How to Register for SBAZ Adult Open Classes

1. If you are a new student: Go to [https://sbazportal.org/portal/main_ad/new_1.php](https://sbazportal.org/portal/main_ad/new_1.php) to create an account, then skip to step 5 below.

2. If you have taken class with us before: Go to [https://sbazportal.org/portal/](https://sbazportal.org/portal/)

3. The system has automatically generated an account and password for you if you have taken classes with us previously. To retrieve your username and password, click "Forgot Username or Password". You will be asked 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 “SBAZ for Adults” and select “Class Schedule”

7. To register for classes, you must **purchase class credits** (unless you previously had coupon code credits which have been transferred into your account already)
   a. “Buy Class Credits”
   b. Select between In-Studio or Online Class credit options
   c. Process payment by entering credit card information
   d. Go to “Class Schedule” and scroll down to see the available classes.
   e. Select “Drop IN” under the desired class, and select “OK” on the pop-up window if you wish to continue with the registration.
   f. Once registered, a confirmation email will be sent to your mailbox. If you have registered for an online Zoom class, the Zoom link will be included in the confirmation email.
8. To see what classes you have registered for select “My Account”.

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