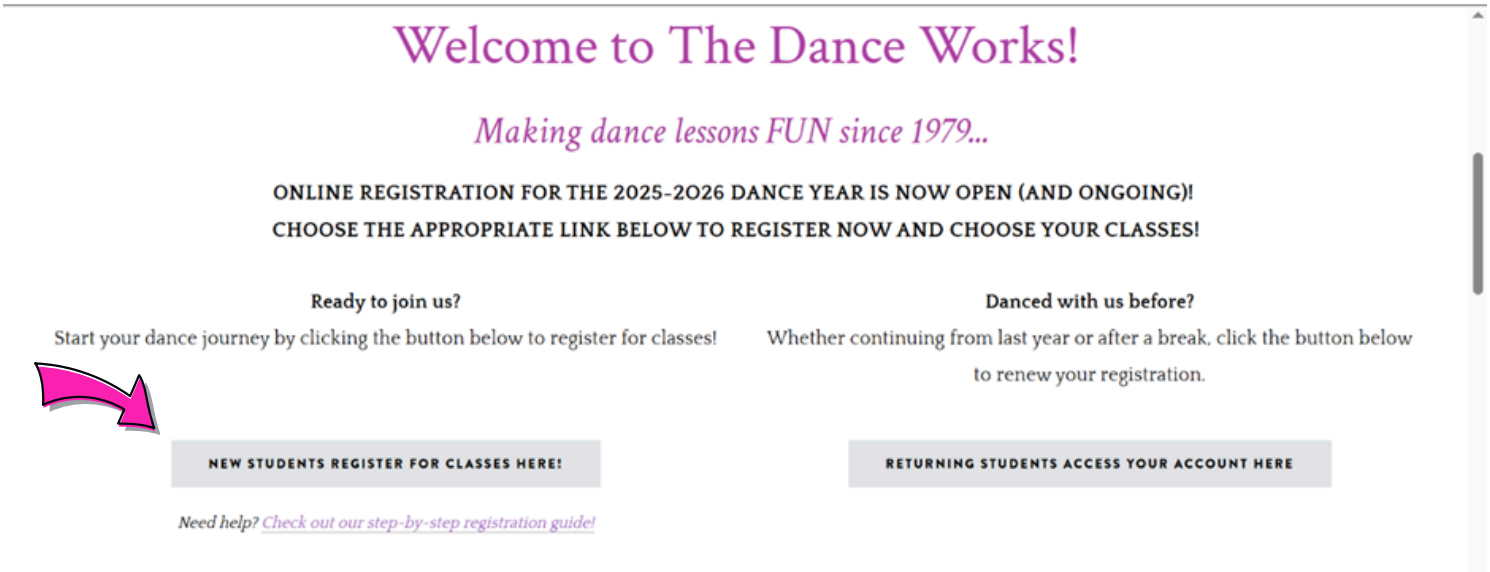
The Dance Works Online Registration Guide

(Updated June 2026)

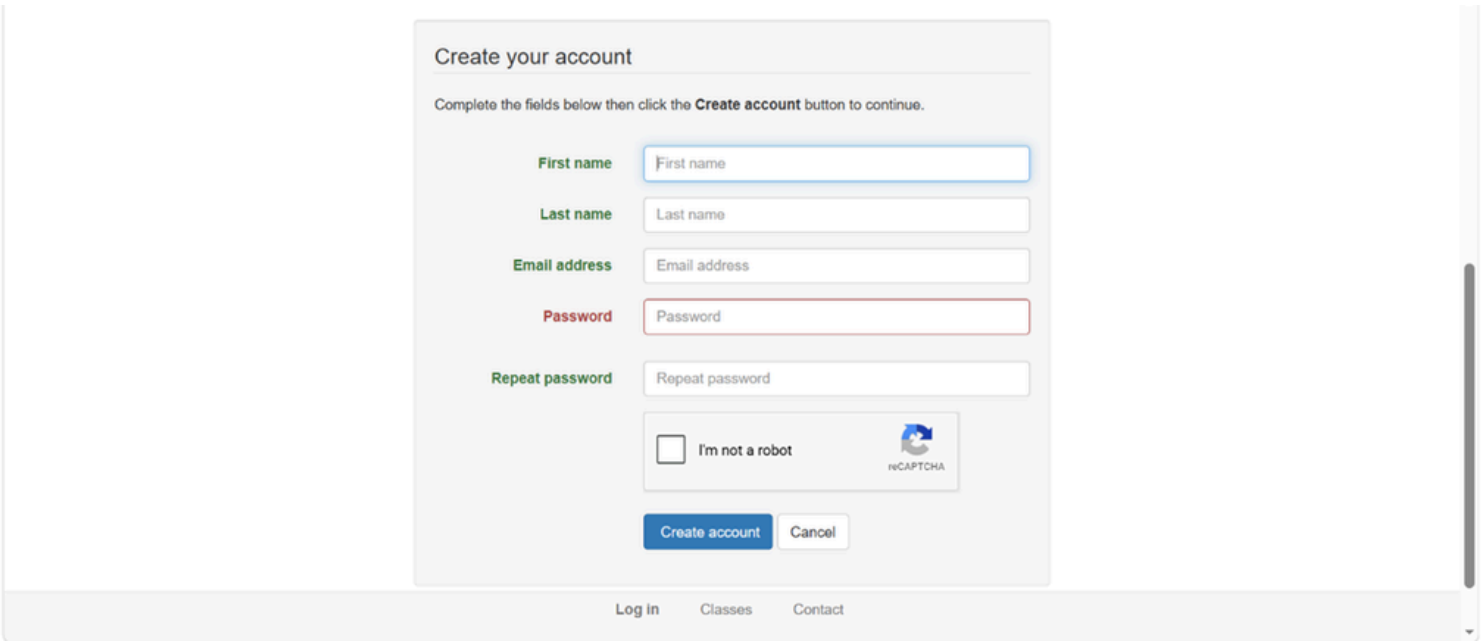
Whether you're tech savvy or hate computers, the registration process can be daunting - especially when missing a step means the difference between your account actually being created... or not! To save you undue stress, here is how things look at each step, so you'll know you've done it right. :)

START AT OUR WEBSITE

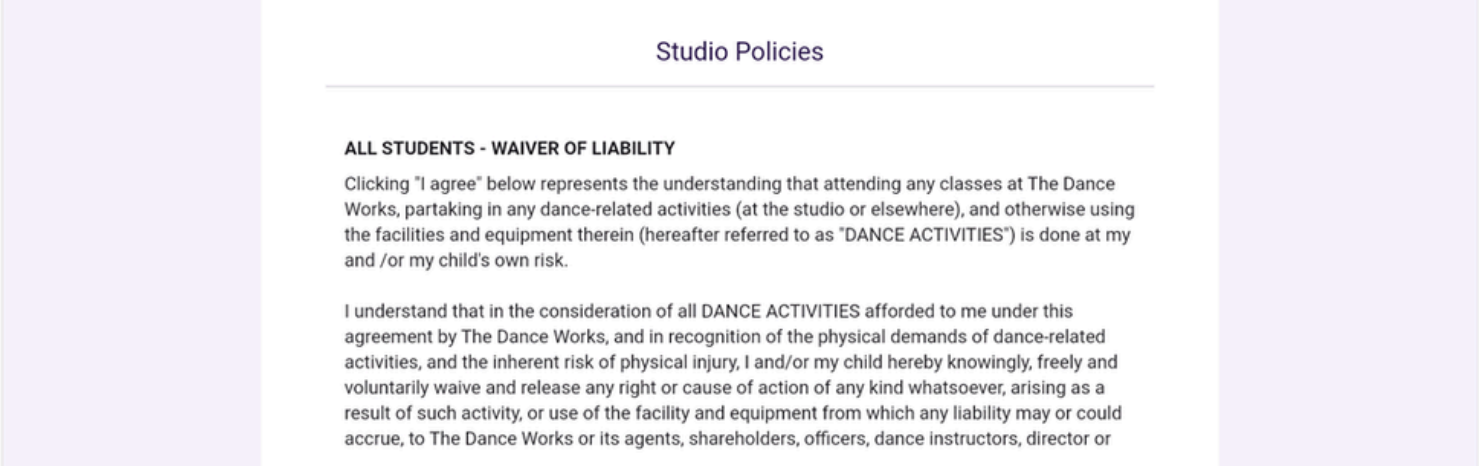
On the home page at TheDanceWorks.us, click on "New Students Register for Classes Here!" at the left under our header:



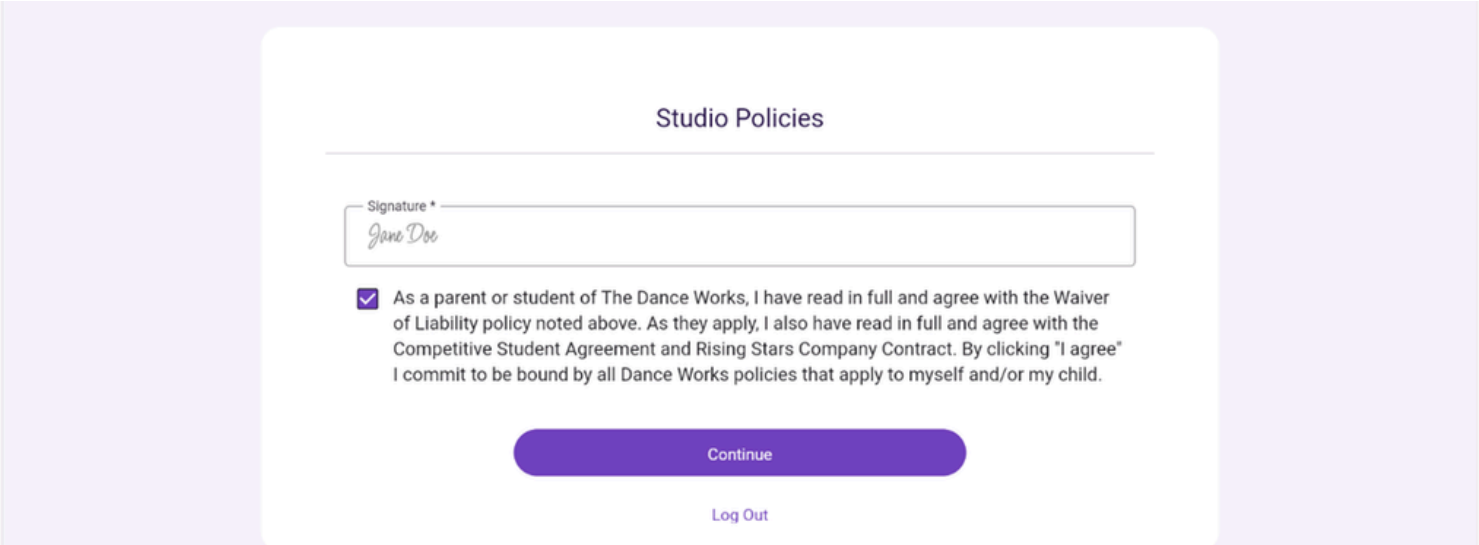
You'll be redirected to the Akada website (our dance software and online payments provider). Enter the information, check the “I’m not a robot” box, and click "Create Account":



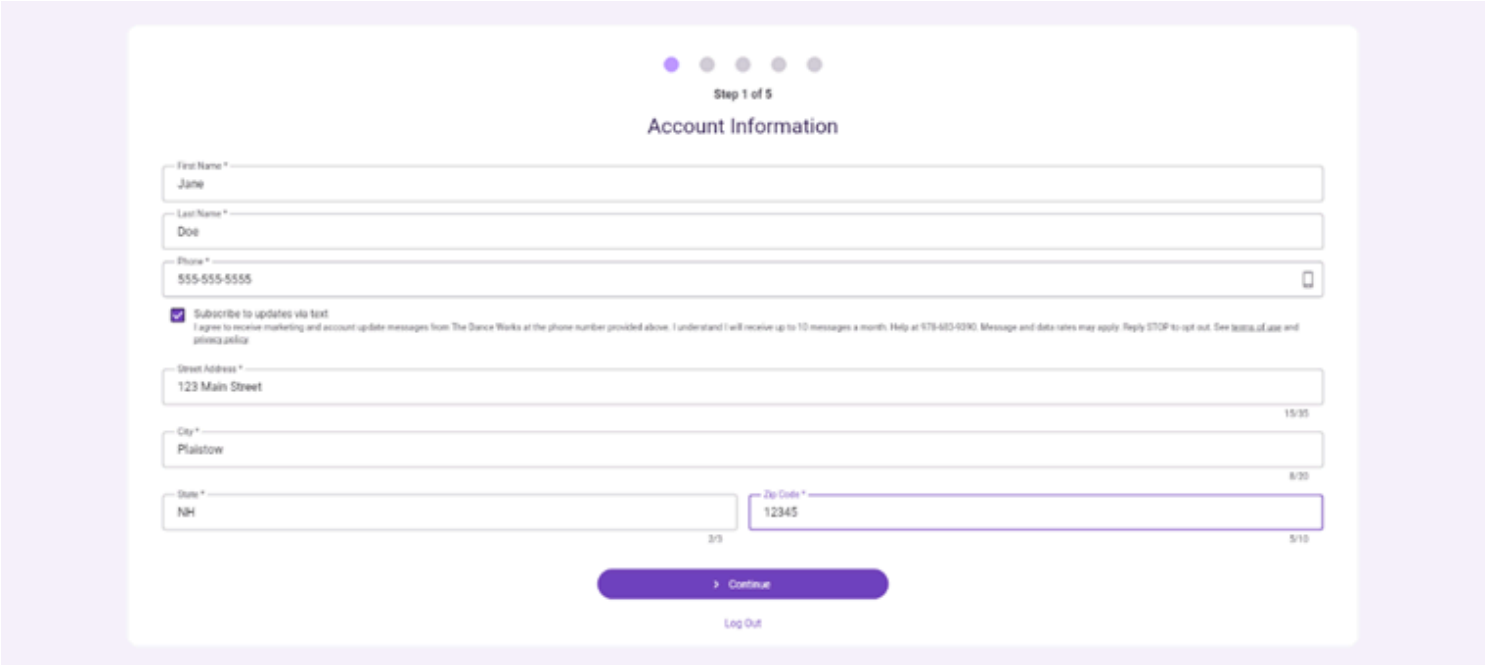
You should see the Waiver of Liability (scroll for additional agreements for Competitive students and Company members):



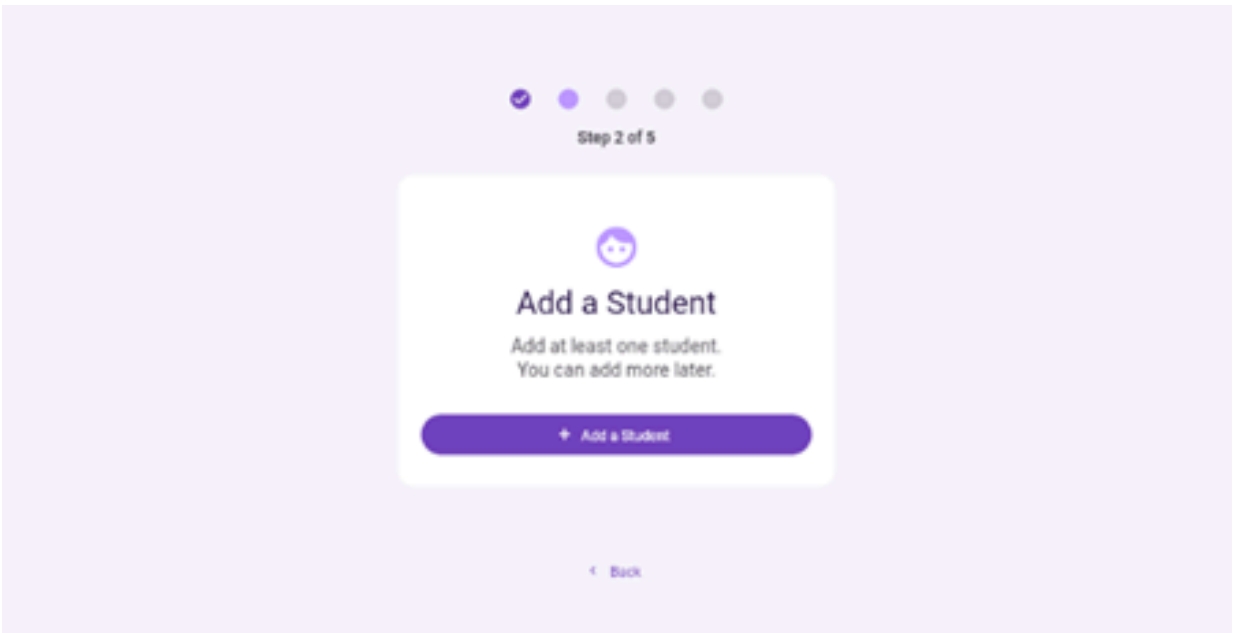
Please read all agreements that apply to you/your child, then scroll to the bottom to sign by typing in your name and checking the box. Then click the “Continue” button.



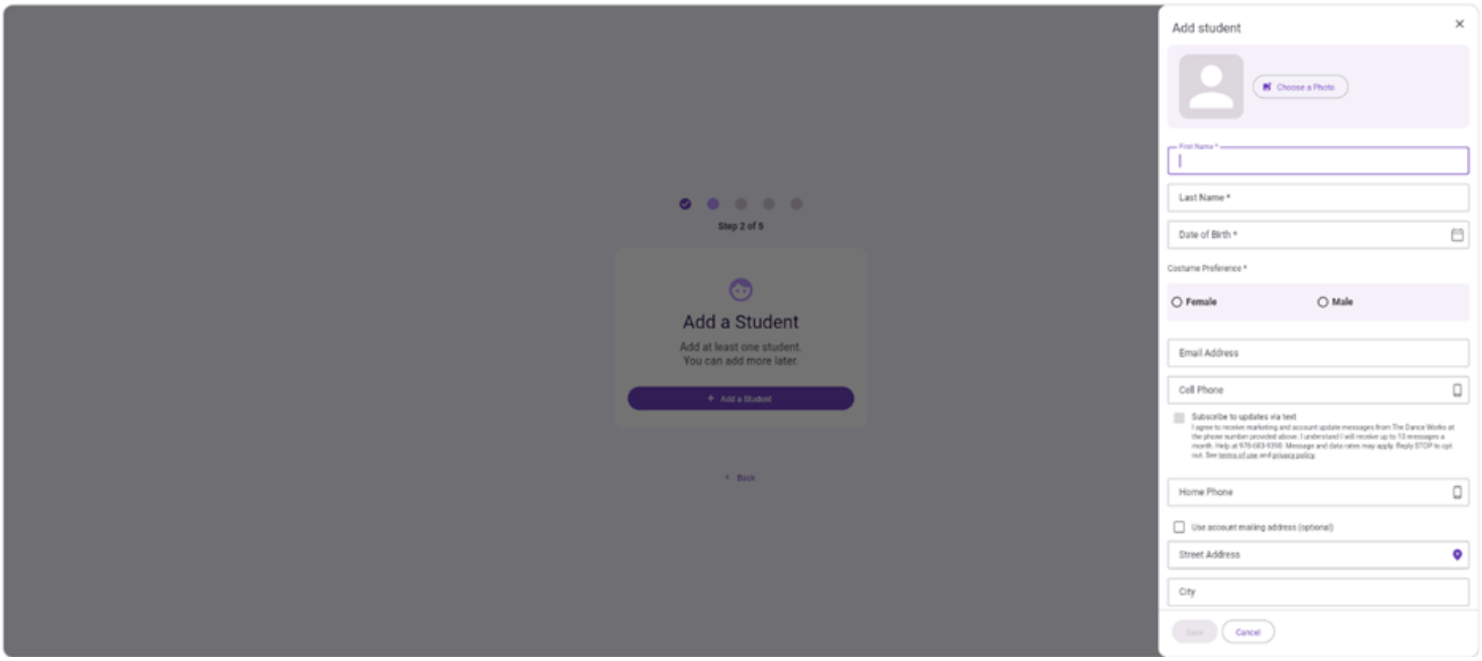
On the next screen, **fill out the Account info fields, as shown below**. You should see your name and email already populated. The Account uses the name of the person registering the student and paying for classes - which may or may not be the same name as the parent/student. Click “Continue” when finished.



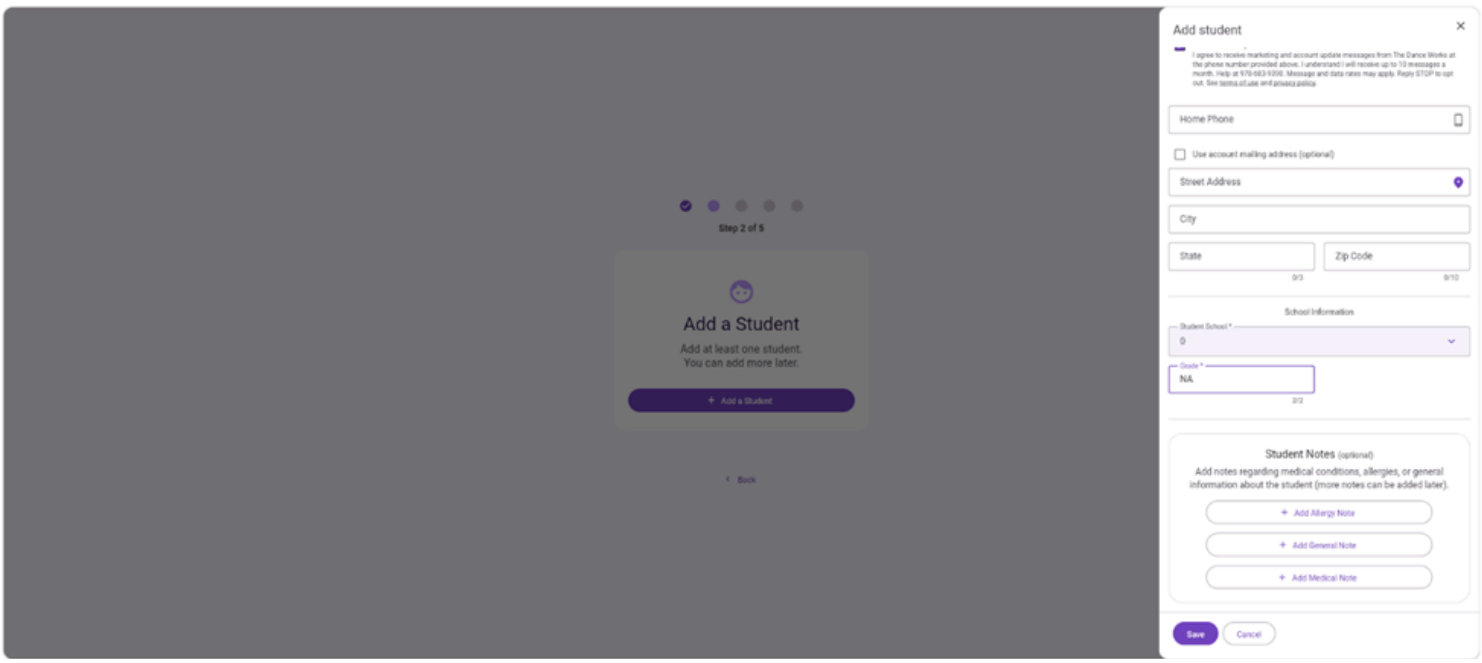
Now it's time to enter the student(s) associated with the account. If you are an adult student, you will enter your own name as a student. Click “Add a Student.”



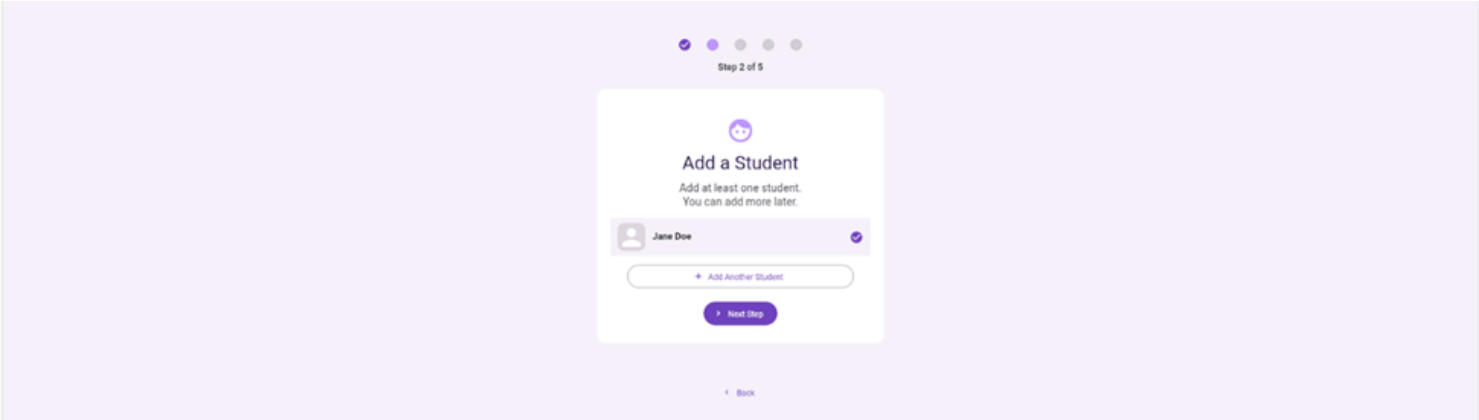
Fill out the information in the pop-up box to the right:



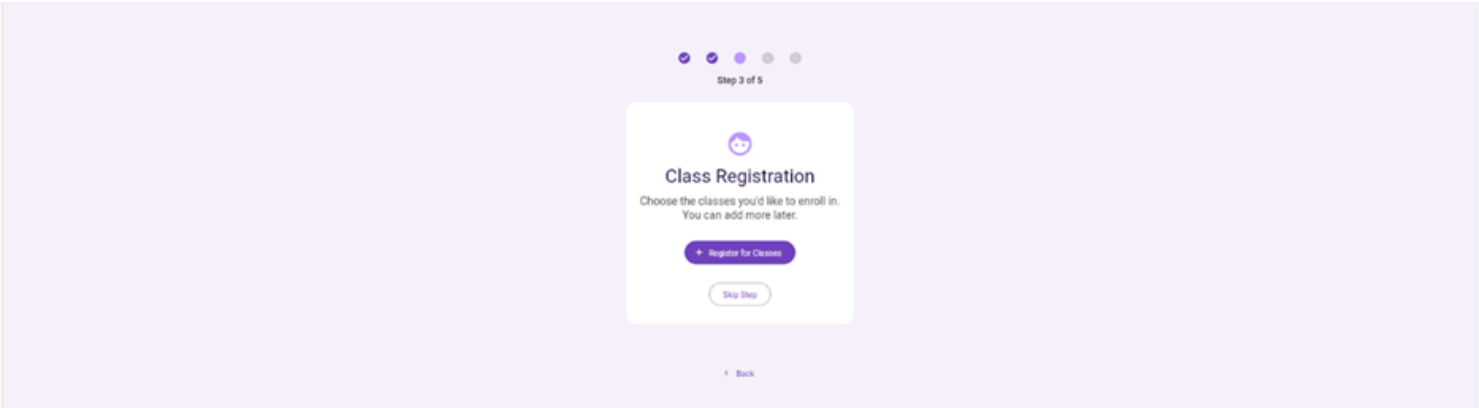
Scroll down (inside the pop-up box) to be sure you fill out ALL information (allergies, notes, etc.) Then click “Save.”



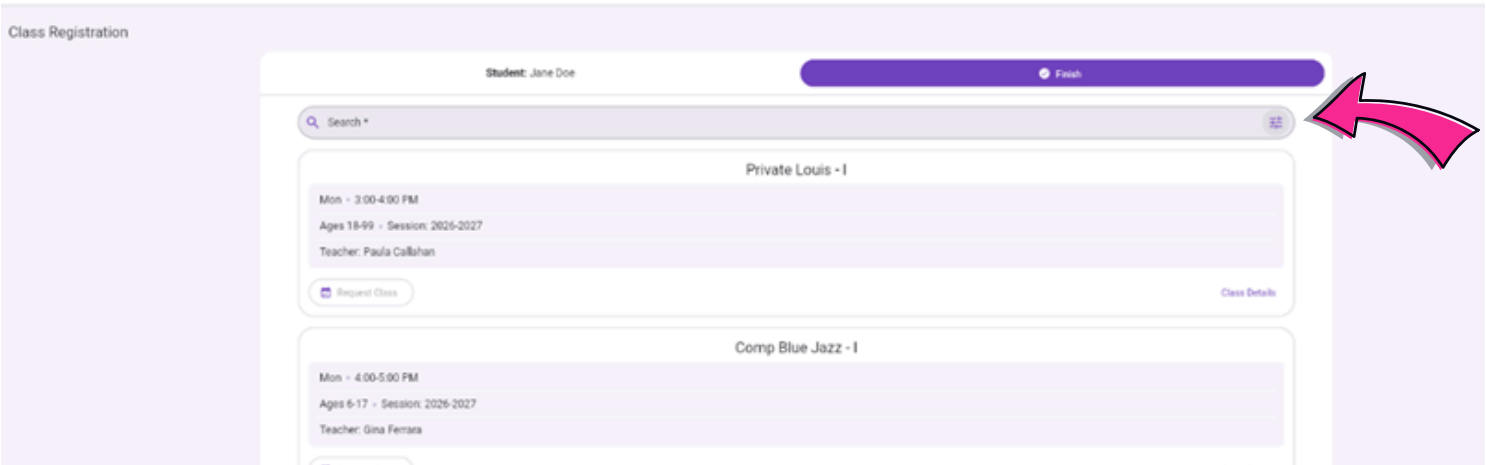
Add another student if applicable, or click “Next Step.”



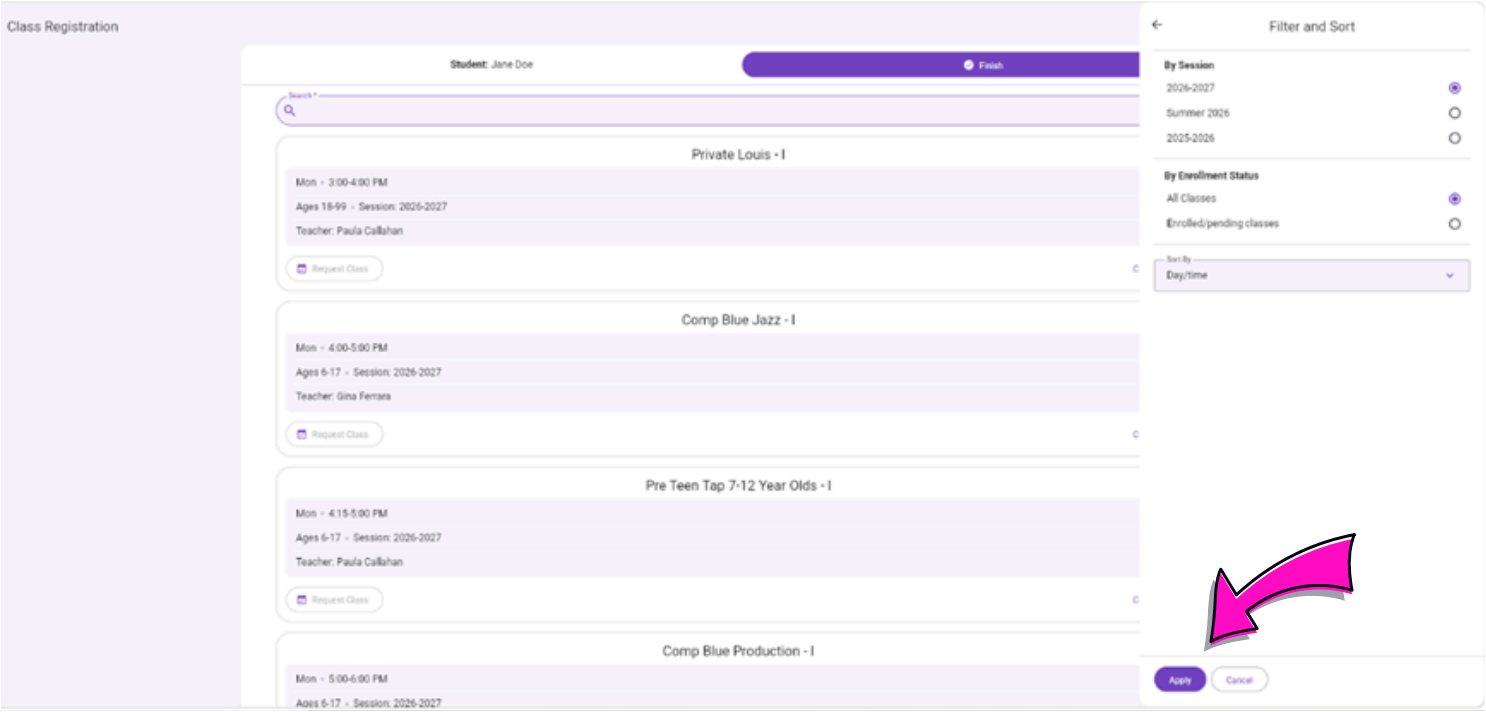
Now you are ready to choose classes for the student you are registering. Click “Register for Classes.”



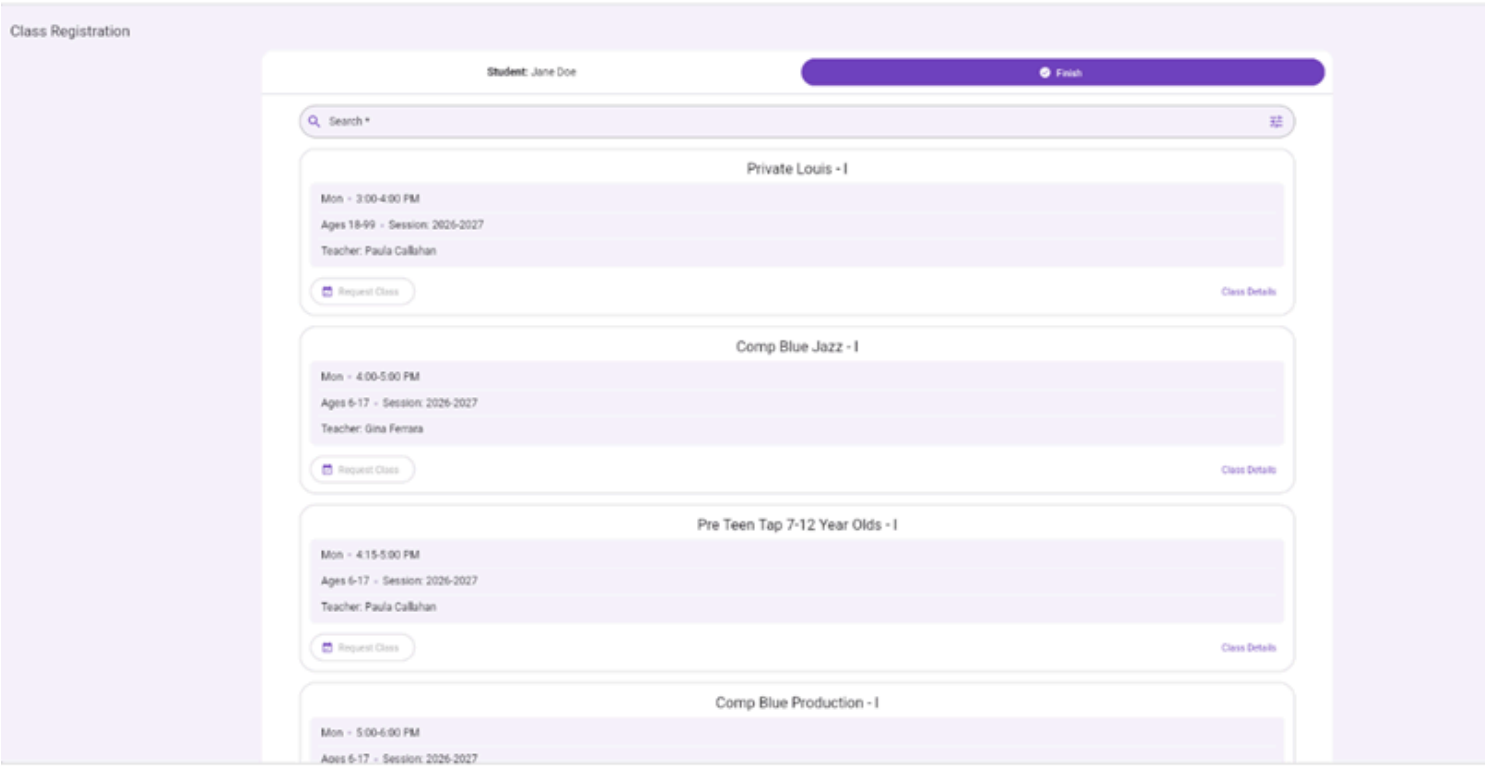
If you are already a student you will see the active dance year classes displayed. **To register for the upcoming year**, click the lines to the right inside the Search bar:



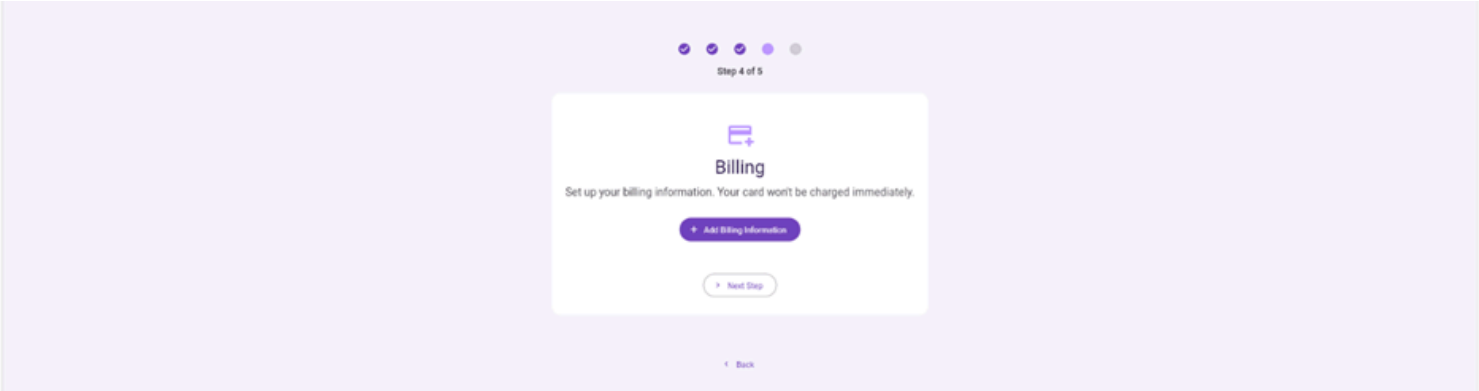
Choose the appropriate session from the pop-up at right - i.e., 2026-2027 or Summer 2026 then click “Apply” at the bottom of the pop-up.



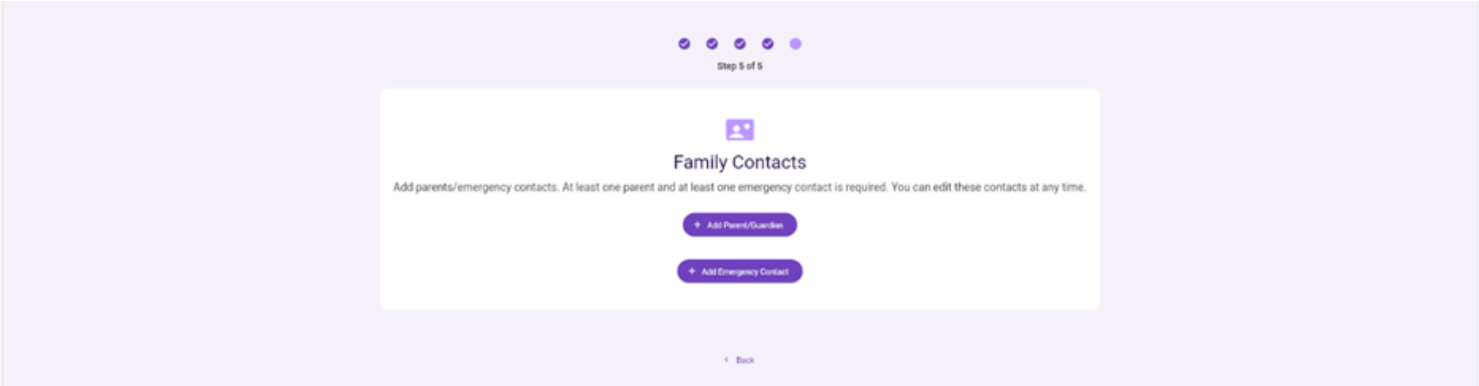
Scroll through the list of classes, or type in the search bar, then request your desired classes. Click “Finish” when done.



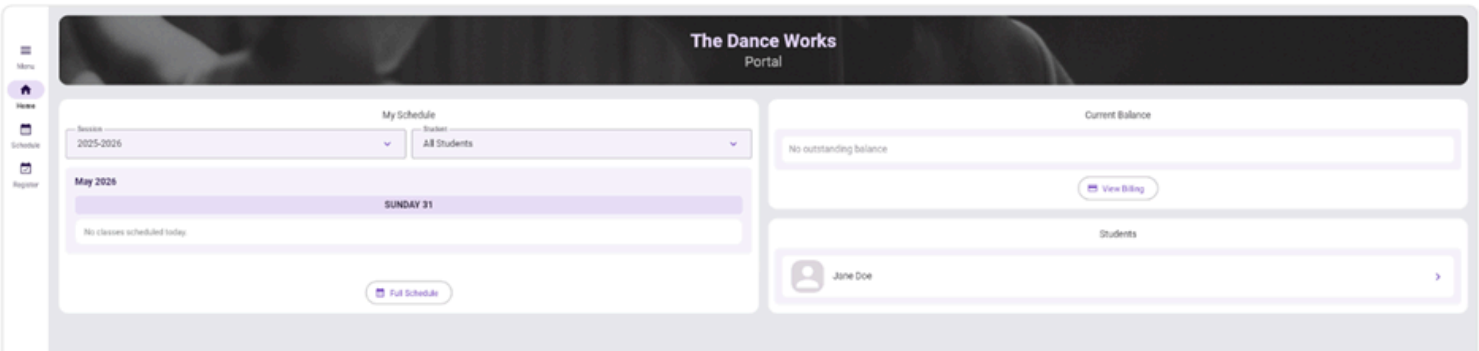
Click “Add Billing Information.” Click “Save” when finished.



Click the appropriate link to add Parent/Guardian info or Emergency Contact.



When all registration info is complete, you'll be returned to the main Portal screen. This is what you will see when you log in going forward.



If you have additional questions, please reach out to contact@thedanceworks.us.