

NAVIGATING OUR WEBSITE

www.justforkix.com/danceclasses

1

The screenshot shows the 'My Account' page. On the left is a sidebar with links: Overview (highlighted), Make Payment / Classes, Customwear, Completed Purchases, Edit Credit Card, Edit Account, and Purchase Costumes. Below the sidebar is a 'Need Assistance?' section with 'Home Office' and the phone number '218-829-7107'. The main content area has a 'Welcome, Riley!' message, a link to 'alexandria - MN Just For Kix', and a 'Registrants' section showing icons for 'Dietri', 'Lyla', and 'Add Registrant'. Below that is a 'My Schedule:' section.

1

This is your homepage when logged into your account. Within your account, you can update your payment information, update your account information, check status of your uniform orders and check out our program website. Direct link to our program website: add /alexandria-mn to above url.

Pro tip: Add an alternate email in the Edit Account Section so my emails go to who they need to!

2

The screenshot shows the 'My Classes' page. The left sidebar is identical to the first screenshot. The main content area has a 'My Classes' header with a link to 'Sign up for more classes' and a dropdown menu set to 'All children'. Below this is a table of classes. The table has columns: CHILD, CLASS, STYLE, TEACHER, WEEKDAY, TIME, AUTO PAY, FEE DUE, PAY DUE, and PAY FUTURE. Two classes are listed: 'Thursday Tiny Kix' and 'Fall Tiny Hip Hoppers (6 wk performance season)'. Both are for 'Lyla' and taught by 'Tori Ibringer'.

2

Make Payment/Classes is where you can see which classes your dancer is registered for and where you'll pay your monthly class fees. PRO TIP: check the box for AutoPay for your classes so you never have to worry about missing a payment and getting a late fee! This needs to be done each year. Payments are due on the 1st of each month and late fees are added on the 10th of each month (\$10/dancer/class).

3

The screenshot shows the 'Customwear' page. The left sidebar is identical to the first screenshot. The main content area has a 'Filter by Category' dropdown and a 'Search by Name' search bar. Below these are four product cards for t-shirts: 'HW2024-Spiderblack 2024 Halloween Shirt: I'm just here for the candy \$20.00', 'SS25GB Spring Show Shirt 2025 with Grab Bag \$23.00', 'SS24GB Spring Show Shirt 2024 with Grab Bag \$23.00', and 'SS24 Spring Show Shirt 2024 \$20.00'.

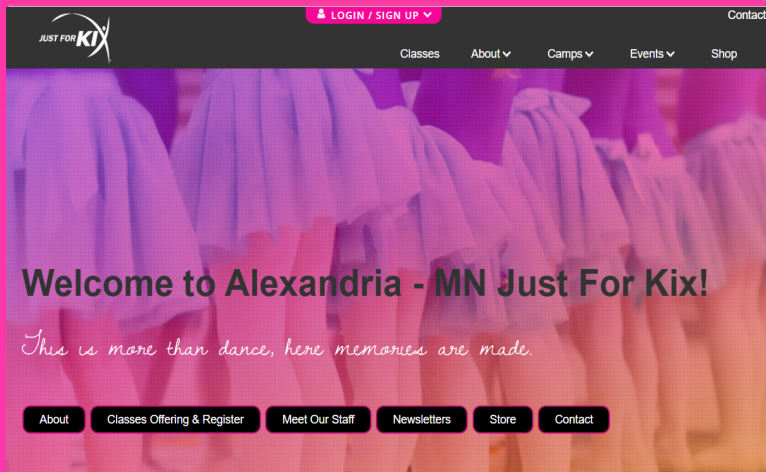
3

The **Merchandise** tab is where you'll find and order our Show Shirts. Some classes need the show shirt for their performance. Be sure to check your Show Newsletter to see if your class needs it!

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4



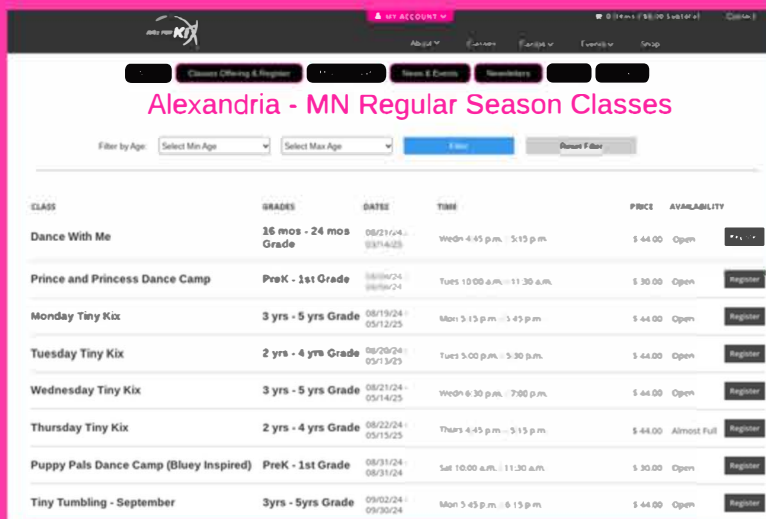
4

Our **Program website** is a great tool for you to find many things going on!

www.justforkix.com/danceclasses/alexandria-mn

The tabs you'll use most are the Class Offerings and Newsletters. I send out our monthly newsletters to your email and they are also always posted to our website.

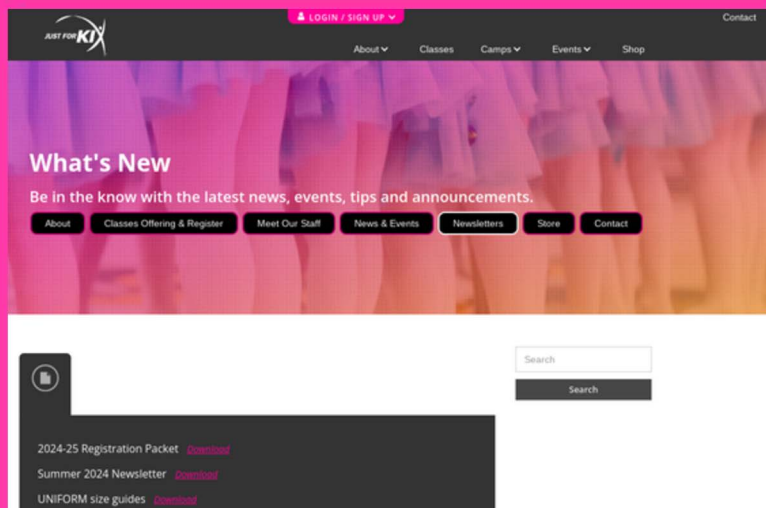
5



5

The **Classes Offering & Register** button will take you to a list of our current class offerings. You can also filter your search by age. If the class you're looking for isn't up, please let me know! Usually we're working on things in the background and it'll show back up. Don't be afraid of a waitlist! I do watch waitlists and will always do my best to place your dancer in a class or open up more spots.

6



6

You'll find the most updated newsletters on our website in the 'Newsletters' section on our Program website. This is a great place to go to reference back to anything I send to your email. Definitely beats searching through your inbox!

