

HOW TO REGISTER FOR MCBS OPEN/ADULT CLASSES

1. If you are a new participant, please [create a new account](#), then skip to step 6 below.

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New Adults Program Account

Primary email

Primary email: *

Retype email: *

2. If you have taken class with us before or your child is a registered student, please

[Login to your current portal account](#)

MIAMI CITY BALLET SCHOOL

Portal Login

Username: *

Password: *

[Forgot Username or Password](#)

3. If you forgot your username or password, please click "[Forgot Username or Password.](#)"
 - a. You will be prompted to enter your primary email and last name to retrieve your account information.

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Reset your Password

Login Information

Primary email: *

Last Name: *

4. You will receive an email with a link to reset your password.
5. Once logged in, you will see a welcome page and options to the left.

- Home Page
- Log Out
- Edit Profile
- Finances
- My Students
- MCBS for Adults
- Resources
- Video Channel
- Messenger

Welcome



Welcome to Miami City Ballet School's Portal!
[22/23 School Calendar](#)

6. To see a schedule of class offerings, click on “MCBS for Adults” and select “Class Schedule”

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 - OnDemand Videos
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Class Schedule

Signing Up for Open, Drop-In Classes

- "DROP IN" in gray letters in the "REG" column indicates an available class. They will show up 7 days before the class date.
- Don't see "DROP IN"? Be sure to purchase online class credits first by clicking the "BUY CLASS CREDIT" link at the top of the table or click on "Buy Class Credits" from the left-side navigation panel.
- A **Green** check mark shows the class(es) you are signed up to attend. This will stay GREEN. You can also see your registered classes by going to the "MCBS for Adults" tab, then My Account.

To purchase class credits,

[CLICK HERE](#)

***Please note* All classes use recorded music at this time.**

When you are successfully registered, a confirmation email will be sent to your email address on file (please also check your spam folder). The email will include all information you need for class.

Registration closes 30 minutes prior to class. All class and program registrations are final. Changes to open class registrations are only accepted up to 1 hour prior to the class start time. To request changes, email school@miamicityballet.org

I have read the **MCBS WAIVER** and acknowledge that by signing up for class, I release MCB and employees of liability and voluntarily execute the **MCBS WAIVER** with full knowledge of its content.

7. To register for classes, you must PURCHASE CLASS CREDITS
- a. Click on “Buy Class Credits” from the side menu, or select the blue button on the Class Schedule page to purchase class credits.
 - b. Select the class credit option of your choice
 - c. Process payment by entering credit card information

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Buy Class Credits

In-Studio Class Credits Options

In-Studio class credits allow students to attend any of the open, in-studio classes. Purchases are final and non-refundable. There is no expiration date for class credits. In-studio class credits may not be used for online classes or programs that require enrollment.

- \$ 25.00 Single Drop-In Class
- \$ 120.00 5 Drop-In Classes
- \$ 230.00 10 Drop-In Classes

Credit Card Info

A1665079177

Credit Card Num: * [\(edit method\)](#)

Exp. Date Month: Year:

CVV: *

I acknowledge that I've read and agreed with the [Terms and Conditions](#)

Make your Payment

Please select "Make your Payment" button only once!
The system may take a few moments to process. Multiple selections may result in duplicate payment.

8. Once class credits have been purchased, go back to the "Class Schedule" and scroll down to see the available classes
9. Select "Drop In" under the desired class and select "OK" from the pop-up window if you wish to continue with the registration
 - a. When registered, a green checkmark will appear under the REG column.

Drop In Drop In

Lookup:	<input type="text" value="Next 15 Days"/> <input type="button" value="Go"/>	No available in studio class credits remaining - BUY CLASS CREDITS				
Mon 10-17-22						
Class/Workshop	Time	Dur.	Studio	Teacher	Status	REG.
Int/Adv - Ballet <small>1 25 14419 2022 Fall Session</small>	9:30AM	90 min	S4	Lezcano	Open Cl.	
Beg/Int - Ballet <small>1 25 14959 2022 Fall Session</small>	6:30PM	90 min	S7	Lezcano	Open Cl.	
Tue 10-18-22						
Class/Workshop	Time	Dur.	Studio	Teacher	Status	REG.
Int/Adv - Ballet <small>1 25 15859 2022 Fall Session</small>	9:30AM	90 min	S4		Open Cl.	
Beg/Int - Ballet <small>1 25 16399 2022 Fall Session</small>	6:30PM	90 min	S7	Lezcano	Open Cl.	

- 10. Once registered, a confirmation email will be sent to your mailbox from MCBS No Reply.
- 11. To see what class you have registered for, select “My Account”

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My Account

Available in Studio Class Credits	Not Available
Available Online Class Credits	Not Available

Journal

Date	Type	Class Aff.	# Credits	Amount

- 12. If you need to make any changes to your class schedule, please contact the school at school@miamicityballet.org