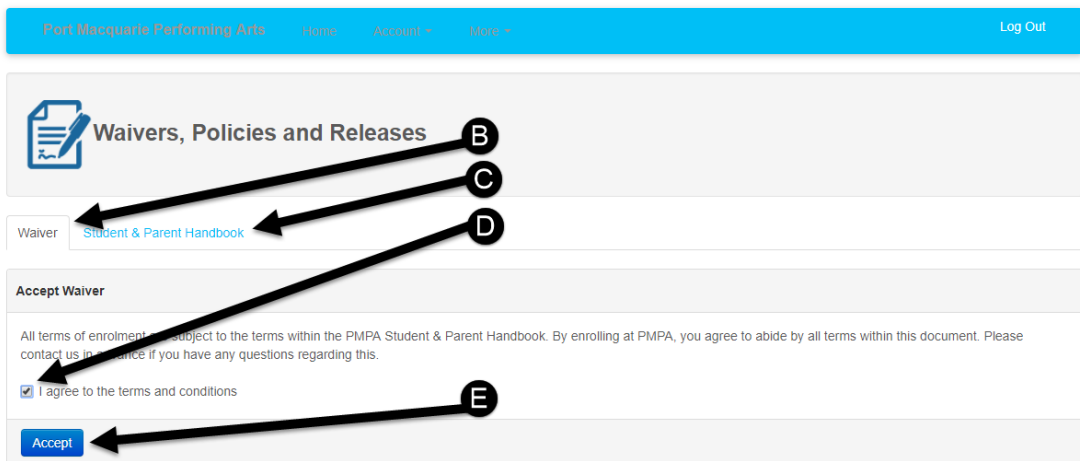
The screenshot shows the top navigation bar with 'Port Macquarie Performing Arts', 'Login', 'Classes', and 'Contact'. Below is a 'Please sign in' form with fields for 'Email Address' and 'Password', a 'Sign in' button, and a 'Forgot your password?' button. A 'DanceStudio-Pro Privacy Policy' link is at the bottom. To the right, it says 'Welcome to Port Macquarie Performing Arts!' and features the PMPA logo.

3. You will then be emailed a brand-new password to that email address you have used to register with us.
4. Use both the email address and the new password to log in to your own exclusive Parent Portal.
NB: You will be able to change that automated password inside the portal if you would like to.

5. Please then accept the terms and conditions. To do this:
 - a. Click the Waivers button

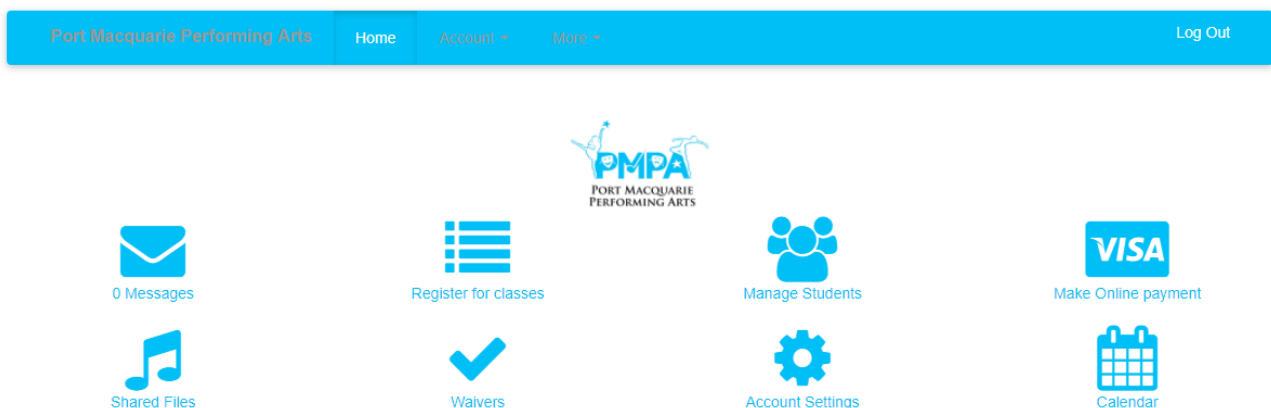


- b. Click the Waiver tab
- c. Click the Student & Parent Handbook tab to read the terms and conditions of enrolment
- d. Click the Waiver tab
- e. If you agree to the Terms and Conditions of Enrolment please tick the I agree to the terms and conditions
- f. Click the Accept button

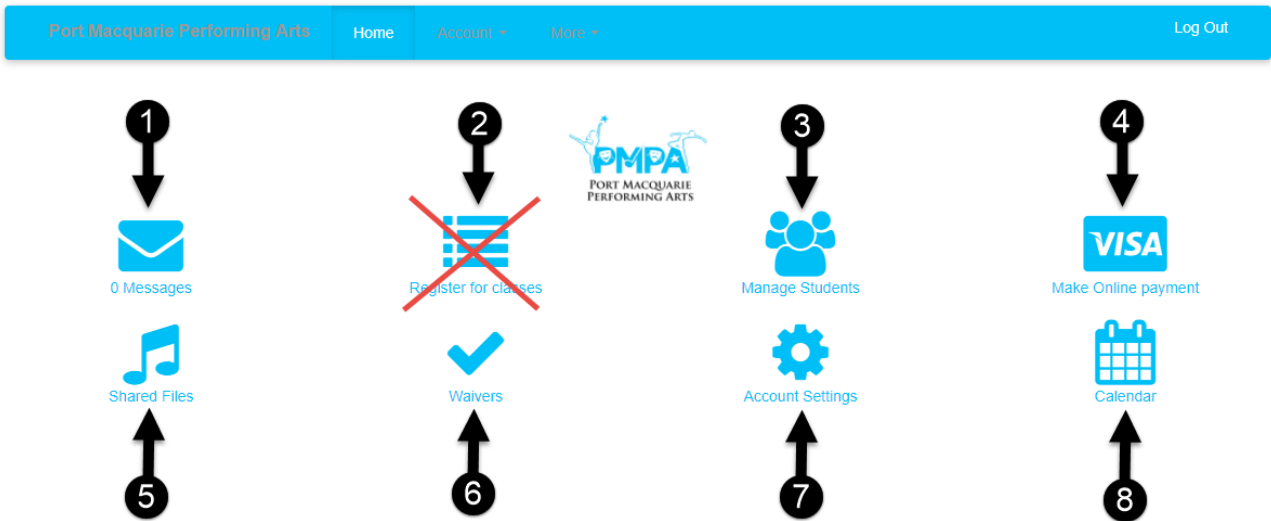


Home Page

YOUR HOME PAGE WILL LOOK LIKE THIS

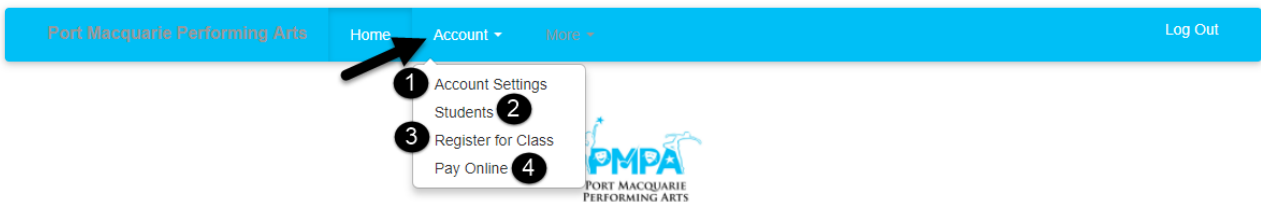


Here you will be able to



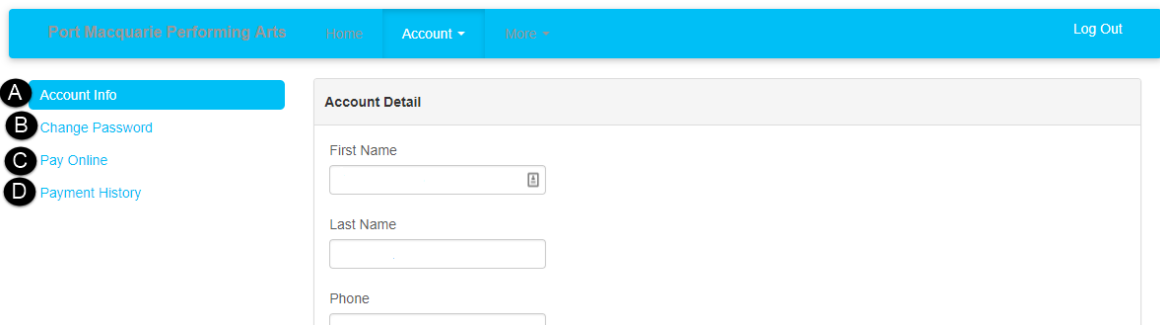
1. Read messages from us
2. This functionality is not available yet
3. Update your child's details, DOB etc
4. Make all account payments
5. Download your child's music and videos
6. Accept Waiver – Terms and Conditions
7. Change your password, update your details etc
8. Check important PMPA dates

Account Menu



1) Account Settings

Change your password, update your details, view your payment history etc



- a. **Account Info** – Update your account details

- b. **Change Password** – Here is where you can change your password including the automated one you were originally sent to something more memorable.

Port Macquarie Performing Arts Home Account - More + Log Out

Account Info
Change Password
 Pay Online
 Payment History

Change Your Password

Email Address

Password

Update

- c. **Pay Online** - Here is where you can pay your account online
 You can also get to Pay Online via the Account > Student

Port Macquarie Performing Arts Home Account - More + Log Out

Account Info
 Change Password
Pay Online
 Payment History

You owe \$0.00.

Online Payment

Pay Balance for all students (\$0.00)
 Pay for all overdue items (\$0.00)
 Other

Next

Name	Balance	Statement
Tarzan Jungle	Owes \$0.00	View
Jane Jungle	Owes \$0.00	View
George Jungle	Owes \$0.00	View
Ursula Jungle	Owes \$0.00	View

- d. **Payment History** - Here is where you can check the payments that you have paid in the past

Port Macquarie Performing Arts Home Account - More + Log Out

Account Info
 Change Password
 Pay Online
Payment History

Payment History

Balance: \$0.00.

Family Transaction History

Show history starting on:
 Search

--	Pmts	Chrgs	Bal
			\$0.00

2) Students

Here is where you can see all the enrolled members of your family. You can check which classes they are in, check where your account is up to and see your weekly schedule (a reminder of which classes are on when)

Port Macquarie Performing Arts Home Account ▾ More ▸ Log Out

My Family Members

[A Register for Classes](#)
[Pay Online B](#)

[My Weekly Schedule C](#)

Name	More
Tarzan Jungle D 12 years old. Classes <input type="text" value="Cheer non-perf 11-14yrs"/> E Upcoming Classes	Tuition \$105.80
Jane Jungle F 8 years old. Classes	Tuition \$105.80

- Register for Class** – Currently this functionality is not available
- Pay Online** - Here is where you can pay your account online
You can also get to Pay Online directly from the Account Menu

Port Macquarie Performing Arts Home Account ▾ More ▸ Log Out

Account Info
Change Password
Pay Online
Payment History

You owe \$0.00.

Online Payment

Pay Balance for all students (\$0.00)
 Pay for all overdue items (\$0.00)
 Other

Next

Name	Balance	Statement
Tarzan Jungle	Owes \$0.00	View
Jane Jungle	Owes \$0.00	View
George Jungle	Owes \$0.00	View
Ursula Jungle	Owes \$0.00	View

- c. **Weekly Schedule** – Shows all the classes and times by student for the upcoming week

My Class Schedule
Port Macquarie Performing Arts

Show me my schedule on

Monday February 5

Student	Class Name	Location	Time	Start Date	End Date
Tarzan	Test 3 Ballet	Main	4:00 PM to 4:45 PM	Feb 05, 2018	Apr 14, 2018
Jane	Bronze Star Ballet	Main	4:00 PM to 4:45 PM	Feb 05, 2018	Apr 14, 2018
Tarzan	Junior 7+8yrs Performance Jazz	Main	4:45 PM to 5:30 PM	Feb 05, 2018	Apr 14, 2018

- d. **Student's Name** – Update your child's details, DOB etc

Port Macquarie Performing Arts [Home](#) [Account](#) [More](#) [Log Out](#)

My Family Members

[My Weekly Schedule](#)

[Back to Student List](#)

Edit Student

Location

First Name

Last Name

- e. **Class Details** – Expands to show details about the class in question

[Tarzan Jungle](#)
12 years old.

Classes

[Cheer non-perf 11-14yrs](#)

Tuesday
4:30 PM to 5:00 PM
Feb 5 - Apr 14
Vanessa Harper
Main
[Drop this Class](#)

- f. **Student's Name** – Update your second child's details, DOB etc

3) **Register for Class** – THE REGISTER FOR CLASS OPTION IS NOT FUNCTIONAL YET

4) **Pay Online**

Here is where you can pay your account online

You can also get to Pay Online via the Account > Student

Port Macquarie Performing Arts Home Account More Log Out

Account Info
Change Password
Pay Online
Payment History

You owe \$0.00.

Online Payment

Pay Balance for all students (\$0.00)
 Pay for all overdue items (\$0.00)
 Other

Name	Balance	Statement
Tarzan Jungle	Owes \$0.00	<input type="button" value="View"/>
Jane Jungle	Owes \$0.00	<input type="button" value="View"/>
George Jungle	Owes \$0.00	<input type="button" value="View"/>
Ursula Jungle	Owes \$0.00	<input type="button" value="View"/>

More Menu

Port Macquarie Performing Arts Home Account More Log Out


1 Contact
 2 Documents & Files
 3 Calendar
 4 Bulletin Board

1) Contact

Here is where you can contact us by sending us a message

Port Macquarie Performing Arts Home Account More Log Out

Port Macquarie Performing Arts
1A Hibbard Drive
Port Macquarie , NSW 2444
0402314474



Contact Port Macquarie Performing Arts

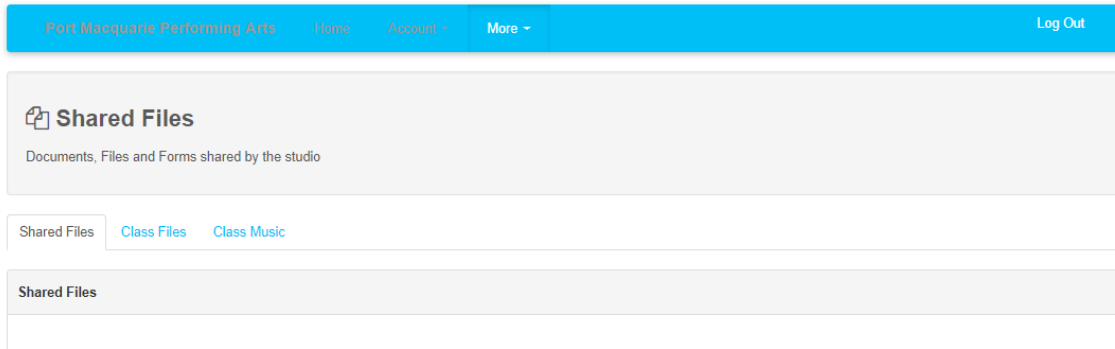
To:
Port Macquarie Performing Ar

From:
Mum and Dad Jungle
theiunales@gmail.com

Message

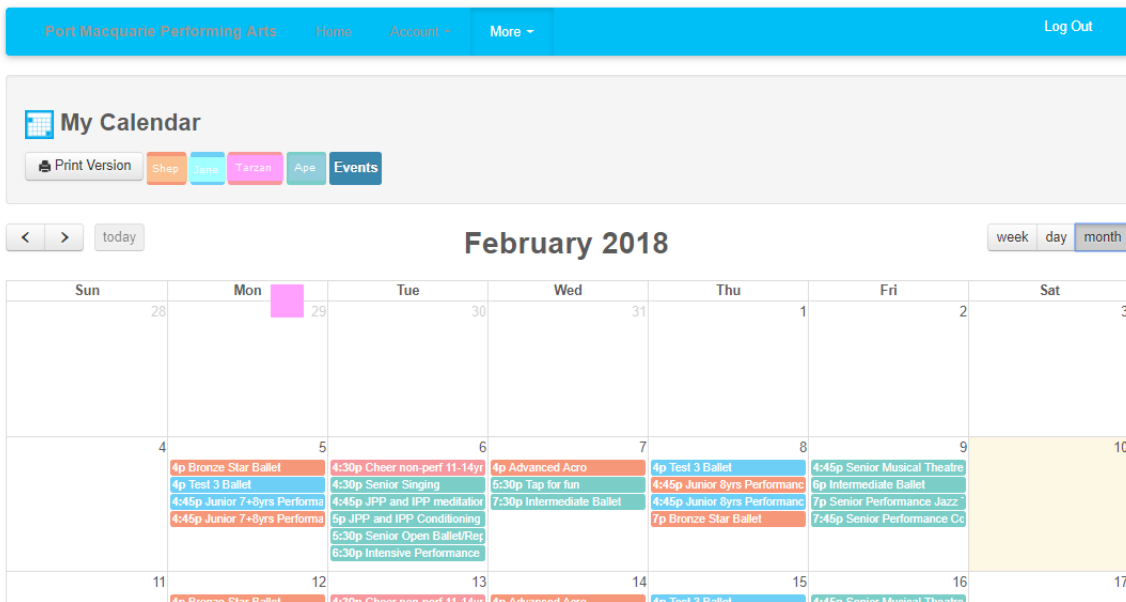
2) Documents & Files

Here is where you can download your dancer's music, videos and files



3) Calendar

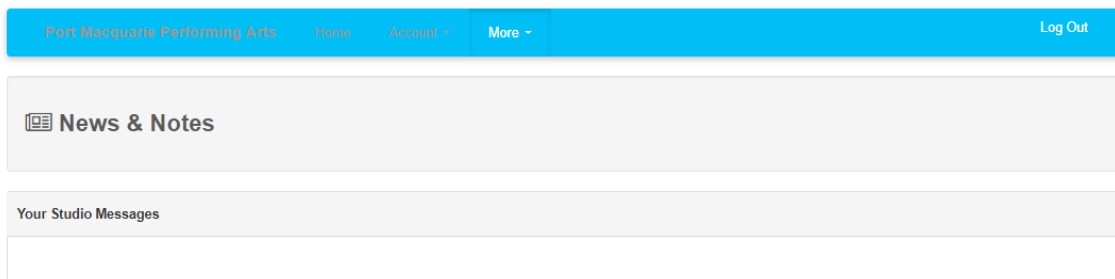
Here is where you can see important PMPA dates



Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	31	1	2	3
4	5	6	7	8	9	10
	4p Bronze Star Ballet 4p Test 3 Ballet 4:45p Junior 7+8yrs Perform 4:45p Junior 7+8yrs Performo	4:30p Cheer non-perf 11-14yr 4:30p Senior Singing 4:45p JPP and IPP mediator 6p JPP and IPP Conditioning 6:30p Senior Open Ballet/Ref 6:30p Intensive Performance	4p Advanced Acro 5:30p Tap for fun 7:30p Intermediate Ballet	4p Test 3 Ballet 4:45p Junior 8yrs Performanc 4:45p Junior 8yrs Performanc 7p Bronze Star Ballet	4:45p Senior Musical Theatre 6p Intermediate Ballet 7p Senior Performance Jazz 7:45p Senior Performance Co	
11	12	13	14	15	16	17
	4p Bronze Star Ballet	4:30p Cheer non-perf 11-14yr	4p Advanced Acro	4p Test 3 Ballet	4:45p Senior Musical Theatre	

4) Bulletin Board

Here is where you can see Messages that we send you



Log Out

It is always safe online practice to log out before leaving your computer or closing the browser

