Welcome to Colorado Ballet Academy’s new website registration!

We hope you like our new look. The registration process can seem a bit confusing as it is done via the same system that we use for performances, so the wording is intended more for the ticketing platform rather than class registration.

Please see the steps below to help you along the way. For ease, I am using the Ladies Registration for all examples, but the Mens Registration should follow the same pattern. Please follow this carefully and it should answer any of your questions. (It’s a lot! But hopefully it will walk you through it easily.)

Most of it should seem familiar, it is just the look that has changed, and the addition of uniforms for Levels 2 through Pre-Professional.

It is recommended that you LOGIN first with your existing Colorado Ballet account. If you do not have a Colorado Ballet Account, you can create this at the end when checking out.

**Screen 1**

Our new format has classes broken down by Divisions. Please select the **VIEW CLASS INFORMATION, SCHEDULE & REGISTRATION** box for your appropriate level.

![Children's Division](link)
*Children's Division*
*Parent Tt, Creative Dance 1, Creative Dance 2, Pre-Ballet 1, Pre-Ballet 2 and Ballet Level 1*

![Elementary Division](link)
*Elementary Division*
*Ballet Level 2 and Ballet Level 3*
Screen 2

On this screen you will see a description of the classes in this division, as well as drop down menus which will provide more information regarding Dress Code requirements, Schedule and Registration, and Additional Classes.

To register, select the Schedule/Registration drop down arrow.

Screen 3

Registration is now also divided by Girls/Ladies & Boys/Men. Please select the REGISTER link next to your desired Section or Class.

Girls Ballet Class Schedule Example:
Screen 4

You need to select one item from each of the three groups on the left under “Ballet Level 2 Sec B” and then click “ADD>” for the item to be added to the box on the right.

--You are selecting the Ballet Level 2 Sec B program tuition and one uniform. CBA is requiring uniforms for Levels 2-Pre-Professional Division this year. You must select one of the appropriate size and click “ADD>”

If you are unable to visit Colorado Ballet to try on a uniform, please select the item on the left side and click the “VIEW DETAILS” button. This will give you a link to Eleve’s website, which has detailed instructions for how to measure.

--Your screen should look like it does below – click “CONTINUE”
To Add Additional Classes

Simply select the desired class from the left column and click “ADD>” to move them to the box on the right, then click “CONTINUE”

Ballet Level 2 Sec B

Screen 5

On this screen you will see a recap of what you have added from the previous screen. Under each item, you will see the words “Seating Section” with a Registration box next to it. This is auto-filled, you do not need to do anything with this. You are not selecting a seat, but merely creating a place-holder.

-Under the drop down selection entitled “Class Registration(s) items(s)” & “Uniforms Item(s)” please select “1”. Please note that you are only able to order 1. If you would like to order additional uniforms, please put a note in at the end with the quantity desired.
--All items should have a quantity of 1 and your screen should look like this. Click “BUY NOW”
Screen 6
You will see the shopping cart summary of your purchase. Ignore the verbiage about ticket limits and the 10% Denver Seat Tax – this is information that automatically comes up with any purchase in our Tessitura system. The phone number listed below is our box office. If you have an existing account and are having trouble logging in, please call that number. **If you have questions about the classes, please call the academy at 303.339.1623.**

This screen lists the total cost of the program, including activity and production fees. Click **“PROCEED TO CHECKOUT”**.

Screen 7
If you have not already created an account and logged in, you may do so now. Please ignore the verbiage regarding tickets, this is information that automatically comes up as part of our Tessitura system.

Screen 8
Once you are logged in, you will see a summary of your order. The “Print At Home No Charge” is auto-filled. **This will generate a waiver and further registration paperwork that you will need to fill out and return to Colorado Ballet no later than the first day of class, August 20, 2018.**

You may add a donation if you like.
The “Add Order/Registration Note”, is where you would write in if you would like to order more than one uniform. Please note that it will not add these to your order, we will call you to add additional uniforms to your order.

Click CONTINUE

Screen 9

This is the payment information screen. It will allow you to review all of the costs, as well as selecting a payment plan, if desired. (Again, ignore anything relating to “tickets”.) There are two-three payment options, which are listed below. Please note that any payment plan fees are collected at the time of registration and not broken up into separate payments. Please follow the instructions from here complete the transaction.
Upon Completion

You should receive a receipt which is three pages long. This is a waiver that requires you to fill in additional information. Please print this out and ensure it is completely filled out and returned to CBA no later than the first day of your class, August 20, 2018. You will not be allowed to attend class until this is completed and received.
FAQ

1. May I order my own uniform from Eleve? How do I order additional uniforms?
   a. Uniforms must be ordered directly from Colorado Ballet Academy because they will have the Colorado Ballet Academy logo on them.
   b. If you would like to order additional uniforms you may do so by creating a note under the “Add Order/Registration Note” on Screen 5. We will contact you to confirm quantities and take additional payment.

2. What is your refund policy?
   a. Program fees and 1st payment are non-refundable. 100% tuition reimbursement (not including fees) will only be processed before July 31, 2018. Tuition reimbursements after July 31, 2018, will be considered by the academy on an individual basis, but no refund is guaranteed. Any withdrawal after the first month of the program is not subject to refund. Failure to pay all fees and tuition may affect future ability to participate in the Colorado Ballet Academy. All refunds and credits will take up to 3-4 weeks of processing time and will not be issued without a signed Drop Form. Refunds may be issued back in the original form of payment only, except for cash, which will be issued via check. Students enrolled in auto payment plans are not excused from future payments if withdrawing after the first month, all remaining payments are still due. Uniform fees are non-refundable if uniform has been worn.