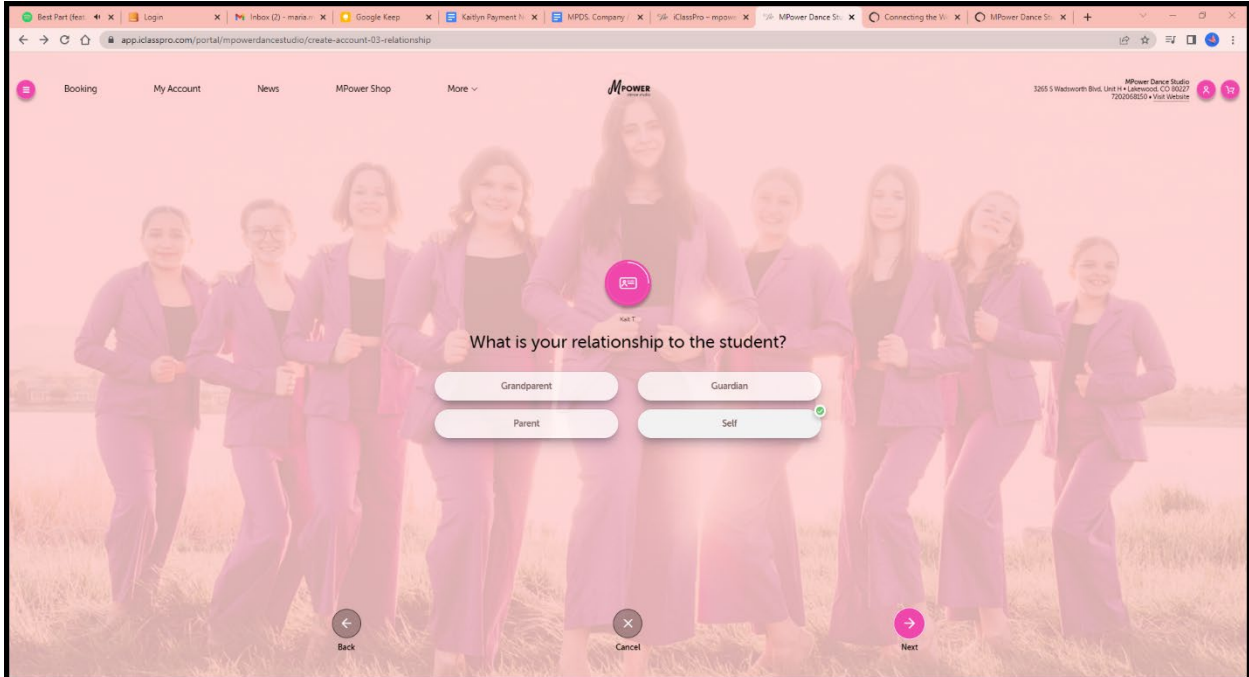


## ADULT GROUP CLASSES – ACCOUNT CREATION:

Step 1: Select [Create Account](#)

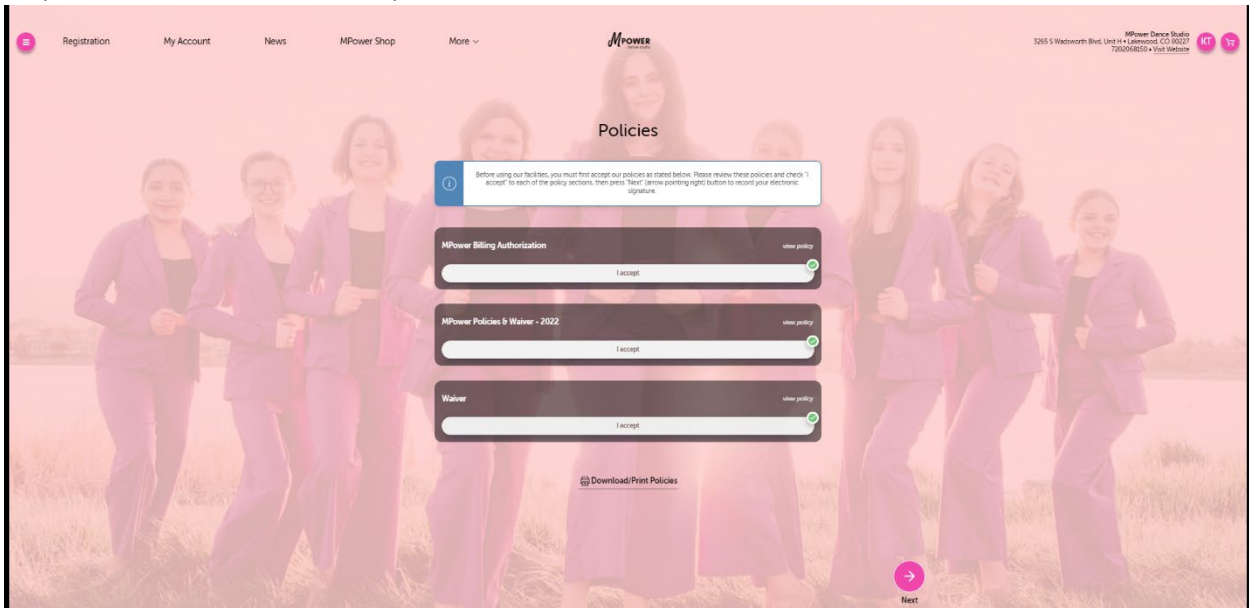
Step 2: Choose “Self” as Relationship to Student (since you will be the **Student for Adult Group Classes**)



The screenshot shows a web browser window with the URL `app.iclasspro.com/portal/mpowerdancestudio/create-account-03-relationship`. The page features a navigation bar with links for Booking, My Account, News, MPower Shop, and More. The main content area has a pink background with a group of women in purple suits. A central question asks, "What is your relationship to the student?". Below the question are four buttons: Grandparent, Guardian, Parent, and Self. The "Self" button is highlighted with a green checkmark. Navigation buttons for Back, Cancel, and Next are visible at the bottom.

Step 3: Enter Information (Name, Email, Phone, Billing Address, Password)

Step 4: Create Account and Accept Policies.



The screenshot shows the "Policies" page on the MPower website. The page has a pink background with the same group of women in purple suits. A central message states: "Before using our facilities, you must first accept our policies as stated below. Please review these policies and check 'I accept' in each of the policy sections. Then press 'Next' (arrow pointing right) button to record your electronic signature." Below this message are three policy sections, each with an "I accept" button and a "view policy" link: "MPower Billing Authorization", "MPower Policies & Waiver - 2022", and "Waiver". A "Download/Print Policies" link is located at the bottom center. A "Next" button is visible at the bottom right.

## ADULT GROUP CLASSES – ACCOUNT CREATION (cont):

**Step 5: IMPORTANT - Click “Yes, Create Student” and you will be directed to this page:**

Enter your Name and Information as the “Student” since you will be the one taking the Adult Group Classes.

The screenshot shows a web browser window with the URL `app.classpro.com/portal/mpowerdancestudio/student-details`. The page title is "Kait's Student Details". The form is divided into two main sections: "General Information" and "Student Medical Information".

**General Information:**

- Name:** Two input fields. The first contains "Kait" and is labeled "FIRST NAME". The second contains "Tester" and is labeled "LAST NAME".
- Date of Birth:** Three dropdown menus for month (12), day (14), and year (1993).
- Gender:** Radio buttons for "Male" and "Female", with "Female" selected.
- Allergies / Special Health Conditions:** Radio buttons for "Yes" and "No", with "No" selected. Below is a text area labeled "Enter any Allergies or Special Health Conditions".

**Student Medical Information:**

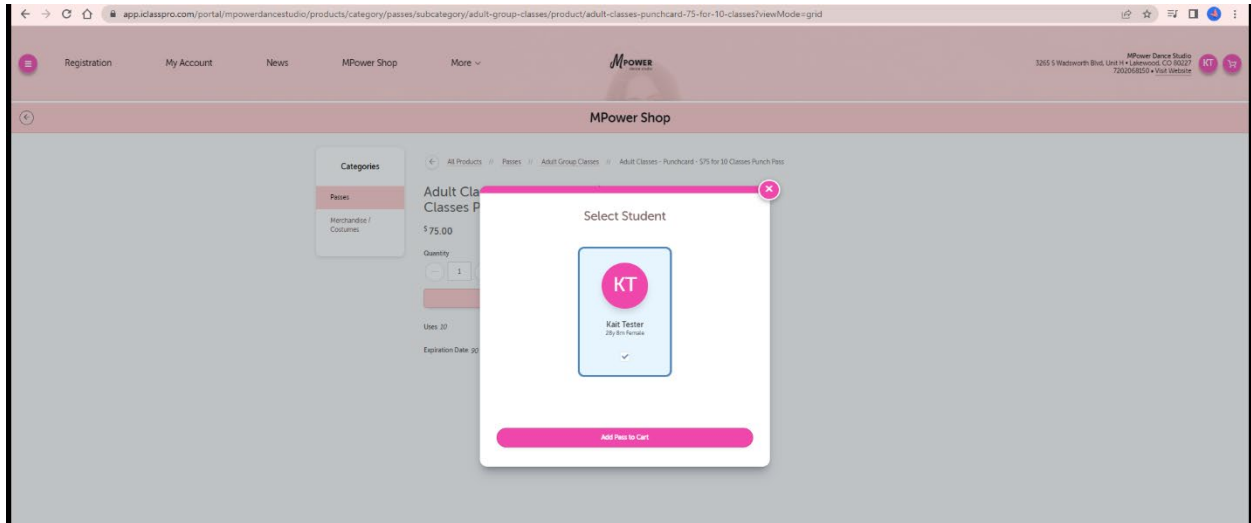
- Hospital / Clinic Preference:** An empty text input field.
- Insurance Carrier / Company:** An empty text input field.

## STEP 6: Success! Click Close

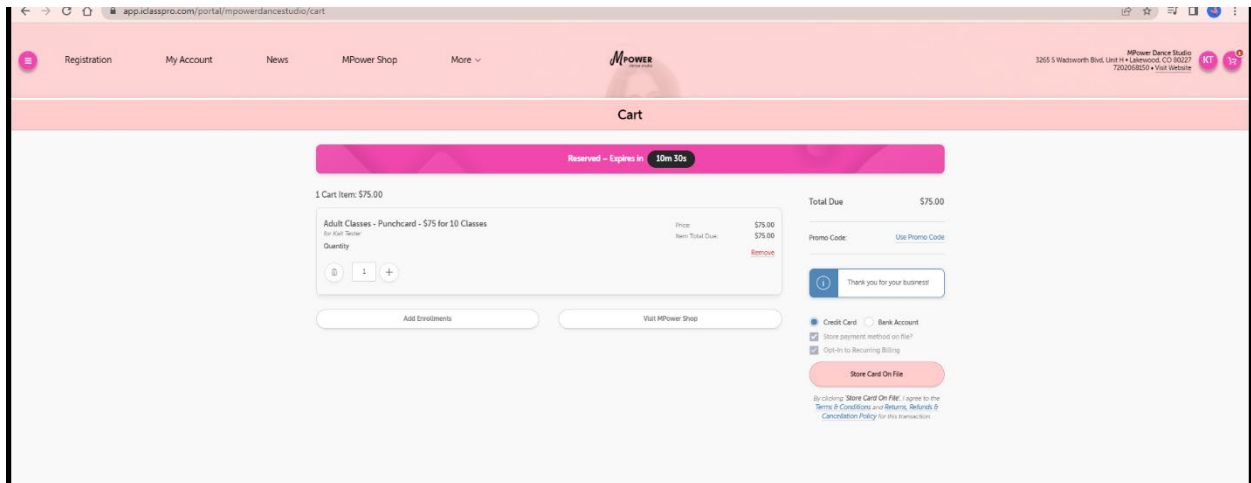
This screenshot shows the same "Kait's Student Details" form as in the previous image, but with a success message overlay. The message is a white box with a green checkmark icon and the text "Kait Tester was created successfully". Below the message is a "Close" button. The background form is dimmed.

## PURCHASING PUNCH PASS – 10 Class Punch card or Unlimited Monthly Membership

1. Click [“MPower Shop”](#)
2. Select [“Passes”](#)
3. Select [“Adult Group Classes”](#).
4. Choose either “Adult Classes – Punchcard” or “Adult Classes – Unlimited Membership”
5. Click “Select Student” and Select Yourself (*IMPORTANT - You will need to add yourself as a Student before this step*). And click “Add Pass to Cart”



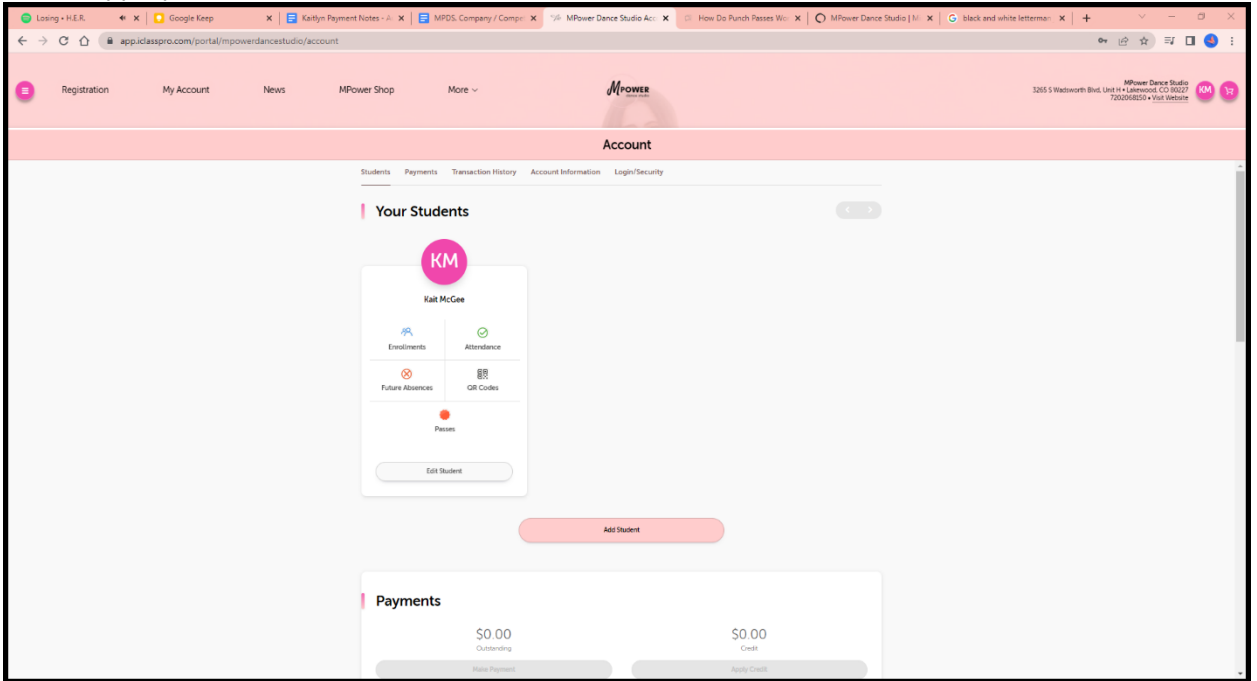
6. To Purchase. Click [“Store Card on File”](#) or [“Store E-Check on File”](#)



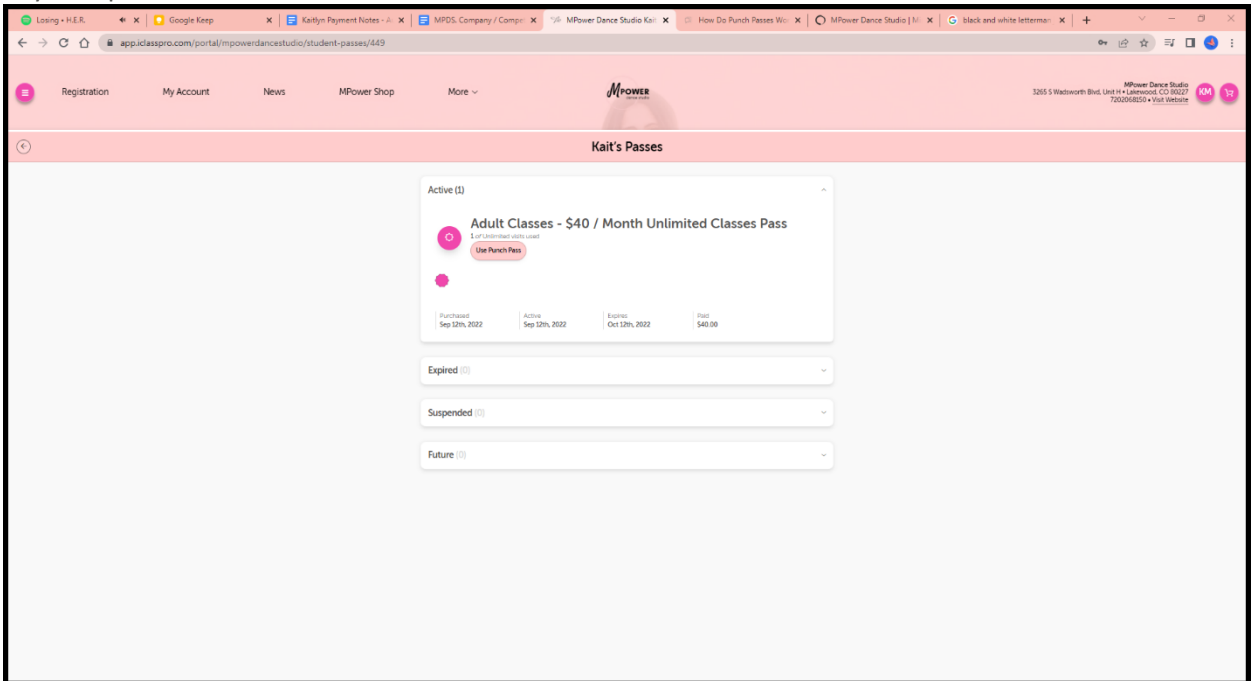
16. Agree to Terms and Enter Billing Information.
17. You will receive an email confirming your purchase.

## HOW TO SIGN UP FOR ADULT GROUP CLASSES:

1. In the Customer Portal or Mobile App, navigate to MY ACCOUNT and click on the “Passes” icon for the appropriate student.

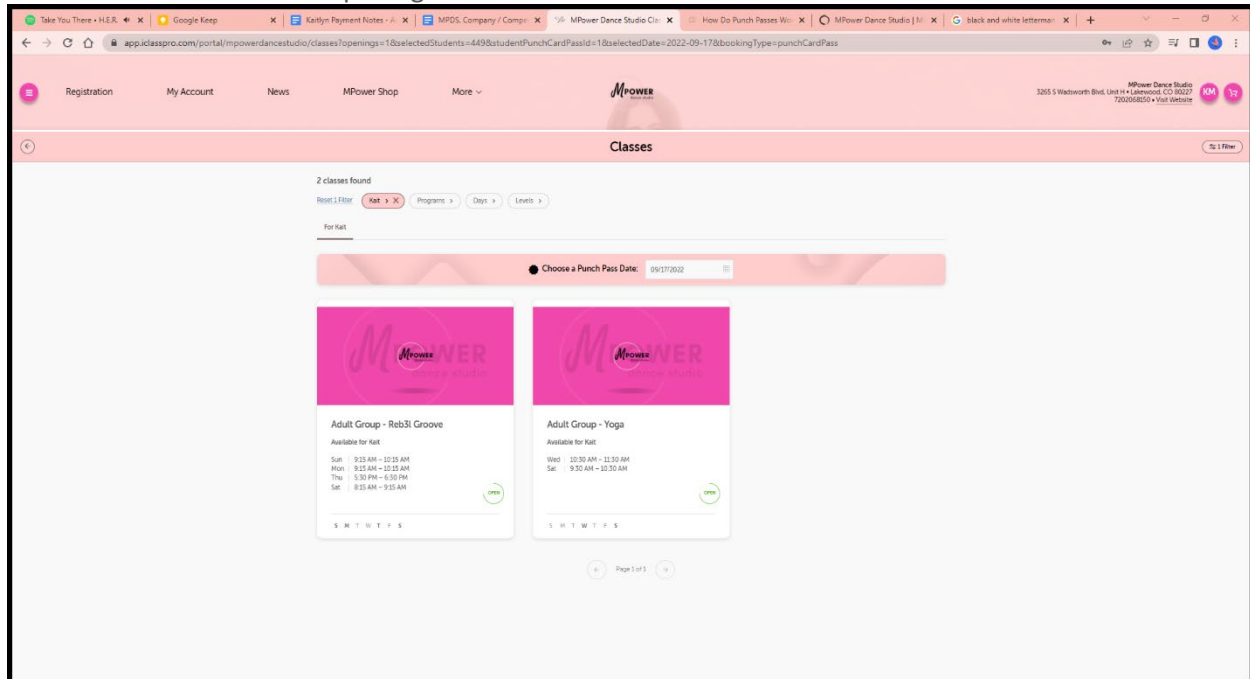


2. This will bring up a list of all Punch Passes associated with the selected student. You can expand any collapsed area to view more details.



## HOW TO SIGN UP FOR ADULT GROUP CLASSES (cont):

3. Click the “Use Punch Pass” button next to any available pass to redeem one punch for a Single-Day class enrollment.
4. On the next screen, the system will search for a list of eligible classes based on the Punch Pass settings and the selected date. Eligible classes are based on the student's age, gender and whether there are openings available in the class.



5. Once you have located the class for which you wish to redeem your Punch Pass, click on the class and click “Punch In” to complete the enrollment process.
6. If the student meets all requirements, you will receive a “Punch-in successful!” confirmation message:
7. Closing the confirmation window will return you to the student’s Punch Pass details, with one pass showing as consumed for the enrollment that was just created
8. It is best to sign up before class but you can also check in with your phone number or QR code at the studio. Tell your Fitness Instructor that you need to check in on the Ipad if you do not sign up before class

Customer Portal: <https://app.iclasspro.com/portal/mpowerdancestudio>

Questions: Email [ap.mpowerdance@gmail.com](mailto:ap.mpowerdance@gmail.com)