



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.

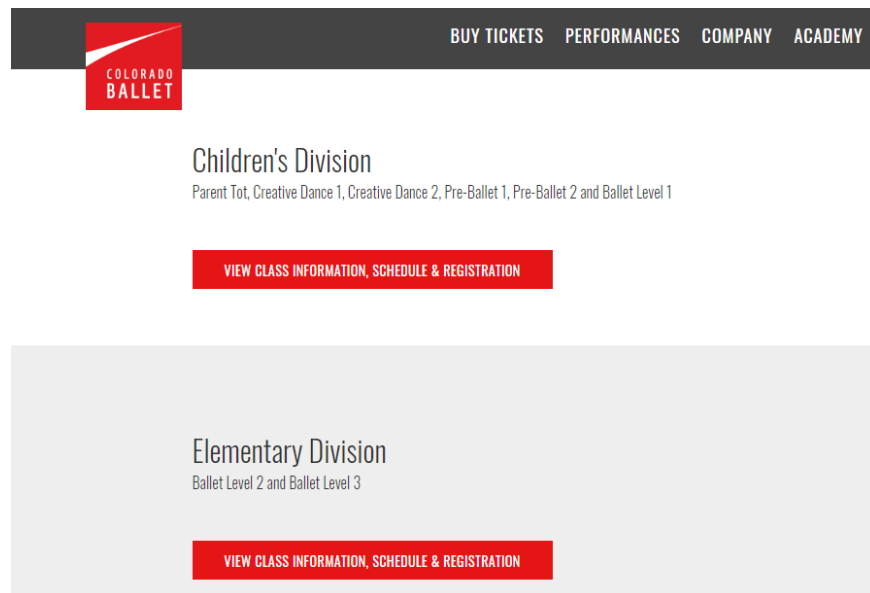
Please see the steps below to help you along the way. For ease, I am using the Ladies Registration for all examples, but the Mens Registration should follow the same pattern. Please follow this carefully and it should answer any of your questions. (It's a lot! But hopefully it will walk you through it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

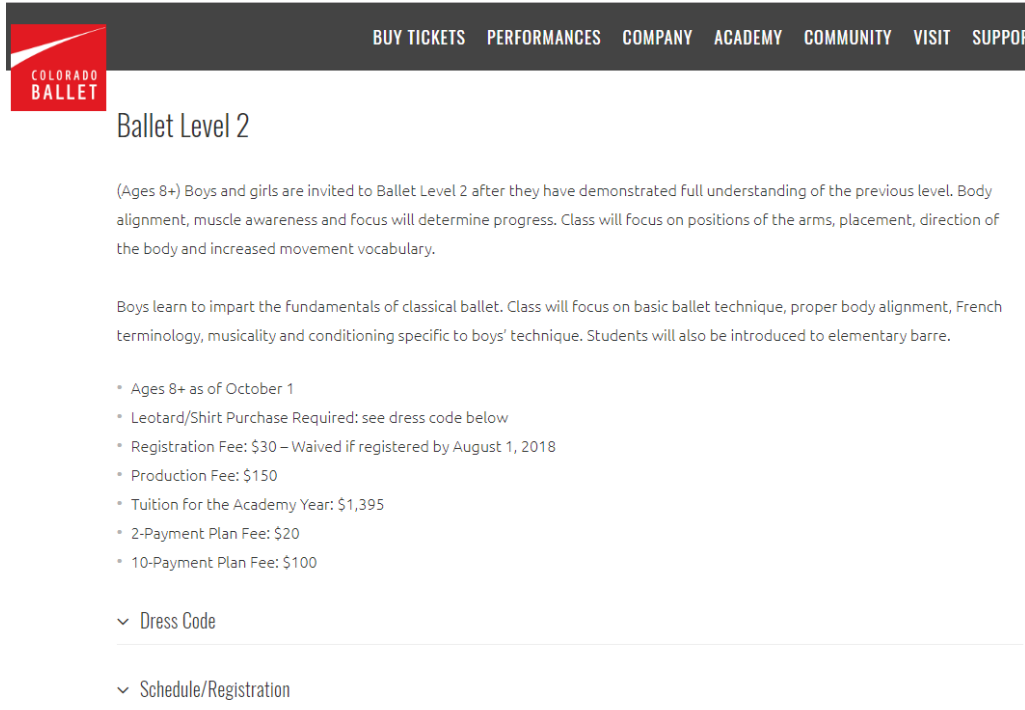
Our new format has classes broken down by Divisions. Please select the **VIEW CLASS INFORMATION, SCHEDULE & REGISTRATION** box for your appropriate level.



## 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.



**BUY TICKETS** **PERFORMANCES** **COMPANY** **ACADEMY** **COMMUNITY** **VISIT** **SUPPORT**

**COLORADO BALLET**

### Ballet Level 2

(Ages 8+) Boys and girls are invited to Ballet Level 2 after they have demonstrated full understanding of the previous level. Body alignment, muscle awareness and focus will determine progress. Class will focus on positions of the arms, placement, direction of the body and increased movement vocabulary.

Boys learn to impart the fundamentals of classical ballet. Class will focus on basic ballet technique, proper body alignment, French terminology, musicality and conditioning specific to boys' technique. Students will also be introduced to elementary barre.

- \* Ages 8+ as of October 1
- \* Leotard/Shirt Purchase Required: see dress code below
- \* Registration Fee: \$30 – Waived if registered by August 1, 2018
- \* Production Fee: \$150
- \* Tuition for the Academy Year: \$1,395
- \* 2-Payment Plan Fee: \$20
- \* 10-Payment Plan Fee: \$100

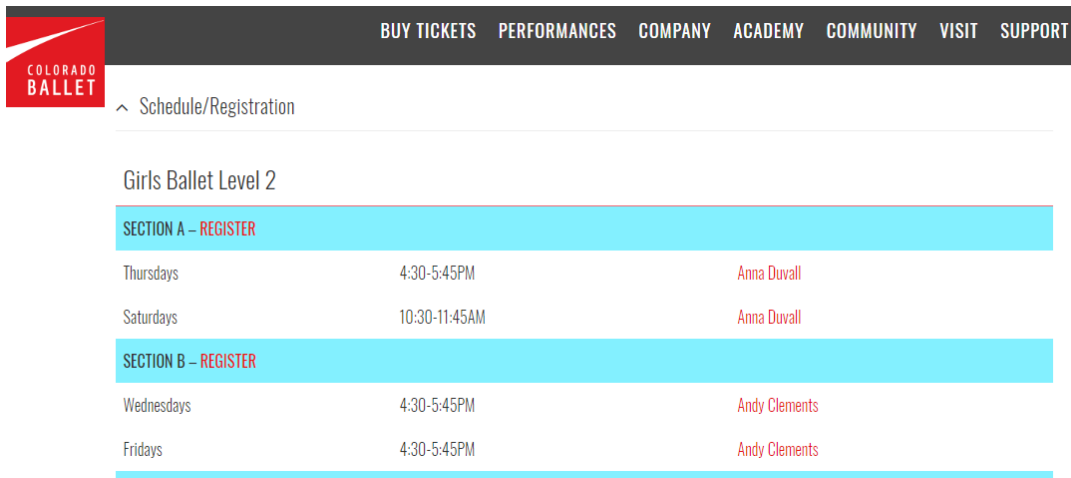
∨ Dress Code

∨ Schedule/Registration

## 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:



**BUY TICKETS** **PERFORMANCES** **COMPANY** **ACADEMY** **COMMUNITY** **VISIT** **SUPPORT**


**COLORADO BALLET**

∧ Schedule/Registration

### Girls Ballet Level 2

|                             |               |               |
|-----------------------------|---------------|---------------|
| <b>SECTION A – REGISTER</b> |               |               |
| Thursdays                   | 4:30-5:45PM   | Anna Duvall   |
| Saturdays                   | 10:30-11:45AM | Anna Duvall   |
| <b>SECTION B – REGISTER</b> |               |               |
| Wednesdays                  | 4:30-5:45PM   | Andy Clements |
| Fridays                     | 4:30-5:45PM   | Andy Clements |

## Boys Ballet Class Schedule Example



| BUY TICKETS   PERFORMANCES   COMPANY   ACADEMY   COMMUNITY   VISIT   SUPPORT |               |                   |
|--|---------------|-------------------|
| Boys Ballet Level 2  |               |                   |
| <b>SECTION A - REGISTER</b>  |               |                   |
| Mondays  | 5:00-6:00PM   | Kevin Gaël Thomas |
| Saturdays  | 10:30-11:45AM | Anna Duvall       |
| <b>SECTION B - REGISTER</b>  |               |                   |
| Mondays  | 5:00-6:00PM   | Kevin Gaël Thomas |
| Fridays  | 4:30-5:45PM   | Andy Clements     |
| <b>SECTION C - REGISTER</b>  |               |                   |
| Mondays  | 5:00-6:00PM   | Kevin Gaël Thomas |
| Thursdays  | 5:45-7:00PM   | Andy Clements     |

### 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**”

## Ballet Level 2 Sec B

[View All Items](#)

Select the required amount of items from the menu at left. When you’ve met the required quantity amounts, click ‘Continue’ to make your selection. To learn more about an item, select it from either the left or right menu and click ‘View Details’.

|   |                     |                             |
|---|---------------------|-----------------------------|
| Ballet Level 2 Sec B:<br>Select 1 from this group             | <b>ADD &gt;</b>     | Ballet Level 2 Sec B        |
| Ballet Level 2 Sec B  | <b>&lt; REMOVE</b>  | Allison Youth Leotard Small |
| Level 2 Additional Classes:<br>Select up to 2 from this group |                     |                             |
| Intermediate Tap - Lvl 2,3,4                                  |                     |                             |
| Modern Level 2  | <b>VIEW DETAILS</b> |                             |
| Academy Uniforms:<br>Select 1 from this group                 |                     |                             |
| Allison Youth Leotard Small                                   |                     |                             |
| Allison Youth Leotard Medium                                  |                     |                             |
| Allison Youth Leotard Large                                   |                     |                             |
| Allison Women Leotard X-Small                                 |                     |                             |
| Allison Women Leotard Small                                   |                     |                             |
| Allison Women Leotard Med                                     |                     |                             |

**CONTINUE**

## To Add Additional Classes

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

### Ballet Level 2 Sec B

[View All Items](#)

Select the required amount of items from the menu at left. When you've met the required quantity amounts, click 'Continue' to make your selection. To learn more about an item, select it from either the left or right menu and click 'View Details'.

|   |                     |                              |
|---|---------------------|------------------------------|
| Ballet Level 2 Sec B:<br>Select 1 from this group             | <b>ADD &gt;</b>     | Ballet Level 2 Sec B         |
| Ballet Level 2 Sec B  | <b>&lt; REMOVE</b>  | Allison Youth Leotard Medium |
| Level 2 Additional Classes:<br>Select up to 2 from this group | <b>VIEW DETAILS</b> | Intermediate Tap - Lvl 2,3,4 |
| Intermediate Tap - Lvl 2,3,4                                  |                     | Modern Level 2               |
| Modern Level 2  |                     |                              |
| Academy Uniforms:<br>Select 1 from this group                 |                     |                              |
| Allison Youth Leotard Small                                   |                     |                              |
| Allison Youth Leotard Medium                                  |                     |                              |
| Allison Youth Leotard Large                                   |                     |                              |
| Allison Women Leotard X-Small                                 |                     |                              |
| Allison Women Leotard Small                                   |                     |                              |
| Allison Women Leotard Med                                     |                     |                              |

**CONTINUE**

## 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**”

### Ballet Level 2 Sec B

[View All Items](#)

[« Change Your Performance Selections](#)

**Please Note:** Each item must have the same **total** number selected.

**Ballet Level 2 Sec B**

Seating Section:  · [View Pricing per Section »](#)

Class Registration(s) Item(s)

**Allison Youth Leotard Small**

Colorado Ballet uniforms are made by Elevé, and are designed specifically for dancers. If you are unable to visit Colorado Ballet to try on a uniform, please visit Elevé's website for proper sizing

[Elevé Sizing Guide.](#)

Seating Section:  · [View Pricing per Section »](#)

Uniforms Item(s)

**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”**.

All totals include a 10% (rounded) Denver Seat Tax for performances at the Ellie Caulkins Opera House.  
If you are struggling online or have problems logging in - please call (303) 837-8888 ext. 2 - Mon to Fri 10 am to 4 pm MST.

Your cart contains items which will expire in 15 minute(s)

| Subscription(s):   |                   |           |           |                  |                                  |
|--|-------------------|-----------|-----------|------------------|----------------------------------|
| Description  | Location          | Seat(s)   | Price     | Total Seats      | Total                            |
| <b>Ballet Level 2 Sec B</b>  |                   |           |           |                  |                                  |
| Ballet Level 2 Sec B<br>Wed 08/22/2018 4:30 PM<br>Colorado Ballet        | General Admission | 1 Seat(s) | \$1395.00 | 1                | \$1395.00 <a href="#">delete</a> |
| Allison Youth Leotard Small<br>Sun 06/30/2019 8:00 PM<br>Colorado Ballet | General Admission | 1 Seat(s) | \$50.00   | 1                | \$50.00                          |
| <b>Total Subscription Cost: \$1445.00</b>                                |                   |           |           |                  |                                  |
| <b>Order Subtotal:</b>   |                   |           |           | <b>\$1445.00</b> |                                  |
| <b>Production Fee:</b>   |                   |           |           | <b>\$150.00</b>  |                                  |
| <b>Total:</b>  |                   |           |           | <b>\$1595.00</b> |                                  |
| <b>Amount Due:</b>   |                   |           |           | <b>\$1595.00</b> |                                  |

[CONTINUE SHOPPING](#)

[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.

[Log In](#) [Forgot Password](#) [New User](#)

### Log In To Your Account:

Enter your Email Address, Your Email Address as your Temporary Password and optional Promo Code below to log in to your account. Tickets will be emailed to you within a day at the email address you provided. Note tickets come as a separate pdf and often times go into junk email:

Email:  \*

Password:  \*

Promotion Code:

[LOGIN](#)

## 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**

[Checkout Options »](#) [Review & Pay »](#) [Receipt](#)  
**Your cart contains items which will expire in 5 minute(s)**

Where should your order be shipped?

Select your shipping method and address (if necessary):

Print At Home No Charge ▾

Add A Donation to Give the Gift of Dance

Please support Colorado Ballet's Education and Outreach Programs

Suggested donation of \$20 or more:

Add Order/Registration Note

Checkout/OrderNoteText

I would like to order 2 total of each uniform, Cocoa & Allison.

**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.

## Please enter your payment information

Click 'Buy Now' to complete your order

Please provide your payment information and receive your tickets electronically when you complete the following order:

### Shipping Information

**Print At Home No Charge**

[change](#)

### Order Details

#### Subscription(s):

| Description  | Location          | Seat(s)   | Price     | Total Seats | Total     |                        |
|--|-------------------|-----------|-----------|-------------|-----------|------------------------|
| <b>Ballet Level 2 Sec B</b>  |                   |           |           |             |           | <a href="#">delete</a> |
| Ballet Level 2 Sec B<br>Wed 08/22/2018 4:30 PM<br>Colorado Ballet        | General Admission | 1 Seat(s) | \$1395.00 | 1           | \$1395.00 |                        |
| Allison Youth Leotard Small<br>Sun 06/30/2019 8:00 PM<br>Colorado Ballet | General Admission | 1 Seat(s) | \$50.00   | 1           | \$50.00   |                        |

Total Subscription Cost: \$1445.00

Order Subtotal: \$1445.00

Production Fee: \$150.00

Total: \$1595.00

Amount Due: \$1595.00

### Apply Gift Certificate

Gift Certificate ID:  [FIND MY GIFT CERTIFICATE](#)

### Payment Plans

The following items totaling \$1,445.00 are available for a payment plan

- Ballet Level 2 Sec B

ACADEMY PAYMENT PLAN (All fees due with first payment). \*\*An additional \$100 for 10 payment, \$50 for 5 payment and \$20 for 2 payment will be changed when order is processed.\*\*

- 2 Payments (Only Lvl 1 & up)
- 10 Payments (Only Lvl 1 & up)
- 5 Payments

[CREATE PAYMENT PLAN](#)

### Payment Information

Card Type \*  Card Number \*  Name on Card \*  Card Expiration \*

Security Code \*  \* required fields

Enter the code listed at left before completing your order

**EQE46**

[BUY NOW](#)

## 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 1<sup>st</sup> 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.