JOFFREY ACADEMY OF DANCE ★ CHICAGO
OFFICIAL SCHOOL OF THE JOFFREY BALLET

Note – you are considered a returning student if you have registered for a class or program at Joffrey Academy within the last 2 years.

New Student Registration:

1. The first thing you will do is set up the Parent/Guardian Account. Visit Joffrey.clubautomation.com and click on "Access My Account". Enter your first and last name and the email address you'd like to have on file. This is the email that will be sent all Joffrey communications. You will be emailed a code to complete setup.
    a. Please do not use any special characters, such as accent marks, in any of the information you enter. The registration system cannot recognize them.
    b. If you are an **international student**, or have an international address, you must use Joffrey Tower's address as your home/mailing address (10 E Randolph Street, Chicago, IL 60601).
2. Follow the prompts to complete setup for your new account. One of these prompts will give you the option to create your student's account.
3. Once your account has been set up and you are in the member portal, select who you would like to register in a program. If you would like to register your student and not yourself, click the drop-down arrow next to your name and select the correct name.
4. Once you have selected the correct person, click *Register for Programs* in the left-hand menu. Search for a class/program or click on *All Categories* to narrow down your search by division (Children's, Dance Lab, etc).
5. Click on the class name, *Learn More,* or *View* to select the class/program you would like.
6. Next to the details section at the bottom, click *Sign Up* or *Call*. If your class is offered on multiple different days, click *Sign Up* or *Call* next to your desired day.
7. Your class will be saved in your cart for 20 minutes. To check out, click *Cart* in the top right corner. Complete the information in the *Select Payment Method* section and select whether you will be paying in full or in installments. Check the *Save on File* box to save your payment method to your profile. *We require all students to keep a valid card on file.*
8. Click *Submit Payment.*

Returning Student Registration:

1. Visit Joffrey.clubautomation.com and login.
2. Once logged into your account, click on *Register for Programs*. Search for a class/program or click on *All Categories* to narrow down your search by division (Children's, Dance Lab, etc).
3. Click on the class name, *Learn More,* or *View* to select the class/program you would like.
4. Next to the details section at the bottom, click *Sign Up* or *Call*. If your class is offered on multiple different days, click *Sign Up* or *Call* next to your desired day.
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6. Click *Submit Payment.*

If you have questions regarding registration or classes, please reach out to reception@joffrey.org.