

Jackrabbit for parents

Go to ccadance.com to register or use the link below directly

<http://app.jackrabbitclass.com/regv2.asp?id=536502>

Fill out all the information applicable to you and your dancer

Any box with * is required to continue through the registration process

“Additional Info” please note with **“yes” or “no”** if you want to use:

- 1) Auto-pay at the 1st of the month
- 2) Self-pay (similar to coming to front desk at studio)

Portal Password: With Jackrabbit comes a parent portal where you can see your schedule, charges, etc.

- 1) Create a password that you will remember

To Enroll in Classes:

- Click blue box with *
- Another window will pop up showing all the classes for the 2019-2020 season. Class name on the far left, and additional class information like day and time on the right side
- To choose class, place cursor over the specific class and click
- It will appear back on the original registration form.
- You can click “select more classes”
- Or add another student
 - If you have multiple dancers please add them now. This will help with registration -fees and multi-class tuition fees

Read “Required Policies and Agreements” – click the box to agree and type in your full name to agree

Payment Information: Jackrabbit offers secured e-payment options through C&H Financial

- If you answered “yes” for auto-pay at the beginning of the form please fill out your information here. You can also do it later in the Parent Portal
- If you answered “yes” for self-pay you can also fill this part out. The parent portal allows you to make payments at any time.

Submit Registration Form

If all required fields are filled out correctly, the page will automatically redirect you to a success message and the option to go to the parent portal will appear.

Parent Portal

Log- in:

- Username: Use email for that you provided on registration form
- Password: use password you created on registration form

The initial page will show you

- Current Balance
- Dancers and the classes they are registered for

Select **Billing and Statements** to see charges and payments

To Make Payments:

- Click green “pay now”
- Check the box/boxes next to the payments you want to pay
- Under “payment amount” input dollar amount you are paying.
 - If you select multiple boxes you must put an amount in each one you select
- Select “pay now” and receive a confirmation number

To Edit Card Information:

- Select “billing and payments”
- Find and select “Quicklinks”
- Choose “Saved Payment Method”
 - Here you can edit current cards or add up to 3 total cards