

Brevard Ballet Academy

STUDIO PORTAL · TRAINING

FOR FAMILIES

Parent Quick-Start

Six quick tasks to get your family set up in the Brevard Ballet portal.

portal.brevardballet.com

Brevardballet@gmail.com · (321) 622-4713

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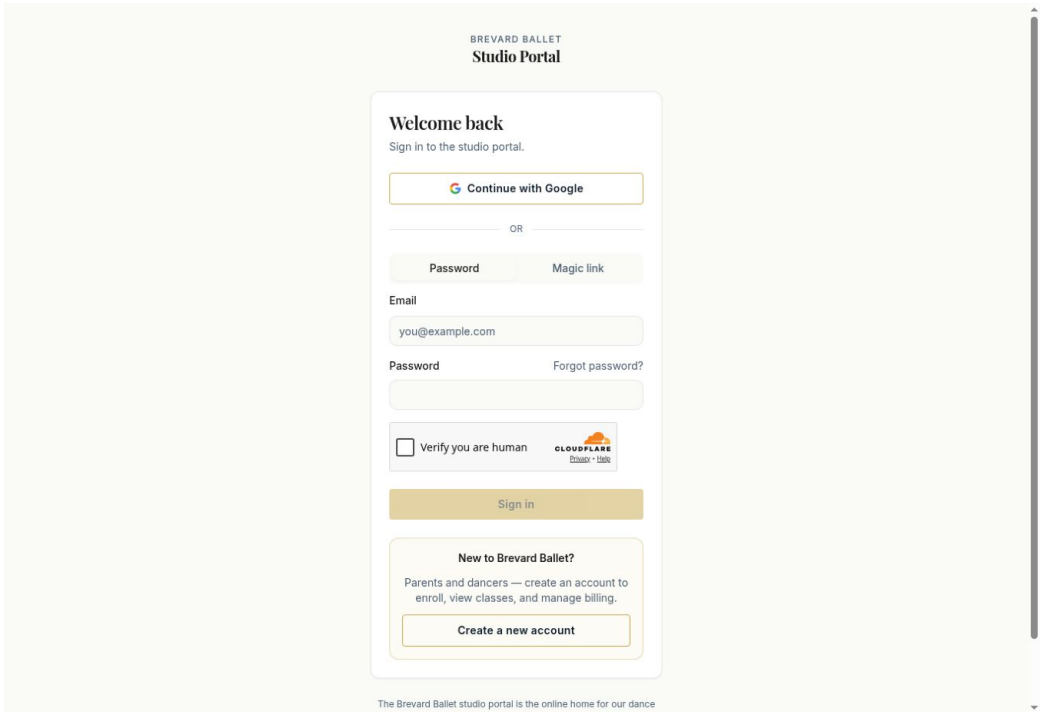
Your portal: portal.brevardballet.com · Need help? Brevardballet@gmail.com · 321-622-4713

Six quick tasks to get set up. For full detail, see the complete **Parent Portal Training Guide**.

I. Set up your account

If the studio emailed you an invite link: 1. Open the link, type a password in **"Choose a password"** and again in **"Confirm password"**. 2. Click **"Set up my account"** → **"Welcome! Your account is ready."** You're in.

If you're signing up yourself: 1. Go to portal.brevardballet.com → **"Create a new account"**. 2. Fill **"Full name"**, **"Email"**, **"Password"** → click **"Create account"**. 3. Confirm from the email we send, then sign in on **"Welcome back"** with **"Sign in"**. (New self-signups wait for studio approval — see **"Stuck?"**.)



The screenshot shows the 'Welcome back' sign-in screen for the Brevard Ballet Studio Portal. The page has a light beige background. At the top, the text 'BREVARD BALLET Studio Portal' is centered. Below this, the heading 'Welcome back' is followed by the instruction 'Sign in to the studio portal.' There are two main sign-in options: 'Continue with Google' (with a Google logo) and 'OR' followed by 'Password' and 'Magic link' tabs. The 'Password' tab is selected. Below the tabs, there are input fields for 'Email' (containing 'you@example.com') and 'Password'. A 'Forgot password?' link is next to the password field. Below the password field is a checkbox for 'Verify you are human' with a Cloudflare logo. A large orange 'Sign in' button is centered below the verification section. At the bottom, there is a section titled 'New to Brevard Ballet?' with the text 'Parents and dancers — create an account to enroll, view classes, and manage billing.' and a 'Create a new account' button. A vertical scrollbar is visible on the right side of the page. At the very bottom of the page, there is a small footer text: 'The Brevard Ballet studio portal is the online home for our dance'.

— Welcome back sign-in screen

2. Add your student

1. In the menu, open **"My Family"**.
2. Click **"Add a student"**.
3. Fill in the details. **Required:** **"First name"**, **"Last name"**, **"Date of birth"**, **"Gender"**, **"Your relationship"**, **"School"**, the medical questions (**"Allergies"**, **"Medical notes"**, **"Current medications"**, **"Diagnosed medical conditions"** — type **"None"** if nothing applies), and **"Emergency contact"**. (**"Dance experience"** and the on-pointe question are optional.) The **"Add student"** button stays disabled until every required field is filled.
4. Click **"Add student"** → **"Student added to your family."**

The screenshot shows the 'Add a student' dialog box overlaid on the 'My Family' page. The dialog box contains the following fields and sections:

- First name** and **Last name** (text input fields)
- Date of birth** (text input field with format mm/dd/yyyy) and **Gender** (dropdown menu)
- Your relationship** (dropdown menu)
- School** (text input field with placeholder 'Which school does your student attend?')
- Dance experience** section with a text input field for 'Years of training, styles, prior studios...'
- Is this student currently on pointe?** (checkbox)
- Medical questions** section with a note: 'Medical questions are required. If nothing applies, type "None" so we know you've answered.'
- Allergies *** (text input field)
- Medical notes *** (text input field)
- Current medications *** (text input field)
- Diagnosed medical conditions *** (text input field)

The background page shows the 'My Family' section with a list of students, including 'Ava "Avie" Mitchell'.

— Add a student dialog

3. Sign your policies

1. In the menu, open **"My documents"**.
2. Under **"Needs your signature"**, click **"Review & sign"**.
3. Read to the bottom — signing unlocks once you **"Scroll to the end of the document to enable signing."**
4. Check the agreement box, type your name in **"Type your full legal name to sign"**, and click **"Sign document"** → **"Signed — a copy has been emailed to you."**

The screenshot shows a web application interface for Brevard Ballet. On the left is a dark sidebar menu with options: Dashboard, My family, My family, Enroll, Make-up classes, My documents (highlighted), Billing, Payment methods, Communication, Classes, Productions, Volunteers, and Calendar. The main content area displays a modal dialog titled 'Studio Policies & Code of Conduct'. The dialog contains the following text: 'Read the full document below, then type your name to sign electronically. You can search and download it from your saved copy afterwards.' Below this is a scrollable document area with the title 'BREVARD BALLET ACADEMY Studio Policies & Code of Conduct'. The document text includes: 'Welcome to Brevard Ballet', 'Our studio is committed to providing a safe, respectful, and professional environment where every dancer can grow. These policies explain attendance, communication, attire, conduct, and family responsibilities.', 'Attendance & Punctuality', 'Students should arrive prepared and on time. Families should notify the studio when a dancer will be absent and follow the published make-up class process.', 'Student Conduct', 'Dancers are expected to show respect for instructors, classmates, facilities, and themselves. Disruptive or unsafe conduct may result in a conference with the family.', and 'Tuition & Enrollment', 'Enrollment reserves a place in class. Tuition and applicable fees follow the payment plan selected during registration.' Below the document, there is a prompt 'Scroll to the end of the document to enable signing.' followed by a text input field 'Type your full legal name to sign' with 'Jane Doe' entered. Below the input field is a checkbox labeled 'I have read this document and agree to be legally bound by it. I consent to sign electronically (ESIGNACTUAL)'. At the bottom of the dialog are two buttons: 'Cancel' and 'Sign document'.

— Review and sign dialog

4. Enroll in a class

1. In the menu, open **"Enroll"** and pick your dancer.
2. Under **"Available classes"**, choose the day or days when prompted, then click **"Add"**. Repeat for any other classes or dancers.
3. Under **"Your cart"**, confirm your choices and click **"Review & checkout"**.
4. On **"Review your enrollments"**, check the classes and click **"Continue to payment"**.
5. On **"Choose how to pay"**, select **"Semester in full"** or **"Monthly"**. For semester payments, also choose **"Credit card"**, **"Bank transfer (ACH)"**, **"Cash"**, or **"Check"**. Click **"Calculate cost"**.
6. Review **"Estimated cost"**, then click **"Sign & confirm enrollment"**.
7. If prompted, complete **"Sign required agreements"** and click **"Sign & continue"**.
8. You'll see **"Enrolled [number] class/classes."** The confirmation also tells you if any selections need studio approval or were added to a waitlist.

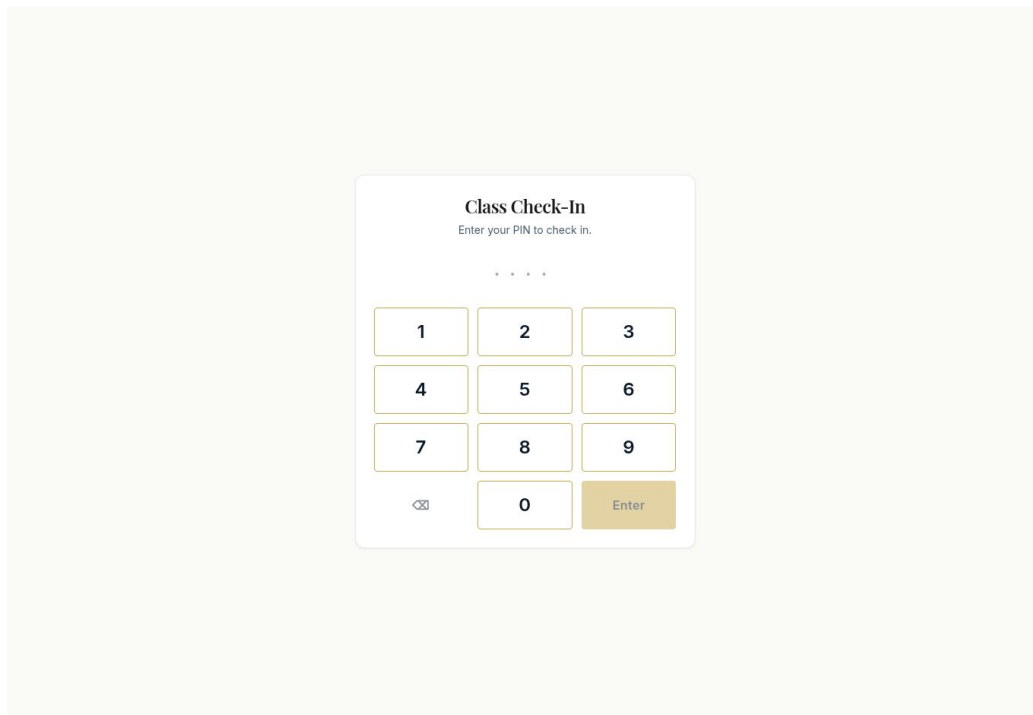
The screenshot displays the 'Enroll' page for Brevard Ballet. On the left is a dark sidebar menu with options: Dashboard, My Family, My Family, Enroll (highlighted), Make-up classes, My documents, Billing, Payment methods, Communication, Classes, Productions, Volunteers, and Calendar. The main content area is titled 'Enroll' and includes a sub-header 'Add the classes you want for each dancer to your cart, then review everything and choose how to pay at checkout — nothing is charged until you confirm. Placed dancers enroll right away; a new dancer who hasn't been placed yet is submitted for studio approval first.' Below this is a section for 'Ava Mitchell · 9' with an 'Add a student' button. The 'Ava's classes' section lists 'Ballet I' (Beginner · Tuesday 4:00-5:00 PM · Studio A) and 'Jazz Funk' (Beginner · Wednesday 5:30-6:30 PM · Studio B), both marked 'Active'. The 'Available classes' section shows 'Contemporary Ballet' (Open · Ages 7-14 · From \$130.00) with an 'Add' button. Below this is a 'Choose day(s):' section with options for 'Tue 6:00-7:00 PM · Studio B — Black Box' and 'Thu 6:00-7:00 PM · Studio B — Black Box'. The 'Auditions' section lists 'The Nutcracker — Casting Auditions' (Sep 12, 2026 · King Center for the Performing Arts · Fee \$35.00) and 'Level Placement Audition' (Aug 5, 2026 · Studio A — Main Hall · Fee \$25.00), both with 'Register' buttons. The 'Your cart' section shows 'Ava Mitchell' with 'Open Level Ballet' (Open) and a 'Review & checkout' button.

— Enroll page with a class Add button and Your cart

Adult classes aren't enrolled here — buy a Punch card instead.

5. Check in at the studio

1. At the studio iPad you'll see **"Class Check-In"** and **"Enter your PIN to check in."**
2. Tap your student's PIN, press **"Enter"**.
3. On **"tap your class"**, choose the class → **"You're checked in!"** Tap **"Done"**.



— Class Check-In kiosk keypad

6. Register for an audition

1. In the menu, open **"Auditions"**.
2. Check the box for each student you want to register (register siblings together for the discount).
3. Click **"Register & pay"** (if there's a fee) or **"Register"** → **"Registered."**

Brevard Ballet

Dashboard

My Family

Communication

Classes

Comments

Progress reports

Auditions

Private lessons

Punch cards

Productions

Volunteers

Calendar

SM Sarah Mitchell
Parent

Auditions

Register your students and pay the audition fee. Register siblings together for the discount.

Open auditions

2 total.

The Nutcracker — Casting Auditions

performance

Youth Company

Sep 12, 2026

King Center for the Performing Arts - Fee \$35.00

☐ Ava Mitchell

Register & pay

Level Placement Audition

class

Academy

Aug 5, 2026

Studio A — Main Hall - Fee \$25.00 - Sibling ~\$5.00 each

☒ Ava Mitchell

Register & pay

Auditions page

Stuck?

- **"Awaiting approval"** — your self-signed-up account is waiting for studio approval. Sign out and check back; you'll get in once it's approved. Been a while? Contact the studio.
- **"No students linked yet" / "No family account is linked to your login yet."** — the studio needs to link your family. Contact us and we'll set it up. *(If you were sent an invite link, use that instead of self sign-up.)*

Contact the studio: Brevardballet@gmail.com · 321-622-4713