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.

2. If you have taken class with us before or your child is a registered student, please login to your current portal account.

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.

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

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
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
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”

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