

How to Purchase An Adult Class Card

1. You will need to create an account in our Studio Director Management System. Through our website you can find the “Register & Pay” button at the top of each web page.
2. If you have already created an account, Log In to your account by clicking on the “Register & Pay” button at the top of each web page (Make sure you or your dancer is enrolled into the Adult Ballet Class – this will allow you to receive important communications from Texas Metropolitan Ballet via email.)
3. After logging in, Click on the 3 bars at the top left corner.
4. Go to “Online Store”.
5. Click on “Buy Class Card”.
6. Select the Student you want to purchase the card for.
7. Select the Class card you wish to purchase.

Keep in mind:

4-Class cards expires after 2 months

8-Class cards expires after 3 months

8. Click “Checkout”.
9. Click “Next”
10. Select your payment method.
 - a. If paying by Credit Card, please enter the information asked for. This information will be kept securely on file for future card purchases. You may wish to disable the “Autopay” function. Autopay will only affect you if your account carries an unpaid balance.
 - b. If paying by cash or check, you may do so by handing the payment to the teacher. If there is no one to hand it to at the studio, you can place it into the locked drop-box near the studio entry door inside the lobby – Please raise the flag let the Director know he needs to check the box.
11. Click “Next”
12. Approve & Finish the purchase by clicking “Accept”.