



## DANCE ACCOUNT LOGIN INFORMATION

Charleston Dance Center is delighted to provide families with easy access to their dance accounts, allowingm to keep their contact information up-to-date and view their account history. To get started, follow these simple steps to set up your access:

1. Type the following web address into your internet browser:

<https://www.thestudiodirector.com/charlestdancecenter/portal.jsp>

2. You will be prompted to provide your email address and password. (\*Note that you will need to use the same email address you used during registration to log into your account)

3. If it's your first time logging in, you'll need to set up your password. To do this, click on the "Forgot your password?" link located on the portal login page. This action will lead you to a prompt where you can enter your email address. Subsequently, you'll receive an email with detailed instructions on how to create your password.

By accessing your dance account, you'll have the convenience of performing the following tasks:

- **View your classes:** Easily access information about the dance classes you or your child is enrolled in.
- **Edit Contact Information:** Update and ensure your contact details are accurate, so you stay informed about important studio communications.
- **View Account Pictures:** Take a look at pictures or media related to your dance account.
- **Edit Student Information:** Keep student profiles current and make necessary changes when required.
- **Change Password:** Modify your password at any time for added security.
- **View Financial History:** Stay on top of your financial transactions and view the history of payments made.
- Email the studio directly with any class-related questions or concerns .

***Log in and access your dance account 24/7***