

Class Manager for Tuggeranong Arts Centre and Fresh Funk

How to register

1. Follow the link on the website to the Log in page.
2. Select 'Register'

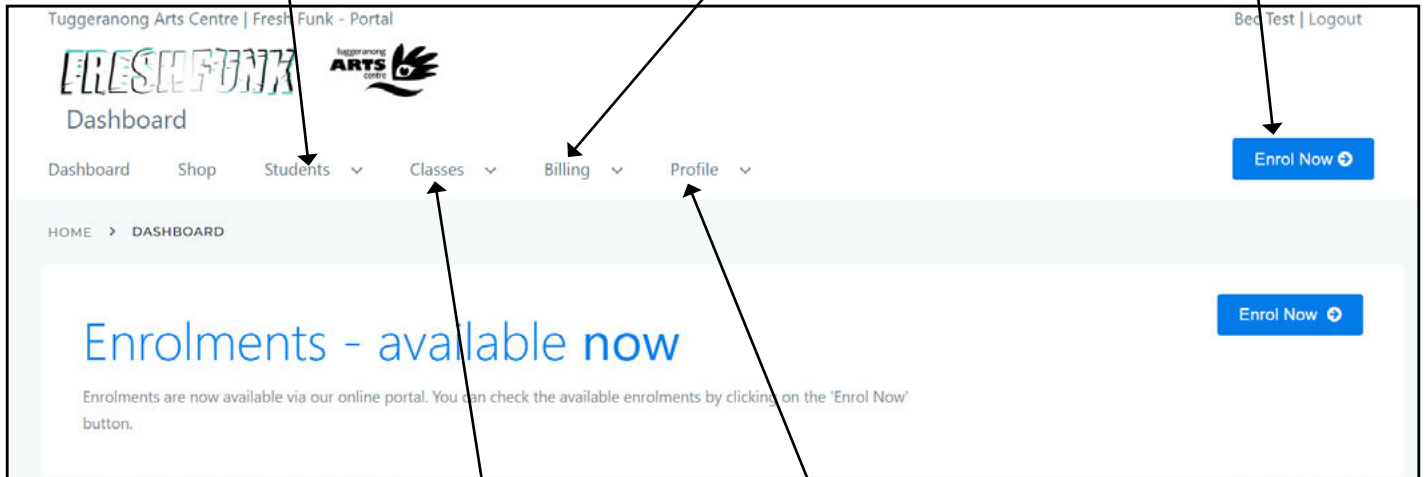
3. Fill out the bill payer information and the Student information (the bill payer and student may be the same person). Additional students can be added by altering the number of students at the top of the page or later in the portal.

4. Press register and you will be brought to the dashboard. From here you can enrol in classes, pay invoices and edit your information.

Add or edit student information

Edit Bill payers profile

Enrol in classes



View current and past enrollments

View payments and invoices

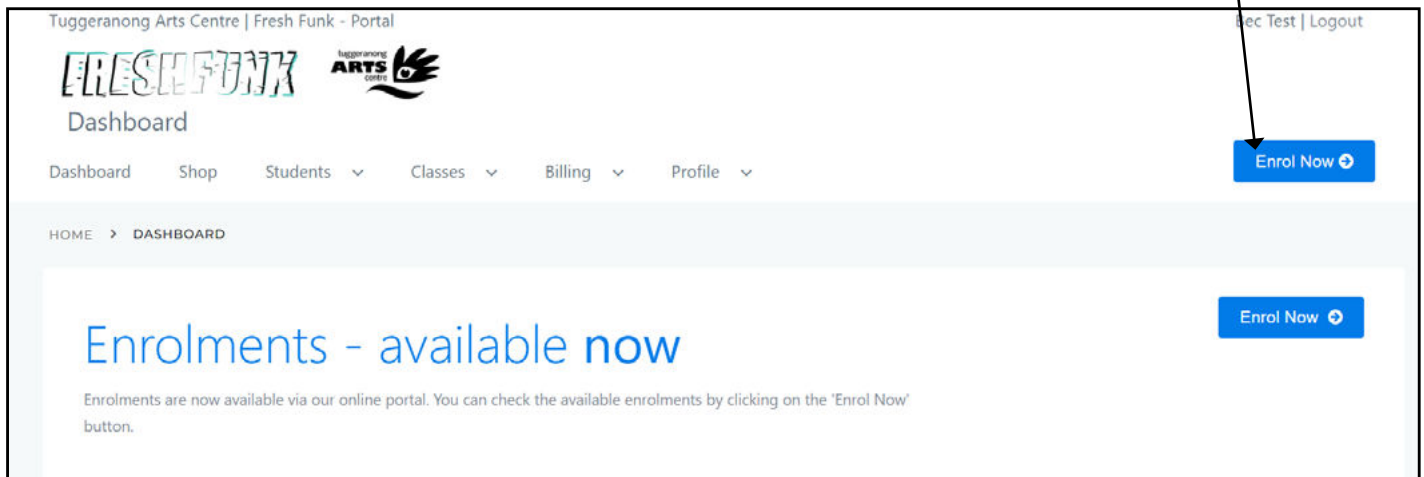
How to enrol in a Term-based class

Thank you for registering your Class Manager account. From here you can directly enrol in Art classes and Funky Fairytales.

*Fresh Funk class enrollments are managed through the Fresh Funk Director based on age and skill level. Contact freshfunk@tuggeranongarts.com if you would like to enrol in this program.

1. Register your account
2. Press enrol now

Enrol in classes



3. Select student to enrol

4. Select 'add to enrolment list' from available classes to enrol selected student (multiple classes can be selected)

Choose desired classes

Please tick from a list of enrolable classes for your the student. Some classes might be unavailable due to restrictions such as age range etc.

Bec 2 Test
You've selected Bec 2, choose classes below.

Please specify filters to show relevant results Search

Select the desired classes below, and click on the confirm button.

Make it Matter Add to enrolment list

| | |
|--------------------------|-----------------------|
| 30/01/2023 Start date | 6/04/2023 End date |
| \$255.00 Price (term) | 10 Lessons |

Lessons (Weekly)

| Day | Time | Staff | Location |
|-----------|---------------------|-------------|----------------------------------|
| Wednesday | 04:45 PM → 05:45 PM | Lily Platts | Tuggeranong Arts Centre Workshop |

Funky Fairytales Add to enrolment list

| | |
|--------------------------|-----------------------|
| 6/02/2023 Start date | 6/04/2023 End date |
| \$175.00 Price (term) | 8 Lessons |

Lessons (Weekly)

| Day | Time | Staff | Location |
|----------|---------------------|--------------------|--|
| Saturday | 03:00 PM → 04:15 PM | Daniel Streatfield | Tuggeranong Arts Centre Dance Studio 1 |

Select the desired classes below, and click on the confirm button.

5. Press confirm

6. Review enrolment, you can add additional classes, enrol another student or edit selected classes at this point.

Tuggeranong Arts Centre | Fresh Funk - Portal Bec Test | Logout

FRESH FUNK **ARTS CENTRE**

Start Enrolment

Dashboard Shop Students Classes Billing Profile

Added to enrolment list, click the enrol or confirm button when you are finished.

Review your enrolments

You're almost there! Please double check your enrolments below before proceeding.
If you need to, you can [make changes here](#).

The following students will be directly enrolled

Bec 2 Test

• Make it Matter - \$255.00
30/01/2023 - 6/04/2023
Wednesday 04:45 PM - 05:45 PM [Tuggeranong Arts Centre - Workshop]

Total
\$255.00

The total price may differ on the final invoice if any discounts or credits are applicable.

7. Proceed to process payment by clicking 'Enrol'.

8. Once you return to your dashboard, you will be able to see the upcoming classes you have just enrolled in.

The screenshot shows the user interface of the Tuggeranong Arts Centre Fresh Funk Portal. At the top, the header includes the text "Tuggeranong Arts Centre | Fresh Funk - Portal" on the left and "Bec Test | Logout" on the right. Below the header is the "Fresh Funk" logo and the "Tuggeranong Arts Centre" logo. The main navigation bar contains "Dashboard", "Shop", "Students", "Classes", "Billing", and "Profile", each with a dropdown arrow. A blue "Enrol Now" button is positioned on the right side of the navigation bar. Below the navigation bar, a breadcrumb trail reads "HOME > DASHBOARD". The main content area features a large heading "Enrolments - available now" with a blue "Enrol Now" button to its right. Below this heading, a paragraph states: "Enrolments are now available via our online portal. You can check the available enrolments by clicking on the 'Enrol Now' button." The dashboard is divided into two columns. The left column is titled "Upcoming Classes" and includes the subtitle "Classes you have coming soon". It contains a table with five rows of class information. The right column is titled "Noticeboard" with a megaphone icon and the subtitle "Scroll through our latest announcements". It displays the message "Nothing here just yet!". At the bottom of the "Upcoming Classes" section, there is a "View All" button.

Tuggeranong Arts Centre | Fresh Funk - Portal

Bec Test | Logout

FRESH FUNK Tuggeranong ARTS CENTRE

Dashboard

Dashboard Shop Students Classes Billing Profile

Enrol Now

HOME > DASHBOARD

Enrolments - available now

Enrol Now

Enrolments are now available via our online portal. You can check the available enrolments by clicking on the 'Enrol Now' button.

Upcoming Classes

Classes you have coming soon

| | | |
|---------------------------------|----------|----------------|
| Wednesday 04:45 PM Feb 1, 2023 | Bec Test | MAKE IT MATTER |
| Wednesday 04:45 PM Feb 8, 2023 | Bec Test | MAKE IT MATTER |
| Wednesday 04:45 PM Feb 15, 2023 | Bec Test | MAKE IT MATTER |
| Wednesday 04:45 PM Feb 22, 2023 | Bec Test | MAKE IT MATTER |
| Wednesday 04:45 PM Mar 1, 2023 | Bec Test | MAKE IT MATTER |

View All

Noticeboard

Scroll through our latest announcements

Nothing here just yet!